

# REGIONAL HARBOUR AUTHORITY ADVISORY COMMITTEE (RHAAC) MEETING

RECORD OF DISCUSSION  
(ROD)

Day 1 – March 13<sup>th</sup>, 2024

<b>ATTENDEES</b>	<p><b>RHAAC Representatives:</b>  Marguerite Drake, Harbour Authority of Burin  Terry Hillier, Harbour Authority of Bauline  Ross Petten, Harbour Authority of Port de Grave  Alton Rumbolt, Harbour Authority of Mary’s Harbour  Kim Blackwood, Harbour Authority of Carmanville  Dave Johnson, Harbour Authority of Old Perlican  Tony Ryan, Harbour Authority of Port Saunders</p> <p><b>Small Craft Harbours (SCH) Representatives:</b>  Ann-Margret White, Regional Director, SCH  Peter Howe, Regional Manager, Harbour Development  Yolanda Lawlor, Harbour Development Officer  Marilyn Pike, Plastics Program Officer  Janice Costello, Harbour Development Officer  Karen Bursey, Client Services Manager - Eastern  Sharon Branton, Client Services Manager - Central  Jim Fudge, A/Client Services Manager- Western and Southern  Rex Turnbull, Client Services Officer- Labrador</p>
<b>ABSENTEE</b>	Nicole Earle, Harbour Authority of Leading Ticks
<b>9:00 – 10:30</b>	<b>WELCOME/AGENDA REVIEW</b>
<b>DISCUSSION</b>	<p>Meeting started with Land Acknowledgement and a moment of silence for those harbour authority (HA) members who have passed. Thoughts and best wishes from members for Maureen with the Harbour Authority of Lawn.</p> <p>Round-table introductions of SCH &amp; RHAAC members.  Rex Turnbull in attendance on behalf of Annette Rumbolt, Area Director for Labrador. Annette is retiring July 12<sup>th</sup>, 2024.</p> <p>Requested to add LED Lights and flagpoles to the agenda.</p> <p>ROD from Fall 2023 meeting was reviewed and an update on Action Items from that meeting was provided.</p> <p><b>Jib Crane:</b> Discussed limits to electrical jib cranes. Question posed as to use of hydraulic cranes.</p>

	<p><u>Action Item:</u></p> <p>1.) Peter to follow up with Engineering.</p> <p><b>Half-Masting:</b> Discussion took place. Based on information discussed about the Government of Canada flag protocols and practices, it is unlikely that half-masting for volunteers would be possible.</p> <p><u>Action Item</u></p> <p>1.) Harbour Development to explore other possibilities for acknowledging volunteers that have passed.</p> <p>2.) HAANL to include the National Flag of Canada etiquette in the Ship to Shore newsletter.</p> <p>Motion to adopt minutes from the last meeting passed.</p>
<b>10:30 -10:45</b>	<b>Health Break</b>
<b>10:45 – 11:15</b>	<b>SMALL CRAFT HARBOURS UPDATES</b>
<b>DISCUSSION</b>	<p>SCH Update – Regional Director Ann-Margret</p> <p>Ann-Margret addressed some of the pressing concerns such as volunteer coordination, dredging and Head Lease contracts. It was noted that SCH are awaiting further details on the funding for 2024-2025.</p> <p><u>Action Item:</u></p> <p>1.) Sometime after the budget is released on April 16<sup>th</sup>, SCH will arrange a Teams call with RHAAC Members to discuss details, if applicable to the SCH Program.</p>
<b>10:45-12:00</b>	<b>RHAAC ITEMS</b>
<b>DISCUSSION</b>	<p><b>Infrastructure Prioritization:</b></p> <p>During infrastructure program prioritization discussions, some of the various factors that are looked at include, but are not limited to:</p> <ul style="list-style-type: none"> <li>• Safety</li> <li>• Condition and age of the asset</li> <li>• HA health</li> <li>• Support to the fishers and the commercial fishing industry</li> <li>• Adjacency to other harbours</li> <li>• Landings and socio-economics</li> <li>• Other activities taking place in the harbour</li> <li>• Fishing and demographic trends</li> <li>• Capacity in the harbour vs. usage</li> <li>• Core vs non-core harbours</li> <li>• Emerging fisheries</li> </ul> <p><u>Action Item:</u></p>

