



**PRINCE RUPERT  
PORT AUTHORITY**

LINKING A WORLD OF OPPORTUNITY

# **PRINCE RUPERT PORT AUTHORITY HARBOUR OPERATIONS PRACTICES AND PROCEDURES**

**PRINCE RUPERT PORT AUTHORITY**

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## Executive Summary

### Authority

These practices and procedures are made pursuant to Section 56 of the Canada Marine Act. The Act provides that “a port authority shall take reasonable steps to bring notice of each practice and procedure proposed ... to the attention of persons likely to be affected by it at least thirty days before the proposed effective date of the measure, and a reasonable opportunity within those thirty days shall be given to ship owners, Masters, persons in charge of ships and other interested persons to make representations to the port authority with respect to it.”

After the Port Authority considers any representations made by interested persons with respect to a proposed measure, it may adopt the measure. The Port Authority shall take reasonable steps to bring notice of each measure that it adopts, together with notice of the place at which a copy of the measure may be obtained, to the attention of persons likely to be affected by it.

In emergency situations, where the Port Authority is satisfied that an urgent situation exists, the requirement for advance notice of a change in practice or procedure is waived; however, the Port Authority shall take reasonable steps to bring notice of the measure to the attention of any person likely to be affected by it as soon as possible after it comes into force.

### Application

These Procedures:

- (a) apply to vessels within the port limits of Prince Rupert;
- (b) apply to all persons responsible for the planning, operation, conduct and safe navigation of such vessels;
- (c) do not relieve any Master or Person-in-Charge of a vessel from compliance with the Canada Shipping Act, Collision Regulations, or other specific regulations, requirements or standards in respect of vessels operating in Canadian ports;
- (d) do not lessen in any way, the ultimate responsibility of the Master or Person-in-Charge of a vessel for the safe navigation and prudent maneuvering of such vessel.

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## TABLE OF CONTENTS

1.	SECTION 1: PRACTICES FOR ALL VESSELS .....	1
1.1.	Arrival .....	1
1.1.2.	Charts and Publications .....	1
1.1.4.	Entrance .....	1
1.2.	Communications .....	1
1.2.1.	Prince Rupert Marine Communications and Vessel Traffic Services .....	1
1.2.2.	Radio .....	1
1.3.	Entry Into Port .....	2
1.3.1.	Control of Movements .....	2
1.3.2.	Refusal of entry .....	2
1.3.3.	Berthing and Anchoring .....	3
1.3.4.	Loss of Cargo, Gear or Goods Overboard .....	3
1.4.	Pilotage .....	3
1.4.3.	Ordering Pilots .....	4
1.4.4.	Pilot Boarding Station .....	4
1.5.	Dangerous Goods .....	4
1.6.	Exclusion Zones .....	5
1.7.	Incidents and Emergencies .....	6
1.8.	Reporting Hazards .....	6
1.9.	Security and Search .....	6
1.10.	Activities .....	7
1.10.1.	Abandoned, Derelict, or Unattended Vessels .....	7
1.10.2.	Bunkering .....	7
1.10.3.	Diving .....	8
1.10.4.	Dredging .....	8
1.10.5.	Hot Work .....	8
1.10.6.	Internal Transfers .....	9
1.10.6.2.	Spill Response .....	9
1.10.7.	Overboard Discharges .....	9
1.10.7.6.	Accidental Discharges .....	9
1.10.8.	Speed .....	10
1.10.9.	Towing .....	10
1.10.10.	Towing of Dangerous Goods .....	11
1.10.11.	Towing Log Booms .....	11
1.10.12.	Private Buoys .....	12
1.10.13.	Procedures in Narrow Channels .....	12
2.	SECTION 2: PRACTICES FOR DEEP-SEA VESSELS .....	13
2.1.1.	Activities .....	13
2.1.2.	Ballast and Ballast Water .....	13
2.2.	Bunkering and Fuel Transfer .....	13
2.3.	Lightering .....	13
2.4.	Loss of Cargo or Equipment .....	13
2.5.	Sound Abatement .....	14
2.6.	Anchoring .....	14
2.6.6.	Location of Anchorages .....	15
	Harbour Anchorages .....	15
	Other Anchorages .....	15

2.6.7.	Assignment of Anchorages .....	16
2.6.20.	Anchorage Warnings and Watchkeeping Considerations .....	17
2.6.21.	Watchkeeping Considerations for a Vessel at Anchor .....	17
2.6.22.	Repositioning .....	17
2.7.	Berthing.....	18
2.7.2.	Assignment of Berths .....	18
2.7.3.	Priority at Berths .....	19
2.7.4.	Berthing Lines.....	19
2.7.5.	Casting Off of Vessels.....	19
2.7.6.	Gangways and Safety Nets.....	19
2.7.7.	Nesting of Vessels.....	19
2.7.8.	Overhang of Vessels or Gear.....	19
2.7.9.	Rat Guards .....	20
2.7.10.	Use of Anchor at Berth.....	20
2.7.11.	Watch Alongside .....	20
2.7.12.	Warping.....	20
2.8.	Trials .....	21
2.8.1.	Demobilization of Propulsion.....	21
2.8.2.	Bollard Pushes .....	21
2.8.3.	Equipment Trials.....	21
2.8.4.	Lifeboats .....	22
2.8.5.	Turning Main Engines.....	22
2.9.	Tugs and Towing .....	22
2.10.	Safety Tow Line .....	22
3.	SECTION 3: PRACTICES FOR OTHER VESSELS .....	23
3.1.	Aircraft Operations.....	23
3.2.	Booms, Rafts, and Scows.....	23
3.3.	Personal Watercraft.....	24
3.3.2.	Jet-skis.....	24
3.3.3.	Fishing.....	24
4.	SECTION 4: OTHER ACTIVITIES .....	26
4.1.	Aids to Navigation.....	26
4.2.	Beachcombing .....	26
4.3.	Debris Collection.....	26
4.4.	Special Events .....	26
5.	SECTION 5: Port of Prince Rupert Overview .....	28
5.1.	Communications.....	28
5.1.2.	Radio .....	28
5.2.	Customs.....	28
5.3.	Health and Medical .....	28
5.4.	Services .....	28
5.4.1.	Communication.....	28
5.4.2.	Cranes .....	28
5.4.3.	Fire Fighting Tugs.....	28
5.4.4.	Fresh Water.....	29
5.4.5.	Fuel.....	29
5.4.6.	Garbage Removal .....	29
5.4.7.	Repairs .....	29

5.4.8.	Supplies.....	29
5.4.9.	Towage.....	29
5.4.10.	Watchmen.....	29
5.5.	Physical Conditions.....	29
5.5.2.	Density.....	29
5.5.3.	Ice.....	29
5.5.4.	Tides and Currents.....	30
5.5.5.	Time Zone.....	30
5.5.6.	Weather.....	30
5.5.7.	Pilotage.....	30
6.	SECTION 6: Navigation Recommendations.....	31
6.1.	Porpoise Channel – Watson Island Marine Transit Recommendations.....	31
6.1.1.	For all Vessels.....	31
6.1.2.	L.W. Slack-All Vessels:.....	31
6.1.3.	H.W. Slack:.....	31
6.2.	Tugs:.....	32
6.2.3.	Gearbulk Vessels-2nd, 3rd, and 4th generation and TEFC class.....	32
6.2.4.	Gearbulk Vessels-2nd, 3rd, and 4th generation and TEFC class.....	32
6.2.4.1.	Tugs:.....	32
7.	SECTION 7: Emergency Procedures.....	33
7.3.1.	Flow Chart – All Emergencies.....	34
7.3.2.	Flow Chart – Emergency Contact Numbers.....	35
7.6.1.	Pre-Incident Preparations and Planning.....	35
7.9.	FIRE ON A VESSEL AFLOAT IN HARBOUR.....	37
7.10.	FIRE ON A VESSEL ALONGSIDE.....	38
7.11.	COLLISION IN HARBOUR.....	39
7.12.	VESSEL GROUNDING.....	40
7.13.	VESSEL SINKING IN HARBOUR.....	41
7.14.	MAN OVERBOARD OR SMALL VESSEL CAPSIZING.....	42
7.15.	OIL SPILL IN HARBOUR.....	43
7.16.	HEAVY WIND WARNING.....	44
7.17.	BOMB THREAT.....	45
7.18.	TERRORIST ATTACK.....	46
7.19.	TSUNAMI.....	47
7.20.	EARTHQUAKE.....	48
8.	GLOSSARY.....	49

## **1. SECTION 1: PRACTICES FOR ALL VESSELS**

### **1.1. Arrival**

1.1.1. Prince Rupert Harbour limits are shown on Canadian Charts 3957 and 3958 and described in British Columbia Coast Sailing Directions (Vol.II). Porpoise Harbour and Ridley Island are included within the Prince Rupert Harbour limits.

#### **1.1.2. Charts and Publications**

1.1.3. The Port of Prince Rupert and the approaches are covered by Canadian Charts 3957, 3958, and 3955 and Admiralty Chart 2435. Further information is obtainable from PAC 205 Inner Passage - Queen Charlotte Sound to Chatham Sound, published by the Canadian Hydrographic Service, or the Admiralty Pilot 26.

#### **1.1.4. Entrance**

1.1.4.1. Entry is from the south between Digby and Kaien Islands. Navigation is round the clock with a depth not less than 35 m at the harbour entrance.

### **1.2. Communications**

#### **1.2.1. Prince Rupert Marine Communications and Vessel Traffic Services**

1.2.1.1. Prince Rupert Marine Communications and Vessel Traffic Services operate on VHF channels 11 and 71. Vessels should establish communications with "Prince Rupert Traffic" on Channel 11 when 50 nm west of the Queen Charlotte Islands. Vessels proceeding to Prince Rupert via Vancouver or Tofino Traffic Zones will be advised when to change frequencies to VHF channel 12. The owner of every deep sea vessel and, if requested by the Port Authority, the owner of every other vessel shall, where possible, shall give notice to the Port Authority of the current expected date and approximate time of arrival at the harbour. Vessels with explosives on board shall not enter, leave, or remain in the harbour, except with the prior permission of the Port Authority.

#### **1.2.2. Radio**

1.2.2.1. Prince Rupert Coast Guard Radio "VAJ" monitors 2182KHz, 4125KHz and VHF channel 16. Vessels wishing to communicate with the Port Authority should do so via Prince Rupert Marine Communications and Traffic Services, "Prince Rupert Traffic" on VHF channel 71. For the Prince Rupert Port Authority office, call (250) 627-8899.

## 1.3. Entry Into Port

### 1.3.1. Control of Movements

1.3.1.1. Every vessel either seeking to enter or in the harbour is subject to the orders of the Authority in respect of its entry, departure, draught, berth, anchorage, location, speed, direction and means and method of movement, whether or not such orders are issued through or by a Canadian Coast Guard Vessel Traffic Centre.

1.3.1.2. A vessel lying in the harbour shall be moored and fastened to the satisfaction of the Authority.

1.3.1.3. A vessel lying in the harbour otherwise than at a privately owned dock, pier or wharf shall be subject to the direction of the Authority in regard to its position and removal. The Authority may direct the position a vessel shall occupy in the harbour; and the place where, the manner in which and the time when the vessel shall be moored loaded or unloaded. A vessel shall proceed to the position assigned thereto by the Authority immediately after such assignment unless the Authority otherwise directs.

1.3.1.4. The owner or person in charge of a vessel (including a vessel that is ordinarily used for recreational purposes) in the harbour shall ensure that the vessel:

- (a) does not encumber a channel or wrongfully occupy any berth;
- (b) does not obstruct or impede navigation or the berthing of any other vessel; or
- (c) is not navigated in such a manner or at such a rate of speed so as to endanger or damage other vessels or goods or operations in the harbour or adjacent thereto or cause injury or harm to any person or wildlife.

1.3.1.5. Except in accordance with a permit from the Authority no person shall cause or permit any vessel, floating property or boom to tie up, moor, anchor, or occupy a berth at any wharf, dock, pier, buoy, float, pile, dolphin or bulkhead owned or administered by the Authority.

