

Regional Harbour Authority Advisory Committee (RHAAC) Meeting

RECORD OF
DISCUSSION (ROD)

Day 1 – March 5th, 2025

ATTENDEES	<p>RHAAC Representatives: Alton Rumbolt, Harbour Authority of Mary's Harbour Terry Hillier, Harbour Authority of Bauline Marguerite Drake, Harbour Authority of Burin Kim Blackwood, Harbour Authority of Carmanville Ralph Pickett, Harbour Authority of Indian Bay Tony Ryan, Harbour Authority of Port Saunders Dave Johnson, Harbour Authority of Old Perlican</p> <p>Small Craft Harbours (SCH) Representatives: Ann-Margret White, Regional Director, SCH Peter Howe, Regional Manager, Harbour Development Mark Simms, Area Director, Labrador Yolanda Lawlor, Harbour Development Officer Marilyn Pike, Plastics Program Officer Sharon Branton, Client Services Manager, Central Karen Bursey, Client Services Manager, Eastern Vanessa Newman, Client Services Manager, Western and Southern Janice Costello, Harbour Development Officer</p> <p>Absentee: Ross Petten, Harbour Authority of Port de Grave</p>
9:00 – 10:30	WELCOME/AGENDA REVIEW
DISCUSSION	<p>The meeting began with a land acknowledgement, followed by an introduction to the new RHAAC member Ralph Pickett.</p> <p>Review of agenda</p> <p>Add certification of operating forklifts/jib crane to agenda.</p> <p>There is no update for the municipality NL presentation. Presentation was canceled for the fall.</p> <p>Agenda passed as presented.</p> <p>Review of previous action items</p> <ul style="list-style-type: none"> • Half-masting. Completed - HAANL included it in the newsletter.

- SCH to find another way to remember volunteers who have passed. Completed – Memorial presentation at HA Seminar.
- SCH to update annual report. SCH to continue to update annual report, and is in progress. Updates to annual report are typically done in March and sent to working group.
- SCH to include check box in annual report to identify if the harbour is in an incorporated vs unincorporated community. Will update with annual report.
- SCH to send election information to HAs after seminar. Completed.
- SCH to send participant interest emails for training working group. Completed - to be discussed later in the agenda.
- SCH to look at successful training provided in other regions. Completed.
- SCH to included training topics in clicker session at the seminar and provide summary to working group. Completed - It was not in the clicker session but it was sent with the survey before the seminar.
- SCH to set up call between the four people attending NHAAC to prepare. Completed.
- SCH to review selection process for who is attending NHAAC. Will be discussed later in the agenda.
- SCH to create memorial presentation. Completed and included during the seminar. A question was raised about whether this could be done during non-seminar years. It was suggested to create a presentation and make it available on the HAANL website.
- SCH to do non-compliance presentation at the seminar. This did not take place due to weather conditions causing an early end to the seminar. Can be discussed further during the training part of the agenda.
- SCH to create annual report confirmation letter. Will complete when annual reports are being done.
- SCH to check regarding lights. Completed. Peter sent message to Engineering during the meeting.

Action Items

	<ol style="list-style-type: none"> 1. SCH to explore if a memorial presentation will be completed during non-seminar years and how to make it available to HAs. 2. SCH to create annual report confirmation letter. 3. Peter to follow up with Engineering regarding lights . <p>Everyone is in favor of the ROD presented. ROD is passed as presented.</p> <p>Jib Crane/forklift Certification</p> <p>Jib Crane/forklift certification was discussed at the recent NHAAC meeting. National contacted all regions, and the necessary information provided. National sent an email announcing the formation of a SCH working group to review the certification topic. The importance of jib crane/forklift certification was expressed. Karen volunteered to be a part of the national working group.</p> <p>From the discussion at NHAAC, the believed approach was to investigate the issue and report back at the next NHAAC meeting.</p> <p><u>Action Item</u></p> <ol style="list-style-type: none"> 1. SCH to inform RHAAC who are SCH reps on the national working group.
10:30 – 10:45	HEALTH BREAK
10:45 – 11:45	RHAAC ITEMS
DISCUSSION	<p>NHAAC</p> <p>Productive discussions were held at NHAAC, covering topics such as jib crane/forklift certification, insurance, budget, volunteer recruitment and retention, and dredging. The Minister was involved in some of these discussions.</p> <p>Next NHAAC will be in November in the Quebec region. At the last RHAAC meeting it was suggested to rotate RHAAC member going to NHAAC.</p> <p><u>Action item:</u></p> <ol style="list-style-type: none"> 1. Whomever is interested in attending the next NHAAC meeting let SCH know. Yolanda to send an email to see who is interested and then Peter and Ann-Margret will decide. Tony and Kim expressed that they are interested. <p>HA Insurance Update</p> <p>Great discussion at NHAAC regarding insurance, and Terry was elected treasurer. NHAAC members are exploring additional insurance options for members. This could help with recruitment and retention, especially since NL has the best participation numbers.</p>

