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

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**RECORD OF DISCUSSION**

Thursday, November 05 – Friday, November 06, 2009  
Boardroom C, Second Floor, 401 Burrard Street, Vancouver, BC

**PRHAAC Members:**

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

**Regrets:**

Linda Franz, Campbell River HA

**SCH Ex-Officio PRHAAC Members:**

Ken Smith, Regional Director  
Robin Richardson, Mgr Program Operations  
Stacey Martin, Program Officer

**Guests:**

Mike Braim, Project Engineer, SCH  
Jordan Mah, Program Officer, SCH  
Colin Masson, Enhanced Accountability  
Manager, FAM

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**DAY ONE: THURSDAY, NOVEMBER 05, 2009**

**WELCOME/INTRODUCTION**

K. Smith welcomed PRHAAC Members to the two-day session and thanked them for attending.

**ADOPTION OF AGENDA**

The agenda for the meeting was reviewed, with one addition requested:

- B. Maberley requested that a brief discussion on PRHAAC code of conduct as relates to speaking out against a government policy, specifically the de-staffing of the remaining lightstations, be added to the agenda. It was agreed to add this item to day two of the meeting.

**REVIEW & APPROVAL OF MARCH 27, 2009 RoD**

The Record of Discussion from the March 27, 2009 PRHAAC meeting was reviewed and approved.

## **ACTION ITEM UPDATE**

- An update regarding the status of the action items from the March 27, 2009 meeting was provided to PRHAAC members in advance of the November 05 and 06, 2009 session and Members agreed that receiving the update prior to the meeting was useful.
- In order to help keep Members informed on the status of actions items and to help reduce the time devoted to the review of these items at meetings, it was agreed that an update on meeting action items would be provided in advance of any face-to-face sessions.

*Action Item 1: SCH Pacific (S. Martin) to provide an update on meeting action items to PRHAAC Members prior to face-to-face sessions.*

- As follow-up to the update previously emailed to Members, additional information on the following was also provided:
  - **Aquaculture Decision** – K. Smith provided an update to PRHAAC members on the status of the BC Supreme Court’s aquaculture decision. He advised that the Court’s decision was being appealed by the company named in the litigation (Marine Harvest Canada) and that the Federal Government had applied for and received intervener status in order to allow for their presence at the appeal. K. Smith clarified that the Federal Government was not appealing the decision but rather wanted to ensure that they were present and able to provide information, as necessary, during the appeal process. He also advised that the Federal Crown was working with the Province to negotiate the transfer of responsibilities, although he was not currently aware of any specific timeframes associated with the transfer and/or the appeal process.
  - **DFO’s Organizational Framework** – K. Smith advised that the Department has a new organizing framework, with Small Craft Harbours now forming part of the economic prosperity function. While it will take a couple of years to implement, SCH will need to work on developing some performance indicators that reflect the shift in focus. Current performance indicators are largely focussed on facility condition, etc., but will have to shift to include economic indicators, in order to ensure the Program highlights the linkages to government priorities. It was agreed that PRHAAC input and feedback would be useful during the development of the new performance indicators.

*Action Item 2: SCH Pacific (K. Smith) to give PRHAAC Members an opportunity to provide input/feedback into the development of new economic performance indicators.*

- **Refuelling** – R. Richardson reminded Members that, in response to concerns expressed last year by both the HAABC and the PRHAAC, SCH Pacific committed to looking into the issue of reduced access/availability to fuelling in the marine environment. In regards to that commitment, he indicated that a contract to study the issue had been

initiated and when a draft of the report is available it will be circulated for review and comment.

- **PRHAAC Meeting Schedule** – S. Martin advised that she would confirm the date of the upcoming post-NHAAC meeting PRHAAC teleconference call and advise Members. She further indicated that a draft meeting schedule for 2010/11 would also be developed and circulated to Members for feedback in advance of the next face-to-face scheduled for spring 2010.

*Action Item 3: SCH Pacific (R. Richardson) to provide the HAABC and the PRHAAC with a copy of the draft Refuelling report for review and comment, once it is available.*

*Action Item 4: SCH Pacific (S. Martin) to confirm the date and time of the upcoming post-NHAAC PRHAAC teleconference call and start developing a PRHAAC meeting schedule for 2010/2011.*

- In concluding the update, K. Smith acknowledged that due to the Economic Action Plan (EAP), SCH staff at both the regional and national levels have been diverted from a number of initiatives that are not repair-project related. He advised that while progress on a number of initiatives has been made regionally, some have not progressed as quickly as originally planned, due to the EAP focus. He expressed his appreciation for Members' understanding regarding these shifting priorities in the short-term.

