



HARBOUR AUTHORITY OF PORT MOUTON, NOVA SCOTIA OIL-DEBRIS SYSTEM — A SUCCESS STORY

Two Harbour Authorities in southern Nova Scotia recently participated in a six-month pilot project to evaluate an oil-debris system developed by Atlantic Harbour Services & Management Limited. This article is adapted from a letter written July 21, 1998, by Gordon Burgess, President of the Harbour Authority of Port Mouton, on the oil-debris system installed at Port Mouton's main harbour.

Client Satisfaction and Liability Issues

Our users are extremely pleased and satisfied with the oil-debris system (ODS) that was installed at the Port Mouton Harbour on February 13, 1998, as part of a six-month pilot project. The Harbour Authority's Board of Directors and membership are aware of the liability issues associated with oil seepage and spills, as well as the costs involved in the resulting environmental cleanup. Before the system was installed, our users were placing their used oil filters, rags, and oily remnants — with other combustible materials — in a box that was not designed for this type of material.

The ODS has alleviated our concerns about the fire hazard our old approach used to pose to our structures and vessels. We also don't have to worry as much that our users may be discarding their used oil filters and similar material elsewhere. Because the ODS has relieved these concerns,



we believe it provides enhanced environmental safeguards that will help to ensure the future of our fishing industry.

Cost-Effectiveness

We had Atlantic Harbour Services & Management Limited empty our waste oil storage tank at the same time they emptied the ODS in mid-June. Although the ODS was only one-third full, it was emptied because the oil storage tank was full and users were using the ODS for their used oil. The cost of removing 1,118 litres of waste oil from the two units, plus the filters, oily rags, and plastic oil containers

from the ODS, was \$85 plus tax. When we compared what other Harbour Authorities have had to pay to dispose of this type of waste, we found this company's price to be the least expensive. These cost savings are to our benefit as we work on reducing our operational costs while retaining our much-needed revenues for future harbour projects.

Our Harbour Authority has decided to purchase the ODS before the end of the pilot project, because we strongly believe that it is a valuable tool in the administration of our harbour.

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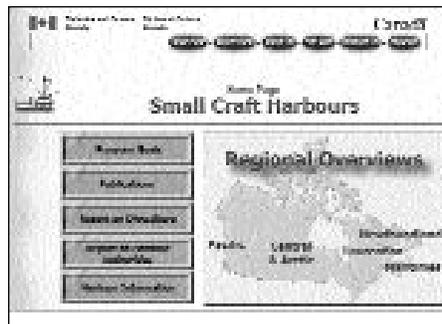
INTRODUCING THE SCH WEB SITE

HARBOUR INFORMATION AT YOUR FINGERTIPS

Since we're in the process of putting the finishing touches on the SCH Web site as this edition of Forum goes to press, there is a possibility that you won't be able to find it on the DFO Web site yet. Be patient – it should be there soon!

- Ever wondered how many Harbour Authorities there are in your province?
- Want to look at the most active fishing harbours without actually visiting them?
- Aren't too sure which Small Craft Harbours region Manitoba is part of?

The answers to these and other questions can be found by visiting the new Small Craft Harbours (SCH) Web site. You can find it via DFO's Web site



http://www.ncr.dfo.ca/links/home_e.htm, where you then click on *Small Craft Harbours*.

There's a wealth of information available to you on the SCH Web site. Whether you'd like to know more about the Harbour Authority Program or browse through the electronic version

of the *Harbour Authority Manual*, the Web site is the place to look. If you're interested in statistics, the regularly updated reports on Harbour Authorities and divestiture might be what you're looking for. The harbour information section lets you zero in on a particular harbour or Harbour Authority. It's all on the Web site, accessible from the convenience of your computer.

We're working to ensure that you find the site easy to use, interesting, and informative. Graphics have been kept simple to minimize downloading time. Visit often and check out what's new. If you like what you see, let others know. Happy harbour surfing!

FROM THE EDITOR

For the first time in several years, we're pleased to feature coast-to-coast coverage. Thank you to everyone who made this possible: Gordon Burgess, Gail Hewitt, Rob Grant, Dawn Zifarelli, and Denis Gautron. If your Harbour Authority has news it would like to share, please get in touch. Your articles, photos, and suggestions are always welcome.

