

# Tidal Currents



*Photo courtesy of Rick LeBlanc*

With the Holiday season coming to a close and the snow flying, its time to look back on the year. The year 2010 will always stand out as the year of the “Big Run”, with tales of sockeye almost leaping from the water into the boats. The southern commercial fleet registered record catches, sales at the Public Sales float here in False Creek were booming, and the excitement in the air was like nothing experienced in many years. Cruisers who visited False Creek Fishermen’s Wharf were delighted to find freshly caught sockeye available daily, and the grills were smoking up and down the docks! The end of 2010 brings to mind that we are approaching the completion of 2 years of Economic Action Plan Funding which has seen many projects undertaken in our Pacific Harbours. Next fiscal year SCH’s budget will be returning to Core Funding levels . The focus from SCH in the near future will be on planning. Good planning requires knowing who you are and where you have been. A solid understanding of the SCH program coupled with a strong Board of Directors will help to lay a stable foundation to move forward and prepare for the challenges ahead.

Often, I receive questions about False Creek Harbour Authority’s role, and the role of all Harbour Authorities, in the operation of Small Craft Harbours along the BC coast. I’d like to use this opportunity to share my answers to those questions, hopefully assisting you when asked these same questions by your harbour patrons as well as providing food for thought when considering where your Harbour Authority is heading in the future.

## **What is a Harbour Authority?**

A Harbour Authority is a non-profit, locally controlled organization whose Board of Directors have links with the community. It exists solely for the management and maintenance of the harbour facility. The term “Harbour”, as it is used here, refers only to property and water lots, under the jurisdiction of the Department of Fisheries and Oceans. The Small Craft Harbour facilities remain public.

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The Harbour Authority operates on a pre-approved annual budget and is responsible for the day-to-day operation and management of the harbour. The Harbour Authority generally meets at various intervals with Small Craft Harbours to discuss budget projections and make necessary modifications.

**Who determines the level of service?** A Harbour Authority agrees to manage the harbour as a public facility. The level of service to be provided can then be determined by the Board of Directors.

**Under what authority are Harbour Authorities established?** The Small Craft Harbour facilities will be leased from the Department of Fisheries and Oceans under the authority of the Fishing and Recreational Harbours Act.

### **Responsibilities of a Harbour Authority**

**Harbour Authorities are normally responsible for:**

- Day to day operations of the facilities
- Setting rates and collection of user fees
- Allocation of space at the harbour (berthage, off-loading, etc.)
- Hiring staff to operate and manage the facilities
- Maintaining a general ledger of income and expenditure
- Undertaking minor repairs and maintenance

**The Federal Government, as owners of the property, remains responsible for major maintenance.** A Harbour Authority hires the staff that is responsible for administering the policies and operation of the harbour on a day to day basis.

**Responsibilities usually include:**

- Collection of user fees
- Harbour operation (garbage, signage, etc.)
- Minor repairs

**Will harbour service fees set by Harbour Authorities require approval by the Small Craft Harbours Branch before becoming effective?** The fees which the Harbour Authorities charge the harbour users is a matter which will be decided by the board of directors.

**What are the Harbour Authorities financial obligations?** The non-profit Harbour Authority will be responsible for the management and minor day-to-day maintenance work as identified in the budget. The Harbour Authority operates on a pre-approved annual budget and is responsible to keep an updated set of books which may be audited by the Department at any time. The Harbour Authority generally meets at various intervals with Small Craft Harbours to discuss budget projections and make necessary modifications.

**Who determines what is a minor maintenance?** Minor maintenance is determined by the Regional Small Craft Harbour staff in consultation with the Harbour Authority. The minor maintenance responsibilities would be clearly identified as a schedule to the agreement and would be reviewed on an annual basis.

**Who approves and funds capital projects for major maintenance?** Under the terms of the agreement, Small Craft Harbours will retain the overall responsibility for the physical condition of the harbour. Major harbour repairs will continue to be dealt with by the Small Craft Harbour Program, at the discretion of the Minister.