## **UPDATE ON THE SCH PROGRAM**

- K. Smith provided an update to the Committee on recent SCH activities, including:
  - **Economic Action Plan (EAP)** – K. Smith advised Members that planning for the EAP funding began in earnest at the NHAAC meeting in November 2008 and indicated that the Program has been in full-scale implementation mode regarding both the EAP and regular program projects since April 2009. K. Smith acknowledged that while EAP represents a massive increase in workload, the additional funding received in support of the Program is definitely appreciated. He confirmed that SCH received approval for \$200 million over two years, which represents approximately 250 projects nationally. SCH Pacific's share totals approximately \$22.7 million over two years, with \$11.3M approved for fiscal 2009/10 and an additional \$11.4 approved for 2010/11. In Pacific Region, this represents approximately 55 additional projects at 34 harbours over and above regular A-Base program spending. K. Smith further confirmed that all projects were underway and on track for delivery as scheduled and on-budget. He also highlighted that some opportunities to advance projects from year two to year one existed and that approvals to advance 14 projects in the Region had been approved. K. Smith also acknowledged the increased workload of staff, especially in the engineering group, and highlighted that with an unprecedented level of reporting requirements and a 150% project increase over regular years, he was acutely aware of the potential for burnout and the increased risks associated with delivery of this much larger budget.

A brief discussion on the status of other Region's EAP delivery also took place, with K.

Smith responding to Members' questions by advising that the Program was on track nationally and confirming that other regions had also advanced projects.

- **Functional Review & Staffing** – K. Smith provided Members with a brief update on Program staffing. He advised that there was a new Associate Deputy Minister (ADM), Michaela Hubert, and a new Deputy Minister (DM), Claire Dansereau (who was the previous ADM). He confirmed that both the ADM and the DM would be attending the upcoming NHAAC meeting in November. K. Smith also confirmed that the Pacific Region has a new Program Officer at NHQ, as Norman Young has replaced Lisa Shore who recently retired. In regards to SCH Pacific at the regional level, he advised that A. Rowland had returned from six months of self-funded leave and would be focussing on strategic long term issues and projects. As well, a property position had been staffed and efforts were being made to keep L. O'Grady (who is currently acting in the Manager, Program Planning & Coordination role) and M. Doutaz (who is assisting R. Richardson with Program Operations). In regards to immediate priorities, he advised that national model work descriptions had still not been classified, which made staffing against the approved organizational chart extremely difficult, if not impossible. R. Hill enquired as to the status of D. Nishimura, who has been hired to provide dedicated habitat support to SCH Pacific for the duration of the EAP funding. He highlighted the increasingly important role that habitat plays in projects, which was acknowledged. K. Smith confirmed that the position was directly tied to EAP and, therefore, would end March 31, 2011, however, he confirmed that he was open to exploring need beyond EAP and would pursue if it was justifiable for the program.
- **Standing Committee on Fisheries & Oceans** – K. Smith provided Members with two handouts and advised that the Standing Committee on Fisheries & Oceans (SCOFO) met last week with Departmental officials, including the Director General of SCH and the new ADM, to get some additional information in support of the finalization of their report on Small Craft Harbours. Members took a few moments to review the documents and a brief discussion regarding the reasons why revenue collection in the Pacific Region is higher than in other Regions (year round operations, a larger recreational fleet, west coast culture) took place, with Members agreeing the most important reasons behind HA revenues in the Region was due to the business model followed by HAs and their ongoing, active pursuit of revenue dollars. B. Mabberley highlighted that the Pacific Region charges some of the lowest fees in the country, but has the highest revenue collection and stressed the need for NHQ to start thinking more broadly than fee collection in regards to revenue.

K. Smith concluded the discussion by advising Members that, as the Pacific Region's NHAAC Contact Group representative, B. Mabberley had been contacted by SCOFO as efforts were being made to schedule a final meeting with NHAAC representatives. He advised that if Members had any questions regarding the SCOFO material provided they could raise them on day two of the meeting.

- **Miscellaneous** – K. Smith provided some final thoughts to Members regarding the Program and the Department, indicating that the next few years could be an interesting time for SCH and DFO. He advised that with one more year of EAP funding, a SCOFO report to be tabled and the Department undergoing a Strategic Review in the coming year, there will be a lot of scrutiny and certainly there will be government wide

restraint. While K. Smith feels that SCH is well positioned to withstand cuts, he advised that competition for funding will be fierce as the pot of available money shrinks and that staffing freezes and other cost cutting measures may be put in place at the regional level.

