

FINAL REPORT

*Cascadia-Viterra **Communication Plan*** *Project - Réf. : 2019-PSHMM-0601*



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For: **HEMMERA**

By : Logistro Consulting International Inc. (LCI)

Achievement team

Logistro Consulting International Inc.

Port & Maritime Management	Capitain Yoss Leclerc, B. Sc., MBA
Port Management, Project Management	Alexis Leclerc, B. Sc., M. Sc., PMP
Marine Hydrology Expert	Samir Senhadji B. Sc
Quality Assurance Manager	Michel Jalbert, B. Sc
Edition / Publishing Manager	Anne Sheppard

Hemmera

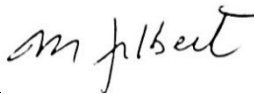
Consultation Committee	Mr. Darrell Desjardin, Vice President, Ports and Infrastructure, at Hemmera
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Reviewed by :


Logistro Consulting International

Alexis Leclerc B. Sc; M.sc, PMP
Project Manager
Logistro Consulting International Inc

Validated by :



Michel Jalbert B.Sc.
Quality Assurance
Logistro Consulting International Inc

Reviewed



& Approved by:

Logistro Consulting International

Capitain Yoss Leclerc B. Sc, MBA
Port & Maritime Management, Airworthiness &
Exploitation Project Director
Logistro Consulting International Inc

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Communication Plan

1. Requirements Prior Commencing Work

1.1. Marine Activities & Operational Plan (MAOP)

At least ten (10) days prior to commencement of work, the contractor is required to prepare and submit to Vancouver Fraser Port Authority (VFPA) for approval a project specific (MAOP) addressing all anticipated project's marine navigation/operations activities of its entire marine assets and equipment involved and have mitigation measures to alleviate impacts, including the following:

- **Safety Management System:** Ensure the marine Contractor has in place adequate safety and emergency plans and measures;
- **Management and Coordination of Marine Equipment/ Assets Movements:** As a mitigation measure, introduce planning tool/schedule identify and address in advance potential issues;
- **Protection of Contractor Personnel:** As a risk mitigation measure, remove personnel working in the cofferdam at least 15 minutes prior to scheduled barge moves;
- **First and second narrows transit restrictions:** Identify potential limitations and agree on Motus Operands;
- **Identified working area:** identify navigation exclusion zones (in the working site) and anchorage area;
- **Tug requirements:** specific requirements above Transport Canada regulations (if needed);
- **Barges requirements:** specific requirements above Transport Canada regulations (if needed);
- **Standby Tug (Assist Vessel):** The presence of a standby tug during the working hours in case of emergency;
- **Assist Tug:** Presence of a tethered assist Tug when transiting First and Second narrows;
- **Dry run:** organizing and coordinating a workshop before starting project in order to go through every aspects of the project with all pertinent actors and identify any gaps or opportunity to enhance the situation;
- **Radio Communication Protocol:** Identify VHF standby channel, emergency communication channel and ensure crew is aware and trained.
- **Notification Protocol:** Identify procedure and contacts for unplanned marine related incidents impacting safe navigation.

1.1.1. Stakeholders/Concerned Parties Awareness

At least ten (10) days prior to commencement of work, the contractor is required to prepare and submit to Vancouver Fraser Port Authority (VFPA) for endorsement the following:

- **Stakeholder/ Concerned Parties List:** Provide a list of persons/entities that might be impacted by project and that will have to be kept informed prior, during and at the end of the project.
- **Stakeholder/ Concerned Parties Communication and Notification Protocol:** Provide a plan outlining the communication/notification protocols (normal operations and during emergencies) with each concerned entity/person (what, where, how, when, how often).
- **Notification of Stakeholder/ Concerned Parties:** Ensure that concerned individuals/entities have been notified and aware of the project.
- **Marine Users List:** Provide a list of marine users that might be impacted by project and that will have to be kept informed prior, during and at the end of the project.
- **Marine Users Communication and Notification Protocol:** Provide a plan outlining the communication/notification protocols (normal operations and during emergencies) with each concerned marine user (what, where, how, when, how often).

- **Notification of Stakeholder/ Concerned Parties:** Ensure that concerned marine users have been notified and aware of the project.
- **Public Communication and Notification protocol:** if required by the Port Authority provide a plan outlining the communication/notification protocols (normal operations and during emergencies) with each identified community/municipality.
- **Marine Users Working Group (MUWG):** if pertinent (or requested by the VFPA), establish a MUWG and hold meetings on a regular basis to discuss navigation concerns, address issues, provide updates/upcoming plans and coordinate overall communications.
- **Notice to Mariners:** Provide a copy of proposed Notice to Mariners regarding the construction work.
- **Notice to First Nations:** Any First Nations that request notification should also be contacted. The location, nature, any restrictions, and the start and proposed end of activities will be included in the notification.
- **Weekly Notice to Shipping:** Provide sample copy of proposed weekly Notice to Shipping.
- **Notice to Stakeholder/ Concerned Parties:** Provide a copy of proposed Notice to Mariners regarding the construction work.
- **Weekly Notice to Stakeholder/ Concerned Parties:** Provide sample copy of proposed weekly Notice to Stakeholder/ Concerned Parties.
- **Public Notice:** Provide sample copy of proposed weekly Notice to public.