1.3.1.6. No person shall moor or make fast any boom or floating property:

- (a) to the outside of a vessel moored at a wharf; or
- (b) to a wharf in such a manner as to restrict the movement of any vessel.

### 1.3.2. Refusal of entry

1.3.2.1. The Authority may refuse to allow any vessel to enter the harbour for any reason, however, such a refusal shall normally be for the purpose of:

- (a) preventing danger to the population or damage to the environment;
- (b) preventing an obstruction to navigation or use of the harbour; or
- (c) preventing a vessel from engaging in illegal or disruptive activities.

1.3.2.2. The Harbour Master may order the owner or person in charge of a vessel or floating property to leave the harbour or prohibit that vessel or floating property from entering the harbour where, in the opinion of the Harbour Master, that vessel or floating property:

- (a) is in a dangerous condition;
- (b) constitutes a hazard to navigation or the operations of the harbour;
- (c) may contaminate the harbour; or
- (d) may endanger the safety of any person or property in the harbour.

1.3.2.3. The owner or person in charge of a vessel or floating property referred to in the previous paragraph shall forthwith comply with the order of the Harbour Master, failing which the Harbour Master may take such corrective action as is necessary to remedy the situation and the owner shall pay to the Authority the cost thereof forthwith upon demand.

### 1.3.3. Berthing and Anchoring

1.3.3.1. No vessel shall secure to any berth, except for a privately-owned berth, without the permission of the owner of that berth. No vessel shall, without permission of the Authority, moor or anchor in the harbour within 400 m of any wharf.

1.3.3.2. No vessel shall occupy a berth, or move from one berth to another berth at Port Authority property without permission of the Authority.

### 1.3.4. Loss of Cargo, Gear or Goods Overboard

1.3.4.1. Where any goods have been lost or thrown overboard from a vessel, the owner or person in charge of the vessel shall forthwith attempt to recover such goods. Where the recovery of such goods is interfering with navigation or if the goods constitute or may constitute contamination, the Harbour Master may order the person in charge of the recovery to cease or alter his operation. Where lost goods are not recovered within 24 hours after their loss, the owner or person in charge of the vessel shall forthwith submit a statement to the Authority setting out:

- (a) the location where the goods were lost;
- (b) a description of the lost goods; and
- (c) such other information regarding the lost goods as the "Authority" may request.

1.3.4.2. If the owner or person in charge of the vessel fails to recover the lost goods within 24 hours after their loss, the Harbour Master may have the lost goods recovered at the expense of the owner of the vessel and the owner shall pay to the Authority the cost thereof forthwith upon demand.

## 1.4. Pilotage

1.4.1. Every vessel that is over 350 gross tons is subject to compulsory pilotage. The master, owner or agent of a vessel that is to arrive in a compulsory pilotage area shall notify the [Pacific Pilotage Authority](#) of the estimated time of arrival, universal time co-ordinated (UTC), off Triple Island near Prince Rupert, at least 48 hrs prior to arrival, and shall confirm or correct the estimated time of arrival 12 hrs prior to arrival. A pilot boarding station is located off Triple Island (54° 17' 6" N; 130° 52' 7 W) approx. 42 km from port. The Pilot Boat is the "Pacific Pathfinder," a 22 meter, yellow hull, white house and yellow mast stand boat. During heavy weather, vessels may be instructed to follow the pilot boat into sheltered waters near Lucy Island for boarding.

1.4.2. Prince Rupert Harbour is designated a compulsory pilotage area under the Pilotage Act. Any vessel required to carry a pilot under the Pilotage Act will not navigate within the harbour unless a certified B.C. Coast Pilot is on board or in emergencies, as directed by the Harbour Master.

### 1.4.3. Ordering Pilots

1.4.3.1. Radio messages from ships requiring pilots shall be addressed to "Pilots Victoria" and sent via any Canadian Coast Guard radio station.

### 1.4.4. Pilot Boarding Station

1.4.4.1. Boarding station is located off Triple Island (54° 17' 6" N; 130° 52' 7 W) approx. 42 km from port. Vessels may be instructed to follow the pilot boat into sheltered waters near Lucy Island for boarding during heavy weather.

## 1.5. Dangerous Goods

1.5.1. The Authority may refuse to allow any vessel, vehicle or person to enter within the harbour boundaries while carrying explosives or dangerous goods. No vessel having explosives on board shall enter, move within or depart from the harbour except with the prior permission of the Authority and upon such conditions, including any conditions respecting liability, as may be imposed by the Authority. The Authority may impose conditions respecting the movement, handling, storage and liability relating to explosives or dangerous goods within the harbour boundaries. No vessel with explosives, or dangerous goods, on board shall enter the harbour if it is experiencing mechanical difficulties unless written approval has been obtained from the Authority.

1.5.2. Except as permitted by the Authority, no person shall handle dangerous goods in the harbour. The person in charge of a vessel that has dangerous goods on board shall, before or immediately upon transiting the harbour, report in writing to the Authority the kind, quantity and destination of such dangerous goods using the appropriate form. (see Dangerous Goods Permit on the PRPA website- [www.rupertport.com](http://www.rupertport.com))

1.5.3. No vessel loading, unloading or carrying dangerous goods on board shall engage in any operation that might cause explosion or in any other manner endanger persons or property. The hatches of a vessel in the harbour that has explosives on board shall be kept closed when they are not in use. No vessel that has explosives, or dangerous goods, on board shall navigate in the harbour unless there is visibility of at least one mile. Every vessel in the harbour that has explosives or dangerous goods on board shall be ready at all times to get under way under its own power or have a tug of sufficient power standing by. No vessel whose sole or partial means of propulsion is a gasoline engine shall have explosives on board.

1.5.4. Any lighter, barge or scow or other such vessel that has explosives, or dangerous goods, on board in the harbour shall not be moved except by a tug, and such tug shall remain alongside such vessel as long as there are explosives on board.

1.5.5. No person shall place dangerous goods intended for shipment by vessel anywhere in the harbour until the ship is ready to take them on board. A person having dangerous goods in a harbour or a vessel loading, discharging or carrying dangerous goods shall provide adequate fire extinguishing equipment and shall have that equipment ready for use when such goods are handled.

1.5.6. A watch shall be maintained at all times on every vessel that has explosives on board in the harbour. Where any danger, accident or fire occurs in or near a vessel that has explosives on board, the watch on board that vessel is to immediately notify the Marine Communication and Traffic Services Office.

1.5.7. Every vessel that has explosives on board shall, when it is moored or anchored in the harbour, have at its bow and stern a suitable tow line of steel wire that is securely fastened on deck by one end and hanging over the off-shore side of the vessel so that the other end, which end shall be equipped with an eye, is suspended at a point not more than 1m from the water's surface.

1.5.8. Dangerous goods unloaded from a vessel shall be removed from the harbour without delay, and in the event of any delay, the person effecting the removal shall report immediately to the Authority the reason for and probable duration of the delay. Every vessel loading or intending to load explosives or dangerous goods for outward movement from the harbour shall load them with all possible expedition at the time fixed by the Authority and depart from the harbour without avoidable delay unless permission to remain in the harbour is granted by the Authority.

1.5.9. Any explosives or dangerous goods that are brought into or moved in the harbour otherwise than in accordance with this section, or are not removed from the harbour when ordered by the Authority, may be removed, destroyed or otherwise disposed of by the Authority at the risk and expense of the person in possession thereof.

1.5.10. A person in possession of any explosives or dangerous goods in the harbour shall arrange for the constant and adequate guarding of such explosives or dangerous goods, and, where such arrangements are not made by such person, the Authority may, at the risk and expense of that person, arrange for such guarding as it deems necessary.

1.5.11. No person shall store any explosives or dangerous goods within the harbour unless they are adequately guarded and

- (a) marked with adequate warning signs visible from all directions; and
- (b) stacked in small parcels with suitable fire lanes between each parcel and around the perimeter of the parcels and as may be directed by the Authority.

1.5.12. Defective or damaged shipments of explosives or dangerous goods, and explosives or dangerous goods that have escaped or been spilt from their containers or packaging, shall immediately be reported to the Authority, rendered harmless by the person in possession of them and, if this action is not taken, the Authority may, at the risk and expense of that person, remove, destroy or otherwise dispose of such shipments, explosives or dangerous goods.

## **1.6. Exclusion Zones**

1.6.1. The Prince Rupert Port Authority may establish an exclusion zone, either fixed or moving, around any vessel or shore structure to ensure public safety. Such exclusion zones shall be broadcast by means of a Notice to Shipping.

1.6.2. No vessel, including any pleasure yacht, shall come within 100 metres of any military vessel or vessel, whether Canadian or foreign, while moving or docked in the harbour of Prince Rupert without prior authorization of the warship. No diving is to be conducted within 500m of a visiting warship without prior permission.

## 1.7. Incidents and Emergencies

1.7.1. In the event of a fire or other emergency situation occurring on vessels within the harbour, the owner, Master or agent of the vessel is to immediately contact the Authority by calling Vessel Traffic on channel 16 or 71 or by telephone at (250) 627-3074 or (250) 627-3075. No fire shall be used on any vessel in the harbour except in suitable containers and under constant supervision.

1.7.2. The owner, Master or person in charge of every vessel involved in an accident causing death of or injury to persons or loss of or damage to property, or collision, or grounding in the harbour, shall deliver immediately to the Authority a written report giving full details of such accident, collision or grounding.

1.7.3. The owner or person in charge of a vessel or floating property that is in danger of sinking or loss due to the distress of weather or any other cause, shall forthwith take such action as may be necessary to ensure that such vessel or floating property does not interfere with navigation or operations in the harbour.

## 1.8. Reporting Hazards

1.8.1. The owner or person in charge of a vessel shall forthwith report to the Harbour master any situation or condition that may constitute a hazard to navigation.

1.8.2. Marine accidents, navigational hazards, deadheads, oil or similar pollution incidents should be reported at the first opportunity to Prince Rupert Marine Communications and Prince Rupert Traffic Services Centre (MCTS) on channel 71 or at (250) 627-3074 or (250) 627-3075.

## 1.9. Security and Search

1.9.1. An Enforcement Officer designated pursuant to section 108 of the Canada Marine Act may board any vessel and conduct inspections of the vessel to determine whether the vessel complies with any of the provisions of these practices and procedures. The Enforcement Officer may direct any vessel to provide him with reasonable information concerning the condition of the vessel, its equipment, the nature and quantity of its fuel and the manner and locations in which the cargo and the fuel of the vessel are stored, and any other reasonable information that it considers appropriate for the administration of these practices and procedures. The Enforcement Officer may take any action or issue any orders on board a vessel with respect to that vessel that he considers necessary or reasonable in the circumstance to:

- (a) prevent the occurrence, commission or continuation of a violation or offence under law, or any other Act or regulation within the Authority's authority, responsibility or jurisdiction; or
- (b) gather evidence, information, materials or samples of any substance or material that may be required by the Authority with respect to a violation or offence under any other Act or Regulation within the Authority's authority, responsibility or jurisdiction.

1.9.2. The Master of any vessel and every person on board the vessel shall give the Authority all reasonable assistance to enable the Enforcement Officer to carry out his duties and functions under this section. No person shall obstruct or hinder the Enforcement Officer while he is engaged in carrying these duties and functions, or knowingly make a false or misleading statement, either orally or in writing, to the Authority.

## **1.10. Activities**

### **1.10.1. Abandoned, Derelict, or Unattended Vessels**

1.10.1.1. Except in accordance with a permit from the "Authority" no person shall leave, abandon, sink, burn, cast adrift, break up, demolish or dismantle any vessel or goods in the harbour.

1.10.1.2. No person shall leave unmoored, floating property unattended in the harbour.

1.10.1.3. No vessel shall, except in an emergency, moor or anchor without approval, and then only at such place and in such manner as directed.

1.10.1.4. Where the owner or person in charge of a vessel in a harbour is not available or refuses or neglects to obey any order to move the vessel, the Harbour Master's Office may, at the risk and expense of the owner of the vessel:

- (a) take possession of and move the vessel;
- (b) use any means and force reasonably necessary to move the vessel;
- (c) order tugs to move the vessel; and
- (d) berth, anchor or moor the vessel at any place satisfactory to the Authority.