Ruth Ann Hagedorn

OIL-DEBRIS SYSTEM — A SUCCESS STORY

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Suggested Improvements to the ODS

Although we agree that the ODS is valuable, we recommend that the following minor adjustments be made to make it even better for future users:

- installing a step in front of the unit to make opening the lid easier;
- making the unit's lid lighter so it is easier to lift;
- placing a sign on the inside of the lid indicating where oily rags should be deposited; and
- reconsidering the need for a piercing device (so the filters drain more easily), since most filters extracted from the unit appeared to have drained on their own. However, we recognize the need for the device will depend on the size and nature of the harbour's operations.

Recommendation

The Board of Directors of the Harbour Authority of Port Mouton recommends that Small Craft Harbours in the Maritimes Region work with Atlantic Harbour Services & Management Limited to make the ODS available to other Harbour Authorities in the region. That way, they too can take advantage of what the system has to offer.

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1998 WESTERN AREA HARBOUR AUTHORITY CONFERENCE

“WORK TOGETHER, PLAY TOGETHER, LEARN TOGETHER”



By Dawn Zifarelli

The first-ever meeting of the country's Western Area Harbour Authorities was held this past April at Gull Harbour, Manitoba. Hosted by Small Craft Harbours (SCH), representatives from 11 of the 13 incorporated Harbour Authorities in Manitoba, Saskatchewan, Alberta, and the Northwest Territories attended.

The conference provided a forum where the Harbour Authorities, many of which had only recently been formed, could learn more about the Harbour Authority Program. On the information front, the agenda covered many aspects of running a harbour, including more controversial issues of concern to Harbour Authorities. Another of the conference's main goals was to develop open lines of communication between Harbour Authority members and SCH. Participants were given ample opportunity to get to know one another and share ideas on how various aspects of the program could be refined, both now and in the future.

On the opening night of the conference, Duane Blanchard, SCH's Regional Director for the Central and Arctic

Region, gave an overview of the Harbour Authority Program, explaining how it worked and where it was headed. In so doing, he set the stage for discussion about participants' concerns and areas of interest, which were subsequently addressed during the three-day conference. Other speakers included:

- Serge Thériault, Chief of Harbour Management and Authorities in the Maritimes Region, who was able to share numerous insights, thanks to his experience with Harbour Authorities in New Brunswick, Nova Scotia, and Prince Edward Island;
- David King of the law firm Taylor McCaffrey, who offered legal advice regarding incorporation and leases;
- Henry Majewski of DFO's Habitat Management, who discussed issues concerning the *Canadian Environmental Assessment Act*; and
- Lucie Chevrette of the Harbour Authority insurance broker Aon Reed Stenhouse, who discussed the Harbour Authority insurance policy.

Curtis Hiebert, Alan Kathan, and Matt Klaverkamp of SCH's Winnipeg office also participated.

There were many good times to be had once more serious matters were set aside. The first evening began with a formal dinner, followed by some “ice-breaking” or, rather, “balloon-breaking” games. On another evening, the entire group demonstrated true Canadian spirit as they toughed out the chilly April air to enjoy a barbecue. Dinner outdoors was followed by a bonfire later in the evening, the first of the year for most of the hearty souls present.

“Work Together, Play Together, Learn Together” was the conference theme coined by one of the participants, and in the end, it rang true. Everyone went away with new contacts and relationships, with a greater understanding of the Harbour Authority Program and what the future holds for Western Area harbours, and with many challenging experiences ahead of them, as the Western Area Harbour Authorities and SCH continue to work together as partners.

Dawn Zifarelli is a fourth-year commerce student at the University of Manitoba.

She works part time in SCH's Winnipeg office.

