



PORT ALBERNI PORT AUTHORITY
PRACTICES AND PROCEDURES
TO BE FOLLOWED BY SHIPS IN PORT ALBERNI

TABLE OF CONTENTS

1. AUTHORITY

2. INTERPRETATION

3. APPLICATION and PERSONAL RESPONSIBILITIES

4. NAVIGATION and MOVEMENT

4.1 GENERAL

4.2 ANCHORING

4.3 BERTHING and MOORAGE

4.4 PILOTAGE

4.5 WARPING

4.6 TOWING

4.7 LOG BOOMS

4.8 SEAPLANES

5. SAFETY - GENERAL

5.1 NAVIGATION

5.2 SHIPS at ANCHOR

5.3 SHIPS ALONGSIDE

5.4 SPEED LIMITS in the HARBOUR

5.5 FIRES and OTHER EMERGENCIES

5.6 ABANDONED SHIPS and OTHER PROPERTY

5.7 COMPLIANCE WITH ALL LAWS

5.8 INFORMATION to be PROVIDED to OFFICERS of the PORT AUTHORITY

TABLE OF CONTENTS

6. DANGEROUS GOODS AND EXPLOSIVES - SPECIAL SAFETY AND SECURITY MEASURES.

6.1 SHIPS NAVIGATION, at ANCHOR and ALONGSIDE

6.2 LIGHTS, FLAGS, WATCHES, and SIGNS

6.3 PROHIBITED ACTIVITIES

6.4 FIREFIGHTING

6.5 DANGER, ACCIDENT or FIRE

6.6 REQUIREMENTS are ADDITIONAL

7. ENVIRONMENTAL PROTECTION

7.1 BUNKERING REFUELING

7.2 DISCHARGE of BALLAST WATER

7.3 DISCHARGE of SEWAGE or OTHER POLLUTANTS INTO the HARBOUR

7.4 ENGINE ROOM BILGE

8. REPORTING INCIDENTS

9. MOORING BUOYS

9.1 PRIVATE BUOYS and PILES

9.2 GENERAL

10. MISCELLANEOUS

10.1 FISHING and CRABBING

10.2 BEACHCOMBING

SCHEDULES

SCHEDULE I DANGEROUS GOODS

SCHEDULE II FUEL SAFETY CHECK LIST

SCHEDULE III SHIP INSPECTION RECORD

SCHEDULE IV PORT ALBERNI PORT AUTHORITY



1. AUTHORITY

- 1.1 These Practices and Procedures are established by the Port Alberni Port Authority pursuant to paragraph 56(1) (b) of the *Canada Marine Act*, S.C. 1998, c 10 and be cited as the **Practices and Procedures to be followed by ships in the Port of Port Alberni.**

2. INTERPRETATION

2.1 The definitions in this section apply in the Practices and Procedures.

“Act” means the *Canada Marine Act*;

“Authority” means the Port Alberni Port Authority continued pursuant to subsection 12(1) of the Act;

“Board” means the board of the Authority; “Commission” means the Port Alberni Commission established under *Harbour Commission Act*, R.S.C.1985,c. H-1, as amended, and continued as the Authority;

“Dangerous goods” means:

- (a) all products, substances or organisms which are defined as “dangerous goods” in section 2 of the *Transportation of Dangerous Goods Act, 1992*, S.C., 1992, c.34, as amended.
 - (b) all other goods, articles, materials and receptacles which are declared to be dangerous goods in Section 1.4 of the *Transportation of Dangerous Goods Regulations*, SOR/2012-245, as amended, and
 - (c) such other goods, products, substances or organisms which the Board declares, from time to time by resolution, to be dangerous goods for the purpose of these Practices and Procedures
- “discharge” in the context of the discharge of pollutant from a ship means any discharge of a pollutant that results, directly or indirectly, in the pollutant entering the water and includes, without limiting the generality of the foregoing, spilling, leaking, pumping, pouring emitting, throwing and dumping;

“Harbour” means Port Alberni Harbour comprising the navigable waters that are within the jurisdiction of the Authority as set out in Schedule A to the letters Patent issued to the Authority, as amended from time to time by supplementary letters patent;

“Incident” means:

- (a) an accident causing death (including death resulting from a person falling overboard from a ship) or the loss of or damage to any property,
- (b) a collision (including a hard contact by a ship with a dock, port facility, structure or construction site within the harbour),
- (c) a grounding,
- (d) a fire on board a ship or in the vicinity of a ship, and
- (e) the discharge of pollutant from a ship;

“Log boom” includes a raft or boom of logs or lumber; “Owner” has the same meaning as in subsection 2(1) of the Act.

“Pleasure craft” has the same meaning as in section 2 of the *Canada Shipping Act, 2001*, as amended;

“Pollutant” means: a substance which is a pollutant within the meaning of **Section 165** of the **“CANADA SHIPPING ACT, 2001”**, as amended from time to time, including without limiting the foregoing, sewage, all persistent hydrocarbons including crude oil, fuel oil, diesel oil, lubricating oil, gasoline, ballast water or engine room bilge water.

