



ANNUAL OPERATIONAL REPORT

HARBOUR AUTHORITY OF

APRIL 1, 2020 TO MARCH 31, 2021





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

General Information

Number of fishers served	
Number of fishing vessels 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 recreational 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	

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:



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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

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) _____.



Harbour Authority of _____

- B. Does your Harbour Authority presently have 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 services provided(water, waste collection, etc.):

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.

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? _____



Harbour Authority of _____

Section 5: Training

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

Section 6: Hot Issues

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

Section 7: Feedback

Please list any suggestions for improvements by Small Craft Harbours.