**What is the disadvantage of joining a Harbour Authority?** The main disadvantage of becoming involved in the Harbour Authority process is that volunteering to serve as a director can involve a commitment of time and effort.

## HAABC Calendar of Events

January 14	PCC Board Meeting, Olympia WA
January 18—21	HAABC 14th Annual Conference, Nanaimo
February 9	HAABC Board Meeting - Conference Call
March 25	Tidal Currents Articles and Articles Submission to Administrator
March 31	SCH Year End
March 31	Dick Maughan Scholarship Application Deadline
March 31	Tidal Currents Newsletter Publish Date
April 12-14	NHAAC meeting, Vancouver
April 19-22	PCC Conference, San Francisco, CA
April tba	HAABC Board Meeting
April tba	PRHAAC meeting, Vancouver
April - May	Zone Meetings—dates TBA
May 3	Barbara Schwantes Academic Scholarship Application Deadline
May 23	Barbara Schwantes Academic Scholarship Award Announcements
June 1	Industry Canada HA's Annual Summary Deadline
June 1	HAABC Board Meeting
June 10	PCC Board Meeting, Olympia, WA
July 1	Contribution Agreement Renewal
July 15	Conference Committee Meeting
September 7	HAABC Board Meeting
Sept—October	Zone Meeting—dates TBA
October 1	Barbara Schwantes Grant Proposal Application Deadline
October 4 –7	PCC Conference
October 15	Tidal Currents Articles and Articles Submission to Administrator
October 31	Tidal Currents Newsletter Publish Date
November	HAABC Board Meeting
November (TBA)	NHAAC and PRHAAC meetings
November 1	Harbour Authority Corporation Insurance Payment Deadline
November 15	Conference Registration Packages Mailout

## PCC Conference, Kodiak, AK October 5-8, 2010

I was fortunate to be able to attend the fall conference of the Pacific Coast Congress of Harbormasters and Port Managers in Kodiak, Alaska.

The Port of Kodiak is the largest commercial fishing port in the United States. Although there are only 50 miles of road in the Kodiak archipelago, which is adjacent to the Aleutian Islands, 6000 of the 12,000 residents live in Kodiak city where 6 processing plants employ 1400 people. Home to the famous 'Deadliest Catch' crab fishing fleet, the harbour has about 650 berths. A large portion of Kodiak's population is directly involved in commercial fisheries and the majority of the remainder support the industry.

The highlight of this conference included a tour of the Port's newest addition, an \$18 million dollar haul out facility created on an old quarry site on the island directly across from the harbour, where a 600 ton travel lift (\$6 mil) services large vessels. A new dock (\$9 mil) was also added for the 90ft to 150ft Deadliest Catch boats. To keep fairways safe, float planes were moved to a new terminal on the opposite side of the island.

Many commercial vessels routinely traveled thousand of miles annually to be serviced at a boat yard in Seattle or other full service port. In 2009 the better option of haul out locally at the new do-it-yourself facility became available, saving owners an average of 40K in fuel and creating a great economic opportunity in the community.

Travel lift charges are about \$55 per ft which includes haul out, block, about 10 days in the yard and launching. All work on the vessel is done by the owner or provided by various local contractors and service providers. The challenge now is to attract more skilled laborers and services which are needed to meet the needs of this growing asset. The yard also offers hot water pressure washing and includes water/oil separators and waste oil recycling. Plans are in place to expand the yard and add a large full service warehouse where vessels can be worked on.

Other highlights of the conference included valuable workshops and sessions on subjects such as the creation and roles of a Harbour Advisory Committee, connecting the harbour to the community, roles of the Coast Guard and disaster planning.

The docks and facilities of Kodiak harbour were very impressive. By talking to various people and touring the harbour, I discovered a new perspective on a working harbour. I also learned innovative ideas that could possibly be incorporated at our own facility.

