
**SMALL CRAFT HARBOURS
PACIFIC REGIONAL HARBOUR AUTHORITY
ADVISORY COMMITTEE (PRHAAC)**

DRAFT RECORD OF DISCUSSION

Wednesday, June 11, 2008
Inn at False Creek – Quality Hotel Downtown

8:30 a.m. – 4:40 p.m.

Present:

Bob Baziuk, Steveston HA
Hiltje Binner, Port McNeill HA
Lutz Budde, Oona River HA
Linda Franz, Campbell River HA
Rick Hill, Port Edward HA
Ben Maberley, Whaler Bay HA
Liz McLeod, Comox HA

SCH:

Ken Smith, Regional Director
Sarah Murdoch, Manager Budget/Strategic Planning
Robin Richardson, Manager Program Operations
Stacey Martin, Program Officer

INTRODUCTIONS

- K. Smith welcomed members to the meeting, and thanked them for participating in a slightly longer session than is usually scheduled.

ADOPTION OF AGENDA

- The agenda for the meeting was reviewed and two additions were requested:
 - B. Maberley requested that a brief HAC update be added to the agenda.
 - L. McLeod requested the opportunity to provide an update on the HAABC annual conference to members.
- These two items were added to the meeting agenda, and it was agreed that HAC and HAABC updates would be included as standing items on future PRHAAC agendas, under Other Business.

Action Item 1: SCH Pacific (S.Martin) will ensure that HAC and HAABC updates are included as standing items in future PRHAAC meeting agendas.

REVIEW & APPROVAL OF PRHAAC APRIL 02, 2008 MEETING RoD

- The Record of Discussion was reviewed and approved, with one minor edit. On page 3 it was amended to read:

H. Binner enquired if the PRHAAC and the HAABC would have a chance to review the potential PRHAAC member candidates.

ACTION ITEM UPDATE

- PRHAAC members reviewed the action items from the April 02, 2008 PRHAAC meeting and the following updates were provided:

- BC Assessment – R. Richardson advised members that BC Assessment has a new Executive Director who is interested in meeting with PRHAAC members, perhaps with D. Lane, in the fall. He further advised that BC Assessment was still drafting the policy statement regarding Harbour Authorities, in support of the verbal opinion already provided.

- PRHAAC Membership – K. Smith provided an update to PRHAAC members on the status of current and potential new membership in the PRHAAC. He confirmed that R. Hill and L. Franz had been re-appointed for an additional term and that an expression of interest letter had been sent to all HAs in the Pacific Region (HAABC and PRHAAC members were copied on the letter) to solicit interest in PRHAAC participation.

K. Smith advised that two formal expressions of interest had been received to date and that he would appreciate members' feedback regarding the two candidates. He indicated that he was not averse to directing some further enquires if it was felt that identified gaps would not be met by those that had expressed interest to date. He also acknowledged that the current group was working well and would continue to be effective 'as is', if an appropriate candidate was not immediately identified.

- PICFI - K. Smith confirmed that a summary of the discussion with R. Purdon from the last PRHAAC meeting had been distributed to all PRHAAC members. He indicated that he felt the meeting was very constructive and that a fair amount of work had taken place since the session. He advised that the DM was now aware of the issue, as it had also been raised at the last NHAAC meeting and at SCOFO. He confirmed that PICFI staff are engaged and working to see what can be done regarding derelict vessel concerns related to buybacks. For example, he advised that they are now considering, as part of relinquishment expressions of interest, that individuals must provide a plan for disposition of the vessel. As well, DFO Licensing has agreed to include a request for homeport information on their licensing applications.

R. Richardson indicated that he had recently participated in discussions with R. Purdon and DFO legal counsel and that some questions had been drafted for the HAABC/PRHAAC to respond to which would better inform next steps.

After good discussion, members indicated that they were pleased with the progress

made to date, but acknowledged that the goal would be to have as many improvements as possible to the relinquishment form etc. in place in advance of the next buyback, scheduled for August/September 2008.

