

**2018 Harbour Authority Association of British Columbia (HAABC)  
Seminar Agenda  
“HAABC Unplugged”  
Prestige Ocean Front Resort & Convention Centre  
6929 West Coast Road, Sooke BC**

Tuesday, February 6

- 1:00pm – 4:00pm      Environmental Management Planning Workshop  
Marie Burgess has spent the past five years with DFO travelling around the Pacific Coast visiting SCHs and helping harbour managers with EMP updates, waste oil tanks and any other environmental concerns. This will be Marie’s last presentation for the HAABC. She will be introducing her replacement, Amanda Madro during this session. A vital requirement to meet the terms of your lease with Small Craft Harbours (SCH), this workshop will assist you in customizing your Harbour Authority’s (HAs) Environmental Management Plan. The presentation will also include new information on energy management presented by the Regional Energy Manager, Amy Ferguson. Both staff and directors are encouraged to attend this workshop to ensure they know their responsibilities.
- 1:00pm – 4:00pm      Human Resources - Understanding Employment Law Basics  
What are the common legal pitfalls encountered in the workplace and how can they be avoided? Kerri Crawford, an employment lawyer practicing in British Columbia, will present a practical, user-friendly primer on navigating employment law basics and best practices. Kerri will cover common employment law topics such as relevant legislation, employment contracts and contractor agreements, disciplinary measures, performance management, and Workers Compensation. Hypothetical scenarios will be discussed and a question and answer period will follow so attendants can be familiarized with the foundations of employment law and strategies for successfully putting that knowledge into practice in the workplace.
- 4:30pm – 5:30pm      HAABC Board of Directors Meeting
- 6:00pm – 7:00pm      Registration in the hotel lobby
- 7:00pm – 9:00pm      Meet and Greet

Wednesday, February 7

- 07:30am – 8:30am      Breakfast – full breakfast will be served  
Registration packages can be picked up in the hotel lobby. Seminar organizers will be available all day to accommodate late arrivals.

8:30am – 8:45am	Welcome and Introductions
8:45am – 9:00am	Feature Harbour – Okeover Harbour Authority In addition to an update on the workings of the harbour, Okeover Harbour Authority representatives will discuss the two abandoned vessels that they successfully auctioned off in the past year.
9:00am – 9:20am	Vendor Introductions - The HAABC greatly appreciates the participation of our vendors and is pleased to provide this opportunity to allow them to give a preview of the services and products they can provide to your HA. This will give you the information to make the most of your visit to their booths during the breaks.
9:20am – 9:30am	HAABC 101 – Understanding the Harbour Authority Association of BC – Janet Rooke, the director for the South Island Zone will discuss the HAABC and how the organization functions and what it can do for Harbour Authorities.
9:30am – 9:45am	National Harbour Authority Advisory Committee (NHAAC) Overview Pacific Regional Harbour Authority Advisory Committee (PRHAAC) Overview  Pacific Coast Congress (PCC) Update
9:45am – 10:15am	Break/Networking/Exhibitor Visits
10:15am – 11:00am	Ports of Call
11:00am – 12:30pm	Policy Development - Campbell River Harbour Authority representatives Phyllis Titus, Gail Davis and Tims Hobbs will present on a set of thorough and effective policies that keep their multi-use, very busy, harbour running smoothly. Consequently this harbour continues to be a huge asset to both the commercial fishing fleet and the community.
12:30pm – 1:30pm	Lunch/Networking/Exhibitor Visits
1:30pm – 2:00pm	Small Craft Harbours Updates and Small Craft Harbours 101
2:00pm – 2:15pm	Small Craft Harbours Awards Presentations
2:15pm – 3:00pm	Oceans Protection Plan (OPP) Update – Canadian Coast Guard
3:00pm – 3:30pm	SCH Abandoned and Wrecked Vessel Removal Program
3:30pm – 4:00pm	Break/Networking/Exhibitor Visits
4:00pm – 4:30pm	Darren Williams of League and Williams LAW - Vessels of concern and obtaining ownership of these vessels.

4:30pm – 5:00pm	Zone Meetings
5:00pm – 5:30pm	AGM and Elections
6:30pm – 10:30pm	“Murder Mystery” - Hosted by Port Edward Harbour Authority – Sign up for a character spot when you pick up your registration packet. Everyone is welcome to attend, but there are only 60 character spots available.

## Thursday, February 8

7:30am – 8:30am	Breakfast – full breakfast will be served
8:30am – 9:00am	Lease 101 – Small Craft Harbours will present on the basics of the leases that Harbour Authorities hold with them.
9:00am – 10:00am	Risk Analysis/Management Protocols - Amy Lashek is a knowledgeable health and safety professional with 20 years combined experience in the development, implementation, managing and evaluation of safety and health programs for a wide variety of industries across Canada. Ms. Lashek will deliver a presentation tailored towards Harbour Authorities and the health and safety issues that are faced regularly.
10:00am – 10:30am	Break/Networking/Exhibitor Visits
10:30am – 12:00pm	Ports of Call
12:00pm – 1:00pm	Lunch/Networking/Exhibitor Visits
1:00pm – 2:30pm	Board Governance and Effectiveness - Victor Murray is a speaker from the UVIC Speakers Bureau and will be doing a presentation on Governance of Non-profit Organizations with an Emphasis on Determinants of Board Effectiveness. Governance practices of boards can make a considerable impact on the success of the organizations that they lead. This presentation will introduce you to a research-based framework for analyzing board effectiveness.
2:30pm – 3:00pm	Break/Exhibitor Visits/Grab Your Coat for the Host Tour
3:00pm – 5:00pm	Host Tour – Members will be bussed to the Sooke Harbour Authority for a tour of the HA facility and the Search and Rescue facility. The bus will then take members to the Sooke Region Museum for a hosted tour of the museum’s Moss Cottage exhibit and the lighthouse, which was the original built on Triangle Island in 1910. Members will also be able to tour the main museum and gift shop before returning by bus to the Prestige at 5pm.
4:30pm – 6:00pm	HAABC & PRHAAC Directors Meeting

6:30pm – 7:30pm Happy Hour – Pre banquet networking

7:30pm – 8:30pm Banquet – This will be a buffet dinner held at the Prestige.

8:30pm – 11:00pm HAABC Awards & Recognitions

New Board Introductions

Closing Remarks

Karaoke – Back by popular demand! Once the evening’s formalities are complete there will be hosted karaoke. This is the time for everyone to relax and make some really fun and silly memories. This is a no pressure atmosphere. If you do not want to sing, it is more than fun to be in the audience as well.

Friday, February 9

8:00am – 9:00am Breakfast – full breakfast will be served

9:00am – 12:30pm Oil Spill Training – Andy Jeves, Director of Emergency Services with Nucor Environmental will deliver the steps of the initial spill response in detail. This will focus on the initial spill response and how to protect yourself, initial tactics and limiting a spill. He will discuss an incident command structure and what happens when the harbour authority staff and/or spill team shows up on site and the structure they operate under. John Kervel, an Environmental Response Officer with the Ministry of Environment will join Andy to discuss reporting obligations and what happens behind the scenes once a spill has been reported.

Maintenance Workshop – Robert Clarke from the Comox Valley Harbour Authority will lead the group on a hands on / on the dock session. The group will walk the dock, identify possible maintenance issues and brainstorm workable ideas.

Vessels of Concern – Darren Williams will provide updates and answer further legal questions that you may have.

More details on presenters and workshops will be emailed and posted on the website. You will receive a detailed agenda in the registration package at the seminar.