As well, he advised Members that the Honourable Stephen Harper had just that day announced a judicial enquiry into the collapse of Sockeye Salmon runs on the Fraser River and that further details would be released by Stockwell Day on Friday, November 06, 2009. K. Smith highlighted that a judicial process was very significant, as it provides the enquiry with legal power to compel witnesses to testify, etc.

He also briefed Members on the recent Ahousaht court decision, which is considered a very significant ruling for the Nuuchahnulth people as it provides aboriginal rights to fish in the environs of their territories and to sell fish. However, additional claims to aboriginal title over fishing territories were dismissed by the judge, which was very significant for SCH, as the title issue could have directly impacted a number of harbour sites. He advised that the Federal Government and the First Nations were given two years to negotiate new management approaches based on the rulings.

K. Smith advised that the recent Morton decision on aquaculture, the Ahousaht decision, DFO's upcoming Strategic Review and the just announced Judicial Enquiry into Fraser River Salmon will all help to shape the Department's areas of focus in the coming year.

## **HAABC UPDATE**

- H. Binner advised Members that the HAABC had made considerable progress on the development of their business plan, which was discussed in detail at the last HAABC meeting. She also advised that zone meetings had taken place and that L. Taylor, HAABC Administrator, had been able to attend several of the sessions and found them very beneficial.
- She further added that the option of extending the existing Contribution Agreement with SCH Pacific was currently being explored, in order to ensure sufficient time for the HAABC to meet all of their targeted deliverables.
- R. Hill added that the HAABC was also currently exploring options for future conferences, with an aim towards increasing the professionalism of the event and ease of attendance.
- H. Binner enquired as to the status of SCH Pacific's input into the Derrick Module distance education course material being developed for the Pacific Coast Congress (PCC). She confirmed that the PCC had identified an alternate to assist in the development of the module, if required, but was anxious to first confirm SCH's participation. K. Smith indicated that the engineering group was currently fully subscribed with regular program and EAP projects, however, he would discuss their commitment in light of increased EAP workloads and ensure that a clear response regarding their ability to assist is provided to the PCC at their soonest.

*Action Item 5: SCH Pacific (K. Smith) to follow-up with SCH Pacific engineering group (A. Cornell) and request that they provide a clear indication to the PCC of their ability to meet their commitment.*

- Finally, L. McLeod provided an overview of the Derelict Vessel Committee's progress to date and indicated that a Federal/Provincial committee had also met and that the HAABC's Derelict Vessel Committee would hopefully be feeding into that group, in order to help inform their process.
- L. McLeod indicated that she was pleased with the participation of all of the programs and departments with an interest in this multi-jurisdictional issue and of the progress made to-date, but that, unfortunately, it did not appear that much could be done legally through the Pacific Integrated Commercial Fisheries Initiative (PICFI), as was originally hoped.
- L. McLeod took Members through the draft presentation deck being developed for the upcoming November NHAAC meeting and indicated that a draft had also been provided to the Canadian Coast Guard for their review.
- Good discussion took place on the presentation deck, with Members indicating how impressed they were with the work achieved to-date by the Committee.
- The Canadian Coast Guard's role in moving the process forward was also acknowledged, as was their potential to be a valuable resource in the removal process.
- Members also highlighted the role that the Ships Source Oil Pollution Fund (SSOPF) and Environment Canada could play in the removal process. The SSOPF is a reimbursement fund that the Steveston HA recently accessed in respect to a removal at their harbour.
- Members also felt it was important to highlight that in cases where there is an environmental issue associated with a derelict vessel, Environment Canada does have the authority to issue a written direction for the removal of the vessel, which the HA must comply with. The importance of the EC directive is that it removes the liability associated with vessel removal from the HA, which is one of the main issues in dealing with derelict vessels.
- The discussion concluded with a review of the intentions of the presentation. Members generally agreed that the problem had been sufficiently identified and the focus must shift to broadening awareness and providing additional context (through the use of photos and case studies), as well as identifying potential options for addressing the issue.
- K. Smith suggested that the Committee explore and propose possible solutions to the problem and potential ways that DFO could assist.

- L. McLeod indicated that the draft deck would be emailed to PRHAAC members prior to the NHAAC meeting, in order to provide an opportunity for further review/comment.

*Action Item 6: L. McLeod to provide PRHAAC members with an electronic copy of the draft Derelict Vessels Committee presentation deck prior to the NHAAC meeting in order to allow for additional review and/or feedback.*

#### **PICFI UPDATE**

- Due to time constraints, it was decided to defer the PICFI update to day two of the meeting.

#### **HAC UPDATE**

- Due to time constraints, it was decided to also defer the HAC update to day two of the meeting.

