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1 Definitions

Transport Canada classifies all vessels as either pleasure or commercial. If your vessel is used for research, teaching, or income generation at any time, then please consider it as falling within the commercial category. Pleasure vessels are used solely for recreational purposes. Therefore if a vessel is used for both recreation and teaching it would still be classified as a commercial vessel. If your vessel does not fall under these categories please contact Risk Management.

1.1) Pleasure vessels

Currently, the vessels belonging to the rowing team are the only SFU vessels deemed by Transport Canada to be classified as pleasure. There are two sub-categories of pleasure vessels that SFU vessels may fall into. Because Transport Canada requires personal identification in order to register a pleasure craft, SFU vessels should be classified as commercial crafts unless otherwise mentioned by Risk Management. If you need to inquire about the possibility of pleasure vessel registration please contact Risk Management.

Pleasure vessel with a 10hp or greater motor installed:
Please consult with Risk Management to determine if your vessel can be registered as a pleasure vessel. Please consult with Risk Management to determine if your vessel can be registered as a pleasure vessel. Pleasure vessels with an engine 10 horsepower need the operator to have a pleasure vessel license. Section 2.5 & 2.6 for registration information.

Human powered pleasure vessel:
Registration of human-powered pleasure vessels/pleasure vessels that have a motor under 10 hp is optional. If these vessels are to be registered they are to be registered as a human-powered pleasure vessel. Section 2.4 for registration information.

1.2) Commercial vessels

There are at least three sub-categories of commercial vessels as follows:
Please note that Transport Canada refers to small commercial vessels as both small commercial vessels and non-pleasure vessels.

Small commercial vessel (vessels under 15 gross tons):
All marine vessels under 15 gross tons, which are used for university teaching, research or income generation need to be registered as small commercial vessels if they have a motor of 10 hp or greater. Section 2.1 & 2.2 for registration information.

Commercial vessel registered in the Canadian Register of Vessels (research vessels over 15 gross tons):
Use the simplified method of tonnage measurement to determine tonnage. If the vessel in question is over 15 gross tons the vessel must be registered in the Canadian Register of Vessels. Please contact Risk Management for more information on this.

Human powered or under 10 hp:
Commercial vessels that do not have a motor with 10 hp or greater installed on them fall into this category. Section 2.3 for registration information.
If you have any further questions as to what Transport Canada deems to be a vessel please contact Transport Canada. Please see the contact information in section 8.

1.3) Classification chart
2 Registration

2.1) Small commercial vessels - how to register

Small commercial vessel FAQ

Forms needed (send completed forms to Risk Management at Strand Hall 3000):

1) TC Application for Registry (SFU Risk Management and VP legal will sign and apply corporate seal)
2) TC Statement of Qualification for Vessel Registration (SFU Risk Management and VP legal will sign and apply corporate seal)
3) TC Simplified Method of Tonnage Measurement. Four pictures of the boat as described on page 2 of the tonnage form must be sent with the tonnage form. Please note the vessel do not have to be measured while the pictures are being taken.
4) Appointment of Authorized Representative (To be filled out by Risk Management)
5) Copy of the Bill of Sale/Receipt or other documentation transferring legal custody and control of the Small commercial vessel to the owner/applicant. Invoices are not accepted as a bill of sale. If this cannot be produced provide a Declaration. (To be signed by Risk Management)
6) Fee (Provide Risk Management with an account number) $50 every 5 years
7) If the vessel was previously registered as a pleasure vessel, complete the Small commercial vessel registration process and receive your Certificate of Registry before unregistering it as a pleasure vessel. Unregister your vessel by completing section 4.1 How to Deregister Your Vessel. If the vessel has a 10 hp motor or greater and there is a period of time when the vessel is registered as neither a pleasure vessel nor small commercial vessel, the vessel must not be used during this time period.

2.2) Small commercial vessels – how to re-register (every 5 years)

Registration must be renewed every five years for vessels in this category that are active. If the vessel has been inactive for more than 5 years, the vessel must be reregistered before use.

Forms needed (send all forms to Risk Management at Strand Hall 3000 at least two months preceding the expiration of the Small commercial vessel register):

1) Renewal Form (Will be sent to you by Transport Canada)
2) Fee (Provide Risk Management with an account number)
3) Vessels often need to be inspected by a Transport Canada Marine Safety inspector. Contact the Vancouver Marine Service Centre at 604-666-5300 to determine if an inspection will be needed before you can renew your Certificate of Registry, and to book the inspection if necessary.