“Port facility” has the same meaning as in subsection 2(1) of the Act and includes a dock;

“Practices and Procedures” means these Practices and Procedures;



“Seaplane” has the same meaning as in subsection 1. (1) of the **Collision Regulations C.R.C.1978, c.1416**, as amended;

“Ship” has the same meaning as in subsection 2(1) of the Act meaning includes seaplanes and log booms).

2.2 Unless a contrary intention appears, words and expressions used in these Practices and Procedures have the same meaning as in the Act.

3 APPLICATION AND PERSONAL RESPONSIBILITIES

3.1 Application

3.1.1 Subject to sections 3.1.2. and unless a contrary intention appears, these Practices and Procedures apply:

- (a) to and in respect of every ship in the harbour; and
- (b) to every owner, master or other person in charge of a ship in the harbour.

3.1.2 Section 4.5, paragraphs (b) to (e), inclusive, of section 5.2.1 and sections 5.3.2, 5.3.4, 5.3.5, 6 and 7.2 do not apply to pleasure craft or the owners, masters or the other persons in charge of pleasure craft.

3.2 Personal Responsibilities

3.2.1 The master or other person in charge of a ship within the harbour shall cause the ship to comply with these Practices and Procedures and all Federal Acts and Regulations.

3.2.2 The owner of a ship in the harbour shall ensure that the ship complies with these Practices and Procedures and all Federal Acts and Regulations.

3.2.3 Where a provision of these Practices and Procedures imposes an obligation upon several persons in the alternative, each of those persons shall be responsible to;

- (a) perform that obligation; or
- (b) ensure that one of those other persons has performed that obligation.

4 NAVIGATION AND MOVEMENT

4.1 General

4.1.1 The Authority may:

- (a) assign to a ship the position that the ship may occupy in the harbour and the place in the harbour where the ship may be anchored, moored, berthed, loaded or unloaded, or board or disembark passengers; and
- (a) direct the manner in which and the time when a ship may be anchored, moored, berthed, loaded or unloaded, or board or disembark passengers.

4.1.2 Unless the Authority otherwise directs, a ship shall proceed to the position or place in the harbour assigned to it by the Authority pursuant to section 4.1.1 immediately after those in charge of the ship have been notified of such assignment.

4.1.3 No ship shall anchor, moor, berth, load or unload cargo, or board or disembark passengers:

- (a) at any place in the harbour other than the place assigned by the Authority pursuant to paragraph 4.1.1(a);
- (b) in any manner other than the manner directed by the Authority pursuant to paragraph 4.1.1(b); or
- (c) at any time, other than the time directed by the Authority pursuant to paragraph 4.1.1(b).



4.2 Anchoring

- 4.2.1 A ship fifty (50) metres or more in overall length shall obtain permission from the Authority prior to anchoring within the harbour.
- 4.2.2 When making a request for an anchorage, pursuant to section 4.2.1, the following additional information shall be given to the Authority:
- (a) the name of the local agency handling the ship;
 - (b) the ship's name;
 - (c) the ship's overall length;
 - (d) the ship's estimated time of arrival at Port Alberni anchorage area;
 - (e) the ship's estimated length of stay at anchor;
 - (f) the reason for the anchorage request; and
 - (g) confirm all machinery and equipment in good working order.
- 4.2.3 Notwithstanding that a ship may have been assigned an anchorage position in the harbour by the Authority pursuant to paragraph 4.1.1(a), the ship shall not anchor at any position which will, or which may prevent free and unobstructed passage for any other ship:
- (a) to and from the harbour
 - (b) to and from any port facility.
- 4.2.4 If a ship fails to anchor within its assigned anchorage or drags out of position in the anchorage and:
- (a) the ship is endangering itself or other ships; or
 - (a) the ship is obstructing the use of other anchorage; the ship must be repositioned promptly by a pilot duly licensed by the Pacific Pilotage Authority.
 - (b) If the ship is in imminent danger, the Authority can direct the master to reposition the vessel without a pilot being on board.

4.3 Berthing and Mooring

- 4.3.1 A ship moored or berthed in the harbour otherwise than at a privately owned port facility shall be subject to the direction of the Authority in regard to its position at, and its removal from, such port facility.
- 4.3.2 In an emergency, a ship moored or berthed at a privately owned port facility in the harbour, shall be subject to the direction of the Authority in regard to its position at, and its removal from, such port facility.

4.4 Pilotage

- 4.4.1 The harbour is within a compulsory pilotage area established by the **Pacific Pilotage Regulations**, C.R.C.1978, c.1270, as amended.
- 4.4.2 No ship that is subject to compulsory pilotage pursuant to the provisions of the **Pacific Pilotage Regulations** shall move within the harbour unless there is on board the ship a pilot duly licensed by the Pacific Pilotage Authority.