	<p>1.) Peter to provide presentation on the divestiture program at next RHAAC.</p> <p><b>Municipal Taxes:</b>  During a recent meeting with Municipalities NL (MNL), HAANL highlighted the significance of the HA Program and its widespread presence in municipalities. The discussion covered essential services provided by HAs, their close collaboration with towns and communities beyond fishing-related matters, with emphasis that HAs operate on a not-for-profit basis. MNL representative committed to bring all the HAANL information to regional council.</p> <p><u>Action Item</u></p> <ol style="list-style-type: none"> <li>1.) HAANL to present at a regional council meeting and/or potentially at MNL symposium later this year.</li> <li>2.) SCH to expand tax fields in annual report to further break down tax information.</li> </ol>
<b>12:00-1:15</b>	<b>LUNCH BREAK</b>
<b>1:15-2:15</b>	<b>HARBOUR OPERATIONS UPDATES</b>
<b>DISCUSSION</b>	<p><b>Abandoned and Wrecked Vessel Removal Program (AWVRP):</b>  Update provided on 2023/2024 AWVRP:</p> <ul style="list-style-type: none"> <li>• Ten (10) HAs were approved</li> <li>• Nineteen (19) vessels removed</li> </ul> <p>SCH staff reminded that the owner is still responsible for the vessel until the AWVRP application is approved, even if the owner has signed the consent form.</p> <p><u>Action Items:</u></p> <ol style="list-style-type: none"> <li>1.) SCH to follow up with NHQ to inquire about possible hand-out material to provide to people about the AWVRP and abandoned vessels.</li> <li>2.) SCH to send around all the information to the RHAAC members.</li> </ol> <p><b>Ghost Gear Program:</b>  Updated provided on 2023/2024 program:</p> <ul style="list-style-type: none"> <li>• Six (6) contribution agreements entered into with HAs.</li> <li>• Five (5) out of six (6) projects have been completed with the submission of final reports and final payments received by HAs for all their efforts.</li> </ul> <p>Explanation of application process and additional benefits to the program explained. If HAs need help with abandoned vessels or ghost gear, SCH can support with this.</p> <p><b>Update to Annual Reports:</b></p>

	<p>Working group created a new annual report document. Reduced from two (2) documents with twenty-three (23) pages to one (1) document with thirteen (13) pages. SCH reminded all that it is an important part of HA governance to file annual reports. Discussed the importance of completing annual reports with detail and in a timely manner because it provides SCH more current data that can be used to support HAs and the SCH program.</p> <p><u>Action Items:</u></p> <ol style="list-style-type: none"> <li>1.) SCH to look at adding information about corporate returns to report.</li> <li>2.) SCH to update important dates and provide to HAs.</li> <li>3.) SCH to assess if projected income statement is necessary.</li> <li>4.) SCH to include letter with annual reports to highlight importance of filing and what the data is used for.</li> </ol> <p><b>Training Opportunities:</b> Looking for opportunities to improve HA training content and delivery.</p> <p><u>Action Items</u></p> <ol style="list-style-type: none"> <li>1.) SCH to form working group to coordinate new training plan after seminar in the fall.</li> <li>2.) SCH to consult with Area staff and HAs for input.</li> <li>3.) Peter to contact other regions on training delivery methods.</li> </ol>
<b>2:15-2:30</b>	<b>HEALTH BREAK</b>
<b>2:30-3:30</b>	<b>HARBOUR OPERATIONS UPDATE Continued</b>
<b>DISCUSSION</b>	<p><b>HAs &amp; Corporations Canada (CC)</b> SCH emphasized consequences of not filing corporate returns. SCH advised they have been speaking with CC to explain how HAs operate.</p> <p>CC to send further information on filing corporate returns that should further assist HAs.</p> <p><u>Action Item</u></p> <ol style="list-style-type: none"> <li>1.) SCH to send information on corporate filings to HAs once received from SCH National Headquarters.</li> </ol> <p><b>HA Contact Information</b> Contact information, especially emails, for the HAs are not up to date. It is very important SCH has up-to-date contact information for all HAs.</p> <p><u>Action Item:</u></p> <ol style="list-style-type: none"> <li>1.) Areas to reach out to HAs and ask for <u>one email address</u> that is to be used for the HAs.</li> </ol>
<b>3:30-4:00</b>	<b>WRAP-UP</b>

