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

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**DRAFT RECORD OF DISCUSSION**

Thursday, November 4, 2010  
Okabe Room, Coast Coal Harbour Hotel, 1180 West Hastings Street, Vancouver, BC

**PRHAAC Members:**

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

**Regrets:**

None

**SCH Ex-Officio PRHAAC Members:**

Ken Smith, Regional Director  
Robin Richardson Regional Manager,  
Client Services  
Kathy Denchfield, Program Operations  
Assistant

**Guests:**

Rebecca Reid, A/Associate Regional  
Director General  
Vahid Kahnamelli, A/Regional Engineer

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**THURSDAY, NOVEMBER 4, 2010**

**WELCOME/INTRODUCTION**

- K. Smith welcomed the attendees and indicated that the meeting would be a one day meeting instead of a two day meeting due to time restraints during this busy time of year.
- K. Smith indicated that Rebecca Reid A/ARDG may attend the meeting for a shore time in order to gain a better understanding of the SCH program and to meet the PRHAAC members.

**ADOPTION OF AGENDA**

- The committee adopted the agenda.

**REVIEW & APPROVAL OF APRIL 22-23, 2010 RoD**

- The Record of Discussion from the April 22-23, 2010 meeting was reviewed and approved.

**ACTION ITEM UPDATE**

- K. Smith reviewed the action items with Members, with additional information on the following discussed and/or provided.
  - **Action Item #2:** H. Ramsay indicated that this item has concluded. The University of Alaska received a \$4 million grant to conduct the original 10 courses and to add two more courses to those initiated by the Pacific Coast Congress (PPC). H. Ramsay indicated that the PPC is potentially revising the way that courses are marketed, as only two people have completed the final training. Some feedback from the training ranged from good to poor. Training brochures were distributed to the Committee by R. Richardson.
  - **Action Item #3, 6, & 16:** R. Richardson indicated that these action items would be covered later during the Client Services and Initiatives update.
  - **Action Item #8:** R. Richardson indicated that SCH would like to receive some data on significant weather events and the damaged incurred during those events in order to better inform SCH's response to changing weather patterns. He also indicated that a weather reporting field had been added to the Reporting Form, which was going to be presented during the Client Services Initiatives update.
  - **Action Item #11:** K. Smith indicated that a protocol for distributing inspection reports in a timely matter still needs to be established and implemented.
  - **Action Item #12:** K. Smith indicated that this item will be completed at the upcoming HAABC conference.

*Action Item 1: SCH Pacific (K. Smith) to follow-up with Engineering and Client Services staff regarding the current process for sharing harbour inspection reports with HAs and advise PRHAAC members on future protocol regarding their timely distribution.*

*Action Item 2: SCH Pacific (R. Richardson) to ensure that SCH Pacific Managers not only introduce their staff, but also highlight their roles and responsibilities, at the next HAABC Conference scheduled for January 2011.*

## **UPDATE ON THE SCH PROGRAM**

- K. Smith indicated that he was happy to be back from his acting role as the A/ARDG.
- K. Smith indicated that S. Murdoch has taken an Acting role as the Director of Treaties and Aboriginal Policy.
- K. Smith then provided an update to the Committee on recent national SCH activities including:
  - **Financial Outlook** – K. Smith advised that the Department and government are heading into an era of reduced Government spending. The departmental activities and budgets will be reviewed. The February 2011 Federal Budget announcement will reveal the results of this review.

- **Reorganization** – K. Smith provided an update on the Departmental reorganization and regional implications. SCH is no apart of Ecosystem and Fisheries Management (EFM) sector of DFO. The programs that fall under the EFM sector are grouped together so that policies and decisions can be coordinated. In addition, the EFM sector is focused on creating an economic prosperous fishing industry. The overall reorganization is viewed as positive as it improve policy development and group similar frontline client service functions together.
- **DFO Pacific Staff** – K. Smith announced that Paul Sprout retired as RDG, Pacific region and that Sue Farlinger has been appointed as the new RDG.
- **Cohen Inquiry** – K. Smith indicated that this is a high priority for the region. He also announced that the first interim report has been released. K. Smith indicated that the next step in the inquiry process was the evidentiary hearings. The final report is scheduled for May 2011, although it is anticipated that this date may slip.

