

SHIP to SHORE

HAANL
HARBOUR AUTHORITY ASSOCIATION
OF NEWFOUNDLAND AND LABRADOR



November 2022

Newfoundland and Labrador

HAANL Contacts

Western Newfoundland Southern Labrador

- Tony Ryan (861-3155)
tonryan861@hotmail.com
- Reg Best (368-8552)
regbest@bellaliant.net

Central Newfoundland Northern Labrador

- Kim Blackwood (534-7405)
theblackwoods5@gmail.com
- Allan Starkes (675-2306)
starkesa@hotmail.com

Southern Newfoundland

- Barry Spencer (832-4116)
sallybarryspencer@gmail.com
- Marguerite Drake (891-1051)
ha_burin@yahoo.ca

Eastern Newfoundland

- Ross Petten (683-3218)
rpetten@eastlink.ca
- Dave Johnson (222-2412)
johnsondarlene11@yahoo.ca

Admin Support

- Marguerite Drake (891-1051)
haanl_inc@yahoo.ca

Address from the Chair

Hello Fall and hello to you all!

We're back at it again for another edition of the Ship to Shore Newsletter. How was your summer? HAANL had a busy summer preparing for the Harbour Authority Seminar 2022 which was held in Gander on October 26-28th. Did you attend? This event was a tremendous success because HAANL and SCH worked together as a team, with one goal, to show thanks to all our volunteers in the Harbour Authority community.

Over the past month, HAANL's board members have been active with the Area Outreach meetings in their areas of representation. The Area Outreach meetings offer harbour authorities the opportunity to freely talk about the positive and negative happenings in their harbours. Because of funding restrictions, there are limited harbours that can be visited, but we will continue to visit as many as possible. HAANL will reach out to your harbour if they plan to visit.

One of our biggest goals this year was to co-host the Harbour Authority Seminar. What can I say—it has been said that it was one of the best to date. Do you agree? We are proud of the number of harbour authorities that attended and equally proud of all the daily work HAs do.

The remaining goals for 2022-23 include but are not limited to:

- Continuing with the Outreach program.
- Continuing with the Mentoring program.
- Hold the elections for the HAANL's Board of Directors (additional information on p.2).
- Continue with training opportunities which currently include first-aid training. (additional information on p.3).
- Further website development.
- Continue supporting harbour authorities by being your voice when needed, and so much more.

HAANL would like to see the HAANL membership grow to take in the majority of Harbour Authorities in NL. To do this, we need you, the harbour authorities. The annual fee is still at \$125 annually. Every year we are fortunate to have harbour authorities returning to continue their support of this organization, and for that, we are sincerely thankful. If you want a copy of the membership form, please visit our website at haa-nl.ca or contact Marguerite. In closing, were approaching one of the most joyous seasons—Christmas. On behalf of HAANL and its board members, I would like to extend a very Merry Christmas and a prosperous, healthy, and happy New Year. Cheers!

Dave Johnson
HAANL Chair

WE ARE ON THE WEB: haa-nl.ca

"No act of kindness, no matter how small, is ever wasted" — AESOP



IN THIS
ISSUE

Page 2

HAANL's Election Process
The Mentoring Corner
Mentors Contact Information
Special Events
Annual Reports-Reminder
Purchase Order Procedures

Page 3

Jodie Rice-Eastern Area of
Cape St. Mary's-Burin
Incident Reports
Up to Date Contact Information
HA Recognition Awards
Calendar
First Aid Training
Within Our Communities

Page 4

In Memoriam
Law Firm
D & O Insurance

HAANL's Election Process

In December 2022, the election process for the HAANL's Board of Directors will begin. Through deliberations, it was decided that with each election, four current directors will remain on HAANL, one from each of the four areas of NL, and the other four will be seeking re-election. This overturn of HAANL's directors protects the ability of the committee to introduce new representation through the election process while holding the knowledge of the remaining directors. To be a part of the election process, you must be a member of HAANL. The following will be the process:

- Enclosed are your nomination forms – please send this form only if you are a member of HAANL.
 - This form will also be available on the HAANL website.
- Your HA can only nominate one person.
- Once the nomination forms are received, and the deadline date has expired, a list of all nominees from your area will be sent to your harbour authority. Your harbour authority will choose one person from the list and return this form to the address on the form.
- Once HAANL receives this list, names will be compiled, and an officiant will be requested to draw from the list of names in March 2023. The candidate with the most nominations will fill the seat, but if there is a tie, the name will be drawn from a bag by the officiant.
- The successful candidates will be notified once the names have been chosen. More to follow, stay tuned!



The Mentoring Corner

We are back in the mentoring corner offering helpful tips to aid you with the day-to-day operations of your harbour. Although this space focuses on the financial aspects of running your harbour authority, our mentors can be very helpful in many aspects of harbour operations.