#### **THE NEW CANADA CORPORATIONS ACT**

- In light of the fact that NHQ is currently working on a presentation deck for the NHAAC meeting on the new Canada Corporations Act, K. Smith suggested that this item be deferred until that information was available and implications for HAs were more clearly identified and understood.
- K. Smith confirmed that more would follow at both the national and regional level regarding this issue.

*Action Item 7: SCH Pacific (S. Martin) to provide a copy of the NHAAC meeting Canada Corporations Act presentation deck to PRHAAC members, once it is available.*

*Action Item 8: SCH Pacific to ensure that a discussion on the Canada Corporations Act is added to the agenda of the next face-to-face PRHAAC meeting, scheduled for spring 2010.*

#### **FINALIZATION OF PRHAAC TERMS OF REFERENCE**

- K. Smith advised Members that he would like to finalize the draft PRHAAC Terms of Reference that was provided to Members. He confirmed that the feedback received from PRHAAC Members had been incorporated into the document and requested that the copy provided to them now be considered final. All Members agreed to accept the document as final.
- While on the topic of the ToR, K. Smith also reminded Members that there were currently seven members but that SCH Pacific was seeking additional HA Director

and/or fish harvester participation. He requested that Members advise of any potential PRHAAC Member candidates they may have in mind, in order to assist the process and help ensure a balanced representation on the PRHAAC, as per the ToR.

- He further advised that while he was very happy with the current NHAAC representatives and the contributions they are making at the national level, he will be considering some changes over the next year in order to ensure a dynamic process.

*Action Item 9: SCH Pacific (S. Martin) to have the new PRHAAC terms of reference and code of conduct documents translated and posted in both official languages to DFO's public consultations website.*

## **MAINTENANCE MANUAL PLAN**

- M. Braim, Project Engineer with SCH Pacific, joined the meeting to present to Members on the status of the national Maintenance Manual initiative and to discuss the implementation plan for the Pacific Region.
- M. Braim advised Members that two years ago he was asked to participate on a national committee tasked with the development of a Maintenance Manual for Harbour Authorities. Aimed at developing tools to assist HAs across the country with visual inspection and routine maintenance issues, M. Braim highlighted that the initiative consists of the development of an Inspection and Maintenance Guidelines document and a number of structure-specific Inspection and Maintenance Modules, along with a Visual Checklist and a Reporting Form.
- He indicated that the goals of the initiative were to provide tools to help HAs detect and solve small problems before they become large and costly and to open and/or improve communication channels between HAs and SCH Engineers.
- After M. Braim reviewed the November 2007 NHAAC Meeting Maintenance Manual presentation deck with Members and played the short Introduction to Inspection DVD, a good discussion took place on the initiative.
- In response to some concerns expressed by Members, M. Braim clarified that the initiative would not change formal inspection life cycles or liabilities for HAs. The lease schedules that already exist and that clearly outline the responsibilities of HAs remain the same and the full engineering inspections that take place every five years would continue to take place. What the inspection process would allow, however, is for improved communication between HAs and SCH in the interim of those inspections. As well it is hoped that it will provide a common communication tool that both HAs and engineers can relate to in order to ensure everyone is on the same page when discussing specific harbour infrastructure.

- He further confirmed that the Visual Check List is a tool to assist what is already largely being done in the Pacific Region and the Reporting Form will allow for damage to be monitored overtime and will clearly document infrastructure lifecycles.
- In regards to the status of the initiative, M. Braim advised Members that the Manual had been finalized and that specific modules were currently in the development stage. He confirmed that regionally, the intention was to continue doing some pilot testing at northern Vancouver Island sites, with the full implementation plan to be developed in the near future.
- In regards to implementation, K. Smith advised that each Region has flexibility to implement as they see fit. Good discussion regarding potential approaches to implementation and roll-out of the initiative took place, with L. McLeod highlighting the role that the HAABC could play in presenting modules as workshops at zone meetings.
- Members cautioned SCH Pacific not to present anything to HAs that they weren't fully prepared to respond to and act upon. This point was well taken, with both M. Braim and K. Smith acknowledging that SCH Pacific must be sure the initiative can be properly supported before it is rolled out. They also agreed that implementation may be a longer term, harbour by harbour process that takes place only after SCH Pacific has had an opportunity to develop internal processes for dealing with the anticipated increased communication and follow-up requirements. It was also highlighted that harbours need to see a benefit to completing the reports (e.g. it helps to get work done more quickly) and how SCH Pacific responds to them will certainly help to establish the buy-in that is required for this initiative to be successful.
- While there was general support for developing a harbour-by-harbour approach for introducing the inspection checklist, it was agreed that a more tangible proposal would be required and that M. Braim's work with that North Island Zone would be useful in informing and developing the implementation process.
- K. Smith thanked M. Braim for his presentation and reminded Members that SCH Pacific was also scheduled to present on the topic at the upcoming HAABC Conference in January.