4.5 Warping

- 4.5.1 When warping a ship, the owner, master or other person in charge of the ship shall ensure that there are sufficient lines fastened ashore at all times to arrest the ship's movement should this



become necessary, but in no event shall the ship be secured ashore by less than the number of lines referred to in section 4.5.2.

4.5.2 At all times when a ship is being warped, the ship shall be securely fastened ashore by a minimum of a head line, a forward spring line, an after spring line and a stern line.

4.5.3 Should it be necessary to release all of the ship's lines for the purpose of warping the ship, a duly licensed pilot will be required as well as tugs sufficient in number and power to control the ships movement.

4.5.4 No person shall warp a ship or cause a ship to be warped and no ship shall warp unless:

(a) the ship is fastened ashore at all times by at least the number and type of lines referred to in section 4.5.2; or

(a) there is a duly licensed pilot on board the ship and there are tugs sufficient in number and power present to control the ship's movement.

4.5.5 No person shall warp a ship along a dock more than half the length of the ship and no ship shall warp along a dock more than half the length of the ship without obtaining prior written approval from the Authority.

4.6 Towing

4.6.1 No ship shall tow or push another ship in the harbour unless the towing or pushing ship has sufficient power to maintain complete control of the towed or pushed ship at all times.

4.6.2 An outbound tug with one or more scows or barges in tow using deep sea gear shall not pay out its deep sea gear within the harbour limits.

4.6.3 An inbound tug with one or more scows or barges in tow using deep sea gear shall close couple before entering the harbour limits.

4.7 Log Booms

4.7.1 Log booms shall be moved and made fast in the harbour in such a way as to ensure that a clear channel is maintained at all times.

4.7.2 No person shall:

(a) move a log boom in such a way, or

(b) leave a log boom in such a position in the harbour as to obstruct any navigable channel.

4.7.3 A log boom shall only be moved into and within the harbour by a suitable number of tugs having sufficient combined power to maintain the log boom under complete control at all times.

4.7.4 No ship shall move or tow a log boom into or in the harbour and no person in charge of a ship shall cause or permit that ship to move or tow a log boom into or in the harbour unless:

(a) that the ship has sufficient power, or

(b) that ship and all other ships involved in the move or tow have sufficient combined power to maintain complete control of the log boom at all times.

4.7.5 The owner and the master or other person in charge of a ship which is moving or towing a log boom into or in the harbour is each responsible for ensuring that either:

(a) that ship has sufficient power, or

(b) that ship and all other ships involved in the move or tow have sufficient combined power to maintain complete control of the log boom at all times.



- 4.7.6 Except as approved by the Authority, no person shall cause a log boom to be left adrift in the harbour without an attending tug standing by.
- 4.7.7 No person shall moor or make fast a log boom alongside or between any port facility in the harbour in such a way as to prevent a ship from entering or leaving a berth at those port facilities.
- 4.7.8 Except as authorized by these Practices and Procedures or as approved in writing by the Authority:
 - (a) no owner , master or other person in charge of a ship shall moor or make fast any log boom, or cause or permit any log boom to be moored or made fast, anywhere in the harbour, and
 - (a) no lessee or user of a water lot within the harbour shall cause or permit any log boom to be moored or made fast anywhere within that water lot.

4.8 Seaplanes

- 4.8.1 CPW9 is the “Registered” water aerodrome which requires PNR, or Prior Notice Requested, to use. The registration authority is NAV Canada. Seaplane operators are responsible to check on availability of the landing area prior to attempting a landing within the harbour limits by means of contacting the Authority.
- 4.8.2 A seaplane on the water in the harbour shall comply with the applicable provisions of the **Collision Regulations**, as amended.
- 4.8.3 No seaplane shall take off, land or step taxi within 150 metres of any shoreline, port facility, structure or construction site in the harbour or work being carried on by the Authority or by any person in the harbour.
- 4.8.4 Mariners should be aware that at a particular stage during take-off or landing, a seaplane will be committed and the pilot of the seaplane will be unable to abort the take-off or landing. Ships in the vicinity of seaplanes preparing to take-off or land should give a wide berth.

5 SAFETY - GENERAL

5.1 Navigation

- 5.1.1 The owner, master, pilot or other person in charge of a ship within the harbour boundaries shall at all times operate the ship as per the requirements of the Collision Regulations.
- 5.1.2 All vessels within the harbour boundaries shall at all times have sufficient competent crew on board as require by the Marine Personnel Regulations SOR 2007-115.
- 5.1.3 Except as approved by the Authority:
 - (a) no ship shall be adrift and unattended in the harbour;
 - (b) no person shall cause a ship to be left adrift and unattended in the harbour; and
 - (c) no person in charge of a ship shall permit that ship to be left adrift and unattended in the harbour.
- 5.1.4 If a ship is found adrift and unattended in the harbour without the Authority’s approval, the Authority may move the ship to a location chosen by the Authority but the movement of the ship and the subsequent storage of the ship at that location shall be the sole risk and expense of the owner of the ship.
- 5.1.5 A ship which has been found adrift and unattended in the harbour without the Authority’s approval and which has been moved by the Authority to a storage location in accordance with section 5.1.5 shall be deemed to have been abandoned unless:
 - (a) it is claimed by or on behalf of the owner;



- (b) all of the Authority's movement and storage expenses and charges in respect of the ship have been paid; and
- (c) it has been removed from such storage location within thirty (30) days of the Authority moving the ship to such storage location.