- Derelict Vessels –L. McLeod provided an update on the status of the HAABC’s Derelict Vessels Committee. She advised that Terms of Reference for the Committee were being established. She also indicated that membership on the Committee was still being finalized but would include herself, R. Richardson from SCH Pacific, a representative from CCG, S. Chapelski from Bromley & Chapelski and, potentially, individuals from Environmental Response, PICFI and the Province’s Integrated Land Management Bureau. In terms of next steps, L. McLeod advised that once members were selected the Committee would proceed with finalizing the Terms of Reference, drafting a definition of ‘delinquent vessel’ and collecting some baseline information. It was agreed that the Committee would provide updates to PRHAAC members at regular intervals.

K. Smith added that there is national interest in looking at the work being done in the Pacific Region regarding derelict vessels and that there was a commitment in the NHAAC meeting minutes of the last meeting to follow-up on legal opinions and to provide and update at the next NHAAC meeting.

Action Item 2: SCH Pacific (R. Richardson) to confirm the name of the new Executive Director of BC Assessment and provide to PRHAAC members.

Action Item 3: PRHAAC members to contact K. Smith directly with feedback regarding suitability of two potential PRHAAC member candidates.

Action Item 4: SCH Pacific (R. Richardson) to provide PRHAAC and HAABC members with list of questions developed by R. Purdon and DFO Counsel for their response. Members are asked to provide input to R. Richardson, who will then coordinate the response to R. Purdon.

UPDATE ON SCH PROGRAM

- K. Smith provided an update to the Committee on recent SCH activities, including:
 - Functional Review – K. Smith advised that the Functional Review organizational plans had been approved by the Department’s senior management committee and that, although lots of work remains (including drafting nationally consistent job descriptions and classification of positions) before SCH Pacific can move forward with staffing, the approval represents real progress. He indicated that the intention in the Pacific Region would be to staff up to full levels of 22 FTEs in the next 2-3 years and that the focus would be on the client services group, in order to provide improved support to HAs, including increased face-to-face engagement.
 - Divestiture – As a follow-up to the federal budget results discussed at the last PRHAAC meeting, K. Smith indicated that a Memorandum to Cabinet was being put forward this week regarding the announced divestiture funding. He advised that while options and priorities are still being considered for divestiture project funding, it is anticipated that

Central & Arctic and Quebec will receive most of the funding based on the large number of recreational sites in those regions. SCH Pacific will also get a portion for our divestiture program and will require resources to support it. In that regard, K. Smith indicated to members that SCH Pacific had recently joined C&A in an external staffing competition for a Property & Divestiture position in anticipation of the work associated with the new funding.

- Staffing – K. Smith indicated that staffing was a priority for SCH Pacific and that with the approval of the Functional Review plan, the road has been paved to move forward. He conceded that the client services side of the program was currently a primary area of concern but that over the next 2-3 months he hoped that there would be some opportunities to strengthen the group. In regards to current initiatives, K. Smith confirmed that some staffing actions were underway and that the program was taking advantage of student employment opportunities, as well.

A good discussion took place regarding changing work culture, the changing job market and the fact that many Harbour Authorities are facing the same staffing challenges as the Federal Government. Members agreed that the opportunity for HAs to become more self-reliant exists, if the right resources and support mechanisms are in place. The need to build HA capacity was discussed and the value of HA mentoring and of the online training modules being developed for harbour staff by the Pacific Coast Congress were highlighted as important tools in attracting, developing and sustaining harbour staff.

- National SCH Priorities – K. Smith confirmed that, as had been previously discussed, a strategic plan is under development by the program. The National Management Committee has reviewed the strategic priorities that were identified in the draft plan and have selected a number of initiatives they feel should have resources devoted to them over the coming year. They include: Implementation of the Functional Review, review of the asset base, harbour development in Nunavut, the divestiture program, response to the SCFO report, advisory process review, HA viability initiatives, financial contracting authorities, budget allocation formula, planning and performance measurement and HA capacity support. In the Pacific Region, strengthening linkages with other sectors and programs, development of a plan for undecided sites, collection of basic planning information and derelict vessels and dredging have also been identified as priorities.

