

**POLICIES / PROCEDURES OF OPERATION**  
**HARBOUR AUTHORITY OF BAYFIELD**  
**As of April 1, 2011**

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1. All users must comply with applicable federal and provincial laws, regulations and rules and all municipal, town bylaws, as amended from time to time.
2. All posted signs and harbour rules must be strictly adhered to. It is prohibited to remove, damage or destroy notices/signs posted on Harbour Authority property.
3. All users must follow all practices and procedures defined in the Environmental Management Plan (EMP) established for this Harbour Authority. (See Harbour Manager for details).
4. All users must follow all practices and procedures defined in the Safety Plan established for this Harbour Authority. (See Harbour Manager for details).
5. All users shall operate at the wharf at their own risk. The Harbour Authority is not responsible for any theft and/or damages made to vessels and/or equipment.
6. All users shall maintain proper conduct, and shall not attempt to damage, destroy property maintained by the Harbour Authority.
7. All users shall not take any action or perform an operation that poses a threat to human life, endangers the structural integrity of the wharf, or impairs the marine ecosystem, harbour environment or fish habitat.
8. All users of the harbour and its facilities shall register with the Harbour Manager.
9. All users must sign a user agreement with the Harbour Authority, follow harbour policies and pay fees as posted.
10. The Harbour Manager should be contacted for any problems or suggestions.
11. All operational activities at the harbour facilities will require the issuance of a license agreement and those terms and conditions of the license must be followed. (i.e. fuel delivery trucks, fuel system, operation of buying stations, derricks, tour boat operations, commercial diving, etc.).
12. All vessel owners must have a comprehensive general liability insurance policy (minimum \$1,000,000.00 coverage) on their vessels effective April 01, 2004. The vessel owner upon request of the Harbour Authority must show a certified copy of the insurance policy with proof of premium payments. The Licensee shall promptly notify the Harbour Authority of any cancellation or intended cancellation of the policy.
13. It is required by the Harbour Authority that prior to any operational licenses being issued, the Licensee shall provide to the Harbour Authority, a certified copy of the insurance policy with proof of premium payments. The Licensee shall promptly notify the Harbour Authority of any cancellation or intended cancellation of the policy.

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14. Berthage and offloading in designated zones only and as per license/user agreements. No users can claim title to berthage space at the wharf or on the floating docks.
15. No Swimming / Diving from Harbour Authority Structures (Wharves / Breakwaters).
16. No construction without Harbour Authority Approval.
17. Vessels, floating devices, equipment and gear left abandoned on harbour property will be disposed of by the Harbour Authority at the expense of the owner; the Harbour Authority is not responsible for any losses and/or damages as a result of such action.
18. No vehicle shall be left unattended on the wharf or blocking area, except when unloading or unloading fishing gear, fish or other heavy gear from vessel. No double parking is allowed on any access road to Harbour Authority facilities. Any vehicle in violation may be ticketed or towed away at owners risk and expense.
19. The Harbour Authority reserves the right to move, relocate or remove vessels or licensee equipment to meet harbour operational requirements or to address emergency situations.
20. Vessels berthed along side each other are asked to keep a clear and unobstructed way to shore. It is the responsibility of every Captain to ensure vessels are properly fendered and when leaving port make sure vessels outside are secure with two lines.
21. Vessels must not be left unattended in the loading zones; ie: under the winch.
22. Harbour access may be limited during peak seasons.
23. Please use the garbage containers on the wharves. Garbage is to be bagged when put in garbage boxes when possible. **WHARF and VESSEL GARBAGE ONLY** (No household garbage). Garbage is responsibility of Captain of vessel and not to be left on Harbour Authority property. If garbage is not disposed of properly, the Harbour Authority will arrange for cleanup/disposal and bill responsible party or parties.
24. Dumping of fish offal, old bait, garbage or debris in the harbour is not allowed at any time. Littering is a violation of Canadian Law.
25. Dangerous fuelling practices and hazardous waste oil disposal is not permitted at the harbour.
26. Fuel trucks must be licensed by the Harbour Authority before they can operate on Harbour Authority property.
27. Storage of gear (lobster, crab, herring, scallops, etc) on wharf is permitted for the four weeks prior and the two weeks following each season. Storage of gear must not block access to the wharf.