5.1.6 Upon taking possession of any ship found adrift and unattended in the harbour without the Authority's approval, the Authority will report the ship and then deliver the ship to the receiver of wrecks under the *Canada Shipping Act 2001* as soon as possible after the expiry of the thirty (30) day period provided in section 5.1.5 unless such delivery has been dispensed with (either specifically or generally) by the Minister of Fisheries and Oceans.

5.2 Ships at Anchor

5.2.1 A ship at anchor in the harbour shall:

- (a) maintain at all times a listening watch on VHF radio channel 11 or 16; and
- (b) at all times have its engines on standby, ready for immediate maneuvering and its second anchor ready to let go should the wind speed at the ship exceed twenty-five (25) knots.

5.2.2 The owner, master or other person in charge of a ship shall ensure that the ship's position is frequently checked by more than one recognized navigational method to confirm that the ship is not dragging its anchor.

5.3 Ships Alongside

5.3.1 A ship moored or berthed in the harbour shall at all times be fastened and secured in a good and seamanlike manner to the satisfaction of the Authority.

5.3.2 The owner, master or other person in charge of a ship moored or berthed at a port facility in the harbour shall provide or cause to be provided for the use of all persons going to and from the ship:

- (a) an approved gangway;
- (b) an approved safety net or save-all placed beneath the gangway to prevent persons from falling into the water; and
- (c) a light placed on the ship near the gangway between the hours of sunset and sunrise in such a manner that the full length of the gangway is clearly visible from the port facility and from the ship.

5.3.3 When two or more ships are lying at the same port facility with one ship outside the other and the outside ship does not have a gangway of its own extending to the port facility, the ship lying nearest to the port facility shall allow a free, safe and unencumbered passage over its decks to the ship lying outside it for the purpose of loading or unloading the outside ship and for ordinary communication to the shore from the outside ship.

5.3.4 Every hawser or line used to secure lying alongside in the harbour shall, if required by the Authority, be equipped with an approved metal rat guard.

5.3.5 A ship lying alongside in the harbour shall from sunset to sunrise maintain a deck watch comprised of one or more competent persons.

5.4 Speed Limits in the Harbour

5.4.1 Every vessel shall at all times proceed at a safe speed so that she can take proper and effective action to avoid collision and be stopped within a distance appropriate to the prevailing circumstances and conditions.



5.4.2 In determining a safe speed the following factors shall be among those taken into account:

By all vessels:

- (i) the state of visibility,
- (ii) the traffic density including concentrations of fishing vessels or any other vessels,
- (iii) the maneuverability of the vessel with special reference to stopping distance and turning ability in the prevailing conditions,
- (iv) at night the presence of background light such as from shore lights or from back scatter of her own lights,
- (v) the state of wind, sea and current, and the proximity of navigational hazards,
- (vi) the draught in relation to the available depth of water.

Additionally, by vessels with operational radar:

- (i) the characteristics, efficiency and limitations of the radar equipment,
- (ii) any constraints imposed by the radar range scale in use,
- (iii) the effect on radar detection of the sea state, weather and other sources of interference,
- (iv) the possibility that small vessels, ice and other floating objects may not be detected by radar at an adequate range,
- (v) the number, location and movement of vessels detected by radar,
- (vi) the more exact assessment of the visibility that may be possible when radar is used to determine the range of vessels or other objects in the vicinity.

5.4.4 In the Canadian waters of a roadstead, harbour, river, lake or inland waterway, every vessel passing another vessel or work that includes a dredge, tow, grounded vessel or wreck shall proceed with caution at a speed that will not adversely affect the vessel or work being passed, and shall comply with any relevant instruction or direction contained in any Notice to Mariners or Notice to Shipping.

5.4.5 For the purpose of paragraph (iii), where it cannot be determined with certainty that a passing vessel will not adversely affect another vessel or work described in that paragraph, the passing vessel shall proceed with caution at the minimum speed at which she can be kept on her course.

5.5 Fires and Other Emergencies

5.5.1 In the event of a fire or other emergency situation occurring on or near a ship while underway, while at anchor, or while moored or berthed at a port facility in the harbour, the owner, master or other person in charge of the ship or agent of the ship shall forthwith give the alarm and such persons and any other person who is aware of the fire or other emergency shall forthwith notify the Authority as provided in section 5.5.2

5.5.2 In the event of a fire or other emergency situation occurring in the harbour, the Authority shall be notified either:

- (a) by contacting the Authority through Prince Rupert Marine Communications and Traffic Services (Prince Rupert C.G. Radio) on VHF radio channel 16 or 11; or
- (b) by calling the Authority directly at (250)723-5312 during business hours from 0800 to 1600 Monday to Friday or at (250)731-5692 after hours and holidays.