## **SIGNAGE PRESENTATION & DISCUSSION**

### **Operational Signage**

- J. Mah, Program Officer, SCH Pacific, joined the group to give a brief presentation on the operational signage catalogue being developed for Pacific Region HAs. Based largely on the guide developed by the Maritimes and Gulf Region, the catalogue will provide HAs with examples of common harbour operational signage, which could then be ordered for individual harbours. After a brief review of the draft catalogue, a copy of

which was provided to Members, he advised that the goals of the presentation were to introduce the idea to Members and to request some feedback on the types of signage to be included in the catalogue and how the initiative should be implemented.

- The concept of a signage catalogue for the Region was generally well received by Members. B. Maberley indicated that he anticipated that most HAs would be happy to have the ‘homework’ done for them and would appreciate being able to use a catalogue to select signs and order them directly.
- K. Smith assured Members that SCH Pacific did not want to turn into the ‘sign police’, but rather wanted to address the majority of HA signage needs in a standardized way and to address concerns that some HAs have expressed regarding sign pollution at some of their harbours, in addition to increasing consistency in signage at harbours.
- Good discussion took place on signage requirements at harbours and signage that is currently in use at sites. Members agreed that when possible, pictorial signs should be used in order to address any potential language barriers and to make signs more easily identifiable.
- S. Martin enquired if there were currently some basic harbour signs that were provided to every harbour and then augmented by HAs, based on individual harbour requirements? Members advised that signage was currently at the discretion of HAs. Discussion then took place on whether SCH should be providing each harbour with some standard signage.
- R. Richardson clarified that if an HA is pursuing signage that is outside of the basic harbour requirements, that is at their discretion, but if it is necessary signage, his policy has been for SCH Pacific to provide. He did add, however, that some HAs have wanted to keep signage work local and therefore have opted to pay for signage themselves.
- K. Smith indicated a need to further clarify policy regarding payment of signage and indicated that that issue and next steps would be discussed further based on input received from PRHAAC Members. He requested that Members review the draft catalogue and identify gaps, pick top priority signs and provide any additional feedback that may help shape this initiative (i.e. Who has paid for signage in the past? How have signs been ordered? Should each catalogue be sent out with an order form? Should Program Officers bring the signage catalogue with them on site visits?).
- B. Baziuk also agreed to provide some examples of signage developed for Steveston Harbour, with the input and assistance of a marine lawyer, in order to help inform the process.

*Action Item 10: PRHAAC Members to provide SCH (S. Martin) with feedback regarding the draft operational signage catalogue.*

*Action Item 11: B. Baziuk to provide SCH (S. Martin) examples of Steveston signage developed with the input of a marine lawyer.*

### **Primary Identification Signage**

- Following the Operational Signage presentation and discussion, S. Martin updated Members on the Primary Identification Signage initiative. She advised that additional research on federal guidelines regarding signage had taken place since the last PRHAAC meeting and requirements under the Federal Identity Program had also been reviewed. Based on the additional information, S. Martin advised Members that three new draft signage templates had been developed for their review and comment.
- The three revised templates were distributed to Members and after good discussion there was general agreement to proceed with the amended Reputations template.
- In regards to next steps required to finalize the template design, it was agreed that S. Martin would complete some additional work to determine the size of signage required at both land (perhaps 4'x8') and water access points, as well as confirming the individual HA logos that currently exist and would need to be incorporated into some of the signs. As well, minor edits to the text and wave design would also be made based on input received.
- Members felt that most Harbour Authorities would be eager to have signage at their harbours that highlighted the relationship that exists with SCH and there was general agreement the initiative should be rolled out at all harbours in time for boating season, if at all possible.

### **DAY ONE WRAP UP AND DAY TWO PREVIEW**

K. Smith thanked Members for their active participation during day one of the PRHAAC Meeting and briefly reviewed the Agenda for day two before adjourning for the day.

### **DAY TWO: FRIDAY, NOVEMBER 06, 2009**

#### **WELCOME/INTRODUCTION**

K. Smith welcomed PRHAAC Members to day two of the PRHAAC meeting and advised that items that were on the Agenda for day one, but which were not discussed due to time constraints would be added to the Agenda for the second day.

