



HARBOUR AUTHORITY ASSOCIATION OF B.C.

26th ANNUAL SEMINAR

January 23-25, 2024

Highliner Hotel and Conference Centre
815 1st Ave West, Prince Rupert, BC

DELEGATE REGISTRATION FORM

Registration fee includes All day Seminar sessions Tuesday, Wednesday and Thursday. Tuesday breakfast, lunch and Meet and Greet appetizers/drink tickets. Wednesday breakfast and lunch. Thursday breakfast, lunch and banquet dinner. If you would like to bring a guest to the Banquet, there is a banquet only charge as listed below.

Organization: _____ Phone: _____ Email: _____

Address: _____

REGISTRATION FEES : EARLY BIRD FEE (if payment rec'd before Dec 31st)	\$ 450.00
EARLY BIRD Additional HA participants - same HA	\$ 425.00
ALL DELEGATES (if payment rec'd after Dec 31st)	\$ 475.00
BANQUET GUEST (Banquet meal only)	\$ 80.00

Attendee #1: _____ *Name and Position* \$ _____

Attendee #2: _____ *Name and Position* \$ _____

Attendee #3: _____ *Name and Position* \$ _____

Attendee #4: _____ *Name and Position* \$ _____

Attendee #5: _____ *Name and Position* \$ _____

Attendee #6: _____ *Name and Position* \$ _____

Total: \$ _____

1. You may pay by CHEQUE, payable to the **HAABC** and mail to: P.O. Box 328 Stn Main, Powell River, BC V8A 5C2
2. You may pay by E-transfer via **contact@haa.bc.ca**
3. Return this completed form with payment by **December 31st** for early bird rate. Registration closes Jan 12th.
Payment must be made in advance.

Cancellation Policy for Seminar: Full refund prior to January 12/24 *no refund after January 12/24*.
Seminar Questions? Contact Darlene at 250-339-3970 or by email: contact@haa.bc.ca

Accommodation

Attendees are responsible for their own Travel and Accommodation arrangements. Highliner Hotel (250 624 9060) or <http://www.highlinerhotel.com/>) has a block of rooms held until December 31, 2023.

Make your reservation early. There are limited 2 bed rooms, please only book these if needed.

- Mention the code **HAABC Conference 2024** when making your reservation, to receive this preferred rate.
 - Room rates are **\$129.00 plus taxes, based on single/double occupancy.**
- If booking a flight with Air Canada – Use promo code **PXTB7UD1** for a discount into Prince Rupert

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Additional Notes:

We will endeavour to ensure all food requirements are met, such as options for vegetarians or gluten intolerance. If you have any other food allergies or needs please feel free to let us know here:

Ports Of Call :

Ports of Call gives you the opportunity to share with everyone, the successes and challenges you have seen over the last year or a general update on your harbour. You can send in 2-3 pictures to compliment your presentation. So go on..... You will have 2-3 minutes to show off your harbour!!

We acknowledge that public speaking is not for everyone. If your HA would prefer to not speak, we ask that you send us pictures and a written update and a HAABC Director will speak on your behalf. This will allow other HA's the ability to contact you if they have any solutions or questions.

Deadline for Port of Call photos: January 12, 2024

Legal Questions and Lunchtime Table Topics:

Watch for a very brief 3 question survey coming soon. This will be to collect legal questions for League and Williams, lunchtime table topics and to see if your HA has any Directors coming that would like to be part of the Mock Board Meeting.

Dealine for pre-Seminar survey Dec 1. 2023

Bring a door prize!!
We all love going home with one!

Thank you for your continued support & participation!



2024 Harbour Authority Association of BC (HAABC) Seminar Agenda
Highliner Hotel and Conference Centre, Prince Rupert, BC
January 23-25, 2024

TUESDAY, January 23, 2024

- 7:00-3:00** **Check In** – The reception table will set up in the lobby at 7am
- 7:15-8:15** **Buffet breakfast**
- 8:15-8:45** **Welcome and Introductions of HAABC Board and SCH Representatives** – President Mike Loy will act as Master of Ceremonies.
Metlakatla Elder will welcome delegates to their traditional territory
Prince Rupert Mayor will welcome the delegation
Port Edward Mayor will welcome the delegation
- 8:45-9:15** **Exhibitor Introductions** – Our exhibitors are essential to the Seminar. Each exhibitor will be introduced, given the opportunity to briefly outline their business and explain how they can assist in making our harbours better.
- 9:15-10:00** **Ports of Call** – North Coast, Sunshine Coast, Lower Mainland
- 10:00-10:20** **AM Break** (Exhibitor Visits)
- 10:20-11:00** **SCH Update** - Terri Bonnet, Regional Director, SCH Pacific
- 11:00-12:00** **WorksafeBC** – Keeping safe while on the job - Paul Matthew and Cody King
- 12:00-1:00** **Buffet Lunch** (Exhibitor Visits)
- 1:00 – 1:15** **Clean Marine BC**
- 1:15-2:00** **Ship Source Oil Pollution Fund** – Ryan Gauvin, Legal Counsel SSOP
- 2:00-3:00** **Port of Call** – North Island, Mid Island, South Island
- 3:00-3:15** **PM Break** (Exhibitor visits)
- 3:15-4:00** **Zone Meeting/Elections** (North Island, South Island, Sunshine Coast and Lower Mainland elections)
- 4:00-5:00** **HAABC AGM**
- 6:00-8:00** **Meet & Greet** - Wheelhouse Brewery – 380 Bill Murray Dr