5.6 Abandoned Ships and Other Property

- 5.6.1 Every person who finds any ship or other property adrift within the harbour shall, as soon as possible, give notice thereof to the Authority.
- 5.6.2 No person shall abandon, set on fire, burn or break up a ship in the harbour without prior written approval of the Authority.
- 5.6.3 Subject to section 5.6.4, the Authority may remove and sell, or destroy and dispose of, at the owner's risk and expense, any ship or other property that has been left or abandoned in the harbour for more than ninety (90) days.
- 5.6.4 Upon the Minister of Fisheries and Oceans dispensing (either specifically or generally) with the delivery by Authority to the Receiver of Wrecks of a ship in the possession of the Authority which was found adrift and unattended in the harbour without the Authority's approval, or in the absence of such dispensation by the Minister, with the approval of the Receiver of Wrecks, the Authority may sell, at the owner's expense, any such ship which is deemed to have been abandoned in accordance with section 5.1.6.

5.7 Compliance With all Laws

- 5.7.1 The owner, master or other person in charge of a ship entering or within the harbour shall comply with:
- (a) all applicable laws of Canada; and
 - (b) all applicable laws of the Province of British Columbia which are not inconsistent with these Practices and Procedures.

5.8 Information to be Provided to Officers of the Authority

- 5.8.1 The owner, master, pilot or other person in charge of a ship entering or within the harbour shall, upon request by a person designated by the Authority under subsection 58(1) of the Act:
- (a) provide the following information in respect of the ship to that designated person:
 - the name, address, date of birth and telephone number of the master, pilot, person in charge of the deck watch and any other person in charge of the ship; and
 - the name, address and telephone number of the owner of the ship; and
 - if the ship is registered, the name of the ship and its port of registry; or
 - if the ship is not registered, the Ministry of Transport license number of the ship; and
 - (b) produce for inspection by that designated person the following documents:
 - the license of the master, pilot, person in charge of the deck watch and any other person in charge of the ship to operate or have conduct of the ship; and
 - if the ship is registered, the certificate of registry for the ship; or
 - if the ship is not registered, the Ministry of Transport license for the ship.
- 5.8.2 In section 5.8.1 "owner" means:
- (a) in relation to an unregistered ship, the actual owner; and
 - (b) in relation to a registered ship, the registered owner.



6 DANGEROUS GOODS AND EXPLOSIVES - SPECIAL SAFETY AND SECURITY MEASURES

6.1 Ships Navigating, at Anchor and Alongside

- 6.1.1 No ship that has dangerous goods or explosives on board shall enter the harbour without prior notice to the Authority.
- 6.1.2 No ship that has dangerous goods or explosives on board and that is experiencing mechanical difficulties, or that has experienced mechanical difficulties within the forty-eight (48) hour period before the ship's estimated time of arrival in the harbour, shall enter the harbour without the prior approval of the Authority.
- 6.1.3 No ship that has dangerous goods or explosives on board and that has no power or that is incapable of moving under its own power shall enter or move on the harbour and no person shall move such a ship or cause such a ship to enter or be moved in the harbour unless such ship is under tow or being pushed by one or more tugs suitable in number and power for safely towing or pushing the ship.
- 6.1.4 Except with the prior approval of the Authority, no ship that has dangerous goods or explosives on board shall move into or in the harbour and no person in charge of such a ship shall cause or permit such ship to be moved into or in the harbour unless there is clear visibility of at least one (1) nautical mile.
- 6.1.5 No ship that has dangerous goods or explosives on board shall anchor, moor or berth anywhere in the harbour and no person in charge of that ship shall cause or permit that ship to be anchored, moored or berthed anywhere in the harbour except at the places set aside for that purpose by the Authority and more particularly described in Schedule I.
- 6.1.6 A ship that has dangerous goods or explosives on board and that is capable of moving under its own power shall:
- (a) if the ship does not require one or more assist tugs to get underway, be ready at all times to get underway under its own power; or
 - (b) if the ship requires one or more assist tugs to get underway:
 - have the required number of assist tugs suitable for towing and assisting the ship standing by at all times: and
 - be ready at all times to get underway under its own power with the assistance of the assist tugs.
- 6.1.7 A ship that has dangerous goods or explosives on board and that either has no power or is incapable of moving under its own power shall have the required number of tugs suitable for towing the ship standing by at all times.
- 6.1.8 The hatches of a ship that has dangerous goods or explosives on board shall be kept closed at all times except during loading or unloading.

6.2 Lights, Flags, Watches and Signs

- 6.2.1 A ship in the harbour that has dangerous goods or explosives on board, or that is loading or unloading dangerous goods or explosives, shall:
- (a) exhibit from sunrise to sunset, International Code flag "B" and from sunset to sunrise, and in restricted visibility, from sunrise to sunset, an all-round red light visible from all directions;
 - (b) maintain at all times a deck that complies with the Marine Personnel Regulations or the vessel's safe manning Certificate, and



(c) maintain at all times a listening watch on VHF radio channel 11 or 16.

