

Regional Harbour Authority Advisory Committee (RHAAC) Meeting

RECORD OF
DISCUSSION (ROD) Day 1 - September 27th, 2023

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| ATTENDEES | <p>RHAAC Representatives: Margarite 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 Dave Johnson, Harbour Authority of Old Perlican Kim Blackwood, Harbour Authority of Carmanville Nicole Earle, Harbour Authority of Leading Tickles</p> <p>Small Craft Harbours (SCH) Representatives: Ann-Margret White, Regional Director, SCH, NL Region Peter Howe, Regional Manager, Harbour Development Yolanda Lawlor, Harbour Development Officer Keisha Cooper, Harbour Development Officer (via MS Teams) Marilyn Pike, Plastics Program Officer (Day 1) Annette Rumbolt, Area Director, Labrador (via MS Teams) Catherine Jones, A/Area Manager, Eastern Sharon Branton, Area Manager, Central John Doody, Area Manager, Western and Southern</p> |
| ABSENTEE | Tony Ryan, Harbour Authority of Port Saunders |
| 9:00 – 10:00 | WELCOME/AGENDA REVIEW |
| DISCUSSION | <p>Meeting started with Land Acknowledgement and a moment of silence for the tragedy in Fleur de Lys.</p> <p>Round-table introductions of SCH & RHAAC members. Nicole Earle was welcomed as the new RHAAC representative for the HA of Leading Tickles.</p> <p>Regional Director highlighted the importance of maintaining a respectful approach, through actions and interactions at meetings such as RHAAC, training, events, etc. She thanked RHAAC members for their ongoing support and acknowledged the excellent working relationship with members. Agenda for the meeting was reviewed and two additional topics were added – non-compliance and abandoned/derelict vessels, and harbour rules & regulations.</p> <p>ROD from March 2nd, 2023 meeting was reviewed and an update on Action Items from that meeting was provided. ROD was adopted.</p> |

Municipal Taxes:

After following up with NHQ, it was agreed that the municipal tax clause in the Head Lease comes from provincial legislation and cannot be removed.

Action Items:

1. HAANL to organize a meeting with Municipal Affairs
2. SCH to gather municipal tax data from Annual Reports.

Head Lease Roll Out:

SCH is preparing to proceed with the rollout. Keisha to give presentation on this on Day 2.

Annual Reports:

SCH has created a working group and provided a summary on the updates that have been made.

Action Item:

1. SCH to continue with working group and then bring the updated version to RHAAC.

HA Calendars:

SCH checked into why some HAs did not receive the 2023 calendar. SCH was not able to confirm from which location the calendars were misrouted.

Action Item:

1. SCH to take necessary action so that the 2024 calendar mailing is received by all HAs.

Funding/Grants:

A Compendium of Funding was compiled by NHQ and the PDF version was sent to HAs and RHAAC via email.

HA Fees:

SCH continuing to work on HA Fee review – results have been delayed due to challenges with criteria.

Action Item:

1. SCH to continue working on simple document to provide HAs with an idea of what fees can look like.

Infrastructure:

Discussion about Area keeping an inventory of infrastructure items that are available to be reused. Infrastructure items may include floatation items from floating docks, etc.

Jib Cranes:

Weight limit matter was brought to SCH Engineering, advised that this will not be changed. There was discussion of hydraulics being brought in as a safer option. There were also concerns raised about certifications required (or not) to operate jib cranes.

Action Item:

1. SCH will bring matter to Engineering to discuss.

Volunteer Retention:

The volunteer retention working group should resume again soon.

Incidentals:

SCH advised that it would require a change in federal legislation for HAs to be able to receive reimbursement for incidentals.

Seminar Travel Reimbursement:

SCH Contribution Agreement with HAANL was increased this year so that HAANL can now handle a lot of the administrative assets of the seminar, including travel reimbursement. This should help with the process.

Waitlist Communique:

Communique has been finalized by SCH but has not been rolled out yet. It was tested in a harbour and worked very well. SCH will let RHAAC review before they roll it out.

Action Item:

1. SCH to send completed Waitlist Communique to RHAAC for review ahead of rollout.

Security Camera Communique:

This is still being worked on by SCH.

Action Item:

1. SCH to provide communique to RHAAC for review/feedback upon completion.

Non-Compliance Framework:

SCH is still working on the final details of the framework, but it is near completion.