1.10.1.5. Every person finding any boat, boom, scow or other articles adrift within the limits of the harbour shall, as soon as possible, give notice thereof to the Authority.

1.10.1.6. The Authority shall take whatever lawful action it deems expedient under the act in relation to any article adrift which could pose a hazard to navigation or a risk to persons or the environment. No vessel shall be left, abandoned, set fire to, burned or broken up in the harbour without the written consent of the Authority.

1.10.1.7. The Authority shall obtain and enter in a register the name and address of any vessel that the Authority suspects is left or abandoned in the harbour and the name and address of the person last in charge of the vessel.

1.10.1.8. The Authority may have any vessel that has been left or abandoned in the harbour removed at the owner's expense. Any vessel found adrift and unattended will be moved to a safe location at the authority's direction at the cost and liability of the owner.

### **1.10.2. Bunkering**

1.10.2.1. This section does not apply to fuelling or transfer of petroleum products where the quantity transferred is less than 150 litres, or to those carried out at a licensed fuel facility.

1.10.2.2. No vessel exceeding 50 m in length overall shall bunker or refuel within the harbour unless prior approval has been obtained from the authority and the fuel safety check list completed.

1.10.2.2.1. The oil receiver and the oil supplier should before transferring:

- (a) agree on the appointment of a competent person to supervise the transfer operation;
- (b) agree on the handling procedures including the maximum loading or unloading rates;

- (c) complete and sign the "Oil Transfer Check List;" and
- (d) agree on the action to be taken in the event of an emergency during handling operations.

1.10.2.3. The conditions under which oil transfers take place may change during the process. The changes may be such that the integrity of the operation can no longer be guaranteed. The party noticing or causing the change of condition is under an obligation to take all necessary actions, which may include stopping the operation, to re-establish safe conditions. The change of conditions should be reported to the other party, and where necessary, co-operation with the other party should be sought.

1.10.2.4. A vessel's agent shall give the Harbour Master's office at least 12 hours notice of bunkering or the loading of bulk oils either from a barge or tanker truck. Whenever possible bunkering and the transfer of bulk oils will take place during daylight hours.

1.10.2.5. The loading of bunkers and bulk oils is only permitted alongside a berth or, if this is not possible, at an Inner Harbour anchorage.

### 1.10.3. Diving

1.10.3.1. All persons wishing to perform recreational or commercial diving in the Port of Prince Rupert must obtain permission from the Harbour Master's Office. The only exceptions to this will be recreational diving involving less than 10 persons conducted at least 1000 m from the nearest dock or shore structure, outside of a narrow channel. The dive site shall be properly identified by appropriate buoys, flags and lights.

1.10.3.2. The Harbour Master's Office may veto proposed diving operations where these conflict with the safe operations of the Port.

### 1.10.4. Dredging

1.10.4.1. No vessel shall engage in dredging or removing obstructions in the harbour without the permission of the Authority.

### 1.10.5. Hot Work

1.10.5.1. For the purposes of this section "hot work" is defined as all welding, cutting, brazing or other metal work conducted with oxyacetylene or arcing equipment onboard a vessel of more than 350 Gross Tons, or on a dock or facility designed to berth such vessels.

1.10.5.2. All Hot Work may only commence when a **'Welding and Hot Work Permit'** has been completed in its entirety and faxed to the Harbour Master's Office at (250) 627-8899. All portions of the Permit must be completed and each question on the attached sheet must be answered in the affirmative for work to commence. Should any precaution be incapable of fulfillment in special circumstances specific approval may be granted by the Duty Harbour Master to allow work to proceed. Any additional precautions imposed by the Duty Harbour Master for this work are mandatory.

1.10.5.3. Welding and burning equipment shall be used in the harbour only with permission of the Authority and only by qualified operators. Before welding or burning equipment is used in the harbour, all flammables shall be moved to such a distance from the equipment as will render them safe from fire and, where such movement is impossible, the flammables shall be adequately shielded. No tanks, containers or other facilities used for storage or transportation of flammables shall be repaired in the harbour with welding or burning equipment until such facilities have been rendered safe for making the repairs.

1.10.5.4. Every compressor or generator used in connection with welding or burning equipment shall be placed securely and in such a manner as not to interfere with any other operations carried on in the harbour or on Authority property.

## 1.10.6. Internal Transfers

1.10.6.1. Care should be taken if it is necessary to transfer oil internally between tanks. Except for bunker barges, there should be no internal transfer into a tank, which is greater than 85 percent full, prior to transfer. Within harbour limits the transferring of oil should not be used to adjust a vessel's trim.

### 1.10.6.2. Spill Response

1.10.6.2.1. The Canada Shipping Act requires vessels to have an Oil Pollution Emergency Plan. The plan must identify the person authorized to implement the plan and also confirm the vessel has an arrangement with a Canadian Coast Guard certified response organization.

1.10.6.2.2. In the event of a spill during the transfer operations, the Receiver and Supplier must both immediately notify the Canadian Coast Guard and the Harbour Master's office. The Canada Shipping Act requires both the oil supplier and oil receiver to immediately implement their oil pollution emergency plan and responds to the spill.

## 1.10.7. Overboard Discharges

1.10.7.1. For the purpose of this procedure, the term "overside discharges" refers to the discharge of any solid waste or any liquids from a vessel other than ballast water.

1.10.7.2. Vessel's garbage must be retained on board in suitable containers with properly fitted covers. Garbage removal services are available and must be used to prevent more than a minimum of accumulation of garbage on board prior to sailing. Garbage, dunnage and scrap materials must not be dumped in Canadian Territorial Waters. Burning of vessel's garbage is not permitted within the port.

1.10.7.3. No person shall within the harbour drain, discharge or deposit in the water any pollutant that could cause damage to vessels or property, cause a nuisance or endanger persons, property or the environment.

1.10.7.4. Vessels requiring to discharge hold washings must notify the Harbour Master's Office. The Duty Harbour Master may be contacted at any time outside of normal office hours through Prince Rupert Marine Communications and Traffic Services Centre (MCTS) at (250) 627-3074 or (250) 627-3075. It is recommended that at least 12 hours notice be given. The Harbour Master's staff may inspect hold cleanliness and hold washings prior to discharge. In any event no hold washings are to be discharged without approval from the Harbour Master's Office.

1.10.7.5. Vessels are encouraged to retain hold washings on board or at least provide some settling of the heavier materials before discharge overside. No matter how innocuous the commodity, the Canadian Department of Fisheries & Oceans have a prohibition for suspended solids in excess of 75 mg/L (parts per million). For most materials, this is only a slight haze. Where possible, dry clean up methods which recover the product should be used.

### 1.10.7.6. Accidental Discharges

1.10.7.6.1. All accidental overside discharges should be reported immediately to the Harbour Master's Office. If the discharges contain oil or other deleterious substances, the vessel must immediately notify Prince Rupert Marine Communications and Traffic Services Centre (MCTS) and activate its pollution response plan.

## 1.10.8. Speed

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

1.10.8.2. No vessel shall move in the harbour at such a rate of speed or in such a manner as to endanger, injure or inconvenience any person; or damage or be likely to damage or interfere with any vessel, tow, wharf or structure or any work being carried on by any person in the harbour. Every vessel, when passing any other vessel or any public work in the harbour, shall reduce speed sufficiently to prevent damage by bow-wave or wash to the other vessel or work; and injury to any person employed on or in connection with the other vessel or work.

1.10.8.3. In Prince Rupert Harbour, vessels are to proceed at no more than 5 knots when passing within three cables (600 yards) of shore between Fairview Terminal and Ritchie Point. Additional reduction is required when passing docks and floats, particularly at Metlakatla and Digby Island Floats in Venn Passage and within Porpoise Harbour.

1.10.8.4. No Power Driven Vessel may proceed at a rate of speed in excess of 5 knots (nautical miles per hour) within the following areas ([see visual description](#) )

- a) Porpoise Channel and Harbour. The whole of Porpoise Harbour and Porpoise Channel to the east of a line with the quick flashing green beacon in position 54° 12.28'N 130° 17.51' W true bearing north west (315°).
- b) Venn Passage. Between "DJ" Metlakatla bifurcation buoy, in position 54° 20.03'N 130° 26.43'W true bearing north or south; and the "D66" red spar buoy in position 54° 20.01'N 130° 25.43'W true bearing north or south; and
- c) Between "D73" Shkgeaum Bay port hand buoy in position 54° 18.52'N 130° 24.22'W true bearing north or south and Grindstone Point beacon in position 54° 18.35'N 130° 23.08' true bearing south.
- d) Prince Rupert Inner Harbour. Between Ritchie Point bearing south (true) and a projected line joining the red light at the north end of Fairview Terminal to Elizabeth Point, within a distance of 3/10 nautical mile (556) metres or 600 yards from any shoreline, float, breakwater or permanent structure on the Prince Rupert side of the Harbour

## 1.10.9. Towing

1.10.9.1. No vessel shall tow any other vessel in any part of the harbour unless the towing vessel has sufficient power to maintain complete control of such other vessel. No vessel shall attempt to pass between a tug and its tow, nor pass close astern of the tow since many have a trailing floating line.

1.10.9.2. Tugs with tows using deep sea gear, shall not pay out their deep sea gear within the inner harbour, specifically until either:

- (a) seaward of a line joining Georgia Rk and Coast Island; or
- (b) seaward of a line joining Observation Pt. and Straith Pt.

1.10.9.3. Inbound tugs with scows in tow using deep-sea gear shall close couple before entering beyond the limits of the harbour described above.

### **1.10.10. Towing of Dangerous Goods**

1.10.10.1. In addition to any tug(s) involved in a towing operation, an additional tug of adequate power is required for the transit of dangerous goods through a narrow channel in Prince Rupert Harbour as follows:

- (a) a towed tank vessel carrying:
  - (i) fuel oil,
  - (ii) gasoline,
  - (iii) crude oil, or
  - (iv) other flammable liquids having a flashpoint below 61° C where the capacity of cargo carried exceeds 3500 tonnes; and
  
- (b) a towed vessel:
  - (i) carrying more than 500 kg of explosives of class 1.1 or 1.5,
  - (ii) designed to carry compressed liquefied gases or liquefied chemicals where the capacity of cargo exceeds 100 tonnes, and
  - (iii) carrying combination cargoes on deck where a cargo type exceeds 50 tonnes capacity and is incompatible with any or all of the other cargo carried by the vessel.

1.10.10.2. Tugs and tows shall give way to and not interfere with the movement of deep sea vessels or small craft carrying or towing dangerous cargo which are transiting a narrow channel.

1.10.10.3. In addition to any tug(s) involved in a towing operation, an additional tug of adequate power is required for the transit of dangerous goods through a narrow channel in Prince Rupert Harbour as follows:

### **1.10.11. Towing Log Booms**

1.10.11.1. No log boom or log raft of over:

- (a) 20 sections overall length, and
- (b) 2 sections overall width, or
- (c) 40 sections total content

is permitted within a narrow channel.

1.10.11.2. A distance of least 600 metres must be maintained between separate tows of 10 sections or more for log rafts transiting narrow channels.

1.10.11.3. The Master or Person-in-Charge of a log raft or log boom shall engage one or more tugs of adequate power, in addition to any tugs required in the towing operation, under any of the following conditions:

- (a) when transiting a narrow channel where such raft or boom contains 10 sections or more;
- (b) when transiting a narrow channel when such raft or boom is unable to remain close inshore of the main channel.

1.10.11.4. Vessels towing a log raft or boom shall inform Prince Rupert Marine Communications and Traffic Services (MCTS) of their movements. Such vessels shall not impede the passage of scheduled ferry traffic or of deep-sea traffic within the harbour.

### 1.10.12. Private Buoys

1.10.12.1. A person desiring to place or requiring the use of a buoy for the purpose of mooring a vessel in the harbour shall make an application therefore to the Port Authority.