After visiting this wonderful community which is so obviously invested in the success of their working harbour, I found myself with a new enthusiasm for the important role Harbour Authorities play in harbouring our fishing fleet and doing things right. Alaska truly is the home of big boats, big harbours, and bighearted people.



## Kodiak's New 660 ton Travel Lift



## In the Boat Yard after a successful Lift!



### Zone Meetings

The HAABC has been able to arrange 10 zone meetings this year. This is in addition to the meetings held at the conference. SCH program officers and engineers have been able to attend these sessions which is proving to be an effective way to enhance communications between SCH and HAs. This fall we were able to coordinate an EMP training workshop with 2 of the zone meetings, proving to be an efficient method of workshop delivery in terms of both cost and time. This is of huge benefit to HAs with both limited staff and budgets. I am looking at delivering a WHIMS course for the spring round of meetings. The importance of zone meetings is recognized by SCH and as such the Contribution Agreement includes funds to help with meeting costs and travel for HA staff and directors to attend. The geographical diversity of the North Coast Zone has so far precluded them from having a zone meeting. We are pursuing options to overcome this challenge. One of these will be to have an extra zone meeting for those North Coast HAs who are able to attend the conference. This is being planned for Wednesday evening and will likely include 5 of the 7 HAs in this zone. If you have ideas on how to make the zone meetings better, or training workshops you would like implemented, please contact Leslie at [contact@haa.bc.ca](mailto:contact@haa.bc.ca) or phone (250) 339-3970

North Island Zone Meeting



### Dick Maughan Marine Memorial Scholarship

Applications for the Dick Maughan Scholarship are due March 31, 2011. This year three University of Alaska online courses were given. Pip Hendy of Okeover, Leo Shaw of Sointula, and Jillian Von Schilling of Port McNeill were awarded the online courses. Go to the HAABC website at [www.haa.bc.ca](http://www.haa.bc.ca) to download an application form.

### University of Alaska Career Training For Ports and Marinas Update

The University of Alaska is now offering a total of 10 online courses. Cost has gone up and is now \$195 per course.

#### *Available courses are:*

*Harbour Operations and Planning*  
*Customer Service for Ports and Marinas*  
*Fire Safety for Ports & Marinas*  
*Facility Safety*  
*Oil Spills: Prevention, Preparedness and Response*  
*Marine Structures and Materials*

#### *New courses*

*Hazardous Materials and Waste: Risks and Controls*  
*Marina Utilities: Water and Sanitary Sewer*  
*Harbour Administration*  
*Marina Utilities: Electrical Systems*

Registration is closed for the Holidays and will reopen in January. For more information and to register go to:

[http://www.uas.alaska.edu/sitka/coed/ports\\_marinas.html](http://www.uas.alaska.edu/sitka/coed/ports_marinas.html)



### **The NHAAC and the PRHAAC**

**These two committees are often mentioned at HAABC conferences, zone meetings, and emails. Here is an explanation of what they are for those who aren't clear on their purpose.**

### **Pacific Regional Harbour Authority Advisory Committee (PRHAAC)**

Small Craft Harbours (SCH) is a nationwide program of the Department of Fisheries and Oceans Canada. With the help of more than 5000 Harbour Authority (HA) volunteers nationally, SCH operates and maintains a national network of essential harbours that meet the needs of the commercial fishing industry, while also supporting the broader interests of coastal communities. In the late 1990s, SCH began establishing regional Harbour Authority advisory committees as a means to assist in the management of its program, further support its decision-making process and enhance relationships with Harbour Authorities at the regional level.

Led by SCH Pacific, the Pacific Regional Harbour Authority Advisory Committee (PRHAAC) provides a forum for SCH Pacific to seek advice from a representative group of HAs from time to time on a range of specific HA operational, program and strategic policy development initiatives and other topics/issues of interest to the SCH Pacific program. The PRHAAC also acts as the primary HA body for gathering regional input for the national HA advisory process.