POST-NHAAC REVIEW

- K. Smith confirmed that draft minutes from the April NHAAC meeting had been distributed to members. As the April session was K. Smith's first NHAAC meeting, he took a brief moment to provide his perspective from the 2-day session. He shared that he clearly saw the value of bringing the national group together and, while the strength of the forum may not yet be fully realized, he was impressed with the Deputy Minister's participation and felt that key issues and concerns are highlighted and reinforced through the process and that the forum does support the progress of a number of initiatives over the long term.
- L. McLeod indicated that she was impressed with the tone of the last meeting and the

improved willingness of representatives to work together. B. Baziuk concurred and added that there seemed to be a new energy in the group, which may be related to the installation of the new Director General and permanent staffing of all RD positions.

- General discussion took place on the need to better communicate the value of both the PRHAAC and the NHAAC to HA Boards. Many PRHAAC members shared their frustration at the lack of support afforded by their Harbour Boards for the work they do with the PRHAAC and the NHAAC. Some felt that the lack of Board support was due to a lack of understanding of what the advisory process achieved and how it assisted SCH. All members agreed that SCH needs to increase communication with HA Boards and reiterate the value of the PRHAAC and, most importantly, the contributions advisory group members make to the SCH program. Members also felt that recruitment would also be improved with increased communication of the achievements and successes of the regional and national advisory groups.

Action Item 5: SCH Pacific (K. Smith) to determine how SCH Pacific can enhance communication with HA Boards regarding the value of the advisory groups.

- Class Contribution Program – B. Maberley expressed his pleasure regarding the announcement of the class contribution program. K. Smith agreed that this was a significant development for the program, as it would allow SCH to better engage third parties to help deliver the program. S. Murdoch indicated that SCH Pacific was anxious to explore the process and develop a regional approach. She advised that this new tool could assist in supporting the flow of money to the HAABC, for example, to support their activities that also benefit the SCH program.
- Maintenance Manual – B. Maberley expressed his frustration with the maintenance manual initiative and B. Baziuk agreed to raise the issue on his Maintenance Manual Working Group call scheduled for Thursday, June 12, 2008. B. Maberley stressed that the value of the manual is in its usefulness and applicability to Harbour Authorities and that if it is not developed with their input, then a potentially great tool will end up sitting on the shelf. The steering committee is not currently being engaged in the development process, despite established protocols. L. McLeod indicated that while there was good discussion on the original intent of the project, there has since been frustration and concern raised regarding the usability of the end product. B. Baziuk and K. Smith both agreed to raise the issue in their respective forums.
- HA Viability – B. Maberley acknowledged that HA viability is a long term initiative that SCH and HAs would be working on well in to the future, but expressed some frustration that we have been unable to move beyond ‘list making’ to date. K. Smith concurred that HA Viability is and should be a priority for the program and agreed that we must move beyond the talking stage in order to move the issue forward in a tangible way.

NHAAC representatives mentioned the excellent presentation given recently by B. Tremblay, General Director of Voluntary Action regarding recruitment and retention of volunteers. Good discussion took place regarding volunteer and organizational needs

and the importance of succession planning for viability. Members requested that SCH Pacific provide a copy of the presentation for their information.

- DM Presentation – NHAAC representatives expressed appreciation for Ms. D'Aurey's participation in the meeting and her openness with representatives. Representatives also noted that her apparent receptiveness to exploring amendments to the Regulations is promising.
- Miscellaneous – B. Baziuk indicated that Transport Canada's Port Security program had initiated a review of safety and security at marinas and small harbours and that they had advised that fishing harbours would be reviewed in the fall. Members agreed that SCH and HAs must monitor and assess how we want to be involved in any external safety and security initiatives. R. Hill cautioned members of the potential for additional regulations and requirements to be imposed on HAs, with no associated support or resources. It was agreed that the programs should be discussing the matter at the national level.