1.10.12.2. The Port Authority may provide and place a buoy in the harbour.

1.10.12.3. A toll may be levied for the use of a private buoy.

1.10.12.4. No vessel may make fast to a vessel that is moored to a buoy except with permission of the owner of the buoy or in an emergency.

### 1.10.13. Procedures in Narrow Channels

1.10.13.1. "Narrow Channel" means Porpoise Channel, Venn Passage, and all waters south of Butze Rapids and north of Zanardi Rapids including Wainwright and Morse Basins.

1.10.13.2. All vessels are to keep to starboard of mid channel unless otherwise authorized.

## **2. SECTION 2: PRACTICES FOR DEEP-SEA VESSELS**

2.1. Notwithstanding anything in this policy, the Authority may direct vessels to anchor, berth, depart a berth or leave an anchorage if in the opinion of the Authority safety or the environment are jeopardized or the vessel is not complying with applicable Acts or Regulations.

### **2.1.1. Activities**

#### **2.1.2. Ballast and Ballast Water**

2.1.2.1. For the purpose of this procedure, ballast water refers to any water loaded into a vessel's hold, cargo tank, peak tank, wing tank, deep tank, ballast tank or double bottom tank, other than for the purposes of hold washing. For hold washing, see Overboard Discharge Procedures. Permission to take in ballast water is not required.

2.1.2.2. All vessels arriving in the harbour with ballast on board will be required to comply with the National Guidelines for Control of Ballast Water Discharge prior to arriving in Canadian waters.

2.1.2.3. Vessels that are subject to long delays at anchor or that are anchored during severe weather conditions shall retain full ballast on board until a confirmed loading time has been arranged.

### **2.2. Bunkering and Fuel Transfer**

2.2.1. No vessel exceeding 50 m in length overall shall bunker or refuel within the harbour except at a certified fueling facility unless prior approval has been obtained from the Authority and the fuel safety check list is completed. Bunkering will not be permitted during cargo operations.

### **2.3. Lightering**

2.3.1. The lightering of dry cargo at anchor introduces an additional risk of loss of cargo by the double handling of the product and prolongs the usage of anchorages. It is only to be conducted with the prior authorization of the Prince Rupert Port Authority. All precautions are to be made to assure there is no spillage of cargo into water.

2.3.2. Lightering of petroleum products to vessels at anchor is allowed at the discretion of the Prince Rupert Port Authority. Oil lightering operations may only take place at anchorages within the inner harbour. Prior to pumping product the form "Oil Safety Check List" must be completed by the receiving vessel and the delivery barge.

### **2.4. Loss of Cargo or Equipment**

2.4.1. The Master, owner or person in charge of a vessel that has lost cargo or vessel's gear in the harbour shall, after obtaining permission from the Authority, forthwith recover the lost article if practicable.

2.4.2. If such recovery is not made the Master, owner or person in charge of that vessel shall deliver to the Authority a written report of the loss giving:

- (a) the approximate location of the lost article;
- (b) a description of the lost article; and
- (c) other pertinent details relating to the loss.

2.4.3. Where the Authority receives this report it may, at the risk and expense of the owner of the vessel that lost the article, recover the lost article.

## 2.5. Sound Abatement

2.5.1. The internal combustion engines on every vessel operating in the harbour shall be equipped with exhaust mufflers, which shall be used continuously when the engines are running. No whistle, siren or fog-horn on any vessel in the harbour shall be sounded unnecessarily. Testing of whistles, alarms and other sound devices should be kept to a minimum and be confined to daylight hours if possible.

## 2.6. Anchoring

2.6.1. Every vessel of 50 metres or more in length must obtain permission from the Authority prior to anchoring within the harbour. No vessel shall anchor in the harbour in such a place or position as to prevent a free and unobstructed passage for all vessels to and from the harbour and from any wharf or bridge in the harbour.

2.6.2. Every vessel while at anchor shall maintain a bridge watch, keep a listening watch on channel 71 and have the engines ready for immediate maneuvering and the second anchor ready for letting go should the wind speed at the vessel exceed 25 knots.

2.6.3. Anchorages will be assigned 24 hours prior to the arrival of a vessel providing at least 24 hours notice is given. However it is understood that some requests due to emergencies, berth delays etc. may require immediate assistance.

2.6.4. The Duty Harbour Master may be contacted at any time after office hours through Prince Rupert Marine Communications and Traffic Services Centre (MCTS) at 627-3074 or VHF channel 71. All anchorage allocations for the next 24 hours are forwarded to MCTS daily and may be checked with them at any time.

2.6.5. When making an anchorage request the following information should be given to the Harbour Master's office or Duty Harbour Master.

- (a) name of agency handling vessel
- (b) name of agency representative requesting the anchorage
- (c) vessel's name
- (d) vessel's length overall
- (e) vessel's estimated time of arrival at Prince Rupert
- (f) vessel's estimated length of stay at anchor
- (g) type of cargo to be loaded/discharged
- (h) any other pertinent information:
- (i) part-loaded
- (j) taking bunkers
- (k) machinery defects etc.

## 2.6.6. Location of Anchorages

### Harbour Anchorages

Name	Latitude N (NAD 83)	Longitude W	Max L.O.A. (m)	Depth (m) /Bottom	Range and Bearing
A	54° 18' 30"	130° 21' 44"	270	62 mud on rock	Grindstone Lt (FIR) Brg 273° (T) @ 08.9 cables
B.	54° 18' 53"	130° 20' 55"	270	35 mud on rock	Grindstone Lt (FIR) Brg 257° (T) @ 14.0 cables
C.	54° 19' 12"	130° 20' 10"	225	40 mud on rock	Grindstone Lt (FIR) Brg 251° (T) @ 19.1 cables
D.	54° 19' 29"	130° 19' 24"	180	42 mud on rock	Grindstone Lt (FIR) Brg 248° (T) @ 24.2 cables
V.	54° 19' 45"	130° 18' 42"	170	44 mud on rock	Seal Cove Lt (Q) Brg 069° (T) @ 12.7 cables
E.	54° 20' 28"	130° 17' 16"	200	46 mud on rock	Seal Cove Lt (Q) Brg 130° (T) @ 04.4 cables
X.	54° 11' 50"	130° 22' 06"	240	57 silt and clay	Greentop Lt (Fl6s) Brg 232° (T) @ 19.3 cables
Y.	54° 09' 13"	130° 22' 22"	300	68 silt and clay	Greentop Lt (Fl6s) Brg 316° (T) @ 19.5 cables
Z.	54° 12' 35"	130° 22' 36"	Not specified	42 mud on rock	East Kinahan Is Lt. (FL) Brg 282° (T) @ 12.9 cables

2.6.6.1. Anchorages A-E and V are designated "Inner Harbour Anchorages" while X, Y and Z are "Outer Harbour Anchorages."

2.6.6.2. In times of congestion within the Port, vessels may be required to anchor beyond the harbour limits. Additional anchorages are available near Prescott, Stephens and Lucy Islands. Anchorages outside harbour limits are not assigned by the Port Authority and are utilized at the discretion of the vessel and pilot.

### Other Anchorages

Name	Latitude N	Longitude W
2	54° 07' 24"	130° 17' 20"
3	54° 06' 24"	130° 17' 00"
4	54° 07' 00"	130° 18' 50"
5	54° 05' 33"	130° 33' 35"
6	54° 06' 27"	130° 34' 25"
7	54° 07' 06"	130° 35' 38"
8	54° 07' 54"	130° 36' 44"
9	54° 08' 48"	130° 37' 30"
10	54° 09' 36"	130° 38' 24"
11	54° 16' 48"	130° 38' 43"
12	54° 15' 29"	130° 37' 36"

## 2.6.7. Assignment of Anchorages

2.6.8. Anchorages within the harbour are assigned on a first come first serve basis (based on confirmed ETA of vessel at Triple Island pilot station). Vessels waiting for other ports, or not loading or discharging passengers or cargo at the port of Prince Rupert will be assigned anchorages subject to availability.

2.6.9. Anchorage sizes have been designated for vessels using Prince Rupert Harbour based on expected weather conditions during the months of October to March. Unless specifically approved by the Authority the size of vessel using an anchorage may not exceed the specified anchorage size.

2.6.10. Anchorages D, V, and E are anchorages where log loading has preference at the Authority's discretion. If, at the time of entry of a vessel which will load logs, all anchorages are occupied, the last vessel to occupy one of these anchorages may be displaced in order to accommodate the vessel loading logs.

2.6.11. Anchorage A will be used as a "clearing" anchorage. Any vessel entering Prince Rupert Harbour and requiring to be inspected by Transport Canada, Customs, Agriculture Canada or any other Government Agency will be allocated an anchorage. If all anchorages in the inner harbour capable of accommodating a vessel of its size are occupied, the vessel at anchorage A may be displaced.

2.6.12. Anchorage X shall not be used for vessels exceeding 65,000 tonnes load deadweight or a length-over-all greater than 240 metres.

2.6.13. Anchorage Y may be used for vessels greater than 270 metres length-over-all. During the fisheries openings in the DFO designated area 4-12, the Authority will only use this anchorage as a last resort and will notify the United Fishermen and Allied Workers Union and the Department of Fisheries and Oceans. Anchorage Y will also be used for Agricultural inspections for Asian Gypsy Moth should this be required by Agriculture Canada. Inspection for Asian Gypsy Moth takes precedence over all other uses for this anchorage.

2.6.14. Anchorage Z may only be used for a vessel which is unable to berth by reason of weather, tide, or the vessel on the berth being delayed in its departure. A vessel using anchorage Z must retain the Pilot on board.

2.6.15. Vessels will normally occupy an anchorage while waiting for a berth, cargo, or repairs. Anchorages may be assigned by the Port Authority for any other reason at its discretion. The Port Authority may charge a fee for long-term use of an anchorage. A vessel which is charged an anchorage fee will not be subject to removal from the anchorage except in extraordinary circumstances. If ordered by the Port to vacate an anchorage, costs of the movement shall be borne by the Port Authority.

2.6.16. Vessels remaining at anchor after their scheduled berthing time or after their cargo is available, that decline to occupy the designated berth for reasons of contract or desire of the owners or charterers of the vessel, may be required to vacate the anchorage at the sole discretion of the Authority.

2.6.17. At the discretion of the Authority, vessels may be allocated an anchorage in Prince Rupert Harbour while awaiting a berth at another harbour. Any vessel occupying an anchorage under these circumstances may be ordered to move to allow a vessel, which will embark or disembark passengers, or load or discharge cargo in Prince Rupert, to anchor in Prince Rupert Harbour.

2.6.18. Vessels which are required to vacate an anchorage may anchor at any of the anchorages suggested by the Canadian Coast Guard outside harbour limits. The Authority will advise on the use of these anchorages but will not designate them.

2.6.19. In an emergency, or for other reasons approved by the Port Authority, the Duty Harbour Master may create a special anchorage or offset an existing anchorage to allow a vessel to anchor. In such cases, safety will be the deciding factor.

## 2.6.20. Anchorage Warnings and Watchkeeping Considerations

2.6.20.1. Prince Rupert Traffic will broadcast a wind warning advisory on VHF radio channel 71 for all vessels at anchor in the Port of Prince Rupert under the following circumstances.

- (a) When gale warnings are forecasted for local waters;
- (b) If winds reach or exceed 25 knots from any direction within the harbour.

## 2.6.21. Watchkeeping Considerations for a Vessel at Anchor

2.6.21.1. All vessels anchoring in Prince Rupert Harbour are required to keep an anchor watch as required by Transport Canada Publication "Code of Navigating Practices and Procedures", 1972, and a radio watch on VHF radio channel 71.

2.6.21.2. In all circumstances, while at anchor the Master should ensure that:

- (a) the vessel's position is plotted on the appropriate chart and checked at sufficiently frequent intervals by fixing or use of suitable anchor safety bearings;
- (b) ensure that an efficient look-out is maintained by visual means, and if applicable, radar;
- (c) ensure that inspection rounds of the vessel are made periodically;
- (d) observe meteorological and tidal conditions and the state of the sea;
- (e) undertake all necessary measures to maintain position and preserve the safety of the vessel and crew if the vessel drags anchor;
- (f) ensure that the state of readiness of the main engines and other machinery including second anchor is appropriate to conditions;
- (g) if visibility deteriorates, comply with the applicable regulations for preventing collisions at sea;
- (h) ensure that the vessel exhibits the appropriate lights and shapes and that appropriate sound signals are made at all times, as required; and
- (i) take measures to protect the environment from pollution by the vessel and comply with applicable pollution regulations.