<b>9:00 – 9:15</b>	<b>WELCOME/REVIEW OF DAY’S DISCUSSION</b>
<b>Discussion</b>	Regional Manager, Harbour Development, welcomed everyone back for the second day of meetings. Overview of agenda was provided.
<b>9:15-10:15</b>	<b>Fee Structure Review</b>
<b>Discussion</b>	<p>Overview of the fee structure data was presented. There are some gaps in the fee structure data. These gaps are as a result of annual reports not being filed, incomplete, etc. Discussed the importance of HAs evaluating their fee structure and adjusting where needed.</p> <p><u>Action Item</u></p> <ol style="list-style-type: none"> <li>1.) SCH to simplify the presentation of this data for agenda item at HA Seminar.</li> <li>2.) SCH to explore having a brochure of the data developed for HAs.</li> </ol>
<b>10:15-10:30</b>	<b>HEALTH BREAK</b>
<b>10:30-11:45</b>	<b>HA SEMINAR DISCUSSION</b>
<b>DISCUSSION</b>	<p>RHAAC was advised that planning for the 2024 HA Seminar is set to commence and that planning committees will be established next month. It was agreed that RHAAC will participate and take a more visible role at this year’s seminar.</p> <p><u>Action Items:</u></p> <ol style="list-style-type: none"> <li>1.) Seminar planning to commence in April.</li> <li>2.) Client Service Officers (CSOs) to survey HAs on topics they would like considered for the seminar.</li> </ol>
<b>11:45-1:00</b>	<b>LUNCH BREAK</b>
<b>1:00-2:00</b>	<b>Updates from National Harbour Authority Advisory Committee (NHAAC)</b>
<b>DISCUSSION</b>	<p>RHAAC representatives provided update from their in-person NHAAC meetings held in November 2023 in St. John’s, NL.</p> <ul style="list-style-type: none"> <li>• Items updated on included attendance, funding levels, Canadian Coast Guard presence, and volunteer recruitment and retention.</li> <li>• Next in-person NHAAC meeting scheduled to be held in PEI.</li> </ul>
<b>2:00-2:15</b>	<b>HEALTH BREAK</b>
<b>2:15-3:45</b>	<b>RHAAC ITEMS</b>
	<p><b>Volunteer Retention:</b></p> <p>SCH highlighted NHQ’s efforts to promote the program during its 35-year anniversary through social media posts and videos. RHAAC members identified the two main reasons for volunteer retention and recruitment issues are:</p> <ul style="list-style-type: none"> <li>• Limited rural population; and</li> </ul>

**DISCUSSION**

- Incentives to attract volunteers.

It was agreed that regular updates from the National working group be provided at meetings so that all HAs can be informed and are advised who their member is on the working group.

Action Item:

- 1.) Peter to request that regular updates on this topic be brought to the HAs.

**HA Insurance:**

Terry provided an update on HA insurance enrollment. Only 78% of HAs currently pay for insurance. It was highlighted the value of the insurance versus the cost, and a list of HAs that currently do not have insurance was provided. The importance of encouraging coverage to HAs was stressed by all.

Action Item

- 1.) Add insurance to list of topics to be discussed at seminar.

**LED Lights and Flag Poles**

Alton stressed the importance of LED lights because the lights have to be left on and if they don't have them it results in high electricity bills for the HAs.

Alton asked who was responsible for flag poles and it was advised that it is the responsibility of the HAs. He was also advised that SCH does provide a Canadian flag if the HA has a flagpole.

SCH advised that all the lights would not be able to be replaced at all the HAs due to other ongoing priorities.

**Coastal Erosion:**

Tony highlighted concerns about coastal erosion and the costs to HAs. Tony indicated coastal shoreline erosion should be a federal, not a municipal, issue and that SCH needs to take coastal erosion into consideration when building infrastructure. Peter advised that he understands some towns have made applications through Infrastructure Canada to get funds for coastal erosion projects, and climate change is considered into SCH infrastructure projects during the planning and design phases.

**Waste Oil Collection:**

SCH reminded that if HAs are having issues getting waste oil collected under the Atlantic Used Oil Management Association (UOMA), reach out to their Client Service Officer (CSO).

**Unpaid fees to HA**

	General discussion took place, SCH stated that there is a national compliance framework to be developed.
<b>3:45-4:00</b>	<b>WRAP-UP</b>