	<p><u>Action Item:</u></p> <ol style="list-style-type: none"> 1. Send list to SCH of the harbours who don't participate in HA insurance so they can be contacted. <p>Suggestion was made it might be beneficial to schedule a virtual insurance session since some members missed the seminar.</p> <p>Labrador CCG Coverage</p> <p>At the NHAAC meeting, Alton raised the issue of Search and Rescue coverage in Labrador with the Minister.</p>
11:45 – 1:00	LUNCH BREAK
1:00 – 1:30	SCH UPDATES
DISCUSSION	<p>Ann-Margret provided an update on SCH and discussed budget details. She noted that the seminar was highly successful. Talks are progressing on the contribution agreement with HAANL. Ann-Margret introduced the new Labrador Area Director, Mark Simms.</p>
1:30 – 2:30	HARBOUR OPERATIONS UPDATES
DISCUSSION	<p>Ghost Gear Program Update</p> <p>Marilyn presented Ghost Gear Program update and review the Supply Arrangement Agreement. End of life fishing gear disposal was discussed.</p> <p><u>Action Item:</u></p> <ol style="list-style-type: none"> 1. SCH to check as to why the Robin Hood Bay does not take end of life fishing gear from certain areas. <p>Head Lease Roll Out</p> <p>An update of the Head Lease roll out was provided, indicating that it is progressing well. The importance of members signing the new Head Lease correctly was emphasized. Additionally, there was a discussion highlighting the differences between the Environmental Management Plan (EMP), the Emergency Procedures Manual, and the Environmental Emergency Response Plan (EERP) and their location on the SCH website. https://www.dfo-mpo.gc.ca/sch-ppb/toolbox-boiteaoutils/index-eng.html</p> <p>AWVR Program</p> <p>Updated provided on 2024/2025 AWVRP:</p> <ul style="list-style-type: none"> • Six (6) harbour authorities were approved. • Six (6) vessels to be removed. <p>A total of 72 vessels removed since the program starting in FY 2017/2018.</p>

	<p>The deadline for 2025/26 applications is April 15th, 2025.</p> <p>Regional Awards</p> <p>2024 Regional Harbour Authority Award winners have been selected.</p>
2:30 - 2:45	HEALTH BREAK
2:45 - 3:30	HARBOUR OPERATIONS UPDATES Cont
DISCUSSION	<p>HA Pocket Guidebook</p> <p>National Harbour Manager Pocket Guidebook to be sent out next week, there will be one copy for each harbour authority. Additionally, digital copies will be available on the SCH Website. Please send any feedback to the Harbour Development email address. DFO.schnlhd-ppbtnldp.MPO@dfo-mpo.gc.ca</p> <p>2025 HA Calendar</p> <p>The 2025 Harbour Authority Calendars have been mailed out. Based on discussion it was determined funding be re-directed to higher priorities and a calendar will not be produced for 2026.</p> <p>HA Training Working Group</p> <p>HA Training Working Group has been formed and the first meeting is scheduled for mid-March 2025. Working Group to review content, training methods, participant engagement, supplemental supports, and evaluation and review.</p>
3:30-4:00	WRAP-UP

9:00 – 9:15	WELCOME/REVIEW OF DAY’S DISCUSSION
Discussion	Peter welcomed everyone back for day 2 and reviewed day 2 agenda.
9:15 - 10:30	HA GOVERNANCE
Discussion	<p>Annual Reports</p> <p>The Annual Report was updated recently, combining the Annual Financial and Annual Operational Reports into one. The importance of submitting a complete annual report was emphasized. The annual report provides SCH with valuable information on harbour management, and assists SCH in program delivery and support to the HAs.</p> <p>User Fees</p> <p>A review of the seminar clicker session was given and results were discussed. The seminar clicker session revealed that many harbours face challenges in determining what services to charge for and determining the appropriate fees.</p> <p>It was discussed on how best to break down the data and roll out to HAs.</p> <p><u>Action Item</u></p> <ol style="list-style-type: none"> 1. Combine user fee data to show NL region by harbour class size instead of broken down by regional/operational division. 2. Create brochure/pamphlet/one-pager with data and “did you know” information.
10:30 - 10:45	HEALTH BREAK
10:45 – 11:45	AQUATIC INVASIVE SPECIES PRESENTATION
DISCUSSION	Macgregor Parent, Aquatic Invasive Species Biologist, delivered the Aquatic Invasive Species presentation that had been scheduled for the seminar but was postponed due to weather.
11:45 – 1:00	LUNCH BREAK
1:00 – 2:00	RHAAC ITEMS (Cont)
DISCUSSION	<p>Wharf Height</p> <p>Concerns were raised that recent storms may cause damage to infrastructure. It was discussed if it is necessary to evaluate whether the additional 1-metre height of a wharf is still sufficient.</p>

	Project Funding Project funding decision making process was raised and discussed.
2:00 – 2:15	HEALTH BREAK
2:15 – 3:15	ISSUES ARISING
DISCUSSION	No other issues to be addressed, meeting concluded.
3:15 – 3:30	WRAP-UP