



## **Greater Victoria Harbour Authority Unsolicited Business Proposal Guidelines**

Submissions should include and/or address the following items.

### Overview:

- General proposal description
- Contribution to the goals of the GVHA
- Conceptual drawing or photographs of any structures or vessels

### Business Plan considerations:

- Competitive marketplace analysis / Risk assessment
- Start-up investment and financing capability
- Financial viability including annual operating and capital budgets
- Regulatory and licensing considerations
- Description of the principle company and any partnerships
- Name of Company and contact information
- References
- Marketing and promotion strategy

### Infrastructure considerations:

- Sewage hook-up needs (black and grey water)
- Public washroom utilization
- Electrical draw
- Potable water requirements
- Garbage and recycling disposal requirements
- Provisioning requirements
- Security requirements
- Lighting requirements
- Parking requirements for staff and patrons
- Physical infrastructure proposed
- Reversibility of infrastructure development
- Pollution risk and response strategy
- Noise mitigation (note Municipal Noise By-Law)
- Engineering certification of structure design and safety

- Public safety and emergency response
- Historical and aesthetic impacts
- Compatibility with other adjacent Harbour activities
- Compatibility with long term Harbour development strategies

GVHA lease or license considerations:

- Tenure expectation
- Moorage expectations
- Subdivision registration and property survey may be required

*Required:*

- Security deposit
- Lease or License fee contribution
- Municipal Business License
- Insurance (\$2-5 million liability depending on project – GVHA named as an additional insured)
- Municipal plan and by-law compliance
- Property tax responsibility
- Regulatory requirements and inspections i.e. Food Safe, WHMIS, Transport Canada Certification etc.
- GVHA signage design standards

It is the applicant's responsibility to identify mitigations for any deficiencies of the GVHA's infrastructure that may result due to the implementation of the proposed project.

At this time the maximum lease or license agreement that may be offered by the GVHA is three years; however it is anticipated that longer tenures will be available in the future.

Application fee:

The unsolicited proposal application fee is \$75.00 + HST = \$84.00 payable to Greater Victoria Harbour Authority.

The GVHA will provide pre-application information to assist applicants shape their unsolicited written business proposal.

Submit written business proposals to:

Lisa Krakowski, Property Administrator  
Greater Victoria Harbour Authority  
189 Dallas Road  
Victoria BC V8V 1A1

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