6.2.2 A ship at anchor in the harbour that has dangerous goods or explosives on board shall exhibit the flag and light referred to in paragraph 6.2.1(a) in addition to;

(a) the lights required by the **Collision Regulations**, as amended, to be exhibited by ships at anchor from sunset to sunrise and in restricted visibility from sunrise to sunset: and

(b) the shapes required by the **Collision Regulations** to be exhibited from sunrise to sunset.

6.2.3 A ship that is loading, unloading or carrying dangerous goods or explosives shall display “NO SMOKING” signs at prominent locations on board the ship.

6.2.4 The owner, master or other person in charge of a ship that is loading, unloading or carrying dangerous goods or explosives shall ensure that “NO SMOKING” signs are displayed at prominent locations on board the ship and at prominent locations on shore in the vicinity of the ship.

6.3 Prohibited Activities

6.3.1 No person shall place dangerous goods or explosives on board or near a ship until the ship has complied with these Practices and Procedures and is ready to take them on board.

6.3.2 Except as permitted by these Practices and Procedures or by the Authority, no person shall handle dangerous goods or explosives on board or near a ship in the harbour.

6.3.3 No person shall engage in or cause any other person to engage in any activity on board or near a ship that has dangerous goods or explosives on board or that is loading or unloading dangerous goods or explosives and no person in charge of such a ship shall permit any other person to engage in any activity on board or near that ship if such activity might cause a spark, fire or explosion or the discharge of a pollutant or endanger persons or property in the harbour in any other manner.

6.4 Firefighting

6.4.1 A person who is handling, loading, or unloading dangerous goods or explosives on, onto or from a ship shall:

(a) provide and maintain at all times adequate fire extinguishing equipment on or near the ship; and

(b) have such fire extinguishing equipment ready for use at all times while such dangerous goods or explosives are being handled, loaded or unloaded.

6.5 Danger, Accident or Fire

6.5.1 If any danger, accident or fire occurs on or near a ship that has dangerous goods or explosives on board, the persons on watch on board the ship shall immediately notify the Authority.

6.6 Requirements are Additional

6.6.1 The requirements of Section 6 are in addition to and not in substitution for the other requirements of these Practices and Procedures

7 ENVIRONMENTAL PROTECTION

7.1 Bunkering and Refueling

7.1.1 No ship exceeding fifty (50) metres in overall length shall bunker or refuel within the harbour unless:

(a) approval has been obtained from the Authority;

(b) a Fuel Safety Check List in the form set out in Schedule II has been completed and signed:

➤ by the master, first officer or chief engineer of the ship, and



- (ii) by an authorized representative of the fuel supplier; and
 - (c) all questions set out in the Fire Safety Check List to be answered on behalf of the ship and on behalf of the supplier have been answered in the affirmative.
- 7.1.3 No ship shall bunker or refuel and no person in charge of a ship shall cause or permit that ship to be bunkered or refueled at any place in the harbour except at a designated bunkering refueling facility listed in section 7.1.5.
- 7.1.4 No person shall supply bunkers or fuel to any ship at any place in the harbour except at a designated bunkering and refueling facility listed in section 7.1.5.
- 7.1.5 The following port facilities are designated bunkering and refueling facilities for the purpose of sections 7.1.3 and 7.1.4:
- (a) Any Berth at Port Authority Terminals
 - (b) Fisherman's Harbour Loading Area
 - (c) China Creek Marina Fuel Dock
 - (d) Tyee Landing Fuel Dock
- 7.1.6 If at any time prior to the actual commencement of or during a bunkering or refueling operations a change of circumstances occurs such that the answer on behalf of the ship or on behalf of the supplier to any question set out in the Fuel Safety Check List, if answered at that time, would be in the negative, the bunkering or refueling operations shall be stopped immediately and the operation shall not be recommenced until:
- (a) a new Fuel Safety Check List has been completed and signed by the master, first officer or chief engineer of the ship and by an authorized representative of the fuel supplier; and
 - (b) all questions set out in the new Fuel Safety Check List to be answered on behalf of the ship and on behalf of the supplier have been answered in the affirmative.
- 7.1.7 The master or agent of the ship receiving the fuel from the supplier shall fax or deliver to the Authority as soon as possible after completion of a bunkering or refueling operation:
- (a) the completed and signed Fuel Safety Check List referred to in sections 7.1.1 and 7.1.2;
 - (b) any completed and signed new Fuel Safety Check List as required by section 7.1.6; and
 - (c) a brief statement as to the reason why the bunkering or refueling operation was stopped and a new Fuel Safety Check List completed as required by section 7.1.6.

7.2 Discharge of Ballast Water

- 7.2.1 All vessels within the harbour boundaries must comply with the requirements of the Ballast Water Control and Management Regulations SOR / 2011-237.