#### **PUBLIC AWARENESS PLAN DISCUSSION**

### **Partner Survey**

- S. Martin provided Members with a brief history of the survey initiative that was originally presented to the group in June 2008. She reminded Members that SCH Pacific's intention at that time was to undertake some benchmark assessments to measure partner and client satisfaction, however, some policy roadblocks prevented the initiative from moving forward.
- Since that time, SCH Pacific has received some feedback from other Regions regarding their survey initiatives and, based on what has been done in other parts of the country, has decided to proceed with some HA partner assessment.
- S. Martin highlighted the need for feedback from HAs as there are currently limited benchmarks, especially with the new staff that have joined the SCH Pacific team. K. Smith further highlighted the need to identify Harbour Authorities' priorities and to capture the knowledge that was in the room.
- After distributing copies of the 2006 HA Survey conducted by the Newfoundland and Labrador Region, the 2004 HA Management survey conducted by the Maritimes and copies of the questions Central & Arctic asks at their annual conference, S. Martin advised Members that as a first step, SCH Pacific was exploring the option of undertaking an electronic polling session at the upcoming HAABC Conference.
- She indicated that the idea of undertaking an 'introductory' survey of 15-20 questions at the Conference, using electronic voting buttons that provide instant real-time anonymous responses to questions, had been proposed and could be used as a first step to polling HAs, with a more comprehensive survey to follow. It was suggested that the HAABC may want to also participate and include some questions from their perspective.
- After good discussion, Members agreed that an electronic polling session at the Conference would be a good way to elicit some feedback on both SCH Pacific and the HAABC. The instant feedback and anonymity of the process were seen as real positives and Members anticipated that the novel idea of having a remote voting device would also ensure increased participation and interest.
- In terms of immediate next steps, it was agreed that S. Martin would work with the HAABC in order to develop some questions to be asked at the Conference.

*Action Item 12: SCH Pacific (S. Martin) to work with the HAABC to develop polling questions in advance of the January Conference.*

## **SCH PACIFIC WEBSITE**

- S. Martin advised Members that SCH Pacific was currently in the early stages of a website development initiative. She indicated that, as Members may already be aware, SCH Pacific does not currently have a regional web presence but has identified it as a priority in order to ensure better information sharing and communication with Harbour Authorities in BC.
- She distributed a spreadsheet to Members outlining suggested content for the site and indicating the information already contained on the national SCH internet site, the HAABC internet site and the DFO Pacific Region public consultations internet site. She highlighted that the intent is not to duplicate information that is already available electronically to HAs but rather to provide audience driven content and allow for broader communication with HAs and the public.
- A regional SCH Pacific internet site will provide an opportunity to share information, tools and templates not previously available on-line and S. Martin requested input from Members on both the initiative and proposed content.
- After good discussion, Members agreed that above all else, the site must be easy to navigate and provide content that is relevant, useful and accessible.
- The potential for an extranet site was also discussed. While there are a number of restrictions placed on extranet sites, the benefits include the ability to provide information directly to a targeted audience, in this case Pacific Region HAs. An extranet site may be a good option for the provision of online documents, including monthly vessel count reports, financial information and contact and governance updates. S. Martin advised Members that she was pursuing the potential of having an extranet component as part of the web presence and would continue to keep Members apprised as templates are created and content is developed.
- The discussion concluded with a brief conversation on the monthly reporting template and the need for further discussion on SCH reporting needs.

*Action Item 13: SCH Pacific (S. Martin) to continue working on the development of the SCH Pacific internet site, including the exploration of an extranet site.*

*Action Item 14: SCH Pacific (S. Martin) to add a discussion on SCH reporting needs to the Agenda of the next PRHAAC face-to-face meeting.*

## **HAC UPDATE**

- B. Maberley advised that the national D&O and Bodily Injury insurance policy has been renegotiated, with rates similar to last year's, and confirmed that renewal notices had been sent out to HAs. To date, approximately 250 harbour renewals had been received, 40

of them for 2M in coverage and the rest for the standard 1M. He noted the increase in harbours selecting 2M in coverage, advising that last year only 14 harbours had selected the additional insurance.

- He confirmed that a proposal for 128K in contribution agreement funding had been provided to NHQ, with the understanding that payment for the policy was due to Marsh by December 16, 2009. He indicated that, unfortunately, Marsh was not currently willing to include coverage in the amount of 5M in the group plan, but highlighted that HAs could pursue additional coverage individually.
- In response to an enquiry from R. Richardson, B. Mabberley advised that administration of the portfolio was going much more smoothly since a management company had been hired to administer the file and ensure that all information was flowing through the HAC, in order to ensure a consistent message and to reduce confusion.
- He also confirmed that last year, participation was in the range of 480 harbours (or close to 70% of HAs) and they were expecting to exceed that number this year. He also confirmed that no claims had been made in the past year.
- B. Mabberley concluded his update by advising that NHQ would be reviewing the HAC mandate, with the aim of potentially expanding it to allow for the possible administration of other initiatives.