Bob Bazuik, Hiltje Ramsay, Lutz Budde, Rick Hill, Ben Maberley, Liz McLeod currently sit on the PRHAAC.

For Terms of Reference and Records of Discussions please visit the following link.

<http://www.pac.dfo-mpo.gc.ca/consultation/sch-ppb/index-eng.htm>

### **National Harbour Authority Advisory Committee (NHAAC)**

The National Harbour Authority Advisory Committee (NHAAC) provides advice to Small Craft Harbours (SCH) on Harbour Authority matters of national interest related to Small Craft Harbours. The NHAAC consists of three Harbour Authority representatives from each region for a total of 15 representatives. In addition each region may appoint one alternate to replace representatives who cannot attend a National HAAC meeting. Each regional HA Council/organization elects or appoints its regional representatives. For Pacific Region the representatives are Bob Bazuik, Elizabeth McLeod, and Ben Maberley. Meetings are co-chaired by the NHAAC Chairperson and the Director General of SCH and are held twice a year, alternating between a regional location and Ottawa.

In addition to sharing concerns and ideas with SCH, the representatives exchange information and success stories, resulting in a strong national network.

For Terms of Reference and Records of Discussions please visit the following link.

<http://www.dfo-mpo.gc.ca/sch-ppb/nhaac-ccnap/index-eng.htm>

An excerpt from Tips and Tools for Harbour Boards, Volume 5

### Prevention Checklist for Boards of Directors

*Minimize risk for your board by following these steps:*

#### 1 Learn About the Organization, Including:

- Goals, programs, staff and community image
- Policies and finances
- Constitution and bylaws

#### 2 Know Your Legal Liability and Duties

- Know board and personal liability
- Know your legal duties including:
  - Fiduciary duties
  - Duty to maintain the organization's legal status
  - Duty to employees
  - Duty to act within scope of authority

#### 3 Be an Active Participant

- Attend all board meetings. Make sure you have read minutes and reports
- Ask about the management and operation of the organization when necessary
- Request reports (oral or written) from committee meetings
- Ask questions until you are sure you understand a board decision
- Promptly complete any tasks you agreed to do
- If you miss a meeting, obtain and review a copy of the minutes.
- Disagree with a decision that happened at a meeting you missed? Have it recorded at the next meeting

#### 4 Take Care When Voting

- Make sure you fully understand an issue and its consequences before you vote
- Vote against spending money or incurring debts, if you believe the organization will not be able to pay
- If you oppose a motion, have it recorded in the minutes
- Be loyal to the organization
- Always put the interests of the organization before your own – you should not make personal gains from your position
- Avoid and disclose all conflicts of interest

#### 5 Act Within Your Scope of Authority

- Do not act on the board's behalf without prior approval
- Avoid obligations made in your own name
- Ensure that the organization and board's activities are within the scope of their Mandates

### 6 Act Prudently

- Make sure the organization:
- Does not take unreasonable risks or act illegally
- Audits records through a reputable firm of chartered accountants
- Seeks outside expert advice when necessary (ex. lawyers, accountants)
- Reviews board performance from time-to-time

### 7 Protect the Organization's Legal Status

- Read the statute under which the organization is incorporated
- Ensure the organization meets all parts of its nonprofit and tax exempt status
- Make sure legal responsibilities of the staff are completed, for example:
- Keep membership lists up-to-date
- Maintain bank accounts and records
- Arrange annual general meeting and file report
- Keep constitution and bylaws up-to-date and file changes

### 8 Meet Duties as an Employer

- The board has overall responsibility for the employment practices of the organization make sure:
  - Employment policies are in place and reviewed
  - A well-established personnel program, with a competent person in charge of staff, is in place
  - Payroll deductions for income tax, EI and CPP are being made and remitted
  - Self-employed contract workers are not being considered employees as per Revenue Canada and provincial guidelines
  - A training plan is in place

### 9 Meet Duties as a Property Manager

- Ensure licenses are in place
- Establish emergency procedures
- Maintain a maintenance plan

