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

RECORD OF DISCUSSION

Tuesday, February 7, 2012
Best Western Dorchester Hotel, Nanaimo, BC

PRHAAC Members:

Ben Maberley, Whaler Bay HA
Bill Irving, District of Ucluelet
Bob Baziuk, Steveston HA
Liz McLeod, Comox HA
Lutz Budde, Oona River HA
Rick Hill, Port Edward HA

Regrets:

Frank Mauro, HA of Pender Harbour

SCH Ex-Officio PRHAAC Members:

Ken Smith, Regional Director
Robin Richardson Regional Manager,
Client Services
Katie Rattan, Program Officer

Guests:

Greg Savard, Consultant
Vahid Kahnamelli, Regional Engineer
Liane O'Grady, Manager of Program
Planning and Coordination

1. WELCOME, ADOPTION OF AGENDA, AND REVIEW AND APPROVAL OF DISCUSSION FROM JUNE, 2011 PRHAAC

- Due to a change in Hiltje's employment status as a Harbour Manager, she will not be participating in PRHAAC meetings until further notice.
- Greg Savard is attending meeting as a guest. He has been retained by SCH to review and provide recommendations on strengthening SCH linkages to other sectors within DFO.
- The Agenda and Record of Discussion from the June, 2011 meeting was reviewed and approved.

2. INTEGRATED PLANNING PROCESS

As per discussion at June, 2011 PRHAAC meeting and Action Item #7, SCH was to present status of planning review for discussion at next face-to-face meeting.

K. Smith presented a draft deck, “SCH – Harbour Planning Framework” for review at the meeting. The intent was to review with members and receive their feedback before presenting at a workshop at the 2012 HAABC Conference.

Key components of the framework include:

- Development of multi-year Harbour Planning Document (HPD)
- Improved annual process for exchange of new priorities not included in HPD
- Increased planning capacity (SCH and HA)

The HPD would include 7 core components:

- Report on accomplishments/progress against past plan
- Harbour background information
- Future needs assessment
- HA Vision and Objectives
- Harbour risks and opportunity assessment
- Harbour plans and priorities
- Implementation plan/project plans

The annual process would include HA’s submitting annual reports to identify key information including but not limited to:

- Board information
- Financial information
- Vessel/client information
- Infrastructure issues
- New repair priorities for consideration in SCH annual funding plan
- HA funding/project proposals for SCH consideration

After review and discussion of the framework, the committee, was supportive of the framework as proposed and was in favor of presenting at the HAABC Conference workshop.

3. CANADA NOT-FOR-PROFIT CORPORATIONS ACT

Robin Richardson provided a summary on the new Canada Not-for-Profit Corporations Act which came into effect on October 17, 2011. A deck that was presented by Colleen Kirby, Industry Canada representative, at the November, 2011 NHAAC meeting was circulated to Committee members. Corporations will have three years (October 17, 2014) to transition to the new Act. Colleen Kirby will be attending the 2012 HAABC conference to present the deck to the membership.

There was discussion on the impact some of the changes will have on HA’s and whether HA’s will have the capacity to prepare themselves for the transition. For example, if an HA does not complete the transition by October 17, 2014, will Industry Canada dissolve the corporation? If the corporation dissolves, they will not have the right to manage the harbour and their lease will be terminated.

It was also acknowledged that some HA's are probably not aware of the changes as they have not yet been contacted by Industry Canada.

Several key questions were raised and it is unclear as to which one organization is in the best position to provide support or if it will be a combination of organizations (ie Industry Canada, Revenue Canada, SCH).

<p><u>Action Item #1:</u> Any questions regarding the new Canada not-for-profit Corporations Act can be sent to SCH Regional office and we will work with National office to obtain the answers.</p>
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4. MEETING ADJOURNED