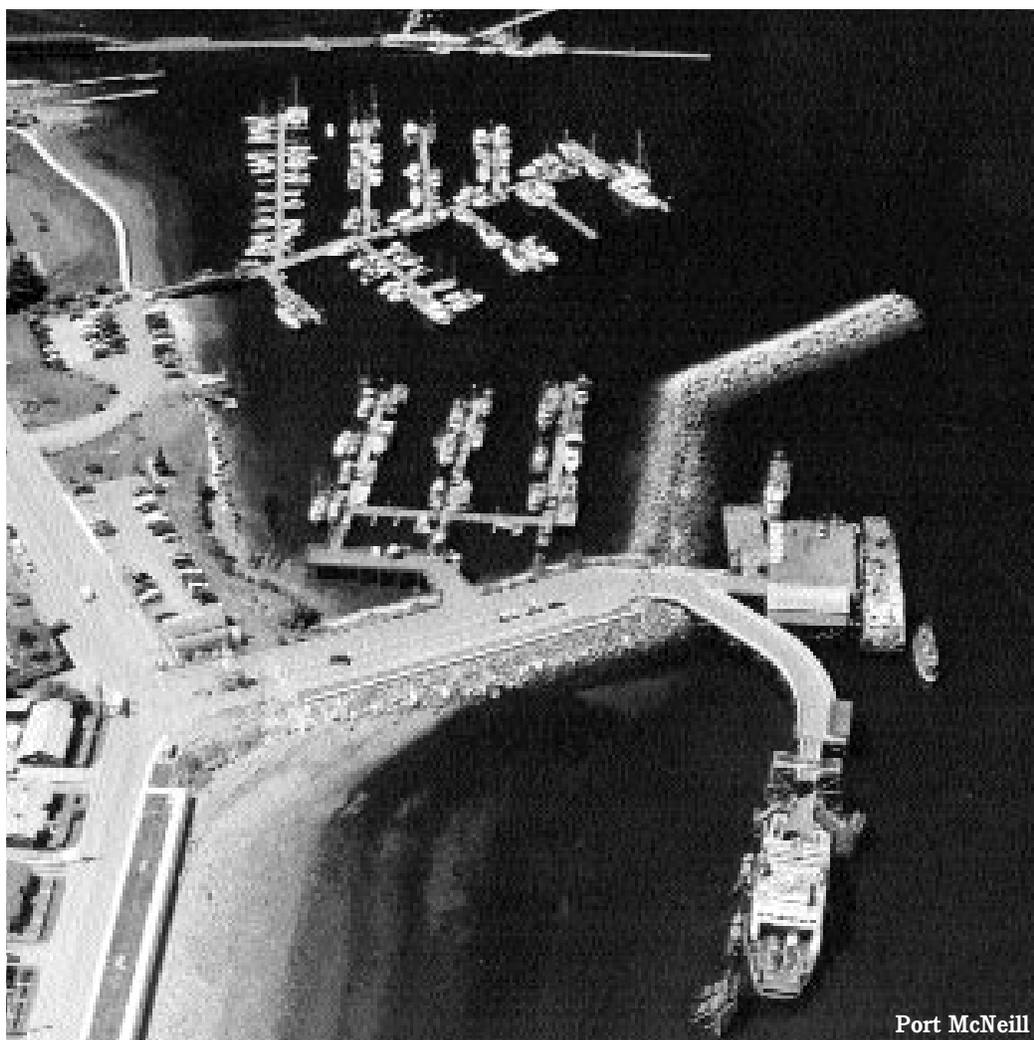
BRITISH COLUMBIA

PROVINCIAL HARBOUR AUTHORITY ASSOCIATION UP

Back in the fall of 1996, the District of Port McNeill Harbour Authority, along with all other Harbour Authorities in British Columbia, received a letter from the Steveston Harbour Authority in Richmond requesting feedback on the concept of establishing a provincial Harbour Authority association.

The Town of Port McNeill, located on northern Vancouver Island, formed a Harbour Authority in 1990, a move that has proven to be cost-effective, community-driven, flexible, and overall, very positive. Rob Grant, the town's councillor responsible for management of the local harbour and a director of the Harbour Authority, was challenged by the idea of Harbour Authorities networking and exchanging information that had been proposed by Arnold Walter representing the Steveston Harbour Authority. Six months and many conversations later, Mr. Grant and Mr. Walter got together in Courtenay with a cross-section of Harbour Authorities to discuss the potential for an association that would link them together for the purposes of communicating and addressing common issues. After a wide-ranging discussion on the value of and need for a Harbour Authority association, the consensus was that all Harbour Authorities would benefit from the formation of a British Columbia Harbour Authority association. In light of the group's positive feedback, a more formal meeting of potential members was planned for later in 1997.