2.6.21.3. To ensure a safe and seaworthy condition at anchorage, vessels are advised that they should not prematurely deballast until the time that cargo loading operations are confirmed.

## 2.6.22. Repositioning

2.6.22.1. Except to prevent imminent hazard to the vessel or its crew no vessel which is subject to the Pilotage Act will reposition itself inside the inner harbour without having a pilot onboard.

2.6.22.2. In the inner harbour if a vessel fails to anchor in its assigned anchorage or if a vessel drags out of position in the anchorage, and:

- (a) The vessel is endangering itself and/or other vessels at anchor; or
- (b) The vessel is obstructing the navigational channel; or
- (c) The vessel is obstructing the use of other anchorages.

The vessel may be ordered by the Harbour Master to be repositioned by a BC Coast Pilot. A vessel so ordered will absorb all costs associated with the repositioning.

2.6.22.3. In exceptional circumstances where a vessel poses no hazard to itself or others by being out of position the vessel may be allowed to remain out of position at the discretion of the Harbour Master.

## **2.7. Berthing**

2.7.1. The Prince Rupert Port Authority manages the conduct of vessels berthing in the Port of Prince Rupert.

### **2.7.2. Assignment of Berths**

2.7.2.1. Vessels berthing at a berth in Prince Rupert Harbour shall always maintain a water column of at least 10% of their draft under the vessel at all states of the tide. No vessel may load on a falling tide beyond a draft equal to 91% of the available water column at the lowest daily tide.

2.7.2.2. Every endeavour shall be made to accommodate a vessel at the most convenient berth to the cargo.

2.7.2.3. A vessel which can only load at a specific berth will be allocated that berth provided it is not occupied by another vessel.

2.7.2.4. When a vessel requires a specific berth in order to work a certain commodity and that berth is occupied by another vessel which is loading or discharging cargo, the occupying vessel will be required to shift to another berth where its cargo can continue to be loaded, if the vessel requiring the berth is totally prepared to work cargo and its cargo is available, the occupying vessel is able to shift using mooring lines alone.

2.7.2.5. Nothing in this section obligates the vessel's Master to shift his vessel using ropes alone, if he chooses to use tugs and a Pilot to move his vessel.

2.7.2.6. Once occupying a berth and while continuing to work cargo no vessel will be required to shift if such a shift cannot be carried out using mooring lines alone by virtue of a vessel in an intervening berth.

2.7.2.7. If so ordered by the Authority a vessel shall work all available shifts until loading is completed. Failure to comply with such an order shall cause the vessel to be liable to be ordered off the berth.

2.7.2.8. A vessel ordered to overhang the berth shall comply with this order. Failure to comply shall cause the vessel to be liable to be ordered off the berth.

### 2.7.3. Priority at Berths

2.7.3.1. All vessels requesting to berth at Authority berths shall apply to the Authority for allocation. Allocation of berths shall be at the sole discretion of the Authority which will retain the right to require a vessel to vacate a berth for cause. Any vessel which is unable to work cargo for any reason may be ordered off an Authority berth. Costs of any such move shall be to the account of the vessel.

### 2.7.4. Berthing Lines

2.7.4.1. The lines of every vessel berthed or moored at Authority property shall be made fast only to facilities provided for berthing or mooring purposes and as directed by the Authority and such lines shall not lie across any Authority wharf or across any channel in such manner as to obstruct passage of any other vessel.

### 2.7.5. Casting Off of Vessels

2.7.5.1. No vessel is to be cast off from a berth without permission of the Authority. Where a vessel is made fast to or secured alongside another berthed vessel, the lines of the berthed vessel that is made fast or secured shall not, except in an emergency, be cut or cast off without permission of the Authority and without prior notice of the intention to do so having been given to the berthed outboard vessel that is made fast or secured.

### 2.7.6. Gangways and Safety Nets

2.7.6.1. A vessel at a wharf or landing place in the harbour shall provide, for the use of persons going to and from the vessel, a good and sufficient gangway. A good and sufficient net or save-all shall be placed beneath the gangway to prevent persons from falling in the water. A light shall be placed on the vessel near the gangway between the hours of sunset and sunrise in such a manner that the gangway may be clearly seen from the wharf and from the vessel.

2.7.6.2. Vessels are to remain securely made fast to the dock at all times the gangways are attached. No singling up for departure is to take place unless properly trained personnel are attending the gangway ready to disengage from the vessel.

### 2.7.7. Nesting of Vessels

2.7.7.1. When two or more vessels are lying at the same wharf, one vessel outside the other, and the outside vessel does not have a gangway of its own extending to the wharf, the vessel lying nearest to the wharf shall allow a free and unencumbered passage over its decks to the vessel lying outside it for the purpose of loading or unloading the outside vessel and for ordinary communication to the shore from the outside vessel.

### 2.7.8. Overhang of Vessels or Gear

2.7.8.1. Any vessel requiring to overhang a berth should contact the Harbour Master's Office prior to berthing or shifting. The Harbour Master's office will require that the vessel:

- (a) Will not obstruct the passage of any other vessel
- (b) Properly illuminates the overhang from sunset to sunrise
- (c) Does not, with regard to the prevailing weather conditions, tide or current pose a potential danger to the port
- (d) Does not impact on adjacent berths or facilities

2.7.8.2. When assessing a request for a vessel to overhang, the interests of the terminal operator must be considered. However, for overhangs in excess of 20% of the vessel's length, additional requirements may be imposed on the vessel, including the use of tugs, and additional mooring lines.

2.7.8.3. Equipment for loading cargo onto, unloading cargo from or handling cargo on a vessel in the harbour shall be placed in such a manner as to give clear and uninterrupted access to and from the vessel, shall not interfere with any other operation in the harbour and, from sunset to sunrise, shall be clearly illuminated. No rigging, gear or other equipment of any vessel in the harbour shall overhang or project from the side of the vessel in a manner that may endanger life or property.

2.7.8.4. The side ports and stern ramps of every vessel in the harbour shall, from sunset to sunrise, be clearly illuminated when open; and closed when not in use.

## 2.7.9. Rat Guards

2.7.9.1. Every hawser or line used to secure a vessel shall, if required by the Authority, be equipped with a suitable device to prevent the passage of rodents between the vessel and the berth, and such other precautions as the Authority deems necessary shall be taken for this purpose.

## 2.7.10. Use of Anchor at Berth

2.7.10.1. A vessel berthing or casting off may not use an anchor for the purpose of hauling the vessel in or out unless authorized the Authority. If used the anchor shall immediately be weighed or housed once such purpose has been completed. Every berthed vessel having an anchor out shall ensure that the anchor cable is sufficiently slackened so that the cable between the hawse pipe and the harbour bed is in an up and down position and shall, from sunset to sunrise, illuminate the anchor cable between the hawse pipe and the water.

## 2.7.11. Watch Alongside

2.7.11.1. A watch consisting of one or more competent person(s) shall be kept and maintained from sunset to sunrise on a vessel in the harbour. The person in charge of this watch shall, upon perceiving any danger, accident, disturbance or fire on the vessel or on any vessel in the harbour, give the alarm. Failure of the watch on any vessel to respond to the call, hail or inquiry of any officer of the Authority or the police shall be an offence.

## 2.7.12. Warping

2.7.12.1. Any vessel requiring to warp along a berth must inform the Harbour Master's Office. Vessels may warp without a Pilot providing:

- (a) Approval is received from the Harbour Master's Office;
- (b) No tugs are to be employed;
- (c) The berth is free from encumbrances (i.e. cranes, gangways, etc. are moved clear);
- (d) The Master is on the bridge in overall charge;
- (e) Main engines are on standby and ready for immediate use;
- (f) Linesmen are employed;
- (g) There are two head/stern lines and one spring each end under tension at all times;
- (h) Prince Rupert Marine Communications and Traffic Services Centre (MCTS) is notified at the commencement of any shift and also at its completion using CH. 71 VHF;

- (i) CH 71 VHF is monitored throughout the shift.

2.7.12.2. In certain circumstances due to weather conditions, tide, current, distance of shift, characteristics of vessel or where main engines are to be utilized, the Harbour Master may require tugs and/or a pilot to be used. However, nothing in these procedures relieves the Master of the vessel from his obligations for safety, following additional precautions as would be required by the normal practice of seamen or from employing a pilot and tug(s) if he so requires. These procedures are to be considered the minimum requirements for shifting.

2.7.12.3. Should it be necessary to release all a vessels lines for warping, a pilot will be required as well as sufficient tugs to control the vessels movement.

## 2.8. Trials

### 2.8.1. Demobilization of Propulsion

2.8.1.1. No vessel shall de-mobilize its main engines whilst alongside without the approval of the Harbour Master's Office. The Harbour Master's Office will consider:

- (a) The prevailing weather conditions, tide or current;
- (b) The type of berth and cargo operations;
- (c) The length of time the engines are expected to be de-mobilized.

If approval is given, then the vessel will be required to:

- (a) Provide a continuous vigilant deck watch;
- (b) Advise Prince Rupert Marine Communications and Traffic Services Centre (MCTS) at the commencement and completion of the de-mobilization;
- (c) Provide continuous monitoring of CH. 71 VHF;
- (d) Ensure emergency towing lines are properly rigged;
- (e) Provide a minimum of 4 head/stern lines and two springs each end, under even tension.

**Note:** In some circumstances a tug may be required to stand by the vessel. Permission to demobilize main engines for a vessel at anchor will only be granted under exceptional circumstances. A tug must stand by a vessel that requires to de-mobilize its engines whilst at anchor.

2.8.1.2. Nothing in these procedures relieves the Master of the vessel from his obligations for safety or from following additional precautions as would be required by the normal practice of seamen. These procedures are to be considered the minimum requirements.

### 2.8.2. Bollard Pushes

2.8.2.1. Vessels may conduct bollard pull testing or pushes only with the prior permission of the Port Authority and subject to any conditions imposed by the Authority. The repair of any damage to a berth, fendering system, ladders or other terminal structure will be held to the cost and account of the vessel conducting the test.

### 2.8.3. Equipment Trials

2.8.3.1. No vessel, when berthed at Authority property or alongside another vessel in the harbour, shall, without the permission of the Authority, engage in equipment or machinery tests or any operation which could endanger such property or other vessels.

## 2.8.4. Lifeboats

2.8.4.1. The Harbour Master's Office is aware of the various national requirements for the exercising of lifeboats at designated intervals and will accommodate all such activities. Prior to conducting Lifeboat Exercises the vessel must advise the Harbour Master's Office through MCTS of their intentions including start and finish time. It is expected that lifeboat drills will be conducted within a 50 metre radius of a vessel at anchor.

2.8.4.2. Vessel's boats may be used to ferry crew to and from vessels anchored in the inner harbour. Such boats must only land and embark persons at the Cow Bay public floats. Vessel's crews must not land at private docks. Vessel's boat engines must be fitted with an efficient muffler silencer system that complies with recognized noise control standards.

## 2.8.5. Turning Main Engines

2.8.5.1. No vessel shall turn main engines while made fast alongside a berth without the prior approval of the Authority. Where a vessel is turning its propeller while berthed at Authority property or at anchor, it shall, from sunset to sunrise be sufficiently illuminated to clearly indicate such activity.

## 2.9. Tugs and Towing

2.9.1. Where, in the interests of safe navigation, the Authority considers that a vessel should engage tug service for moving in the harbour, the Authority may, at the risk and expense of the owner of the vessel, order the vessel to engage such service. Every vessel towing another vessel in the harbour shall have sufficient power to perform such service properly and shall at all times maintain full control of the vessel in tow. No vessel towing or in charge of another vessel shall cast adrift or allow to become adrift such other vessel, except to prevent imminent danger to life or property.

