

**POLICIES / PROCEDURES OF OPERATION
HARBOUR AUTHORITY OF CHETICAMP
As of April 1st, 2018**

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.
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 private diving activities undertaken will be the responsibility of the boat owner. Note that commercial diving activity is regulated by the Nova Scotia Department of Environment and Labour.
7. All users shall maintain proper conduct, and shall not attempt to damage, destroy property maintained by the Harbour Authority.
8. No consumption of alcohol on public wharfs/docks.
9. 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.
10. All users of the harbour and its facilities shall register with the Harbour Manager.
11. All users must sign a user agreement with the Harbour Authority, follow harbour policies and pay fees as posted.
12. The Harbour Manager should be contacted for any problems or suggestions.
13. 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.).
14. All vessel owners must have a comprehensive general liability insurance policy (minimum \$1,000,000.00 coverage on Protection & Indemnity) on their vessels effective April 01, 2018. The vessel owner must 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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15. 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. . **“In the case of government owned vessels, vehicles and / or equipment, it is understood that the government of Canada is self-insured and as such does not require proof of a comprehensive general liability insurance policy.”**
16. Berthage and offloading in designated zones only and as per license/user agreements. No users can claim title to berthage space at the wharf.
17. No Swimming / Diving from Harbour Authority Structures (Wharves / Breakwaters).
18. No construction without Harbour Authority Approval.
19. No ice related activities such as hockey, skidoo, ATV's etc. is permitted on Harbour Authority administered property.
20. 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.
21. 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.
22. 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.
23. 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.
24. Vessels must not be left unattended in the loading zones; i.e.: under the winch.
25. Harbour access may be limited during peak seasons.
26. 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.

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27. All recyclables shall be sorted and deposited in the proper containers.
28. Captains of vessels are responsible for their employees to follow policies and procedures of the Harbour Authority.
29. 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.
30. Dangerous fuelling practices and hazardous waste oil disposal is not permitted at the harbour.
31. Fuel trucks must be licensed by the Harbour Authority before they can operate on Harbour Authority property.
32. Storage of gear (lobster, crab, herring, scallops, etc) on wharf is permitted for the two weeks prior and the two weeks following each season. Storage of gear must not block access to the wharf.
33. The Harbour Authority will not be responsible for any theft or damage to vessel, gear, and equipment, while stored at harbour facilities.
34. Fuel barrels or containers or debris to be removed immediately. Bait barrels, boxes or any other equipment must be removed within 48 hours.
35. 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. **Tops are to be put back on the containers.** Please do not leave oil filters in the draining area of the waste oil tank.
36. Only individuals authorized by the Harbour Authority will be permitted to operate the Harbour Authority derrick. See Harbour Manager for details.
37. 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
38. All annual fees due are payable within 90 days of notification. Failure to pay within 90 days will result in 2% per month interest on unpaid portion. Failure to pay within 120 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.

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39. User Fees:

Homeport Fleet:

- Yearly Fee \$13.20/foot + HST per season

Berthage Transient/Recreational/Commercial non-fishing (Up to 65 feet)

First day – Docking before noon (charged for a full day)

First day – Docking after noon (free) The free day only exists on the very first docking during the season

- Transient/Recreational Vessels \$0.50/foot + HST per day
- Transient/Recreational Vessels \$13.20/foot + HST per season

Berthage Transient/Recreational/Commercial non-fishing (Over 65 feet)

First day – Docking before noon (charged for a full day)

First day – Docking after noon (free) The free day only exists on the very first docking during the season

- Transient/Recreational Vessels \$0.75/foot + HST per day

Use of Slipway

- All Vessels \$6.60/foot + HST per use includes first and last day
\$55.00 +HST per day for extra days

(If the vessel is on the slip less than 6 hours, the price will be \$3.30/foot)

Shore Power

- 110 Volts \$4.90/day + HST per day
- 220 Volts \$9.80/day + HST per day

Operational License Fees:

- Buying Station (Lobster/Scallops/ect.) \$26.40/meter + HST per season (3 months)
- Buying Station (Rock Crab/Snow Crab) \$26.40/meter + HST per season (3 months)
- Operational Licenses \$82.50 + HST per year

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40. Current list of Harbour Authority Board of Directors & Contacts:

Title	Name	Phone # / Cell #
Ricky Fraser	President	Phone: 224-2775
Claude Poirier	Vice-President	Phone: 224-2810
Dale Hinkley	Director/Sect/Treas	Phone: 224-7239
Charlie Poirier	Director	Phone: 224-1772
Roy Camus	Director	Phone: 224-3601
Bruno Gaudet	Director	Phone: 224-0374
Joey Larade	Director	Phone: 224-0867
Danny LeBlanc	Director	Phone: 224-1680
Myles Miller	Director	Phone: 224-1280
Andrew Bourgeois	Director	Phone: 224-1544
Neddie LeBlanc	Maintenance	Phone: 224-7243 Cell: 224-0093
Yolande Chiasson	Executive Secretary	Phone: 224-3009 Cell: 224-0027
Angus LeFort	Harbour Manager	Phone: 224-3009 Cell: 224-0442

**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.**



HARBOUR AUTHORITY OF CHETICAMP

P.O. Box 178
CHETICAMP, N.S. B0E 1H0
Tel: 902-224-3009 Fax: 902-224-1215
e-mail: info@hacheticamp.ca

Advisory for 2018 Season

Some boats have been parking at the fuel station. Although this is convenient for unloading and icing, it is very frustrating for other boats that need to fuel.

The three spots at the fuel station are to be used only for fueling and boats should park elsewhere to respect the fleet. Any vessel left parked at the fuel station will be charged a fine of \$1,000.00.

Be advised also that there will be \$100.00 fee for winter storage on HA land.

Please be advised that the facilities at the La Pointe wharf on Cheticamp Island are closed permanently.

We received complaints that boats are speeding in the channel coming into the harbour. Please be advised that there is a "NO WAKE" regulation in place.

**"Under the Vessel Operation Restriction Regulations all waterways in their province are subject to a 10km/h speed limit within 30 metres from shore."
Please respect this regulation for your safety and safety of others.**