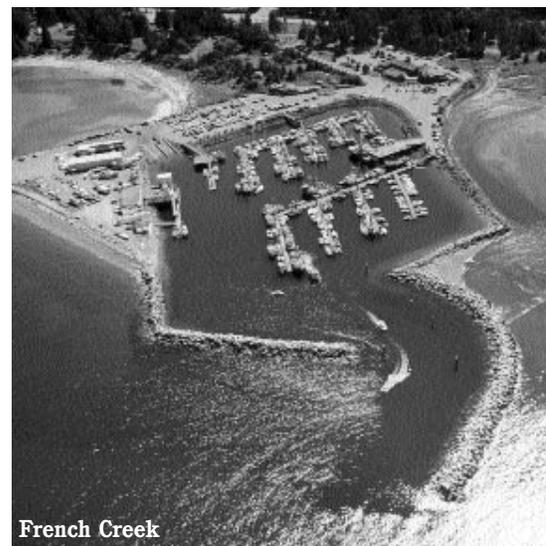
That meeting took place in Richmond in October 1997, attended by about a dozen Harbour Authorities. One of the meeting's key resolutions was the association's purpose and mandate: "to establish effective communications between Harbour Authorities; foster



Port McNeill

a good working relationship; and exchange information and network."

Buoyed by the enthusiasm for the association and momentum created by the success of the Richmond meeting, the association hosted a two-day conference last February in Parksville, on Vancouver Island. The conference was attended by more than 50 people from 22 Harbour Authorities, as well as by representatives from Small Craft Harbours (SCH) in the Pacific Region. It included a business meeting at which the membership voted to incorporate the organization under British Columbia's Societies Act. The conference also featured presentations and workshops



French Creek

AND RUNNING

covering a wide range of topics such as computer systems, collections, insurance, and environmental issues.

If the ideas discussed at these meetings are any indication, there will be no lack of projects for the association to take on. The association is looking to take advantage of the many possibilities that information technology has to offer these days. It's currently working on a Web site and investigating the feasibility of linking its members electronically, which would be ideal given the size of the province and remoteness of some of the communities.

Standardization of rate determination, signage, and policies relating to operations, finance, administration, personnel, and emergency procedures is also high on the association's agenda, as are collections procedures and enforcement.

Rob Grant stresses that the purpose of the association is to share ideas and information, not to lobby. The association is member-driven and wholly financed from within the Harbour Authority membership. From the outset, it was believed that the association should be a partnership of all Harbour Authorities with SCH, which has been invited to participate in an advisory role and provides information and support when requested.

The Harbour Authority Association of British Columbia is already helping local Harbour Authorities connect with other Harbour Authorities and SCH for the information and expertise they need to make their facilities a success. In a broader sense, the organization is well positioned to ensure that British Columbia's coastal communities are well served and that services to fishers and mariners continue to be of a high standard.

THE HARBOUR AUTHORITY MANUAL HOT OFF THE PRESS!

Several months ago, the newly completed *Harbour Authority Manual* rolled off the press. The manual was produced by Small Craft Harbours (SCH) to assist Harbour Authorities in the many aspects of running a harbour.

The manual is primarily oriented toward harbour staff responsible for fulfilling the responsibilities and duties associated with their positions. For new staff, the manual will serve as a helpful orientation to the tasks they will need to perform. It will also be useful to board members who wish to familiarize themselves with all aspects of the operation of a harbour.

The manual does not attempt to be a formal policy manual; rather, it aims to suggest procedures and guidelines for a variety of issues pertinent to the administration, finance, operation, and environmental management of a harbour.

More specifically:

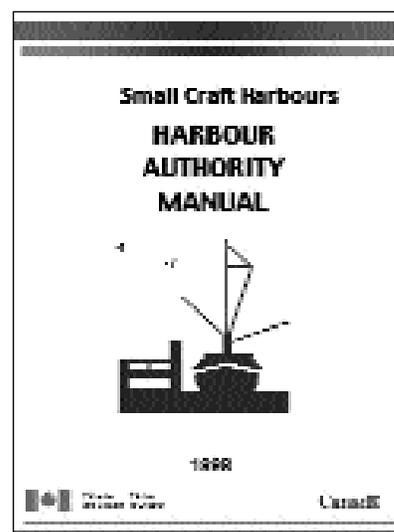
- The Administration section describes the structure of the Harbour Authority, its members and their roles, and the managerial issues facing the board of directors.
- The Finance section provides information about the financial affairs of the Harbour Authority including how to prepare an annual report and budget, implement physical and internal controls that help safeguard and manage financial assets, and comply with federal and provincial reporting requirements.
- The Harbour Operations section provides Harbour Authority

staff with useful information on the day-to-day management activities at a harbour facility.

- The Environmental Management section describes the various roles, responsibilities, and procedures that would normally appear in an environmental management plan.

In addition to its print format, the Harbour Authority Manual will be available on the SCH Web site by entering http://www.ncr.dfo.ca/links/home_e.htm (DFO's Web site address), clicking on *Small Craft Harbours*, and then selecting *Publications*.