### 10 Check Insurance Coverage

- Obtain and maintain appropriate insurance coverage for the organization
- Consider board insurance

*Checklist adapted from "Volunteers & the Law", the People's Law School, 2000.  
See [www.publiclegaled.bc.ca/volunteers](http://www.publiclegaled.bc.ca/volunteers) for more information.*

#### **Board Governance Training**

The HAABC has funding available for a total of 4 Board Governance Workshops. If you have new members on your Board or just feel things are not working as smoothly as they should, please consider hosting one of these workshops. It can be held as part of a board meeting and can be completed in an evening. The role of a smoothly functioning board is the foundation for to any successful organization. If you would like to host a Board Governance workshop, please contact Leslie at : [contact@haa.bc.ca](mailto:contact@haa.bc.ca)

### Board of Directors Retirement Announcements

#### **Vice President – Hiltje Ramsay, Port McNeill Harbour Authority**

Hiltje has been the manager of Port McNeill Harbour Authority for 21 years. She has served as a director on the HAABC Board since 2002 ; she was on the executive as Vice President for 4 of those years. In addition she sits as an advisor on the PRHAAC and has represented the HAABC and PMHA as a director on the Pacific Coast Congress of Harbormasters and Port Managers Board since 2005.

#### **Secretary Treasurer—Rick Hill, Port Edward Harbour Authority**

Rick has been the manager of Port Edward Harbour Authority for 14 years. He has served as a director on the HAABC Board from 1999-2000 and then again from 2003-2010; he was on the executive as Secretary Treasurer for 3 of those years. Rick also sits as an advisor on the PRHAAC.

Hiltje worked hard to encourage a replacement from her zone and only stepped down after ensuring someone else was willing to fill her shoes.

Rick's term on the board is up this year and after identifying a possible replacement has made the decision to not stand for election this year.

Rick and Hiltje have both made an exceptional commitment to the HAABC. We would like to thank them wholeheartedly for their contribution.

### Board Governance

The HAABC Board of Directors has taken on a complete review of the bylaws of the association. Upon consulting a lawyer who specializes in this field we discovered that there were a few holes and inconsistencies in the constitution of the HAABC. The review is in the final stages and we hope to have any bylaw changes ready to be voted on for the AGM in January.

This is truly a soul seeking exercise for any organization and we highly recommend it. Not only does it produce a usable, professional set of bylaws the process brings up fundamental questions about your organization that are not always otherwise considered. We hope this will assist in paving the way for a successful future for the HAABC.

### Derelict Vessel Committee

Art Childs continues to sit on the Derelict Vessel Committee. He has met with Paul Sprout, Regional Director General, Fisheries & Oceans Canada; Michael Henderson, Regional Director General, Pacific, Transport Canada; and the Local Marine Advisory Council. He will be meeting with Jim Lawson, Regional Director, Marine - Pacific, Transport Canada, Marine Safety in January. The Derelict Vessel committee's focus now is to raise the profile of the issue by bringing it to the attention of government agencies. Art is a recreational boater as well as a harbour manager and has a passion for sailing the BC Coast that ensures he will doggedly pursue a reasonable solution to the Derelict Vessel problem on the Pacific Coast.



# Tidal Currents

Pacific Coast Congress of  
Harbormasters and Port  
Managers

## Pacific Coast Congress of Harbormasters and Port Managers

The HAABC board often refers to the PCC. Why is this organization important to us and who are they? The PCC has been in existence for 36 years and the HAABC was formed using them as a model. The PCC has a board of directors made up of 10 seats, a president, vice president, and a secretary/treasurer. Two of their seats are held by HAABC members. Their membership consists of 57 Corporate members, 13 affiliate members, and 36 sustaining members ranging in location from California to Alaska. They hold 2 membership meetings per year. The University of Alaska Career Training for Ports and Marinas was spearheaded by the PCC. Collaboration between the HAABC and the PCC has been both enjoyable and productive and we hope to continue the relationship well into the future.