## **SCH RISK PROFILE**

- K. Smith provided PRHAAC Members with a copy of the Risk Profile for their information. He highlighted that, from his perspective, the biggest risks currently facing the Program were the inability to staff up against the approved organizational chart and the need to develop a long term plan for SCH beyond the EAP funding timeframe.

## **PREPARATION FOR UPCOMING NHAAC MEETING**

- K. Smith began the discussion by confirming that the SCH Prix d'Excellence awards are now an official government sanctioned Ministerial Event, which is a positive recognition of the Program. He advised that this year, two members from the Pacific Region would be recognized at the national level. He congratulated Rick Hill, chosen to receive an Individual Commitment Award, and the Steveston Harbour Authority, who will be recognized in the Environmental Stewardship category.
- Although no materials related to the upcoming NHAAC meeting were available in advance of the PRHAAC meeting, key items from the Agenda were discussed, as follows:
  - **Pre-NHAAC Meeting** – B. Mabberley suggested that the Pre-NHAAC meeting would

provide an excellent opportunity for M. Leduc to provide an update on the EAP. He advised that he would also be looking for a general overview of where things are at for the Program, including work load levels, so that NHAAC expectations can be managed regarding progress on other initiatives, etc. K. Smith highlighted that the Pre-NHAAC session may also be a good time for members to discuss items of focus for SCOFO and to decide what the group will want to flag with the ADM and DM, who will be attending the NHAAC meeting.

- **EAP** – K. Smith enquired if Members wanted additional information from him in regards to EAP. R. Hill enquired if there was a site the public could access in order to get information on the general plan. K. Smith responded that an EAP website had been developed and that SCH fed into the development of the site and provided information, including project descriptions, etc. He advised Members that he would send a link to the site to them so that they could access the information.

*Action Item 15: SCH Pacific (S. Martin) to provide PRHAAC Members with a link to the EAP website.*

- **SCH National & Regional Updates** – K. Smith indicated that he did not, at this time, have a clear idea of the intent behind this agenda item and was a little unsure of what was expected of RDs. B. Maberley indicated that from a Contact Group point of view, he hoped that the Regional Directors would use this time to provide some perspective on what is happening in their respective regions in order to help manage NHAAC expectations during EAP.
- **HA Insurances** – B. Maberley indicated that his update at NHAAC would be very similar to what was presented earlier in the day to the PRHAAC group.
- **HA Manual** – R. Richardson advised that updating the 11 year old Manual had been identified as a priority by NHQ and that the review process had been initiated.
- **HA Viability** – K. Smith confirmed that the HA Support Priority Initiatives Deck had been distributed to PRHAAC members and advised that if members wished to discuss the deck, he would be happy to do so. Members did not express a need to discuss further at this time.

Good discussion then took place on the need for NHQ to move away from fee collection and instead to talk about revenue collection as a national topic. To that end, K. Smith advised that he would like the Pacific Region to do some work in order to better understand revenue sources from a regional perspective. He also advised that the national figure of \$24M required further analysis. He concurred that the broader issue of viability is centered on revenue collection and focussing on fee collection only was a very narrow approach.

L. McLeod reminded Members that she would be presenting at the NHAAC on the issue of derelict vessels and K. Smith suggested that a copy of the presentation deck, once it had been finalized, along with copies of all of the tools developed to-date be

provided to NHAAC members on a memory stick.

*Action Item 16: SCH Pacific (S. Martin) to download the Derelict Vessels Committee information, once it has been finalized, onto individual memory sticks to be distributed to NHAAC members at the upcoming meeting.*

- **Canada Corporations Act** – R. Richardson confirmed that NHQ was currently preparing a deck for the upcoming NHAAC meeting on this topic. He highlighted that changes to the Act and potential impacts to HAs would require further discussion post-NHAAC.
- **SCOFO** – K. Smith reminded Members that SCOFO had requested a meeting with the NHAAC Contact Group on November 26, 2009 and therefore, the NHAAC meeting would likely focus largely on that session.

As the Contact Group representative for the Pacific Region, B. Maberley requested that all information on EAP, functional review and classification be provided to him in order to help inform his participation in the SCOFO session. A good discussion then took place on some of the points that B. Maberley might want to bring up at the SCOFO session. L. McLeod highlighted the need to communicate the ongoing requirement for \$600M dollars for the Program that had previously been identified. B. Baziuk identified the need to communicate the Pacific Region's philosophy on dredging. K. Smith advised that any 'westcoast' questions and dredging information should be provided to B. Maberley in advance of the SCOFO session. L. McLeod suggested that if B. Maberley was able to submit a package of information at the meeting then perhaps some time should be devoted to preparing it prior to the session.