*Action Item 3: SCH Pacific (K. Denchfeld) to provide PRHAAC members an electronic link to the Cohen Inquiry interim report.*

- **Aquaculture** – K. Smith indicated that Aquaculture is another key priority for the Department. Following a Supreme Court of Canada decision, the responsibility of Aquaculture regulatory function will be transferred from the Province of BC to the Federal Government. As such, the Aquaculture program needs to be fully operational and functional by December 18, 2010. A large amount of resources have been devoted to staffing all of the positions, conducting and completing consultations, implementing policies, acts, and regulations.
- K. Smith then provided an update to the Committee on recent regional SCH activities including:
  - **SCH Update** – K. Smith informed the Committee that Hedley Butler passed away during the Newfoundland conference. All members conveyed their condolences.

K. Smith announced that L. McLeod is a prix d'excellance winner. She will be receiving her award at the upcoming NHAAC.
  - **EAP Update** – Currently, we are in year two of the EAP program. A rationale was developed to address some shortfalls in other regions.

At this time, SCH is fully maxed out on projects; no new projects will be added to this year. K. Smith informed the Committee that the focus for SCH right now is finishing all Pacific region projects except for one due to consultation requirements. K. Smith advised that feedback from the Deputy level has been extremely positive for SCH and the Pacific region.

K. Smith also informed the Committee that although EAP project work concludes on March 31, 2011 there will still be reporting that carries on after that date.
  - **Audits** – K. Smith informed the Committee that the interim Auditor General's report for EAP has been released.

In addition, an interim EAP internal audit report is being prepared. SCH Pacific was visited by internal auditors for the EAP, the Divestiture Class Grant Program, and Risk Management. The auditors found no major issues. K. Smith indicated that the overall visit from the auditors was positive as only minor issues were identified and no extra reporting is required at this time.

*Action Item 4: SCH Pacific (K. Denchfield) to provide PRHAAC members an electronic link to the Auditor General's interim EAP report.*

- **Pangnirtung** – K. Smith provided an update on the high priority project in Nunavut. He also advised this project is very complex and that more resources may be required to finish the project. It is anticipated that any shortfall will have to be absorbed through the national A-base budget, which would impact SCH Pacific budgets.
- **Long Term Capital and Long term Expenditure Plan** – K. Smith advised the Committee that the long term plans are due next month. He also indicated that there is a large gap across SCH nationally. At this time, the shortfall amount is unknown as it is hard to determine the costs of aging and deteriorating structures.
- **SCH Pacific Organizational Changes** – R. Richardson is now permanent in his position as Regional Manager, Client Services. In that time, work needs to be done to amend and create new classifications. K. Smith advised the Committee that SCH is working towards shifting to the CO classification which has strong links to economic prosperity.
- **Divestiture of Non-Core Harbours Program (DNHP)** – K. Smith indicated that the DNHP funding ends next year (2011/12) and that nationally SCH is on track to divest 70-75 sites by the end of next year. K. Smith conveyed to the Committee that divestitures are very complex with obstacles regarding environmental concerns, negotiations with third parties, consultation with First Nations, and completing the Province's requirements.
- **Staffing** – K. Smith indicated that given certain classification uncertainties, positions below the Regional manager, Client Services level continues to be a challenge. However, K. Smith indicated that he is working very hard on getting work descriptions and positions finalized before the end of the three years.

K. Smith informed the Committee that S. Martin is on assignment with PICFI until the end of January. He also advised the Committee that A. Rowland's last day with SCH will be in January. As a result, senior engineering positions in SCH will have to be filled.

- **Post EAP Priorities** – K. Smith provided an update on the SCH Post EAP priorities including:
  - **Dredging** – dredging is a prevalent issue in the Pacific region. Before moving forward, technical and non-technical issues need to be researched and explored with the right expertise to resolve the dredging issue.
  - **Contracting Issues** – K. Smith indicated that the mechanisms for SCH

contracting with HAs are being reviewed. Currently, there are four tools in which SCH can contract with HAs: ACAN, Vote-5 Contribution, Sole Source Authority, and the Class Contribution Program. The purpose of the review is to determine whether or not the current mechanisms meet government policy requirements or if new mechanisms need to be created.

- **Long Term Planning Process** – K. Smith indicated that Long Term Capital Plan Projects over \$1 million have to through a thorough approval process. As such. These projects need to be planned in advance on the implementation date.

A post EAP long term plan to address remaining aging infrastructure and large scale projects in the Pacific region will be a SCH focus in the near future. In the meantime, SCH Pacific is prioritizing projects as best can be done at this time. However, in the future, a plan and the tools necessary to facilitate a plan for aging infrastructure in the Pacific region need to be developed. K. Smith indicated that this would be a good item to bring to the forefront at the upcoming NHAAC meeting.