This time around, the focus will be on bank reconciliation. What is a bank reconciliation, and why is it important? Bank reconciliation is a **way to double-check your bookkeeping**. You do it by comparing your business accounts with your bank statements. Both sets of records should agree with each other.

Here is an example:

If you collected \$200 for the month, then you should have either deposited this amount or have it on hand to deposit. If when you do the math on both the bank and the books and they both equal, then you have a balanced books and bank

account; if not balanced, you must further do calculations to check for errors.

HA Books

Beginning Bank Balance	\$500.00
Deposits	\$200.00
Withdrawals	\$300.00
Book Balance	\$400.00

Bank

Bank Statement	\$400.00
Bank Balance	\$400.00

This example shows no errors, and the bank is balancing to the HA books. If there were errors, the HA will need to revisit the bank statements and the books for errors or omissions.

Whenever in doubt, contact one of your mentors—names and contact information below. Happy Bookkeeping!

Annual Reports

A reminder that your operational and financial annual reports are past due for the fiscal year, April 1, 2021 to March 31, 2022, and should be submitted as soon as possible. Please contact your Client Services Officer if you have any questions.

Purchase Order Procedure

A reminder than when a PO is in place with a Harbour Authority, once the work is done and you receive the invoice from the contractor, you are required to send in the contractor's invoice along with an invoice from the Harbour Authority for the PO amount and the PO number noted.

Harbour Authority Mentors

If you need assistance, drop us a line!

Marguerite Drake	HA Burin (891-2858/1051)
Bob Duggan	HA Catalina (469-2441)
Kim Blackwood	HA Carmanville (534-7405)
Judy Bartlett	HA Boxey (888-5531)
Maurice Ryan	HA Port Saunders (861-7406)
Maureen Fleming	HA Lawn (832-4779)
Diane Short	HA Hermitage (883-2208)

Special Events

Planning an event at your harbour or getting requests to use the harbour for any activities outside of normal day-to-day operations? It is important that the Harbour Authority submits information to the Regional Office as far in advance of the event as possible. This can include any event hosted by the Harbour Authority or an event requested from an external group. To request forms or need more information, please reach out to your Client Services Officer, or Catherine Ducey at catherine.ducey@dfo-mpo.gc.ca or (709) 687-0371.



HAANL IS ON FACEBOOK:
www.facebook.com/HAANL

Within the Communities...

Harbour Authority of Carmanville Celebrates with the Community

On July 24th, the Harbour Authority of Carmanville was proud to help close out the Community Festival, "Carmanville Days 2022" with a Come Home Year twist of course!

The evening was full of games, live entertainment, laughs and of course food. Closing out the night was the humongous firework show! Pace this will inside. Thank you to all who came out and who came home.



HAANL and Small Craft Harbours would like to Congratulate the HA Recognition Program Award Recipients from 2021 & 2022:

They are as follows:

- 2022 Up and Comer Award: Jason Parly - HA Ming's Bight
- 2022 Individual Commitment Award: Ross Petten - HA Port De Grave
- 2022 Harbour Authority Achievement Award: HA Trepassey
- 2022 Harbour Authority Innovation Award: HA Fogo Island

Also presented at the HA Seminar were the 2021 Prix d'Excellence Awards:
National Harbour Authority Achievement: HA Carmanville
National Individual Achievement: Genevieve Squire - HA Happy Adventure

Congrats are extended to all recipients and nominees.

Calendar

SCH Regional Office has the annual harbour authority calendar for 2023 in the works, centered around the theme of "Connecting Our Communities". In this calendar we showcase a few harbours, pillars of most coastal communities, each with their own unique story. While not every community can be shown, it is a small sampling of all of our communities which is what makes us Newfoundland and Labrador. Keep an eye out in your mail for when the calendar arrives!

Up to Date Contact Info

There have been many new Harbour Authority members joining their respective boards across the province in the past few years. Small Craft Harbours sends out a variety of information via email and mail periodically, so it is important to keep your contact info updated. If you need to submit new contact info or are unsure if the contact info, they have is recent, please check in with your Client Services Officer.

First-Aid Training

HAANL will be holding first-aid training in areas of interest. There are limited budget funds; therefore, the training will be based on a first come—first serve. Also, considered will be the level of interest per community. Watch your emails for further information.

Eastern Area of Cape St. Mary's - Burin New Client Service Office with SCH



JODIE RICE started her career with DFO in 2019, and has been with Small Craft Harbours since Sept. 2022 in an acting position for the Eastern Area of Cape St. Mary's-Burin. Prior to DFO she worked with a private company as an Accounting Clerk. She really enjoys her new role with SCH, meeting all the Harbour Authorities and visiting the harbours around Eastern NL. When she isn't busy with work she enjoys quality time with her family & friends and hanging out with Archie, her 2 year old Jack Russell Terrier. Her son Liam (24) recently graduated from the Marine Institute and she just celebrated her 23rd anniversary with her husband Terry.