7.3 Discharge of Sewage or Other Pollutants into the Harbour

- 7.3.1 All vessels within the harbour boundaries must fully comply with the Vessel Pollution and Dangerous Chemicals Regulations SOR / 2012-69, Section 82.

7.4 Engine Room Bilge

- 7.4.1 The engine room bilge, over-board discharge valve or valves of the ship may be sealed by an officer or employee of the Authority during a ship inspection.
- 7.4.2 The owner, master or other person in charge of a ship shall be responsible to ensure that no seal placed by an officer or employee of the Authority on the engine room bilge over-board discharge valve or valves of the ship is removed or interfered with.



7.4.3 No person shall remove or interfere with any seal by an officer or employee of the Authority on the engine room bilge over-board discharge valve of a ship in the harbour without prior approval of the Authority.

8 REPORTING INCIDENTS

8.1 The owner, master or other person in charge of a ship which is involved in an incident in the harbour shall:

- (a) forthwith report the incident to the Authority verbally by telephone, radiophone or VHF radio as provided in section 5.6.2 or by any other appropriate means; and
- (b) as soon as practicable thereafter and in any event before the ship leaves the harbour, deliver to the Authority a written report giving full details of the incident.

8.2 The report referred to in paragraph 8.1(b) shall contain the following information:

- (a) the name of the ship, the type of ship and its full particulars, including its flag, port of registry, gross tonnage or net tonnage and length;
- (b) the name, residential address, date of birth, telephone number and fax number (if any) of the person making the report and the person's relationship to the ship (e.g., owner, master or person in charge and if the latter, the person's title);
- (c) the name of the owner of the ship and;
 - if the owner is an individual, the owner's residential address, telephone number and fax number (if any); or
 - if the owner is a corporation, the owner's business address, telephone number and fax number;
- (d) the name of the master of the ship and the master's residential address, telephone number and fax number if any;
- (e) the name, business address, telephone number and fax number of all the insurers of the ship including the Hull and Machinery insurers and the Protection & Indemnity insurers and the limits of all third party liability coverage including the limits of all environmental liability coverage;
- (f) the names of the other ships involved in the accident, collision or discharge and as many particulars for each other involved ship as possible including, but not limited to, the type of ship, its flag and its port of registry;
- (g) in the case of an accident involving an injury or death, the names, address and telephone numbers of any person injured or killed and the nature of the injuries suffered;
- (h) in the case of an accident involving loss of or damage to property, a description of the property which was lost or damaged and the nature and extent of the damage and an estimate of the value of the property which was lost or damaged;
- (i) in the case of a grounding, a description of any damage caused to the ship and an indication whether the ship is believed to be seaworthy and fully operational;
- (j) whether the discharge of a pollutant into the waters of the harbour occurred or was likely to occur as a result of the accident, collision or grounding and if so, full particulars of the nature and quantity of the pollutant which:
 - was on board the ship before the incident;
 - (ii) was discharged as a result of incident;



- (iii) remained on board after the initial discharge; and
- (iv) was likely to be further discharged;
- (k) in the case of the discharge of a pollutant from a ship which was not involved in an accident, collision or grounding, full particulars of the nature and quantity of the pollutant which:
 - was on board the ship before the discharge;
 - was discharged;
 - remained on board after the discharge; and
 - was likely to be further discharged;
- (l) in the case of the discharge of a pollutant, full particulars of the steps taken to minimize or avoid the discharge or any further discharge;
- (m) the names, address, telephone numbers and fax numbers of all known witnesses to the incident;
- (n) the time and date the incident occurred;
- (o) the location of the incident; and
- (p) a detailed description of how the incident occurred.

8.3 In paragraph 8.2(c), “owner of the ship” means:

- (a) in relation to an unregistered ship, the actual owner; or
- (a) in relation to a registered ship, the registered owner.

9 MOORING BUOYS

9.1 Private Mooring Buoys and Piles

9.1.1 In this section 9.1, “private mooring buoy” means any buoy, post or pile for the mooring of a ship in the harbour other than the Authority’s buoys.

9.1.2 No person shall place a private mooring buoy in the harbour, and no piles or post shall be driven or placed in the bed of the harbour below the high-water mark for the purpose of mooring or making a ship fast to without the prior written approval of the Authority.

9.1.3 Any person who wishes to place a private mooring buoy, pile or post, or who requires the use of an existing private mooring buoy, pile or post for the purpose of mooring a ship in the harbour shall apply, in writing, to the Authority for permission to place a private mooring buoy, pile or post or to make use of an existing private mooring buoy, pile or post.

9.1.4 Upon receiving a written application for the use of an existing private mooring buoy, pile or post, or for the placement of a private mooring buoy, pile or post and the fee fixed from time to time by the Authority for the use or placement of a private mooring buoy, pile or post as the case may be, the Authority may:

- (a) authorize the applicant to have the exclusive use of an existing private mooring buoy, pile or post for such time as the Authority may allow; or
- (b) provide a private mooring buoy, pile or post and place it in the harbour for the exclusive use of the applicant for such time as the Authority may allow.