## 2.10. Safety Tow Line

2.10.1. In the event of a fire or other emergency, it may be necessary to take a vessel off the berth.

2.10.2. Vessels berthed in the Port should rig a tow line at both bow and stern, securely fastened on deck by one end and hanging over the offshore side of the vessel with an eye in the other end positioned not more than 1 metre above the waterline.

2.10.3. Tow lines for vessels handling explosives are mandatory and they must be made of steel.

## **3. SECTION 3: PRACTICES FOR OTHER VESSELS**

### **3.1. Aircraft Operations**

3.1.1. No aircraft shall land on or take off from the water in the harbour or from Authority property except with permission of the Authority and at locations designated by the Authority.

3.1.2. Aircraft on the water must comply with the Rules for Preventing Collisions at Sea. Aircraft Operating Areas have been established near Ritchie Point and the eastern end of Venn Passage, mariners must be aware of seaplane restrictions when in the final stages of take off and landing and should avoid impeding aircraft "on the step." Aircraft landing on or taking off from the water in the harbour shall yield the right-of-way to vessels underway.

3.1.3. The provisions of Section 1 of these Practices and Procedures relating to vessels apply to aircraft underway or at rest on the water of the harbour and to air cushion vehicles.

### **3.2. Booms, Rafts, and Scows**

3.2.1. A clear channel shall at all times be maintained in the harbour. Rafts and booms while in the harbour shall have sufficient tugs to keep it in proper control.

3.2.2. The maximum allowable dimensions of log rafts are as follows:

- (a) Forty sections total content.
- (b) Twenty sections overall length.
- (c) Two sections overall width.

3.2.3. Log rafts over 10 sections in length require an assist tug. The maximum length of tow line to be used within the Inner Harbour is 55M (180 ft.)

3.2.4. No raft or scow shall be without an attending tug while in the harbour unless made fast alongside or to a buoy. A raft or scow may be made fast alongside a scow that is moored to a buoy. When two or more scows are tied at a buoy, tail lines shall be placed between the scows.

3.2.5. No raft, scow or boom in the harbour shall be moored or made fast alongside or between any wharves so as to prevent a vessel from entering or leaving a berth.

3.2.6. No person shall tie up a log boom, scow or barge in the Authority Booming Grounds or otherwise use the Authority Booming Grounds unless granted prior permission. Booms tied at a buoy shall be square-coupled and shall have between the booms chains in long strings.

3.2.7. No vessel shall move or tow a raft or boom in the harbour unless the vessel has sufficient power to maintain complete control of the raft or boom, and the Master or person in charge of any such towing vessel is responsible for ensuring that the vessel has the necessary power. Except as approved by the Authority, no lessee, water lot or owner, Master or person in charge of a vessel shall moor or cause to be moored any boom or raft within the limits of the harbour.

### 3.3. Personal Watercraft

3.3.1. Small craft including those under oars, should keep well clear of all working terminals and commercial vessels underway. A vessel at anchor or berthed at a terminal may be expected to move without warning and a safe distance should be maintained at all times. Particular attention must be paid to navigation in the high activity areas, narrow channels and Seaplane Operating Areas.

#### 3.3.2. Jet-skis

3.3.2.1. “Jet-ski” means a vessel of less than 5 metres in length which uses a motor powering a waterjet pump, as its primary sources of power and which is designed to be operated by a person sitting, standing or kneeling on or being towed behind the vessel, rather than in the conventional manner of sitting or standing inside the vessel.

3.3.2.2. Any person operating a jet-ski must operate the vessel in a safe and prudent manner, having regard for other waterborne traffic, posted speed and wake restrictions, and all other attendant circumstances so as not to endanger the life, limbs or property of any person. No person shall operate a jet-ski in any area of the Harbour of Prince Rupert at night. Sunrise and Sunset are defined as the times published in the Nautical Almanac. Any person operating a personal watercraft shall have attached to his person, clothing, or personal flotation device, a lanyard-type engine cut-off switch.

3.3.2.3. No person shall operate a jet-ski or other powered personal watercraft:

- (a) in an exclusion zone;
- (b) at a speed of more than 5 knots within a restricted-speed area;
- (c) within 300 metres of a designated swimming or diving area;
- (d) within 300 metres of a launch ramp; or
- (e) within 300 metres of a vessel at anchor.

3.3.2.4. Notwithstanding the above, use of jet-skis in exhibitions, parades and other similar marine events will be allowed if the organizers of such an event have the written permission of the Prince Rupert Port Authority for such use. Such permission may only be granted after the Prince Rupert Port Authority receives a written request giving a full description of the intended use and details of the event and organizers.

3.3.2.5. Appropriate procedures and restrictions applying to jet-skis also apply to any vessel towing a person on water-skis, parasail or parachute.

#### 3.3.3. Fishing

3.3.3.1. There is to be no fishing with nets within the inner harbour without prior approval by the Authority. Nets must not be left unattended when deployed.

3.3.3.2. There is to be no trap fishing within the inner harbour within 100 m of any berth, jetty, float or other structure used by watercraft. Trap fishing within a designated aircraft landing zone is prohibited.

3.3.3.3. No gill or other net shall be cast or allowed to drift in a navigable channel of Prince Rupert harbour.

3.3.3.4. Crabbing will not be permitted in the harbour in any location that could constitute a hazard to navigation and the safety of persons.

3.3.3.5. Nets are not to be washed in a narrow channel or aircraft landing zone.

## 4. SECTION 4: OTHER ACTIVITIES

### 4.1. Aids to Navigation

4.1.1. No person shall place, move in or remove from the harbour any light, fog signal, buoy, radar reflector or other object used as an aid to navigation without written permission of the Authority and any light or other object that interferes with navigation shall be removed immediately upon order of the Authority.

### 4.2. Beachcombing

4.2.1. No person shall, for the purpose of salvaging logs, enter upon any part of the harbour without the permission of the Port Authority unless such person is authorized to do so by a person to whom the part of the harbour has been allotted, reserved or leased.

### 4.3. Debris Collection

4.3.1. In the event of a spill of logs or an escape of booms, the Harbour Master may suspend log-salvage activities in any area of the harbour for a period of up to ten days during which period the owner or his authorized agent shall recover the spilled logs or escaped booms.

### 4.4. Special Events

4.4.1. All marine activities within the Port of Prince Rupert are under the jurisdiction of the Harbour Master. Permission must be obtained at least 48 hours in advance of holding any organized aquatic event such as a regatta, sail/power boat races, trials, etc.

4.4.2. The following procedures will be used for all marine events held within Prince Rupert Harbour including events held on property owned or administered by the Prince Rupert Port Authority.

4.4.3. For the purpose of this document a special event includes but is not limited to the following:

- (a) yacht or boat race
- (b) demonstration
- (c) swim meet or race
- (d) sail-past
- (e) sub-aqua meet
- (f) media productions
- (g) any organized sporting or recreational event involving more than 5 persons

4.4.4. No person shall conduct or participate in a yacht or boat race or other aquatic sport, or in any other activity that is liable to interfere with navigation or operations in a harbour, except with written permission of the Authority, which permission may be either general or specific as to place and time.

4.4.5. No liability is incurred by the Authority in respect of injury or loss of life or loss of or damage to property resulting from any activity whether or not the Authority has given permission for such activity. Persons wishing to hold an event in Prince Rupert Harbour shall apply in writing to the Port Authority, and complete a Special Events Application form. The completed form shall be forwarded to the Prince Rupert Harbour Master for approval at least 5 working days prior to the event. If approval is granted the organizers of the event shall abide by any special requirements listed on the approved application form. In all cases, the Prince Rupert Port Authority will require that the organizers obtain Comprehensive General Liability

insurance in an amount and coverage acceptable to the Authority. The Authority is to be named as co-insured for such insurance.

## **5. SECTION 5: Port of Prince Rupert Overview**

### **5.1. Communications**

5.1.1. Prince Rupert Marine Communications and Vessel Traffic Services operate on VHF channels 11 and 71. Vessels should establish communications with "Prince Rupert Traffic" on Channel 11 when 50 nm west of the Queen Charlotte Islands. Vessels proceeding to Prince Rupert via Vancouver or Tofino Traffic Zones will be advised when to change frequencies to VHF channel 12. The owner of every deep sea vessel and, if requested by the Port Authority, the owner of every other vessel shall, where possible, give notice to the Port Authority of the current expected date and approximate time of arrival at the harbour. Vessels with explosives on board shall not enter, leave, or remain in the harbour, except with the prior permission of the Port Authority.

#### **5.1.2. Radio**

5.1.2.1. Prince Rupert Coast Guard Radio "VAJ" 2182KHz, 4125KHz and VHF channel 16. Vessels wishing to communicate with the Port Authority during office hours may call "Prince Rupert Duty Harbour Master" on VHF channel 16. After hours via Prince Rupert Marine Communications and Traffic Services, "Prince Rupert Traffic," on VHF channel 71.

### **5.2. Customs**

5.2.1. Prince Rupert is a port of entry and as such has customs facilities. Canada Customs have introduced a system of selective boarding in Prince Rupert, clearances are now generally carried out by the ship's agents. Customs Officers do however conduct unscheduled spot checks.

### **5.3. Health and Medical**

5.3.1. Masters are required to complete and furnish promptly at the first port of arrival in Canada, a Declaration of Health in the prescribed form. Advanced radio notification to a quarantine station applies only if a condition of health irregularity occurs onboard. Masters should acquaint themselves with section 12 of the Quarantine Regulations. Prince Rupert has a full service hospital, as well as medical service to larger metropolitan areas.

### **5.4. Services**

#### **5.4.1. Communication**

5.4.1.1. Terminus of the Canadian National Railways transcontinental system and transcontinental highway 16. Airport 3 km distant. Twice daily flights to Vancouver.

#### **5.4.2. Cranes**

5.4.2.1. Hydraulic cranes up to 100 ton capacity, 200' reach. Floating crane 50 tonnes capacity.

#### **5.4.3. Fire Fighting Tugs**

5.4.3.1. Two of the four harbour tugs are equipped with fire monitors.

#### 5.4.4. Fresh Water

5.4.4.1. Available at Fairview, Ridley Terminals, Prince Rupert Grain, Westview Terminal and Atlin Dock. Charged per tonne, plus service charge for connect/disconnect. Available at all berths.

#### 5.4.5. Fuel

5.4.5.1. All major companies are represented. I.F.O. unavailable. Marine diesel oil is available in limited quantities and supplied by truck or barge. Masters should radio fuel requirements in advance of arrival, and advise the vessel's Agent.

#### 5.4.6. Garbage Removal

5.4.6.1. Garbage is removed on request and only after permission granted by Environment Canada. Garbage is placed in dumpsters and removed by a private contractor.

#### 5.4.7. Repairs

5.4.7.1. Minor repairs to all types of marine equipment and electronics. One shipyard catering to large fishing vessels with a 250 tonne marine railway.

#### 5.4.8. Supplies

5.4.8.1. Arrangement should be made in advance, through the local agents. All types of provisions as well as deck and engine stores are available.

#### 5.4.9. Towage

5.4.9.1. Private tugs, boatmen and linesmen are available for berthing assistance. No extra charge for tug's lines. Water taxi service.

#### 5.4.10. Watchmen

5.4.10.1. The employment of watchmen from shore is not compulsory, but the Port Authority By-Laws require that the gangway be manned at all times.

### 5.5. Physical Conditions

5.5.1. Prince Rupert Harbour is a deep ice free inlet with easy access and can be entered at all times and at all seasons. The inner harbour entrance is 457m wide and 35-44m deep.

#### 5.5.2. Density

5.5.2.1. Varies between 1013 and 1025.

#### 5.5.3. Ice

5.5.3.1. Prince Rupert is a totally ice free harbour all year round.

## 5.5.4. Tides and Currents

5.5.4.1. Tides are mixed, mainly semi-diurnal.

	<b>Mean Tide</b>	<b>Spring Tide</b>
Range	4.9 m/16.07 ft	7.7 m/25.3 ft
HHW	6.1 m/20.0 ft	7.5 m/24.6 ft
LLW	1.2 m/3.9 ft	-0.2 m/-.66 ft

## 5.5.5. Time Zone

5.5.5.1. GMT -8 hrs, Daylight saving in effect April to October.

## 5.5.6. Weather

5.5.6.1. Prince Rupert Harbour can be subject to extreme gusts of wind from the mountain slopes during SE gales, which are prevalent during the autumn and winter months. When these weather conditions are expected, all necessary precautions to guard against anchor dragging must be taken. Vessels at anchor must have engines at standby and a second anchor ready to let go in winds of 25 knots or more. Remaining in ballast is recommended.