Action Item 6: B. Baziuk to raise B. Maberley's Maintenance Manual concerns on his Working Group teleconference and K. Smith to raise the issue and request a status of the initiative on his next National Management Team call.

Action Item 7: SCH Pacific (S. Martin) to provide PRHAAC members with a copy of B. Tremblay's presentation on volunteers.

SCOFO TOUR DEBRIEF

- K. Smith thanked the PRHAAC members that participated in the SCOFO tour in the Pacific Region May 26-27, 2008 and congratulated them on the excellent job they did in presenting to SCOFO members. R. Richardson, who accompanied the tour on behalf of SCH Pacific, indicated that SCOFO members were impressed with the professionalism of the presenters and appreciated the range of issues they identified.
- A general discussion on the SCOFO process took place, with members agreeing that it was a great opportunity to have the SCOFO members come to the Pacific Region and to be able to inform them of issues in BC. There was general agreement that they will now have a good sense of HA and harbour users' concerns from across the country when they draft their final report on how the SCH program could be enhanced.

OVERVIEW OF 2008/09 REGIONAL HA CAPACITY AND INTEGRATED PLANNING INITIATIVES

- S. Martin and S. Murdoch provided a brief introduction to the regional HA Capacity initiatives proposed for 2008/2009, referencing the overview provided to PRHAAC members at the last meeting.

- The focus of the discussion then turned to the new initiatives that have been identified for the coming year, including the year one implementation of the public awareness plan and the proposed partner and client satisfaction surveys.
- S. Martin walked members through a Power Point deck on the proposed year one implementation of the public awareness plan for BC small craft harbours and good discussion took place on the value of the initiative. Members cautioned that the initiative should not focus on marketing the harbours to new users, as they were already fully engaged. Rather, they agreed the awareness message should be directed towards key community influencers, including MPs, MLAs and municipal councils, in order to educate them on Harbour Authorities, the existence of a harbour network and the value of harbours to communities.
- General discussion took place on some of the specific public awareness tools to be developed, including signage and HA business document templates. S. Murdoch indicated that the deliverables in year one were flexible and that SCH was open to shifting priorities to ensure it met the needs of Harbour Authorities.
- Good discussion also took place on the potential for increased formal engagement of the HAABC, in relation to the initiative. As well, the idea of forming a working group was introduced, with B. Baziuk, L. Budde and L. McLeod offering to participate.
- It was then decided that, due to time constraints, we would move to the Advisory Process Evaluation agenda item, with the aim of returning to the HA Capacity discussion, if time permitted.

Action Item 8: SCH Pacific (S. Martin) to follow-up with B. Baziuk, L. Budde and L. McLeod regarding the formation of the Public Awareness Plan working group and next steps.

ADVISORY PROCESS EVALUATION

- K. Smith provided a brief introduction to the advisory group evaluation process and indicated that a project plan had been developed and a time frame for the evaluation had been established. In summarizing the proposed process, he indicated that the research phase had been ongoing and that R. Richardson, as the Client Services Committee (CSC) representative for the Pacific Region, had been asked to talk to the PRHAAC and SCH Pacific staff in order to inform the draft recommendations that will be put forward by the Client Services Committee. K. Smith further advised that the draft national recommendations developed by the CSC would be presented to the PRHAAC for feedback and additional discussion before being presented to the NHAAC and, subsequently, the National Management Committee for approval.
- K. Smith then advised that the discussion at today's meeting would centre on members'

responses to the questions that were provided in advance of the PRHAAC meeting, grouped by the four main themes established by the CSC.

- A summary of the Advisory Process Evaluation discussion is attached as a separate document.