### HISTORY of the PCC

The Pacific Coast Congress of Harbormasters and Port Managers has grown from a small group of 7 people to over 150 members since its founding in 1974. PCC's members realize that no matter how large or how small a marina or port is, the problems and the underlying causes are the same — some just have to deal with them on a larger scale.

PCC's membership includes ports and marinas in the U.S. states of Alaska, California, Oregon, Washington and the Canadian province of British Columbia, as well as supporting industry-related businesses. Membership is open to those who support the Objectives of the Pacific Coast Congress of Harbormasters & Port Managers.

General membership meetings are held twice a year, in the spring and fall. The meetings provide an opportunity for sharing experiences, problems and their solutions, and for hands-on education and networking.

### MISSION STATEMENT

The Pacific Coast Congress of Harbormasters and Port Managers is an organization of commercial and recreational marina professionals promoting the development and growth of our industry and membership through communication, education and professional certification. For more about the PCC please visit their website: [www.pccharbormasters.org](http://www.pccharbormasters.org)

### HARBOUR AUTHORITY CORPORATION

The Harbour Authority Corporation has been in existence since 2006. The Corporation provides Directors and Officers Insurance at a dramatically reduced rate to Harbour Authorities nationwide. Ben Mabberley is your regional HAC representative; he can be reached at (250) 539-5263.

In case of a claim or for all your inquiries regarding the Directors and Officers Insurance & Accidental Death, Dismemberment and Bodily Injury Insurance program you can contact:

Duplessis Management Services c/o Ronald Duplessis

3 Octave Street, Baie Ste Anne, NB E9A 1W9

Tel:(506) 228-3565

Cell: (506) 625-4556

Fax: (506) 228-4827

Email: [Keldup@nbnet.nb.ca](mailto:Keldup@nbnet.nb.ca)

## Wireless Internet

False Creek Fisherman's Wharf is pleased to announce that since the previous upgrades to their wireless internet system, they have not received any complaints regarding service, either because the service is working better for the customers or the customers just haven't brought forth any complaints to the staff. Internet is becoming a much sought after service in harbour authorities; heres a little tip you may want to share with your boaters who are having trouble getting connected. If boaters in your facility are having difficulty connecting to the wireless network from inside their boat, there are high power outdoor external antenna units available. Ideally, these should be mounted outside the cabin but will also work if placed at a window inside the boat. A cable from the antenna provides a wired connection instead of a wireless connection to the customer's computer. Itenica Solutions, (FCHA's wireless consultants), will configure the antenna unit for you and supply it complete with a mounting bracket and 25" of outdoor CAT5e cable. It will be plug and play for the customer.

Itenica Solutions in Vancouver have two models currently in stock. The lower priced one is \$125 and the higher one is \$150.

If any of your boaters are interested in purchasing an external antenna, please have them call Brian @ 604-537-3753 and he will be happy to assist them.

*Mike Loy*

## ***Name that Harbour! Last edition winner was Eric Gregory, Harbour Manager Alert Bay!***

On the cover page there is a photo of one of our member harbours. Which harbour is pictured? Email your answer to [contact@haa.bc.ca](mailto:contact@haa.bc.ca) and you could win an HAABC Vest. One winner will be randomly chosen from all correct answers. Contest closes January 15, 2011.

## Newsletter Article Submission

The next edition of Tidal Currents will be published on March 31, 2011. Please remember this newsletter belongs to the membership of the HAABC. Please consider contributing an article to the next edition. An interesting boater experience, tips for harbour operations, jokes, photos, etc. All will be considered and welcome. Deadline for submission of articles is March 25, 2011. I'm sure you will all have interesting boating stories to tell. Thank you to everyone who provided articles for this issue, it is greatly appreciated.

## Advertising

For advertising rates please contact Leslie Taylor [contact@haa.bc.ca](mailto:contact@haa.bc.ca)

**Have a great Holiday Season from the HAABC Board of Directors!**