- **HA Boards & Planning** – A discussion regarding strategies for improving communications and planning between HA boards and SCH occurred. It was decided that improved strategies to strengthen the current relationship between SCH and HA boards are needed to improve the planning process. K. Smith indicated that there would be an opportunity for joint planning after EAP has concluded.

Additional discussions took place regarding the tools and strategies necessary for successful planning and the role of fee collection in planning.

*Action Item 5: SCH Pacific (K. Smith) to explore the idea of creating fee collection guidelines.*

- **Outstanding Issues in the Pacific Region** – Members expressed their concerns regarding the perceived lack of progress at the National level being made on issues important to the Pacific region. K. Smith indicated that these concerns need to be addressed at the NHAAC.
- **HA Boards & Liability** – A discussion took place regarding the perceived liability that a HA Board Director might incur. The Committee indicated that many of the problems that the HA Boards are having may be due to the outdated Fishing and Recreational Harbours Act (FRHA) and Regulations. K. Smith indicated that, although the issue of the outdated Act and Regulations was identified by SCOF. NHQ will not be updating the FRHA and Regulations in the near future.

A brief discussion took place regarding the limits and liabilities of HAs when dealing with derelict vessels.

*Action Item 6: SCH Pacific (R. Richardson) to contact PRHAAC members that are interested in examining the difference in ability to remove derelict vessels during the pre-HA program DFO harbours versus the HA program harbours. The goal of this exercise will be to create a factual account of the ability that was lost to remove*

*derelict vessels when the HA program was implemented.*

#### **CLIENT SERVICES AND SCH INITIATIVES UPDATE**

- R. Richardson provided an update to the Committee on national SCH initiatives:
  - **HA Manual** – NHQ has been working on updating the HA Manual. A draft of the administrative portion of the HA manual has been completed.

*Action Item 7: SCH Pacific (R. Richardson) to distribute to PRHAAC members the draft administrative portion of the HA Manual.*

- **Harbour Manager Pocket Guide** – R. Richardson distributed the newly completed Harbour Manager Pocket Guide. This guide was not a comprehensive document, but is to be used as a quick reference guide for new staff without extensive training.

*Action Item 8: PRHAAC members to provide R. Richardson with any proposed changes or input on the Harbour Managers Pocket Guide.*

- **Derelict Vessels** – R. Richardson indicated that the HAABC Derelict Vessel toolkit was presented to the NCSC. The derelict vessel issue is becoming more evident in other regions. R. Richardson indicated that a motion has been passed by the Association of Coastal Communities at the 2010 Union of BC Municipalities meeting for the Province and the Federal Government to re-evaluate the derelict vessel issue.

*Action Item 9: SCH Pacific (R. Richardson) to distribute the UBCM minutes to PRHAAC members once they become available.*

- **Post EAP** – R. Richardson indicated that the Post EAP priorities will be discussed later in the day during the “NHAAC Meeting Preparation” portion of the meeting.
- R. Richardson then provided an update to the Committee on regional SCH initiatives:
    - **Workload** – R. Richardson indicated that along with EAP, HAs receiving a large amount of external funding, and DNHP, there is a significant demand on Program Officer’s time.
    - **DMP Catch Monitoring/Validation** – R. Richardson informed the Committee that a validation training session occurred in May with full First Nations participation and a waiting list for more First Nation participants. While there was also interest from HA staff to attend, the course was fully subscribed.

R. Richardson indicated that he is working with C. Masson on a catch validation pilot HA. It was decided that Shellfish would be the most likely option in moving forward and creating a HA pilot. A brief discussion then took place regarding some of the concerns on potential financial and logistical impacts to participating HAs.

*Action Item 10: SCH Pacific (R. Richardson) to send PRHAAC members information on the pilot HA for Catch Validation when it becomes available.*

*Action Item 11: SCH Pacific (R. Richardson) to send PRHAAC members a list of HAs that are interested in participating the Pilot HA for Catch Validation.*

- **Sign Catalogue** – R. Richardson distributed the most recent version of the draft sign catalogue. He advised the Committee that in order to requisition signs, the order form at the back of the catalogue needs to be filled out and returned to the respective Program Officer. In order to present the sign catalogue at the upcoming HAABC Conference. R. Richardson asked the Committee to provide its comments and feedback as soon as possible.