## 5.5.7. Pilotage

5.5.7.1. Every ship that is over 350 gross tons is subject to compulsory pilotage. The master, owner or agent of a ship that is to arrive in a compulsory pilotage area shall notify the Pacific Pilotage Authority of the estimated time of arrival, universal time co-ordinated (UTC), off Triple Island near Prince Rupert, at least 96 hrs prior to arrival, and shall confirm or correct the estimated time of arrival 12 hrs prior to arrival. Radio messages from ships requiring pilots shall be addressed to "Pilots Victoria" and sent via any Canadian Coast Guard radio station. Boarding station is located off Triple Island (54° 17' 6" N; 130° 52' 7" W) approx. 42 km from port. Vessels may be instructed to follow the pilot boat into sheltered waters near Lucy Island for boarding during heavy weather.

## 6. SECTION 6: Navigation Recommendations

### 6.1. Porpoise Channel – Watson Island Marine Transit Recommendations

#### 6.1.1. For all Vessels

- 6.1.1.1. Daylight slack water.
- 6.1.1.2. Only one ship shall be under way between the dock and Anew Bank Buoy at any one time.
- 6.1.1.3. Departure time from the dock:
  - (a) The ship shall be ready to sail one hour before slack water.
  - (b) After complying with (a), the actual time of sailing shall be at the Pilot's discretion.
- 6.1.1.4. When practicable, a port landing is recommended.

#### 6.1.2. L.W. Slack-All Vessels:

- 6.1.2.1. Maximum draft of 6.7 metres (22 feet)
- 6.1.2.2. When low water is 1.83 metres (6 feet) or more:
  - (a) Additional 0.3 metres (1 foot) of draft for each additional 0.61 metres (2 feet) of tide over 1.83 metres (6 feet)

#### 6.1.3. H.W. Slack:

- 6.1.3.1. Vessels to maximum length of 176 metres (577 feet)
  - (a) Maximum beam 27.00 metres ( 88 feet)
  - (b) Maximum draft 9.14 metres ( 30 feet)
- 6.1.3.2. Vessels with LOA between 176 metres and 187.53 metres (615 feet)
  - (a) Maximum beam 29.00 metres ( 95 feet)
  - (b) Maximum draft 8.38 metres ( 27.5 feet)
- 6.1.3.3. These draft restrictions may be changed for particular vessels after experience of vessels' maneuverability is gained from a number of transits.
- 6.1.3.4. After consultation between the Pacific Pilotage Authority, British Columbia Coast Pilots, and the Pilot, certain vessels exceeding one of these guidelines may be permitted to transit under special restrictions regarding tugs, height of tide or draft.

## **6.2. Tugs:**

6.2.1. Two tugs of not less than 1500 H.P. for inbound and outbound transits and docking and undocking.

6.2.2. For vessels that are fitted with an efficient bow thruster, on the inbound passage, one large tug of not less than 1500 H.P. and one small tug to be used as a line boat. On departure, one large tug of not less than 1500 H.P. to be provided.

### **6.2.3. Gearbulk Vessels-2nd, 3rd, and 4th generation and TEFC class.**

(a) Maximum length	187.53 metres (615 feet)
(b) Maximum beam	30.00 metres ( 98 feet)
(c) Maximum draft	9.14 metres ( 30 feet)

### **6.2.4. Gearbulk Vessels-2nd, 3rd, and 4th generation and TEFC class.**

#### **6.2.4.1. Tugs:**

6.2.4.1.1. For Gearbulk vessels which are not fitted with bow thrusters, one large tug of not less than 1500 H.P. and one other tug of not less than 490 H.P. to be provided for inbound and inbound and outbound passage of that vessel.

6.2.4.1.2. For vessels that are fitted with an efficient bow thruster, on the inbound passage, one large tug of not less than 1500 H.P. and one small tug to be used as a line boat. On departure, one large tug of not less than 1500 H.P. to be provided.

6.2.4.1.3. It is understood that there will be an occasions when additional tug horsepower may be required due to stress of weather or for other problems that may arise.

6.2.4.1.4. It is suggested that Pilots notify Dispatch as early as possible if their tug requirements differ from these recommendations so that the assignment can be carried out in a safe and efficient manner.

## 7. SECTION 7: Emergency Procedures

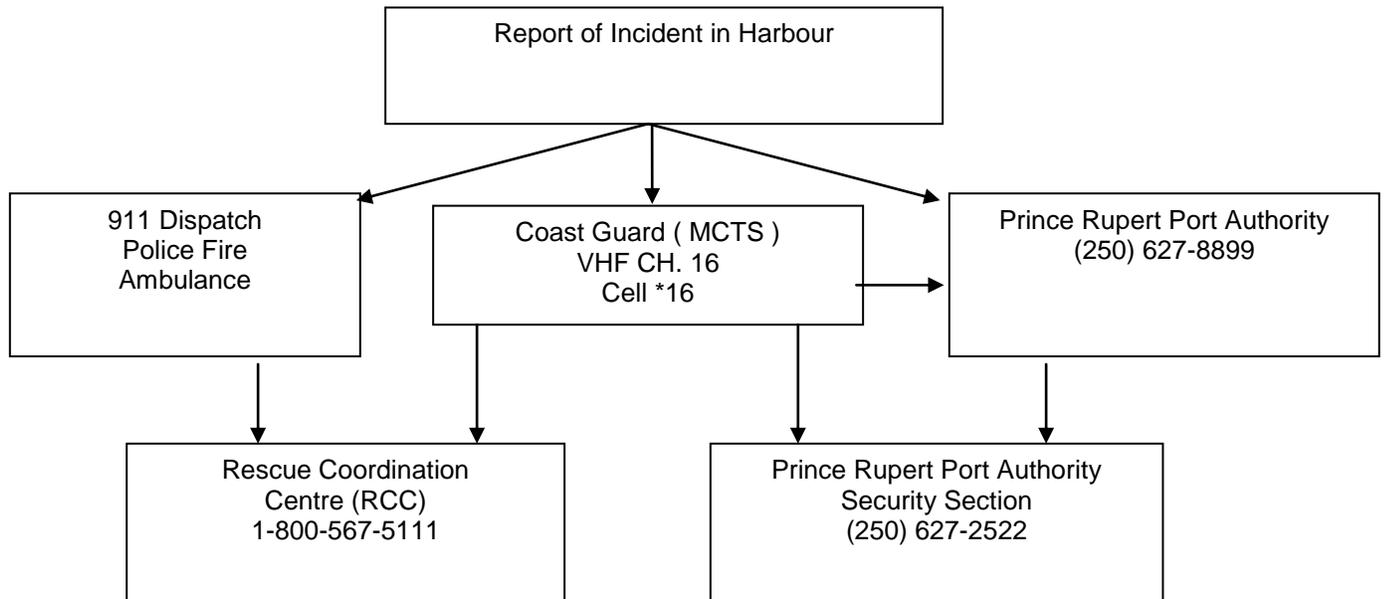
7.1. The plan will be maintained and regularly evaluated by the Port Operations.

7.2. The purpose of the Prince Rupert Port Authority Emergency Response Plan is to:

- (a) Describe all of the emergency measures in place in the harbour and list all resources available to assist.
- (b) Explain requirements and details for effective coordination of response in emergencies.
- (c) Enable the Harbour Authority or designated responders to evaluate available resources and identify the need for improvements or amendments.
- (d) Provide information for emergency response personnel familiarization, training and evaluation.

7.3. The objective of the plan is to ensure that a rapid, effective and well co-ordinated emergency response occurs to deal with marine related incidents within the Prince Rupert Port Authority's jurisdiction. Particular emphasis is placed on planning and preparation to make effective use of all available resources in the event of a marine accident or other emergency and to minimize the potential for injury, loss of life, property damage, or environmental degradation.

### 7.3.1. Flow Chart – All Emergencies



Incident Command System (ICS)

ICS will be used for all emergency responses.

Location of the Incident Commander will be chosen based on the requirements of each incident.

## 7.3.2. Flow Chart – Emergency Contact Numbers

<b>EMERGENCY NUMBERS</b>		
Fire Emergency	911	
Police Emergency	911	
Fire Non-emergency	(250) 627-1248	
Hospital	(250) 624-2171	1305 Summit Ave
<b>HARBOUR MASTER</b>		
Phone: (250) 627-2517	Cell: (250) 600-2955	Fax: (250) 627-8980
<b>MARINE COMMUNICATIONS &amp; TRAFFIC SERVICES</b>		
Phone (250) 627-3074	Fax: (250) 627-3070	VHF Ch. 71
<b>TUG SERVICES</b>		
Smit Marine Ltd. (up to 4900 HP)	Phone: (250) 627-1331	
Minette Bay Ship Docky Ltd. (3500 HP only)	Phone: (250) 624-2881	

7.4. Marine Distress emergencies shall be indicated on Marine VHF Ch 16 and/or 911. All other emergencies in Prince Rupert harbour will be indicated to Emergency Responders by calling 911.

7.5. Subsequent communications between the scene and the Incident Commander may be assigned to separate approved specific emergency response frequency(s) or telephone numbers.

7.6. Fire departments will be notified through telephone 911. Municipal boundaries will determine the initial response.

### 7.6.1. Pre-Incident Preparations and Planning

**Medical Triage Areas** – areas accessible by both vessels and vehicles will be used to assemble rescued victims for sorting, treatment, and transport to hospital.

**Staging Areas** – temporary locations near an incident where emergency apparatus, equipment, and personnel are held in readiness while awaiting tactical assignment.

**Heli-spot** – designated safe helicopter landing and take off.

**ICC** - The Incident Command Center will be located where it can best manage the response taking into consideration the seriousness of the incident and the size of the response.

#### 7.7. Response Procedures Checklist

7.8. Checklists are included to provide guidance for Port Authorities in the development of standard operating guidelines for response to emergency incidents in Prince Rupert Harbour. Their purpose is to ensure that all necessary actions are taken and all necessary agencies are notified. The following lists are for PRPA responders.