1.1.2. Regulatory Authorities

At least ten (10) days before commencement of work, the Contractor shall notify:

- **Department of Fisheries and Oceans (DFO):** The Conservation and Protection Field Supervisor for Lower/Mainland/Squamish in Steveston, BC (Telephone: 604.664.9250; fax: 604.664.9255), VFPA Environmental Programs and the Harbour Master on this notification (email: EnvironmentalPrograms@portvancouver.com and harbour_master@portvancouver.com; Phone: +1 604 665 9086; fax: +1-866-284-4271) shall be notify by the Contractor of the project and works.
- **Canadian Coast Guard (CCG):** The Contractor will contact the appropriate Canadian Coast Guard (CCG) Marine Communications and Traffic Services (MCTS) centre regarding the issuance of a Notice to Shipping (NOTSHIP) to advise the marine community of potential hazards associated with the Project (MCTS Regional Office; Canadian Coast Guard, Western Region; Victoria Coast Guard Base, 25 Huron Street, Victoria BC V8V 4V9; Phone: 250-363-8904; Email: mcts@pac.dfo-mpo.gc.ca (General Enquiries)).

1.2. Requirements During Work

During the duration of the project and work, the Contractor must ensure the following:

- **Quality & Reliability:** Ensure to follow established and approved plans and protocols all the time.
- **Reporting:** Ensure to report to the Port Authority and/or responsible parties of any event, near-miss or deviation from established and approved plans.
- **Regular meetings with Port Authority/ other Parties:** If requested by the Port Authority, hold regular meeting in order to ensure alignment of objectives and actions.

- **Weekly Advisories/Notices:** Issue weekly advisories to advise mariners of the short-term work anticipated for the upcoming week and should list any expected impediments to navigation. These notices should include:
 - o Period covered by notice
 - o Description of activity
 - o Vessels and equipment involved
 - o Communication channel
 - o Main contact information
 - o Additional information
 - o Relevant documentation (Drawings, sketches, etc.)
 - o Summary of impacts to navigation (Transits, time, duration, etc.).

Note: The Weekly notices are to be:

- o Emailed to key stakeholders/users including the Port Authority (i.e. to post on project website)
 - o Sent to CCG for radio diffusion and/ or posting on the active Notice to Shipping web site.
- **Marine Notification:** Notification as soon as possible of any marine related incidents that either impede or could impede safe navigation.
 - **Public Notification:** Ensure to post and log work notices at Public access locations.

1.3. Requirements at the Termination of Project

At the end of the project/work, the Contractor must ensure the following:

- **Notification:** Ensure to Port Authority and all other relevant parties are informed of the completion of the project.
- **NOTSHIP Removal:** Ensure the deletion of the NOTSHIP issued for the project.
- **Closing of the project:** Ensure to meet with Port Authority (and the MUWG if it was put in place) to undertake the project closure including the lessons learned and the potential areas of improvement.

1.4. Miscellaneous

- **Standby Tug (Assist Vessel):** The Contractor will provide a stand-by tug of adequate size and power to ensure safety of tows & barges transits in this part of the Port. The tug operator must have relevant towing experience and have local experience (Burrard Inlet, Indian Arm, first and second narrows, etc.). Also, the operator must have adequate, functioning radio equipment (VHF channel 12 and 16) and be in state of readiness.
- **Noise and Light:** The Contractor shall ensure to minimize noise and light generated by its activities including:
 - o Reducing the usage of its generator to the minimum required to operate essential services and systems;
 - o Closing as much as possible external doors and hatches to machinery spaces;
 - o Minimizing the usage of power tools and chipping hammers and not permitting it on deck between sunset and sunrise;
 - o Limiting the usage of loud hailer;

- Minimizing the usage of deck lights while meeting the safety and security's requirements. Lighting used to lighten the decks must be aimed downward, and not outward or toward the shore.;
- **Discharge Notification:** No person or vessel is allowed to illegally discharge any pollutant into the water within the port. All accidental vessel discharges must be reported immediately to report to Canadian Coast Guard Environmental Response on VHF Channel 16 or by phone 1 800 889 8852 (24 hours). If the discharge contains oil or other deleterious substances, the vessel must immediately activate its pollution response plan.
- **Black and Grey Water Discharge:** The discharge of black water (waste from toilets) and grey water (waste from sinks, showers and drains) into the environment, by any vessel certified to carry more than 15 passengers or over 400 tons, is not permitted within the Port of Vancouver unless an overview of the Transport Canada approved waste water treatment plant is provided to the Port Authority and accepted.
- **Bathymetries and surveys:** The Contractor shall perform and provide high-density hydrographic survey and/or side scan survey and to notify VFPA (and other relevant regulatory authorities) of any changes in depth and/or other matter that could impact safety to navigation. If the changes become permanent, the Contractor will take the following actions, including:
 - Issuing a permanent Notice to mariners describing the work completed with plans and any pertinent information related to navigation safety (drawings, surveys, coordinates, etc.).