


Policy Name:	BOAT POLICY	 <p>coast mountain college</p>
Approved By:	Board of Governors	
Approval Date:	April 14, 2023	
Next Scheduled Renewal Date:	March 2024	
Policy Holder:	VP, Corporate Services	
Operational Lead:	Director, Facility and Ancillary Services	
Policy Number:	FAC-007	

## BOAT POLICY

### 1.00 PURPOSE

- 1.1 Coast Mountain College's (CMTN) core purpose is to create adventurous pathways to transform lives, which includes taking the classroom outdoors using ocean-going vessels, canoes, and kayaks. This policy establishes guidelines governing the safe and efficient use of boats operated by CMTN and its community.

### 2.00 ACKNOWLEDGEMENT

- 2.1 CMTN gratefully acknowledges Bamfield Marine Sciences Centre for granting permission to base this policy on their Boat Policy.

### 3.00 DEFINITIONS

- 3.1 **Boat Operator:** The person responsible for checking out, operating, checking in, and mooring the boat. This person has confirmed boat certifications with the Physical Asset Management Coordinator.
- 3.2 **Campus Administrative Officer (CAO):** The person responsible for assigning boat keys and fuel cards, and for notifying the Physical Asset Management Coordinator, the Facilities Director, or the Program Dean when a boat is overdue.
- 3.3 **College Community:** Students, applicants, alumni, visitors, employees, contractors, sub-contractors, volunteers, agents, and members of the Board of Governors of the College.
- 3.4 **College-Related Activities:** Any activity occurring on College grounds or as part of an educational program or administrative action, including online or distance education; practicums, field education, off-site training, or work terms required by a program of study at the College; and College-endorsed activities and events.
- 3.5 **Collaborative Administrative Team (CAT):** The administrative team overseeing academic and non-academic operations of the College.
- 3.6 **Physical Asset Management Coordinator:** The person who is responsible for boat registration, licensing, and certification.
- 3.7 **Physical Asset Management Group:** The Facilities Physical Asset Management Coordinator in collaboration with the Prince Rupert Field/Lab Technician. Responsible for maintaining boats and keeping up-to-date with regulations.

- 3.8 **Prince Rupert Field/Lab Technician:** The person responsible for assisting in the preparation and set-up of labs and field courses; a member of the Physical Asset Management Group.
- 3.9 **Student:** An individual who is registered in a course or program at the College, including individuals registered in a course or program as a result of a partnership (e.g., dual credit).
- 3.10 **Supervisor:** Any employee who is responsible for the safety and wellbeing of the College community. For the purpose of this policy only, this includes but is not limited to College Coordinators, Supervisors, Managerial Positions, and Instructors; specifically, Program Coordinator, Academic Head, Facilities Director, or Dean.
- 3.11 **User Department:** The department conducting educational programming or administrative action, including field education, or off-site training required by a program of study at CMTN; and activities/events that require the use of a boat and that are endorsed by the Facilities Director.

#### 4.00 SCOPE AND APPLICATION

- 4.1 This policy applies to members of the CMTN community who are authorized to operate a College boat. Refer to Section 9.00 for authorization information.
- 4.2 This policy is not intended to supersede or interfere with collective agreements, relevant education policies, or with prevailing laws. To the extent that any conflict exists between this policy and those agreements, policies or laws, those agreements, policies, or laws take precedence.
- 4.3 Where this policy and applicable legislation from Transport Canada or the Canadian Coast Guard set different standards, the most recent government standards will apply while the policy is revised.
- 4.4 This policy is intended to address the use of College boats while delivering College activities or undertaking authorized research use only. (Refer to Section 9.1). It does not address personal use. Personal use of College boats is not permitted.
- 4.5 Maintenance requests will be initiated by the User Department and sent to the Physical Asset Management Coordinator.
- 4.6 Repair costs to boats and equipment resulting from disregarding the CMTN boat policy and procedure will be charged to the Operator or the User Department at the discretion of the Facilities Director in consultation with the Program Dean.
- 4.7 The full cost of searches conducted because of the failure to comply with this policy and its accompanying procedure will be charged to the Operator at the discretion of the Facilities Director in consultation with the Program Dean. These charges can include personnel time (and overtime if required) at approved CMTN rates, boat rental costs, gas, and replacement value of any equipment used or lost.

#### 5.00 POLICY STATEMENT

- 5.1 The College promotes the safe operation of all College boats. The College aims to comply with all applicable Transport Canada and Canadian Coast Guard regulations.
- 5.2 The Facilities Director or Program Dean, in consultation with the Boat Policy and Procedure Committee, has the authority to amend these regulations as needed, prior to approval by President's Council.

## 6.00 BOAT CLASSIFICATIONS

6.1 College boats belong to the following classes:

- a) Canoe, kayak, or rowboat – a boat small enough to be propelled by oar or paddle
- b) Vessel – an ocean-going vessel powered by a motor: specifically, but not limited to, the Na Malsga Aks<sup>1</sup> (The Story the Water Tells) – a 27' aluminum-hulled boat, the Sea Lemon<sup>2</sup> a 19' ft Department of Fisheries and Oceans (DFO) vessel on long-term lease, and any other vessel acquired by CMTN.