If you have any comments or suggestions concerning the *Harbour Authority Manual*, please share them with your SCH regional representative. For now, we expect to update the manual yearly, but that will depend to a large extent on the feedback we receive from you.



HARBOUR AUTHORITY OF FOGO ISLAND

Fogo Island, Newfoundland, is about 75 kilometres northeast of Gander. Established in 1996, the Harbour Authority of Fogo Island is one of Newfoundland's largest, serving 150 fishers at six fishing harbours around the Island: Fogo, Joe Batt's Arm, Seldom, Tilting, Deep Bay, and Stag Harbour. Harbour supervisor Gail Hewitt provided the following profile of the Harbour Authority of Fogo Island for Forum.

The Fogo Island Co-operative Society is a major presence at our harbours, operating and maintaining five plants. The Fogo plant processes crab product that is subsequently exported to the United States and Japan. The ground-fish plant at Joe Batt's Arm processes squid, turbot, capelin, cod, lump roe, and grenadier, just to name a few. Seldom is home to a plant with an iceberg icewater-making operation. Although the other plants are used mainly as landing sites and storage areas, this activity keeps all of our harbours busy and the harbour supervisor on her toes.

The Harbour Authority's committee consists of seven members, all fishers who are interested in furthering the objectives of the Harbour Authority. Each harbour is represented on this committee to ensure that individual interests are heard. In July 1997, a harbour supervisor was hired to take care of the day-to-day operation of the

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harbours, a job that takes her to each harbour every other day. The Harbour Authority recently purchased a building in Fogo Island Central to use as an office for the harbour supervisor, as well as a boardroom for the Harbour Authority's meetings. We are hoping to generate some revenue by renting some of the available space in the building.

Fogo Island has greatly benefited from the establishment of the Harbour Authority. Work over the past year has been ongoing. Joe Batt's Arm, Fogo, and Tilting were all outfitted with shore power and Fogo and Joe Batt's Arm went on the metered system. This way, we can track how much power individual boats are using. In addition, the wharf at Joe Batt's Arm was extended a further 80 feet (about 24 metres) and a much-needed parking

lot was put in to help keep the vehicles off the wharf. Fogo is in line for fendering, wheelguard, and a new mooring cleat. The major repair project in Seldom these days involves replacing the fendering and ladders and installing anchors to secure the coping to the deck. A jib crane will also be moved to a more suitable site. Tilting will see new wheelguard and a new wooden deck to replace the existing rotting structures. There's also a small amount of wheelguard to be replaced at Deep Bay.

During consultation, our fishers told us they needed more aids to navigation. Working in cooperation with the Canadian Coast Guard, the Harbour Authority is pleased to report that most of these new aids are either now in place or will be shortly. We have also installed life rings and fire extinguishers at all facilities.

THE HARBOUR AUTHORITY
IS LOOKING FORWARD
TO IMPROVING THE LEVEL
OF SERVICE TO THE
FISHING INDUSTRY
ON FOGO ISLAND.

With the guidance of Small Craft Harbours in the Newfoundland Region and many other people, the Harbour Authority of Fogo Island is fast becoming a success story. If there was ever any doubt as to the future of the harbours, that certainly isn't the case now as fishers note our progress with satisfaction. We are looking forward to improving the level of service to the fishing industry on Fogo Island and working in cooperation and partnership with the fishers and Small Craft Harbours to achieve this. Some of the projects we hope to see next year are freshwater supply on the wharves for vessels, dredging, exploratory borings, and paved parking lots. It has been a good year for the Harbour Authority of Fogo Island, thanks to the support of everyone involved.



DEAR HARBY

Our Harbour Authority manages a Class B fishing harbour. What exactly does this classification mean?

Fishing harbour classification relates to the number and size of boats that use a particular harbour. More technically, fishing harbours are categorized by total vessel-metres, which refers to the daily average of the length of all vessels accommodated at the harbour over the 31 days of highest activity in one year. For insurance purposes, a Class A harbour is one that accommodates more than 800 vessel-metres; a Class B harbour, between 300 and 800 vessel-metres; and a Class C harbour, less than 300 vessel-metres. It's probably fair to say that Class A harbours are the largest and most active of our fishing harbours.

We've been asked by a local service club if it can use our facilities for a fund-raising event. What's involved?