- (a) Fire On A Vessel Afloat
- (b) Fire On A Vessel Alongside
- (c) Collision in Harbour
- (d) Vessel Grounding or Sinking in Harbour
- (e) Man Overboard
- (f) Small Vessel Capsizing

- (g) Oil Spill In Harbour
- (h) Heavy Wind Warning
- (i) Bomb Threat
- (j) Terrorist Attack
- (k) Tsunami
- (l) Earthquake

## 7.9. FIRE ON A VESSEL AFLOAT IN HARBOUR

<u>Required Action</u>	<u>Notes</u>
<p>Dispatch any vessel of opportunity. Any vessel operating in the harbour may be asked to stand by in case persons require to abandon ship. VHF ch 16.</p>	<p>Activate Video Recording</p>
<p>Notify Fire Department Telephone 911</p>	
<p>Notify Harbour Master Prince Rupert Port Authority Main (250) 627-8899</p>	<p>Harbour Master-G.Paulson D (250) 600-2955  Dept Harbour Master –D. Fisher D (250) 600-2358</p>
<p>Confirm Fire Department has assumed incident command. Telephone (250) 627-1248</p>	<p>Fire Chief -R. Miller D (250) 624-5115  Deputy Fire Chief-D. McKenzie D (250) 624-3669</p>

## 7.10. FIRE ON A VESSEL ALONGSIDE

<u>Required Action</u>	<u>Notes</u>
<p>Notify Fire Department Telephone 911</p>	<p>Activate Video Recording</p>
<p>Notify Harbour Master Prince Rupert Port Authority Main (250) 627-8899</p>	<p>Harbour Master-G.Paulson D (250) 627-2517  Dept Harbour Master –D. Fisher D (250) 627-2504</p>
<p>Confirm Fire Department has assumed incident command. Telephone (250) 627-1248</p>	<p>Fire Chief -R. Miller D (250) 624-5115  Deputy Fire Chief-D. McKenzie D (250) 624-3669</p>

## 7.11. COLLISION IN HARBOUR

<u>Required Action</u>	<u>Notes</u>
<p>Dispatch any vessel of opportunity. Any vessel operating in the harbour should be asked to stand by in case the POB have to abandon ship. MCTS VHF ch 71.</p>	<p>Activate Video Recording  Determine level of response required</p>
<p>Notify Harbour Master Prince Rupert Port Authority Main (250) 627-8899</p>	<p>Harbour Master-G.Paulson D (250) 627-2517  Dept Harbour Master –D. Fisher D (250) 627-2504</p>
<p>Notify Marine Transport Canada</p>	<p>Russ Dillon D (250) 627-3045 C (250) 627-9692</p>
<p>Notify Canadian Coast Guard</p>	<p>Jodie Goffic, Response Officer D (250) 627-0347 C (250) 622-7056</p>
<p>Notify RCMP if incident is serious enough. Telephone (250) 624-2136</p>	<p>Begin serious incident report.</p>
<p>If injuries reported Notify B.C. Ambulance Service 911 / Telephone (250) 624-2233</p>	

## 7.12. VESSEL GROUNDING

<u>Required Action</u>	<u>Notes</u>
<p>Dispatch any vessel of opportunity. Any vessel operating in the harbour should be asked to stand by in case the POB have to abandon ship. MCTS VHF ch 71 .</p>	<p>Activate Video Recording  Determine level of response required.</p>
<p>Note name of vessel and location of grounding. Notify Harbour Master Prince Rupert Port Authority Main (250) 627-8899</p>	<p>Harbour Master-G.Paulson D (250) 627-2517  Dept Harbour Master –D. Fisher D (250) 627-2504</p>
<p>Notify Marine Transport Canada</p>	<p>Russ Dillon D (250) 627-3045 C (250) 627-9692</p>
<p>Notify Canadian Coast Guard</p>	<p>Jodie Goffic, Response Officer D (250) 627-0347 C (250) 622-7056</p>
<p>If injuries reported Notify B.C. Ambulance Service 911 / Telephone (250) 624-2233</p>	

## 7.13. VESSEL SINKING IN HARBOUR

### Required Action

### Notes

Dispatch any vessel of opportunity. Any vessel operating in the harbour should be asked to stand by in case the POB have to abandon ship. MCTS VHF ch 71 .

Note name of vessel. Determine exact location of sinking and the level of response required.  
Activate Video Recording

Notify Harbour Master  
Prince Rupert Port Authority  
Main (250) 627-8899

Harbour Master-G.Paulson  
D (250) 627-2517

Dept Harbour Master –D. Fisher  
D (250) 627-2504

Notify Marine Transport Canada

Russ Dillon  
D (250) 627-3045  
C (250) 627-9692

Notify Canadian Coast Guard

Jodie Goffic, Response Officer  
D (250) 627-0347  
C (250) 622-7056

## 7.14. MAN OVERBOARD OR SMALL VESSEL CAPSIZING

### Required Action

### Notes

Dispatch any vessel of opportunity. Any vessel operating in the harbour should be asked to stand by in case the POB have to abandon ship. MCTS VHF ch 10 .

Determine if casualty is in sight. If so maintain visual contact until responders locate them. Activate Video Recording

Notify Harbour Master  
Prince Rupert Port Authority  
Main (250) 627-8899

Harbour Master-G.Paulson  
D (250) 627-2517

Dept Harbour Master –D. Fisher  
D (250) 627-2504

Notify Marine Transport Canada

Russ Dillon  
D (250) 627-3045  
C (250) 627-9692

If injuries reported  
Notify B.C. Ambulance Service  
911 / Telephone (250) 624-2233

## 7.15. OIL SPILL IN HARBOUR

<u>Required Action</u>	<u>Notes</u>
Notify MCTS VHF ch 71.	
Notify Harbour Master Prince Rupert Port Authority Main (250) 627-8899	Harbour Master-G.Paulson D (250) 627-2517  Dept Harbour Master –D. Fisher D (250) 627-2504
Notify Canadian Coast Guard	Jodie Goffic, Response Officer D (250) 627-0347 C (250) 622-7056
Notify Marine Transport Canada	Russ Dillon D (250) 627-3045 C (250) 627-9692

## 7.16. HEAVY WIND WARNING

<u>Required Action</u>	<u>Notes</u>
<p>Notify Deep Sea Vessels in Harbour VHF MCTS Ch. 71.</p>	
<p>Notify Harbour Master Prince Rupert Port Authority Main (250) 627-8899</p>	<p>Harbour Master-G.Paulson D (250) 627-2517</p> <p>Dept Harbour Master –D. Fisher D (250) 627-2504</p>

## 7.17. BOMB THREAT

### Required Action

### Notes

If advised by telephone or radio attempt to complete the Bomb Threat Check List.

Notify Police/Fire Department  
Telephone 911

Notify PRPA Security Centre  
(250) 627-2522

## 7.18. TERRORIST ATTACK

<u>Required Action</u>	<u>Notes</u>
<p>Notify PRPA Security Centre (250) 627-2522</p>	<p>Secure building entrances</p>
<p>Notify RCMP Telephone 911</p>	
<p>Notify Fire Department Telephone 911</p>	

## 7.19. TSUNAMI

### Required Action

Advise all Prince Rupert Units of Tsunami ETA via Harbour Common VHF Ch 71

### Notes

Contact Transport Canada	(250) 627-3045
Contact RCMP	(250) 624-2136
Contact PRFR	(250) 627-1248
Contact Ship Safety	(250) 627-3045
Contact Pacific Pilotage Authority Al Deinstadt	(250) 627-6600
Contact BCFS Steve Poole Satellite Phone	(250) 624-1898 1-866-396-0863
Contact Transport Canada	(250) 627-3045
Contact CNR	1-800-465-9239
Contact MCTS	(250) 627-3074
Contact Ship Agents GWN RMS NSA TNC	(250) 624-5233 (250) 624-5339 (250) 624-9668 1-250-632-2221
Contact DFO Jodie Goffic Cell	(250) 627-0347 (250) 622-7056
Contact TOW	
Contact WATER	

## 7.20. EARTHQUAKE

<u>Required Action</u>	<u>Notes</u>
<p>Don't Panic Take Cover for 60 seconds or until shaking stops DUCK, DIVE, COVER Evacuate Building</p>	
<p>Check Buildings for trapped persons Coordinate/ Conduct Rescue Muster own personnel, note those missing and report to Incident Command Center Proceed to Emergency Response muster area</p>	
<p>Establish communications with PRPA units by any means possible Communicate with Incident Command Post</p>	
<p>Remain clear of buildings until verification of safe condition</p>	

## 8.GLOSSARY

“Act” means the Canada Marine Act.

"Anchorage" means any area in the harbour where a vessel is permitted to moor by means of its anchor.

“Authority” means the Prince Rupert Port Authority.

“Authority Berth” means a berth which is owned or operated by the Prince Rupert Port Authority, its agents or operators.

"Authorized place" means any Authority Property, transit shed, wharf, berth, anchorage, or other place in the harbour including private property, designated as an authorized place by the Authority.

"Berth" means a location at any wharf, pier, quay or similar facility in the harbour to which vessels may secure with mooring lines and which is designated as a berth for the purpose of loading or unloading goods in any form, or embarking or disembarking passengers.

"Boom" means a flat or bundled unit that is comprised of logs, pulpwood, timber, or lumber, whether or not the unit is in tow of a vessel.

"Boom section" means a boom measuring approximately 70' in width and 70' in length.

"Cargo", in respect of a vessel, means any goods towed by or loaded aboard a vessel or aboard a vessel under tow.

“Dangerous Goods” means dangerous goods within the meaning of the Dangerous Goods Shipping Regulations and the Transportation of Dangerous Goods Act.

"Dangerous Goods Permit" means a document indicating Authority permission has been granted for any dangerous goods to enter Authority or harbour property upon such conditions, including any conditions respecting liability, as may be imposed by the Authority;

"Deep sea vessel" means:

- (a) any vessel requiring a pilot;
- (b) barges with a displacement of 6,500 tonnes and greater, whether or not self-propelled.

"Deleterious substance" means:

- (a) any substance that as a deposit in the environment would degrade or alter or form part of the process of degradation or alteration of the quality of the environment so that it is or may be rendered deleterious to plant, fish or animal species or the habitat of any such species or to the use by man of any such species that frequent a component of the environment; or
- (b) any component of the environment that contains a substance in such quantity or concentration or that has been so treated, processed or changed by heat or other means from a natural state that it would as a deposit to any other component of the environment, degrade or alter or form part of the process of degradation or alteration of the quality of the environment so that it is or may be rendered deleterious to plant, fish or animal species or the habitat of any such plant, fish or animal species or to the use by man of any such species that frequent that component of the environment.

"Deposit" means any discharging, spraying, releasing, spilling, leaking, seeping, pouring, emitting, emptying, throwing, dumping or placing; and any substance resulting from or the subject matter of such activities.

"Discharge" means the discharge of any pollutant from a vessel into the waters of the harbour, regardless of the cause, but does not include a discharge necessary to secure the safety of the vessel or any person on board, or a discharge which results from damage to the vessel or its equipment if all reasonable precautions have been taken by persons on board of the vessel to prevent the damage and to prevent or minimize the discharge after the occurrence of the damage.

"Environment" means the components of the Earth and includes:

- (a) air, land and water;
- (b) all layers of the atmosphere;
- (c) all organic and inorganic matter and living organisms; and
- (d) the interacting natural systems that include the components referred to in (a) to (c).

"Explosives" means explosives as defined in the regulations of the Transportation of Dangerous Goods Act Regulations including explosives within the meaning of the Explosives Act.

"Floating property" means any shed, shanty, boathouse, structure or other property other than a vessel that is located on the waters of the harbour.

"Foreshore" means that part of the harbour between the low water mark at low tide and the upper limit of wave wash at high tide otherwise known as the high water mark.

"Gill net" means a net that is used to catch fish by enmeshing them and does not enclose an area of water.

"Harbour" means the Prince Rupert Harbour as set out in the Letters Patent and shown on appropriate nautical charts.

"Log" means any bolt, pole, pile, boomstick, swifter, rider, tree or other unmanufactured wood product;

"MCTS" means the Prince Rupert Marine Communications and Traffic Services Centre at the Port of Prince Rupert, B.C.

"Owner" includes:

- (a) in the case of a vessel, the agent, charterer by demise or Master of the vessel; and
- (b) in the case of goods, the agent, sender, consignee or bailee of the goods, as well as the carrier of the goods to, on, over and from any property under the administration and jurisdiction of the Prince Rupert Port Authority.

"Pollutant" means a substance which is a pollutant within the meaning of section 654 of the Canada Shipping Act, including without limiting the foregoing, sewage, all persistent hydrocarbons including crude, fuel and diesel oil, and each substance which the Authority may, by resolution, designate.

"Port Authority" means the Prince Rupert Port Authority established under section 8 of the Act.

"Port facility" means a wharf, pier, breakwater, terminal, warehouse or other building or work located in, on or adjacent to navigable waters used in connection with navigation or shipping and includes all land incidental to their use.

"Raft" includes any raft, crib, dram or bag boom of logs, timber or lumber of any kind, and logs, timber or lumber in boom or being towed.

"Size of Anchorages" relates to the "Length-over-all" of the vessel which may occupy that anchorage.

"Small craft" means any vessel that is not a deep-sea vessel.

"Speed" means the speed of the vessel through the water.

"Tonne" means a metric tonne of 1000 kilograms (2205 lbs.).

"Vessel" means every description of ship, boat or craft used or capable of being used solely or partly for marine navigation without regard to method or lack of propulsion and includes without limitation a vessel under tow, a dredge, a floating elevator, a floating home, an oil rig, a seaplane and an air cushion vehicle.