



# **ANNUAL OPERATIONAL REPORT**

## **HARBOUR AUTHORITY OF**

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**APRIL 1, 2022 TO MARCH 31, 2023**





Harbour Authority of \_\_\_\_\_

## HARBOUR AUTHORITY ANNUAL OPERATIONAL REPORT

**Objective:** *The information you provide will help Small Craft Harbours in developing Harbour Authority priorities and operational plans moving forward.*

### **Section 1: Current Activity and Use**

#### **Number of Homeport Fishing Vessels Served**

Under 25'	25' to 34'11"	35' to 44'11"	45' to 54'11"	54' to 64'11"	65' and above

#### **Number of Transient Fishing Vessels Served**

Under 25'	25' to 34'11"	35' to 44'11"	45' to 54'11"	54' to 64'11"	65' and above

#### **Number of Recreational Vessels Utilizing Harbour Facilities**

Under 25'	25' to 34'11"	35' to 44'11"	45' to 54'11"	54' to 64'11"	65' and above

#### ***General Information***

Number of fishers served	
Number of government vessels utilizing harbour facilities	
Number of tour boats utilizing harbour facilities	
Number of other commercial vessels utilizing harbour facilities	
Number of fish plants utilizing harbour facilities	
Number of fish buyers utilizing harbour facilities	
Number of Harbour Authority User Licences issued	
Number of Harbour Authority Berthage Agreements issued	
Number of Sub-Leases	



Harbour Authority of \_\_\_\_\_

## **Section 2: Environment**

- A. Has your Harbour Authority achieved any environmental accomplishments during the past year (ie: new equipment installed, harbour clean-up project, etc.)?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

- B. Does your Harbour Authority have a spill response kit for marine use on site (most commonly in a blue metal or plastic drum)? YES \_\_\_\_\_ NO \_\_\_\_\_

To the best of your knowledge, does your marine spill response kit contain all of the necessary components? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

- C. If your Harbour Authority has a waste oil storage tank, do you have a spill kit on site (most commonly in a yellow container)? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

To the best of your knowledge, does your waste oil spill kit contain all of the necessary components? YES \_\_\_\_\_ NO \_\_\_\_\_ N/A \_\_\_\_\_

- D. How many litres of waste oil did your Harbour Authority handle this year (if applicable)?

\_\_\_\_\_

- E. Have there been any oil spills/releases or other environmental issues/incidents on Small Craft Harbours property during the past year?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please complete the following table. For corrective action list the steps and procedures followed in response to the spill.

Date of Incident	Summary of Incident	Corrective Action



Harbour Authority of \_\_\_\_\_

### **Section 3: Operations**

- A. Please list total energy usage by your harbour for the year as follows (where applicable):

Electricity usage \_\_\_\_\_ kilowatts.

Heating fuel usage \_\_\_\_\_ litres.

Propane usage \_\_\_\_\_ litres.

Other (fuel type) \_\_\_\_\_ usage (quantity used) \_\_\_\_\_.

- B. Does your Harbour Authority presently have any derelict and/or abandoned vessels on site?

YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

- C. Is your Harbour Authority charged municipal taxation? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please describe the services provided and/or taxation paid (with amounts) below:

Water fees: \_\_\_\_\_

Waste Collection: \_\_\_\_\_

Fire Protection: \_\_\_\_\_

Business Tax: \_\_\_\_\_

Property Tax: \_\_\_\_\_

Other (please specify): \_\_\_\_\_

### **Section 4: Safety**

- A. Have there been any accidents/safety incidents on Small Craft Harbours/Harbour Authority property during the past year? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, has your Harbour Authority submitted an accident/incident report to your Program Officer? YES \_\_\_\_\_ NO \_\_\_\_\_. Please complete the following table. For corrective action list the steps and procedures followed in response to the accident/incident.



Harbour Authority of \_\_\_\_\_

Date of Accident	Summary of Accident/Incident	Corrective Action

- B. Does your Harbour Authority have a fire extinguisher in an accessible and identifiable location? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, has the fire extinguisher been professionally certified within the past year?

YES \_\_\_\_\_ NO \_\_\_\_\_

- C. Does your Harbour Authority have life rings on site? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, how many? \_\_\_\_\_

### **Section 5: Training**

Please list any training needs you would like addressed this year (ie: financial; electrical; governance; etc).

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### **Section 6: Hot Issues**

Please list any “hot issues” occurring in your harbour.

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Harbour Authority of \_\_\_\_\_

**Section 7: Feedback**

Please list any suggestions for improvements by Small Craft Harbours.

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