*Action Item 12: PRHAAC Members to provide R. Richardson with any proposed changes or input on the sign catalogue.*

*Action Item 13: SCH Pacific (R. Richardson) to provide HA Identifier Templates on the SCH CD for the upcoming HAABC conference.*

- **Draft Reporting Form** – R. Richardson presented the draft reporting form to the Committee for their feedback and comments. It was decided that additional work needs to be completed on the form before presenting it at the HAABC Conference. It was also discussed that a data information system capable of collecting this information is needed in order for the reporting form to be successful.

A brief discussion took place regarding what kind of information needs to be captured in the reporting form, the frequency of reporting, who needs the information, how this information is going to be used, and what is the overall intention of the reporting form. It was also noted that the reasons for the above questions needs to be communicated to the HAs in order to have a successful reporting form.

*Action Item 14: SCH Pacific (R. Richardson) to provide PRHAAC members with an electronic copy of the latest draft Reporting Form. PRHAAC members are to provide R. Richardson with feedback as soon as possible.*

*Action Item 15: SCH Pacific (R. Richardson) to add the Reporting Form to the agenda for the post NHAAC teleconference so PRHAAC members can provide feedback.*

## **HAABC UPDATE**

- HAABC Director H. Ramsay provided the following update to Members:
  - **HAABC Board of Directors** – H. Ramsay advised that it has been challenging getting zonal representation on the HAABC Board of Directors. The Board of Directors is proposing to have an elected member from any zone to replace one of the two director positions that have traditionally been held by representatives from the Lower Mainland. For those two positions where the terms are coming to a close, the HAABC Board is suggesting that they have another elected member from any zone to take over the vacant director position. The HAABC is also exploring

recruitment options for Directors.

- **HAABC Lawyer** – H. Ramsay indicated that the HAABC has a new lawyer that will work on rectifying the bylaws to reflect the purpose, needs, and complexities of the HAABC.
- **Marina Tourism** – H. Ramsay indicated a meeting between the HAABC and Tourism BC took place. She indicated that there has been an interest from HAs in Marina Tourism. The HAABC is acting as an agent for HAs, as there is no association available for HAs. However, this does not currently fit with the HAABC’s mandate. Also discussed, was the work that was being done by the HAABC to get Tourism BC to accept HAs into the Marina Tourism definition.
- **HAABC Conference** – H. Ramsay indicated that the upcoming conference would be held in Nanaimo at the new convention centre which will better facilitate the exhibitors. H. Ramsay also advised the Committee that the HAABC is going to ask the Mission HA to be the feature harbour at the conference this year.
- **Zone Meetings** – H. Ramsay discussed possible barriers to Program Officers attending zone meetings, K. Smith indicated that zone meetings are for the benefit of the HAs and that meetings should be set up based on the availability of the HAs and not the Program Officers.
- **Contribution Agreement** – H. Ramsay indicated that the HAABC job descriptions in relation to the Contribution Agreement need to be finalized. She also indicated that the commencement dates of staff contracts need to be correlated with the signing of the Contribution Agreement.
- **HAABC Calendar and Agenda** – the HAABC Calendar is almost finalized. When it is finalized, it will be posted on the HAABC’s website.

**Action Item 16:** *SCH Pacific (R. Richardson) to liaise with L. Taylor regarding the HAABC Calendar.*

## **HAC UPDATE**

- B. Maberley advised the Committee that the Director’s insurance package might be going to market next year to ensure the HAC was receiving the best rates possible for the Director’s insurance.
- B. Maberley advised that the HAC was working with the insurance providers for Bodily Insurance to create the concept of a “paid volunteer.” A paid volunteer is someone who isn’t the employee of the HA, but does occasional odd jobs for the HA for a nominal fee. The Insurance Provider has confirmed that they will be covering the concept of the “paid volunteer;” however, they would prefer to rename and better define this concept before moving forward.
- A short discussion took place regarding the potential risks and liabilities that HAs face by hiring non-HA staff to complete work at a harbour.
- B. Maberley further advised that if the HAC wanted to pursue offering medical and

dental insurance coverage to HA members, then their mandate would have to be expanded to facilitate this. The Newfoundland region has had success in delivering medical and dental insurance to its members. Before moving forward, the successes in other regions need to be identified and communicated to the Pacific region.