Action Item:

1. SCH to provide RHAAC framework for review/feedback once completed and ahead of roll out. The Framework will be added to the HA manual once it is official.

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| 10:00-10:30 | SMALL CRAFT HARBOURS UPDATES |
| DISCUSSION | Regional Director expressed her appreciation for the HAs and volunteers and the important work they do. She also thanked them for the face-to-face meetings that she has been able to take part in. She discussed her early observations that there is a great interest in SCH. Important to always use any opportunity to educate about what SCH and the HAs are doing. The RD spoke about the March 2023 federal budget as it pertained to SCH and she updated about the new DFO Minister, Diane LeBouthillier. The RD also advised that the upcoming National Harbour Authority Advisory Committee (NHAAC) meeting will be hosted in St. John's in November. |
| 10:30-10:45 | HEALTH BREAK |
| 10:45-12:00 | RHAAC ITEMS |
| DISCUSSION | <p>Recruitment & Retention Recruitment and retention were raised and how it was discussed at last year's NHAAC. Need to look at ways to recruit young people. It was suggested to reach out to the communities to get ideas to bring to the NHQ working group.</p> <p><u>Action Item:</u></p> <ol style="list-style-type: none"> 1. SCH to provide update on the working group at next RHAAC meeting. <p>Long-term Planning: Regional Director explained the process of long-term planning at the national level. Priority projects are identified, presented and discussed at the national level. Projects are then voted on by national peers. Projects that get voted for are pre-approved and can be pursued only if/when funding becomes available. Projects can be a mix between harbours needing upgrades due to safety concerns and betterment or repair projects.</p> <p>RHAAC explained importance of keeping up with harbours once landings start to decrease – marine safety is a major reason. Concern was raised about processors who direct harvesters to land in different harbours that are not their homeport. This is causing the homeport HA to lapse in those user fees.</p> <p>Other: A harbour's request to become a Small Craft Harbour was raised. RHAAC advised that there has been a request received and it was being reviewed.</p> |
| 12:00-1:15 | LUNCH BREAK |
| 1:15-2:15 | HARBOUR OPERATIONS UPDATES |

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| DISCUSSION | <p>Abandoned and Wrecked Vessel Removal Program (AWVRP): Update provided on program & approved applications for 2023-24. Eight (8) HAs were approved, resulting in fourteen (14) vessels to be removed. As of September 27, 2023, Bay St. George had already removed four (4) vessels.</p> <p>Ghost Gear Program: Update provided on Ghost Gear projects for 2023-24. There are five (5) retrievers doing work with six (6) HAs.</p> <p>2024 HA Calendar: Update on 2024 calendar, being worked on by new graphic designer in SCH. Gave an overview of the theme and harbours that are being included, as well as new addition of operational information to the calendar. This will be the last year that the aerial shots are used. Reviewed draft of the calendar.</p> <p>Training Opportunities: Discussed potential training topics that SCH are looking at offering. May consider using different methods of delivery, such as online and videos versus in-person. Long term planning, finance and governance were mentioned as important training topics. It was agreed that online/video training may be useful and could cut down on winter travel and travel cost, however in-person should not be completely cut out.</p> <p>Insurance: SCH discussed the Directors and Officers (D&O) and Accidental Death and Dismemberment, and Bodily Injury (ADD BI) insurance that is available to HAs. Not all HAs have the insurance, some HAs are probably not aware or understand it. It is important to raise awareness and try to have more HAs purchase it.</p> <p><u>Action Item:</u></p> <ol style="list-style-type: none"> 1. DFO to compile a list of HAs that do not have coverage so Client Service Officers (CSOs) can reach out to ensure they are aware and understand it. |
| 2:15-2:30 | HEALTH BREAK |
| 2:30-3:30 | HARBOUR OPERATIONS UPDATE |
| DISCUSSION | <p>Renewable Energy Study: Study was completed on three (3) target sites representing small, medium and large harbours (Bay Bulls, Foxtrap and Port de Grave). Recommendations were made for possible energy conservation measures and potential renewable energy generation opportunities. Not all suggested energy conservation measures are financially and operationally feasible, but some are, and make sense to move forward on. Next steps would be to develop a Clean Energy Pilot Project Proposal and possibly</p> |