Jodie can be reached at 709-327-7815 or email: jodie.rice@dfo-mpo.gc.ca

Incident Reports

A friendly reminder to ensure that incident reports are filled out in a timely manner following an incident/accident at your harbour. Keep a copy of the form for the HA and send a copy to your Client Services Officer and SCH Regional Office. Any questions or if you need a copy of the form, contact your Client Services Officer or Catherine Ducey at (709) 687-0372.

In Memoriam



MORRIS FUDGE of Burin passed away on March 6 at the age of 76. Leaving to mourn with fond and loving memories his wife Sybil of 52 years, daughters: Michelle, Dawn, Lori; son Shane. Grand-daughters Tara and Chantelle; grand-sons Kaidan and Nathan; and his only great-grandchild Kylie; plus a large circle of other family and friends. Morris was predeceased by his parents Job and Blanche Fudge, brothers Leonard and Thomas Fudge, sisters Jessie Labour, Anne Planke, baby Maxine and Annie Frampton. Mother and father-in-law John and Audrey Hewitt. Sister-in-law Clarice Hewitt.

In 1996, Morris started his role as the president of the Harbour Authority in Burin. He wore many hats including RHAAC, NHAAC, Coast Guard Auxiliary and so much more. Each hat he wore, he wore with pride. We will all miss you Morris and most of all, we will miss your silly personality!



ROY LOVELESS of Seal Cove passed away on August 14, 2022 at the age of 69. Roy leaves to mourn his loving family: daughter, Krista; son, Matthew; grandchildren, Liam, Benjamin, Quinn and Amber; brothers, Leo, Wilson and Perry; sisters, Margaret, Ruby, Ada and Carol Ann; as well as a large circle of nieces and nephews, other relatives and friends. Roy was predeceased by his wife, Edith; his parents, Benjamin and Dorothy Loveless; brother, Willie.



DEBBIE WELLS of Dover passed away on March 6, 2022 at the age of 56. Debbie leaves to mourn her loving husband and best friend Dean, caring son Dean and her precious grand-daughters Sidney and Sophia, along with a large circle of extended family and friends. Debbie is predeceased by her parents Hector and Maisie Collin



MORGAN WHEELER of Stephenville passed away on January 17, 2022 at the age of 63. Morgan leaves to mourn are his children; Jerry Jennifer, Amanda Charleen, ex-wife & close friend of 32 years Kathleen Wheeler; grandchildren; Harley, Keith, Tamara, Hailey, Brittaney, Owen; brothers; Craig, Brian, Carl; sisters; Doreen, Elise, Isabelle, Theresa, Gerry and Helen. Also leaving behind large circle of relatives and friends. Morgan was predeceased by his parents; Regina & Jerry Wheeler, brother Gilbert Wheeler, sister Edna.



LOYOLA HARTERY of Portugal Cove South passed away on June 17, 2022 at the age of 67. Predeceased by his parents Louis & Agnes and brother Brian. Left with fond and loving memories are his siblings: Brendan, Terry, Rosemary, Kevin, Paul, Marina, Jeananne and Louis plus a large circle of other family and friends. Also mourning his loss are his dear friends and coworkers along the southern shore and community of Portugal Cove South and Trepassy, area especially his dear friend Fabian.

Deepest condolences to the families.

Directors & Officers and Bodily Injury Insurance and Accidental Death and Dismemberment (D&O and BI & AD&D)

It's that time again to renew and/or purchase the insurance above. The renewal forms are currently being sent out in the mail, please act accordingly. If you did not receive the forms, please contact:

Ronald Duplessis, Harbour Authority Corporation
 C: (506)625-4556
 F: (506)228-4827
 E: duplessis.management@gmail.com

Having your directors and officers protected is of utmost importance!

Note: *If you didn't attend the HA Seminar or never took part in the Insurance presentation, it can be viewed on the HAANL website.*

Does Your HA Have a Problem with Collecting Fees?

The law firm of Mills, Pittman & Twyne has agreed to write demand letters for HAs with the following details:

- HAANL Members pay \$50 per demand letter plus HST.
- Non HAANL Members pay \$75 per demand letter plus HST.

If you require further information, please contact:

Mills, Pittman & Twyne in Clarenville, NL
 Tel: 709-466-2641 Fax: 709-466-7109
 Toll Free: 1-800-563-5377 Email: mhplawfirm.com
 Website: www.clarenvillelawyers.com
 ATTENTION: Gregory K Pittman, Q.C. or Gregory J. French

REMINDER:

Please ensure your HST number is printed on your HA invoices.