9.2 General

9.2.1 No person shall tie up any ship or make any ship fast to any other ship that is moored to one of the Authority’s buoys, piles or posts or to a private buoy, pile or post in the harbour, without prior approval from the Authority.



9.2.2 No ship shall be tied up or made fast to any other ship that is moored to one of the Authority's buoys, piles or post or to a private buoy, pile or post without prior approval from the Authority.

10 MISCELLANEOUS

10.1 Fishing and Crabbing

10.1.1 No person on board a ship shall cast a gillnet from a ship in the harbour in such a way as to block a navigable channel in the harbour, or allow a gillnet to drift from a ship in a navigable channel.

10.1.2 No person shall cast a gillnet from any port facility in the harbour, or from the shore into a navigable channel in the harbour.

10.1.3 No person shall set a fish, crab or prawn trap or its attached float in the harbour in any location that might interfere with or constitute a hazard to navigation or to the safety of persons or property.

10.2 Beachcombing

10.2.1 No ship shall, for the purpose of salvaging logs, enter upon any part of the harbour that is the subject of an allotment, reservation or lease granted by the Authority unless the owner, master or the person in charge of such ship has been authorized to do so by the person to whom such part of the harbour has been allotted, reserved or leased.

10.2.2 No person in charge of a ship shall, for the purpose of salvaging logs cause or permit that ship to enter upon any part of the harbour that is the subject of an allotment, reservation or lease granted by the Commission or by the Authority unless such person is authorized to do so by the person to whom such part of the harbour has been allotted, reserved or leased.

**SCHEDULE I****PORT ALBERNI PORT AUTHORITY**
DANGEROUS GOODS AND EXPLOSIVES

For the purposes of these Practices and Procedures the following locations are the designated dangerous goods facilities and anchorages in the Port Alberni Harbour.

Location	Classes
Port Alberni Terminals	1, 2,3,4,5,6,7,8 and 9
Anchorage's 1, 2 & 3 (Large commercial Ships)	1, 2,3,4,5,6,7,8 and 9



SCHEDULE II

PORT ALBERNI PORT AUTHORITY
FUEL SAFETY CHECK LIST

NAME OF RECEIVING VESSEL _____
BERTH / ANCHORAGE _____

DATE _____
TIME _____

- All questions to be answered with a (√) either Yes or No.
- No vessel is to load or discharge fuel until this form is completed in its entirety.
- **In the case of a negative answer, the fueling operation shall not be carried out without the permission of the Harbour Master or Designate.**
- **The receiver shall fax or deliver a copy of this completed form to the Authority after completion of bunkering, fax # (250)723-1114**

NOTE: IN CASE OF ANY SPILLAGE CALL THE AUTHORITY AT 250-723-5312 / 250-720-6771

	Ship		Supplier	
	Y	N	Y	N
1. Is the ship receiver/supplier securely moored/anchored?				
2. Are: a) scuppers plugged and drip trays positioned? b) the vents clear for tanks being bunkered?				
3. Is there an agreed upon communications procedure?				
4. Is there: a) a spill-procedure plan? b) clean-up and containment material available?				
5. Is there a shut-off valve at the bunkering position?				
6. Have: a) pumping rates been agreed to? b) capacities of tanks been checked against the quantities to be supplies c) emergency shutdown signals been agreed to?				
7. Are: a) the hoses properly rigged and tight? b) the hoses in good condition? c) unused connections securely blanked?				
8. Are all safety/smoking requirements being met?				
9. Is there an effective watch at all stations?				

ADDITIONAL QUESTIONS FOR ROAD TANKERS ONLY

1. Emergency spill kit available in road tanker?				
2. Plastic buckets available?				
3. Spare couplings?				

Product	Quantity to be Loaded	Capacity of Tank	Rate(MT/Hr)

DECLARATION:

We have checked the items on this list and are satisfied that the entries we have made are correct to the best of our knowledge:

SHIP
Name: _____

SUPPLIER
Name: _____

Rank: _____

Address: _____

Signature: _____

Signature: _____



SCHEDULE III

PORT ALBERNI PORT AUTHORITY
SHIP INSPECTION RECORD

Vessel: _____ Date: _____ Time: _____

Type: _____ Location: _____

Berth or Anchorage

A “Notices to Shipmasters” form has been presented to the master or responsible officer and a signature acknowledging receipt of the same has been placed below.

Overboard discharge valve(s) have been sealed: Yes: No:

Number of seals placed on vessel: _____

Comments:

Master or Designated Officer: _____

Director of Operations/PSO or Designate: _____

Original – Director of Operations/PSO or Designate

Copy – Vessel



SCHEDULE IV

PORT ALBERNI PORT AUTHORITY
CONTACT INFORMATION

Port Alberni Port Authority

Address: 2750 Harbour Road, Port Alberni, B.C. V9Y 7X2

Telephone: 250-723-7922

Fax. 250-723-1114

Cellular: 250-720-6771

Email: mcarter@papa-appa.ca