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| | <p>seek funding for energy conservation measures and/or renewable energy development where it makes sense for one or all three of the study sites. It is also proposed to roll out a program to provide more upgrades at more small craft harbours should funding become available.</p> <p>HAs & Provincial Registration <u>Action Item:</u></p> <ol style="list-style-type: none"> 1. SCH to send a memo to all HAs as a reminder of requirements for provincial registration based on activities. <p>Workplace Violence and Harassment Policy (WPVHP) HAs who have employees or students are also required to have a workplace violence and harassment prevention policy in place. SCH National Headquarters will review further with intent to develop a policy template.</p> |
| 3:30-4:00 | WRAP-UP |

Record of discussion
(ROD)

Day 2 - September 28th, 2023

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| 9:00 – 9:15 | WELCOME/REVIEW OF DAY’S DISCUSSION |
| Discussion | Welcomed everyone back for Day 2 and reviewed the agenda for the day. |
| 9:15-10:30 | HEAD LEASE ROLLOUT PRESENTATION |
| Discussion | SCH presented the new head lease benefits and rollout plan/timeline to RHAAC. Currently in the first stage which is to brief area staff & RHAAC on the rollout plan and receive feedback. Rollout expected to commence in October. The new language in the head leases will be easier to understand. The templates will be adjustable to the requirements of each HA. Each HA to meet with Area staff to review new Head Leases. SCH will be flexible with timelines if more time is needed. |
| 10:30-10:45 | HEALTH BREAK |
| 10:45-12:00 | HA SEMINAR DISCUSSION |
| DISCUSSION | <p>The CA with HAANL has changed this year so the seminar planning will be different. Travel, hospitality, meeting room, etc. will be taken care of by HAANL.</p> <p>Committees: It was agreed to ensure equal participation and that there would be a review of assigned roles for each committee member.</p> |

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| | <p>Action Items:</p> <ol style="list-style-type: none"> 1. SCH to create a working group with HAANL & SCH representatives to start identifying what needs to be done to start the planning process. <p>Suggested Topics:</p> <ul style="list-style-type: none"> • Respectful Engagement in the Workplace • Insurance • HAs to discuss possible Science based topics in their harbours • Emergency preparedness • Marine safety <p>Structure/Format:</p> <p>Previous year’s format was okay. HAANL members would like to participate more. Time is an issue. It was suggested that we remove guest speakers to provide more time for topics. Discussed changing layout of conference area to include exhibitors in main meeting area.</p> <p>Regional breakout groups (Central, Eastern, etc.) and having HAANL/RHAAC members identified within those groups is highly suggested by RHAAC.</p> <p>It was suggested that SCH put together a key information package from the seminar and send to all HAs following the seminar.</p> <p>Tentative dates – Oct 23-25, 2024.</p> <p>Exhibitors:</p> <p>It was suggested that HAANL could take over the handling of the exhibitors. This would also allow exhibitors promoting items to partake in the seminar.. Potential to have exhibitors pay a fee to attend.</p> |
| 12:00-1:15 | LUNCH BREAK |
| 1:15-2:15 | UPCOMING NHAAC |
| DISCUSSION | <p>Issues & Challenges</p> <p>RHAAC members attending NHAAC to have further discussion with Regional Director ahead of meetings.</p> <p>Successes/Initiatives</p> <p>Topic to be presented by the region is the Renewable Energy Study.</p> |
| 2:15-2:30 | HEALTH BREAK |
| 2:30-3:45 | RHAAC ITEMS |

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| DISCUSSION | <p>RHAAC Meeting Minutes</p> <p><u>Action Item:</u></p> <ol style="list-style-type: none"> 1. HAANL to post ROD from RHAAC meetings on HAANL website <p>Half-Masting Flags</p> <p>It was asked if it is possible to have a specific time each year that the flag can be lowered to honour the HA volunteers that have been lost over the years. RD explained that there are government of Canada protocols for the handling of the Canadian flag. It was mentioned that the protocols indicate that the flag may be lowered during Volunteer Week to honour lost volunteers.</p> <p><u>Action Item:</u></p> <ol style="list-style-type: none"> 1. SCH to research this further and discuss with NHQ to find a definitive answer. <p>Non-Compliance/Berthage Issues</p> <p>Issue with vessels taking up berthage space but not being used and will likely become abandoned/derelict. There are also issues with non-compliance in terms of no-parking zones and no-pet zones. Peter explained that HAs can implement rules and fees to address these issues. But it is important to inform all members and users that new rules/fees are being implemented, and to document instances of non-compliance.</p> |
| | 3:45-4:00 |