## 7.00 ROLES AND RESPONSIBILITIES

- 7.1 **Boat Operator:** Responsible for safe operation on the boat and for reporting any deficiencies to the Physical Asset Management Group immediately upon arrival. Refer to Section 9.6 for detailed responsibilities.
- 7.2 **Campus Administrative Officer or designate (as outlined in the Boat Procedure):** Responsible for assigning boat keys and fuel cards, and for notifying the Physical Asset Management Coordinator, the Facilities Director, or the Program Dean when a boat is overdue. See Section 8.3 for timeline.
- 7.3 **Facilities Director, Dean, President's Council:** Responsible for approving amendments to the boat policy, procedures, or manual.
- 7.4 **Field/Lab Technician:** Responsible for handing out appendix forms, receiving and filing filled-out forms, inputting form information into the database, forwarding receipts and mileage/fuel/boat log to the Administrative Assistant to the Program Dean, responding to any issues related to the boat and reporting them to the Physical Asset Management Coordinator.
- 7.5 **Physical Asset Management Coordinator:** Responsible for registration, licensing, and certification.
- 7.6 **Physical Asset Management Group:** Responsible for keeping track of changes in federal regulations, boat maintenance, and boat usage.
- 7.7 **User Department:** Responsible for any damages to the boat resulting from a disregard of the CMTN boat policy and procedure.

## 8.00 SAFETY

- 8.1 Safety is clearly outlined in the boat manual and follows Transport Canada regulations. Topics covered include:
  - a) Licensing requirements
  - b) Certifications
  - c) Safety equipment
  - d) Automatic identification system (AIS) on vessels
  - e) First aid supplies
  - f) Boat passenger daily trip orientation
  - g) Communication procedures
  - h) Personal conduct

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<sup>1</sup> When purchased, the boat name was Honey Bee. CMTN, in consultation with local Indigenous input, has renamed the vessel Na Malsga Aks (The Story the Water Tells).

<sup>2</sup> Name is in progress. May change.

- i) Safety orientation
- j) Hypothermia
- k) Trip contingencies
- l) Mooring
- m) Maintenance
- n) Reporting an incident.

- 8.2 Operation in fog or low visibility conditions requires competency in radar navigation and the use of electronic charts. Marine lights must be enabled.
- 8.3 Overdue boats will be allowed one half-hour before search and rescue (SAR) procedures are initiated.

#### 9.00 BOAT USAGE – AUTHORIZATION

- 9.1 Boats may be used for teaching, training, research, fishing (program- and research-related, following the CMTN animal care and use policy), scientific charter, and transport.
- 9.2 Guests are only allowed on CMTN boats with prior authorization of the Facilities Director.
- 9.3 Boats will not be used for conducting illegal activities, including but not limited to:
  - a) transporting illegal goods
  - b) fishing or catching unauthorized marine life
  - c) dropping unauthorized material into the sea.
- 9.4 The vessel may be used at any time in case of a medical emergency with pre-authorization by a member of the Collaborative Administrative Team (CAT).
- 9.5 Persons from the College community must apply for authorization from the Facilities Director to operate the CMTN vessels.
- 9.6 Once authorization is obtained, the Operator must provide the Physical Asset Management Coordinator with a copy of the following certificates, which are kept in the Operator's file. The Operator must also keep a copy aboard the vessel:
  - a) Small Vessel Operator Proficiency (SVOP)
  - b) Small Domestic Vessel Basic Safety (SDV-BS; formerly MED A3)
  - c) Restricted Operator Certificate Marine (ROC-M) Radio Licence
  - d) Marine Basic First Aid (MBFA) valid for 3 years
  - e) Complete Operator Assessment Form (Appendix A of Boat Procedure)
  - f) any additional certifications required by authorities having jurisdiction.

#### 10.00 GENERAL USE

- 10.1 For each trip, boats must be checked out from the Campus Administrative Officer or Facilities Asset Management Coordinator and the hours of use specified, generally between sunrise and sunset. For details and exceptions, refer to CMTN Boat Procedure, (sections 9.00 to 11.00).
- 10.2 The Boat Operator must operate the vessel in compliance with Transport Canada guidelines or risk being charged under The Criminal Code, Canada Shipping Act, and the Contraventions Act.
- 10.3 Operator competency will be assessed within the context of the trip category (i.e., teaching exercises within the harbour area, travel to locations with a dock, and travel to the Oona River area). See CMTN Boat Procedure, Section 8.00 for details.

## Boat Policy

10.4 A boat policy and procedures orientation is to be conducted with Boat Operators and related staff before boat-related activities commence with students for every academic year.

### 11.00 RELEVANT LINKS & RESOURCES

11.1 [CMTN Boat Procedure](#)

11.2 [Boat Manual](#)

### 12.00 HISTORY

Created/Revised/ Reviewed	Date	Author's Name and Role	Approved By
Created	January 2023	Kris Thickett – Physical Assets Management	Board of Governors