*Action Item 17: SCH Pacific to provide B. Maberley and the rest of the PRHAAC Members with information on staffing, functional review, EAP and dredging, along with the minutes from SCOFO's prior meetings with Pacific Region harbour representatives, in advance of the November 26, 2010 NHAAC Contact Group meeting with SCOFO.*

*Action Item 18: L. McLeod to provide SCH Pacific and PRHAAC Members with a copy of the final version of the Derelict Vessels presentation deck in advance of the NHAAC and SCOFO meetings.*

## **PRESENTATION ON DOCKSIDE MONITORING PROGRAM**

- K. Smith introduced C. Masson, DFO's Coordinator of Catch Monitoring in the Pacific Region, to Members.
- C. Masson advised that he was working with K. Smith, R. Richardson, T. Forbes and regional resource managers and species coordinators to explore dockside monitoring opportunities and potential improvements to catch monitoring.

- He further indicated that the focus of his work with SCH was to gather information in order to assist with the determination of potential pilot sites for the HA dockside monitoring initiative. To that end, he provided Members with a table that was in the process of being populated in order to help determine a shortlist of potential pilot sites over the coming year. He acknowledged, however, that a number of fields still needed to be filled in and that many details regarding the initiative, including training requirements, still needed to be worked out.
- A good discussion then followed on the changing world of catch monitoring and the need to realize improvements and cost efficiencies independent of the SCH/HA dockside monitoring initiative.
- Members provided examples of their own experiences with catch monitoring, highlighting the expense and time associated with flying monitors in during fisheries openings. L. Budde indicated a need to change the service provider model and B. Maberley suggested that C. Masson look into the Newfoundland & Labrador model, which is subsidized by the government and currently costs fish harvesters \$300/year each in that region.
- The discussion highlighted that a number of questions remain unanswered in regards to this initiative. K. Smith responded that while more information was needed prior to proceeding with the pilot, it was also hoped that the pilot would itself end up answering a number of outstanding questions. He also highlighted that the results of any pilot exercise will have to show a benefit to HAs and all other involved parties in order to be considered on a broader scale.
- C. Masson then presented a deck on Fisheries Monitoring Initiatives, highlighting that a monitoring strategy was required in order to address inconsistencies, data problems and confusion surrounding responsibilities. He indicated the desire to work consistently across fisheries and highlighted that a number of initiatives, of which HA dockside monitoring was just one, were currently being worked on.
- C. Masson spoke directly to Figure One of the deck, which outlined the Fisheries Monitoring and Catch Reporting Policy Framework. He highlighted the vision of improved confidence in fisheries monitoring and catch reporting in all Pacific fisheries. He also outlined the objectives, which included cost effectiveness, accessibility of information, fostering collaborative management, consistent standards and shared and clear responsibilities.
- Members agreed that devising a monitoring program that is affordable, efficient and with sufficient resources is challenging, but felt that the pilot project being proposed and the associated work that C. Masson was undertaking were steps in the right direction.
- K. Smith thanked C. Masson for attending the meeting and taking the time to present to

the Members. He indicated his appreciation for C. Masson's efforts in regards to the dockside monitoring initiative, as well as his work overall in regards to improved catch monitoring and reporting in the Region.

#### **PICFI UPDATE**

- K. Smith advised that while he had little new information to provide Members in regards to PICFI, he did want to advise that a formal meeting had been scheduled for early December to discuss derelict vessels.

#### **PRHAAC CODE OF CONDUCT**

- B. Maberley advised that he had requested that this item be added to the Agenda in response to being approached to speak out against DFO's de-staffing of the remaining lightstations on the coast of BC. He was unsure if he should be speaking out as a PRHAAC member or as an individual and wanted to discuss protocol with K. Smith and the rest of the PRHAAC Members before proceeding.
- K. Smith advised that as a general rule, he would suggest that Members assess whether or not an issue has any direct linkages to Small Craft Harbours. If clear linkages can be seen to exist between an issue and SCH, then Members should feel free to speak to those issues as PRHAAC Members. However, if linkages cannot be identified, then representatives should be speaking out on their own behalf.
- B. Maberley thanked K. Smith for his clarification and advised Members that since he did not see a linkage between the de-staffing of lightstations and the Small Craft Harbours Program, any comments made would be on his own behalf.

#### **CLOSING REMARKS AND MEETING ADJOURNMENT**

- K. Smith thanked members for their active participation in the session and expressed his appreciation for the two-day format, which allowed for fuller discussion on a number of topics.
- The meeting was adjourned at 1:00 pm.