WEDNESDAY, January 24, 2024

- 7:30-8:30** **Breakfast Buffet**
- 8:30-8:45** **Feature Zone** – North Coast Zone presentation by PEHA
- 8:45-9:30** **SCH** – Crane Policy

- 9:30-10:15** **SCH** – Overview of SCH Units
- 10:15-10:30** **AM Break** (Exhibitor visits)
- 10:30-12:00** **Vessels of Concern – CCG** – Hazardous Assessment (Virtual presentation)
- 12:00-1:30** **Lunch Buffet – Table Topics** - Liveboards, Governance, Garbage, VOC, Asset Insurance, Net Recycling ++
- 1:30-2:00** **Haisla Harbour Authority** – Mike Jacobs will introduce you to his harbour and speak to the startup challenges and successes they have seen
- 2:00-4:00** **Legal** - CALL FOR LEGAL QUESTIONS (NO QUESTION IS DUMB): This year's legal seminar will be a smorgasbord of legal issues created by you! Make sure your favourite dish is on the menu by writing the HAABC with any legal question that you would like our legal team to answer that you haven't asked in the past because it hasn't seemed important or you're just too busy to ask. It is likely someone else wants the same question answered! All question authors will be kept anonymous, and the questions will be compiled and answered at this year's conference. The deadline for submitting a question will be December 1, 2023, so don't leave it too late.

THURSDAY January 25, 2024

- 8:00 – 9:00** **Breakfast Buffet**
- 9:00 – 12:00** **Environmental Management Planning Workshop (EMP)** *Lax Kw'alaams Room*
The Environmental Management Plan is your toolkit to understanding and navigating Acts and Regulations that apply to your harbour. Use these tips and Best Management Practices to ensure your operations are safe and compliant, and to be a steward for the marine environment.
- 9:00 – 10:30** **Governance – Mock Board Meeting** *Metlakatla Room*
- 10:30 – 12:00** **Exhibitor Visits**
- 12:00-1:00** **Lunch Buffet**
- 1:00-4:00** **R&M Maintenance workshop on the docks** (3x1hr sessions R&M alternating with City trolley tours)
- 6:00-7:00** **Happy Hour and Pre-banquet Networking** with Live Acoustics by Steve Maguire
- 7:00-9:00** **Banquet Dinner and SCH and HAABC Award Ceremony**
- 9:00-11:30** **Social Hour** - Gitmaxmak'ay Nisga'a Dancers



HAABC SEMINAR TRAVEL SUBSIDY

The HAABC Seminar Travel Fund is to provide financial help to assist smaller or more remote Harbours that would otherwise be unable to send a delegate to the annual AGM and Seminar due to lack of funds.

If your Harbour Authority is unable to send a representative due to costs, please fill out the applications form below and send it for review to: HAABC, PO Box 328 Stn Main, Powell River, BC V8A 5C2
or contact@haa.bc.ca

Deadline for Funding Applications is December 8, 2022

All travel expenses must be approved, by the HAABC Travel Committee, prior to travel.

If approved, receipts must be submitted by February 12, 2023 for re-imbusement.

TRAVEL FUND GUIDELINES

QUALIFICATIONS:

- Traveler named on application must be a bona fide representative of the applying Harbour Authority. Eg: a director, paid employee or an appointed volunteer.
- The applying Harbour Authority must have named and approved the person who appears on the application as traveler, as their HA's voting representative at the HAABC AGM. A copy of board minutes or a letter from the chair as required backup.
- The applying Harbour Authority must be prepared to provide documentation that they do not have the capacity to compensate or refund travel costs incurred for named person to attend and represent their HA at the HAABC AGM. Should the requests be greater than HAABC's travel budget, we reserve the right to request documents (in the form of an income statement or current financial report) for us to complete a needs assessment.

FUNDING GOAL GUIDELINES:

- The fund is to provide financial assistance to a Harbour Authority representative for travel to attend annually, the HAABC AGM and Seminar that they would not otherwise be able to attend.
- The Administrator will provide notification and application to the harbour authorities in a timely manner prior to registration deadlines.
- The travel expenses would be borne by the applicant after acceptance, for re-imbusement.
- Application acceptance will be the responsibility of the Travel Committee and Administrator.
- Compensation will be made only to the value of original receipts for travel or budget approved.
- Applications will only be accepted to the capacity of the fund on a first come, first served basis.
- An accepted applicant can appeal to the Committee for recovery of extraordinary travel expenses in writing. Extraordinary disbursements can only be approved by the board on recommendations from the travel committee.
- Decisions by the Committee/Administrator and the HAABC Directors on travel fund disbursements are final.

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HAABC SEMINAR TRAVEL SUBSIDY
APPLICATION FORM

Harbour Name:

Address:

Phone:

Email:

Seminar Attendee's Name and Position:

Phone:

Email:

Travel Budget:

Please submit with this application and budget, a letter from your HA Chairman approving your attendance. Please be prepared to share your financials, upon request, for a needs assessment.