There are a number of things to consider when dealing with this type of request. Before authorizing a special event at the harbour, you may wish to ask the organizers for a complete description of the activities that will take place so that you can identify any potential implications of holding the event. Based on this information, you may choose to issue a licence to the organization, specifying the terms and con-

ditions of the arrangement. Before issuing the licence, ensure that the organizers have adequate comprehensive general liability insurance. Their policy should name the Harbour Authority as an additional insured party. Finally, where additions or improvements to the harbour facilities will take place for a special event, they should be authorized by DFO and supervised by the Harbour Authority.

How often should the Harbour Authority membership meet?

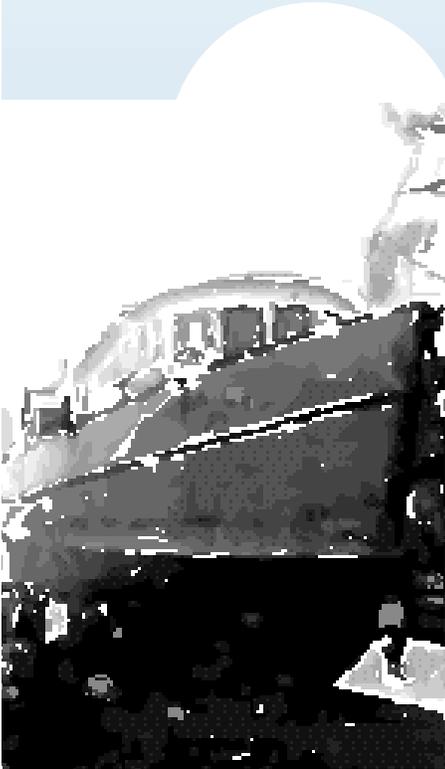
The board of directors must call and hold a general meeting of the Harbour Authority membership at least once a year. At the annual meeting, members can expect to:

- hear the board's report on how the Harbour Authority has been managed over the past year and how the board intends to manage the Harbour Authority over the coming year;
- review the financial statements;
- appoint an auditor for the next year, if applicable; and
- elect new board members, if required.

Members may also be invited to participate in special general meetings called by the board to discuss and vote on particular issues.



In this issue of Forum, “Enviro-Tips” focuses on vessel maintenance, specifically as it relates to boat surface preparation, painting, varnishing, and fibreglass work.



✓ TIP No. 5 — Boat Maintenance – Take Care!

► Have a look

Vessel maintenance usually means preparing the boat for painting, varnishing, or fibreglass. Whether you're talking about a touch-up or a major repair job, take care to ensure that solvents used for cleaning, old paint scrapings, and fresh paint and epoxies aren't ending up in the harbour. Solvents and paints contain many types of chemicals and can compromise water quality and damage marine life living in harbour waters. This is particularly true of antifouling paint that is made specifically to retard plant and animal growth on boat hulls.

► What to do

Ideally, boat maintenance and repair work should be restricted to upland areas as far from the water as possible and carried out over tarps, drop cloths, or drip pans. If work on the interior of the boat must be done while it is in the water, a tarp should be stretched and fastened between the side of the boat and the adjacent slip or dock to catch excess particles.

When sanding or scraping the boat's surface, it goes without saying that care must be taken to ensure that the dried paint particles or chips don't fall or blow into the water. It makes sense to avoid sanding in windy conditions and it's even better if you can use a dustless vacuum sander to do the job. Not only does the sander collect the particles, but it usually gets the work done more quickly, too.

Many products on the market are more environmentally friendly. Consider

switching to water-based paint and solvents where possible. Whatever the type of product, it's a good idea to mix only small quantities at one time, and to do it over a tarp or plastic sheeting. That way, if a spill does occur, it won't be a big one.

Whether sanding, painting, or patching, get rid of debris collected on tarps or drop sheets by putting it in the bins designated for hazardous waste. This also helps prevent the spread of pollutants and contamination of land and water. The same applies to empty containers and used rags. Ensure that all paint cans are dry before disposing of them.

It is practically impossible to protect the environment adequately when sanding, cleaning, or painting the boat's hull on a tidal grid or marine railway. Use these areas only for mechanical tasks such as inspecting the hull, repairing the propeller, or replacing fittings and zinc anodes.

► Your role

Ensure that those who use harbour facilities for maintenance and repair understand their responsibilities — it's always easier for people to comply when they know what is expected of them. Even if most of the practices simply boil down to common sense or have been in place for years, consider putting them in writing and distributing them to all boat owners and keep copies available in the office. This also makes it easier for the Harbour Supervisor to enforce these rules if need be.