*Action Item 17: SCH Pacific (R. Richardson) to liaise with the Newfoundland region to identify what actions are being taken to successfully implement medical and dental insurance for HA members.*

*Action Item 18: SCH Pacific (R. Richardson) to work with B. Maberley to educate HA members on current insurance coverage and what are some possible liabilities that the HAs face on a day-to-day basis. R. Richardson is to send a copy of the current insurance policy to HA members.*

- A short discussion took place regarding the potential risks and liabilities associated with derelict vessels.
- B. Maberley advised that the HAC Contribution Agreement with SCH in Ottawa is underway and should be completed before the next HAC meeting.

#### **NHAAC MEETING PREPARATION**

- K. Smith reviewed the agenda for the upcoming NHAAC meeting. He indicated that some of the agenda items might change due to the availability of particular attendees at the meeting.
- K. Smith advised the Committee that he has communicated to NHQ the PRHAAC's interest to reflect the recommendations made by SCOFO into the SCH and HA program. In the future, special attention needs to be placed on the direction of the Program and what tools are needed to implement a new direction. K. Smith indicated that he was hoping that M. Leduc would provide an update on initiatives at the upcoming NHAAC.
- B. Maberley noted that he has tried extremely hard to get the dredging issue on the agenda for the NHAAC meeting. K. Smith advised that initial analysis on dredging has been completed. However, more analysis needs to be completed by individuals with dredging experience before moving forward.

*Action Item 19: SCH Pacific (R. Richardson) to provide an update on dredging in the Pacific region for the next PRHAAC meeting.*

- A brief discussion regarding the initiatives that should be updated at the upcoming NHAAC meeting was had. K. Smith indicated that the Regional Directors in their respective regions will be providing an update on EAP at the Spring NHAAC.
- It was also discussed that there are no action items identified in the NHAAC meeting minutes. The Committee stated that an action item list is needed so that issues can be identified and resolved.

- The Committee then discussed and reviewed the PRHAAC priorities- Creating the Future Together document. K. Smith advised that the Creating the Future Together document was created by NHQ to determine what can be completed by the SCH and HA programs in the future.
- The following short to medium term initiatives were chosen (they are listed in order of priority and/or importance):
  - **Top Priority/Importance:** Educate Community – user-pay harbour- get everyone involved (related to SCOFo recommendation #17).
  - **Priority/Importance- tied for #2:** Seek funding from other sources (related to SCOFo recommendation #10).
  - **Priority/Importance- tied for #2:** Mentoring Program.
  - **Priority/Importance- tied for #2:** Incentives for HAs to become self-sufficient (shared costs of projects between HAs and SCH as a condition for Government investment).
  - **Priority/Importance- tied for #2:** sharing information- best practices- raise awareness.
- The following medium to long term initiatives were chosen (they are listed in order of priority and/or importance):
  - **Top Priority/Importance:** Review the FRHA & Regulations to recognize the existence of HAs and better support enforcement issues (related to SCOFo recommendation #14).
  - **Priority/Importance- tied for #2:** Increase contracting authorities for HAs and do more work through them (related to SCOFo recommendation #12).
  - **Priority/Importance- tied for #2:** Conduct a study on dredging costs and options to reduce (related to SCOFo recommendation #5)
  - **Priority/Importance- tied for #2:** Analyze the trends in the fisheries and plan for the longer term (related to SCOFo recommendations #2&3).
- The Committee indicated that a plan needs to be developed to implement initiatives as soon as possible.

#### **HA PROJECT DELIVERY**

- V. Kahnamelli distributed and reviewed his presentation to the Committee on HA Project Delivery and a proposed Project Overview Roles and Responsibilities.
- V. Kahnamelli indicated that the overall goal of his presentation was to adapt the project delivery method used by SCH to include HAs. Important points highlighted

were: project charter, the funding process (both internal and external), and the approval process for different size projects. It was decided that joint planning should occur in order to maximize the amount of funding that can be leveraged for a project.

*Action Item 20: SCH Pacific (R. Richardson) to work with PRHAAC members to define "Harbour Plan."*

*Action Item 21: PRHAAC members are to provide V. Kabnamelli with feedback to ensure that there is input from HAs and SCH to create a viable project planning process.*

*Action Item 22: SCH Pacific (V. Kabnamelli) to present the Proposed SCH Project Overview at the upcoming 2011 Conference. Also, if deemed necessary, workshops are to take place to go over the Proposed SCH Project Overview.*

#### **MEETING WRAP UP/NEXT STEPS**

- K. Smith thanked the Members for their active participation in the session and expressed his appreciation for their feedback and input. Members all agreed that the meeting was a good opportunity to discuss the direction of the regional program. Also, members look forward to bringing forth regional issues at the national level and hopefully get a list of priorities communicated at the NHAAC.