Action Item 9: SCH Pacific to summarize advisory process evaluation discussion and provide to PRHAAC members and to Client Services Committee (R. Richardson).

Action Item 10: SCH Pacific (R. Richardson) to present draft recommendations, once developed, to PRHAAC members for further feedback and discussion.

OVERVIEW OF 2008/09 REGIONAL HA CAPACITY AND INTEGRATED PLANNING INITIATIVES (CONTINUED)

- S. Murdoch briefly walked PRHAAC members through a PowerPoint deck on the partner and client survey initiatives proposed for 2008/2009.
- S. Murdoch indicated that SCH Pacific has identified the need to understand both partner and client satisfaction levels in order to better inform program planning and performance measurement.
- A brief but good discussion then took place on the need for a benchmark assessment of both HA partners and harbour end-users and the desire to engage the PRHAAC and, potentially the HAABC, in the evaluation process.
- It was agreed that a broader discussion was required, but due to meeting time constraints, PRHAAC members agreed to review the deck independently and give it some additional consideration over the next 2-3 weeks, at which point SCH Pacific would follow up with them on an individual basis to gather their feedback on the proposed initiative.

Action Item 11: PRHAAC members to review the deck "How are we doing? Measuring Partner and Client Satisfaction" and give it some additional consideration over the next two to three weeks.

Action Item 12: SCH Pacific (S. Murdoch) to follow-up with PRHAAC members via phone call, to solicit their feedback on the proposed initiative.

OTHER BUSINESS

- HAC Update – B. Maberley indicated that requests for an information brochure on the HAC have been received. As resources are required to proceed with this initiative, it was suggested that he liaise directly with NHQ (K. Love) regarding the possibility of

funding for the development of a national brochure for the HAC.

- HAABC Update – L. McLeod advised members that the annual HAABC Conference has been scheduled for January 21-23, 2009. The theme will be 20/20 Vision and, unlike previous years, there will not be a sponsoring HA. Rather, the HAABC will pick the location and will select a ‘virtual’ host, that will be provided time in the Agenda to present on their harbour(s). Proposed agenda topics to date include: port security, long term planning and derelict vessels. She advised that invitations to government officials will be sent by the end of June, to allow more time for scheduling.
- PRHAAC Meeting Schedule – Members were asked to review the proposed 2008/2009 PRHAAC Meeting Schedule and provide feedback to K. Smith regarding the plan and their availability.
- Travel Claim Process Update – K. Smith highlighted the enhanced accountability regarding government travel claims and the associated increased processes and requirements that have recently been instituted. He advised members that SCH Pacific would be reviewing the travel claims process and looking into any potential streamlining opportunities and/or establishing minimum service levels for processing.
- Miscellaneous - B. Maberley indicated a need for some board governance support, in terms of developing board reporting and management processes. S. Murdoch indicated that SCH Pacific had a number of resources, including some templates developed by other HAs, available. L. Franz also indicated that the Campbell River Harbour Authority had developed a number of tools and templates that she would be pleased to share with him.

Action Item 13: B. Maberley to contact NHQ (K. Love) to enquire into funding for the development of a HAC brochure.

Action Item 14: PRHAAC members to provide feedback to SCH Pacific (K. Smith) regarding the proposed PRHAAC meeting schedule and their availability to participate on the proposed dates.

Action Item 15: SCH Pacific (S. Martin) to confirm that proposed November 2008 PRHAAC meeting dates do not conflict with municipal elections.

Action Item 16: SCH Pacific (S. Murdoch & S. Martin) to explore options for streamlining and/or simplifying the current travel claim process and to look into establishing minimum service levels, with an update to be provided at the next PRHAAC meeting.

Action Item 17: B. Maberley to liaise directly with L. Franz regarding HA Board reporting, management and policy templates.

CLOSING REMARKS & MEETING ADJOURNMENT

- The meeting was adjourned at 4:40pm.