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28. The Harbour Authority will not be responsible for any theft or damage to vessel, gear, and equipment, while stored at harbour facilities.
29. Fuel barrels or containers or debris to be removed immediately. Bait barrels, boxes or any other equipment must be removed within 48 hours.
30. All users are responsible to deposit used waste oil within the waste oil tank. Used oil filters and rags are to be deposited within the appropriate containers provided. **Put tops to be put back on the containers.** Please do not leave oil filters in the draining area of the waste oil tank.
31. Only individuals authorized by the Harbour Authority will be permitted to operate the Harbour Authority derrick. See Harbour Manager for details.
32. Accidents, safety issues and other concerns must be reported to the Harbour Authority immediately and also to (if applicable):
  - Environmental Emergencies: 1-800-565-1633
  - Maritime Office of Boating Safety (CCG): 1-888-670-0771
  - Search & Response (CCG): 1-800-565-1582
  - Fire Department, RCMP, Ambulance: 911
33. All annual fees due are payable within 10 days of notification. Failure to pay within 10 days will result in 2% per month interest on unpaid portion. Failure to pay within 60 days may result in further action of turning account over to a collection agency or proceeding with action in Small Claims Court, or action taken under the Nova Scotia Protection of Property Act or users being denied harbour privileges.
34. User Fees - Schedule "A"
35. Current list of Board of Directors & Harbour Manager Contact – Schedule "B"

**FAILURE TO COMPLY WITH THE POLICIES COULD RESULT IN LOSS OF MEMBERSHIP, BERTHING PRIVILEGES, SERVICES (without reimbursement of fees already paid) AND/OR LEGAL ACTION OR OTHER ACTION NECESSARY, INCLUDING EXPENSE TO THE USER/OWNER.**

**Schedule A**  
**User Fees**  
**HARBOUR AUTHORITY OF BAYFIELD**  
**As of April 1, 2011**

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***Homeport Fleet:***

- Berthage Commercial Fishing Vessels      \$350.00 + HST per year
- Berthage Recreational Homeport Fleet      \$230.00 + HST per year

***Berthage Transient/Recreational***

- Transient/Recreational Vessels              \$10.00 + HST per day
- Transient/Recreational Vessels              \$40.00 + HST per week
- Transient/Recreational Vessels              \$140.00 + HST per month

***Use of Slipway***

- Transient/Recreational Vessels              \$5.00 + HST per use
- Transient/Recreational Vessels              \$30.00 + HST per season

***Operational License Fees:***

- Buying Station                                      \$195.00 + HST per year

**Schedule B**  
**Current List of Board of Directors & Harbour Manager Contact**  
**HARBOUR AUTHORITY OF BAYFIELD**  
**As of April 1, 2011**

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<b>Title</b>	<b>Name</b>	<b>Representing</b>
President	Bernadette VanBommel	Community Representative
Vice-President	Brendan Doyle	Fish Harvesters
Secretary	Jamie Chisholm	Fish Harvesters
Treasurer	Jimmy Simon	Representing Paq'inkek First Nation
Director	George Green	Industry Representative
Director	Albert Van de wiel	Recreational Boaters
Director	Paul Chisholm	Fish Harvesters
Director	Austin Boudreau	Fish Harvesters
Director	Ian MacMullin	Community Representative
Director	Mike Tait	Fish Harvesters

**Staff (Seasonal)**

*Jerome Chisholm*  
 Harbour Manager  
 Cellular: (902)971-0191

*Michelle Green*  
 Bookkeeper  
 Phone: (902) 386-2951  
 Fax: (902) 386-2329