2.3) Small commercial vessels under 10 hp

Interim Registration for non-pleasure human-powered vessels, small sailing vessels, and small vessels fitted with propulsion motors less than 10 hp states that human powered vessels, vessels under 10 hp and some small sailing vessels do not need to be registered, even if they are commercial vessels. They must still comply with the non-pleasure requirements of the Small Vessel Regulations.
2.4) Human powered pleasure vessels
A pleasure vessel license is not required to operate any human-powered pleasure vessels or pleasure vessels that have a motor under 10 hp.

To register (optional):

1) Application for Registry of a human-powered vessel
2) Provide proof of ownership
3) Fee (Provide Risk Management with an account number)

If registering a fleet instead of a single vessel please also provide the following to Risk Management:

4) Provide the number of vessels to be registered, length of each vessel, type of vessel and hull identification numbers
5) You do need to send a copy of your government ID with the application. If you do not wish to send in your government ID to register please register the vessel as a commercial vessel. The commercial vessel registration system is different and will except the university seal instead of personal identification.

2.5) Pleasure vessels - equal or over 10 hp

Forms to register a pleasure vessel (over 10 hp):

6) Application for Registry
7) Statement of Qualification for Vessel Registration (To be filled out by Risk Management)
8) Fee (Provide Risk Management with an account number)
9) You do need to send a copy of your government ID with the application. If you do not wish to send in your government ID to register please register the vessel as a commercial vessel. The commercial vessel registration system is different and will except the university seal instead of personal identification.

Pleasure Vessel FAQ page

2.6) Pleasure vessels - 3 year renewal of certificate of registry

A renewal certification of registry will be sent to the owner/authorized representative 30 days prior to expiration of the current certification.

3 Small commercial vessel Compliance Program (SVCP)

The Small commercial vessel Compliance Program is an optional program designed to help owners/departments keep up to date on regulations regarding vessel use.

3.1) Disadvantages of the SVCP:
The SVCP can be a significant amount of administrative work for vessels that may not need constant safety checks if they are not used often or used in different ways on a constant basis. If a department decides to join the SVCP, it is the department’s duty to run the SVCP for all of the department’s vessels.

If a department chooses not to register in the SVCP, the department must still follow Transport Canada’s Canada Shipping Act, 2001 when vessels are in use. Section 5.1 Commercial Vessel Operations and Safety Equipment has more information on safety regulations for small commercial vessels.

3.2) Advantages of the SVCP:

- Learn about the legal requirements and safety requirements for your vessel
- Learn about how your vessel is constructed

In order to register in the SVCP, vessels must be 0 – 15 tons and carry between 0 -12 passengers. Register with the SVCP.

3.3) Steps to enroll in the SVCP:

1) Complete the enrollment form (click on detailed and annual compliance report) and send it to Risk Management. This form has over 139 questions to complete and must be renewed every 5 years.

You Will Receive:

~ A blue Decal that must be displayed on your vessel
~ A letter of confirmation of participation in the SVCP
~ Blank annual reports that must be sent to Risk Management upon completion. These reports are used to ensure you are meeting Transport Canada’s safety guidelines.

On Board Vessel Documents for SVCP:

If in the SVCP you must have the following on board:

1) Following registration the boat must be issued a ‘Blue Decal’ to be displayed on the vessel. This decal is valid for 5 years.
2) Copies of your Letter of Confirmation of Participation in the SVCP & the completed annual reports.

SVCP FAQ page

4 Insurance

When purchasing a new vessel please consult with Risk Management to see if the vessel can be insured with SFU’s insurance or if your vessel will need specialized insurance. Your vessels should be visible on the SFU vessel database on the Risk Management website.
5 Purchasing Marine Vessels

5.1) Purchasing locally and internationally
Advice from Transport Canada regarding boat purchasing

5.2) Purchasing used boats
If buying a used boat with a 10 hp motor or greater, that is to be owned by SFU, and therefore registered in Canada, the vessel must meet the current Canadian construction standards. To ensure these standards, purchasers may want the vessel to be examined by marine surveyors to ensure compliance with Transport Canada standards before purchasing.

Note that a Transport Canada compliance notice does not show that the boat is up to current Canadian construction standards. It shows that the boat was up to standards at the time of original construction.

6 How to Deregister & Dispose of SFU Marine Vessels

If planning on selling or disposing an SFU boat, a department MUST unregister the vessel first so that the new owners are not operating under SFUs name.

6.1) Pleasure vessels:
To unregister your vessel, send in a copy of the application for registry form to Risk Management after completion of the following steps. :
1) Complete Part A.
2) Complete Part B by writing the current license number of the pleasure vessel in the space provided.
3) Select "Cancel" in the "Reason for the application" section.
4) Complete Part F.
5) Provide an account number for Risk Management to charge disposal fees, registration fees and/or deposit funds from sale if applicable.
6) Risk Management will also need a copy of the bill of sale or other proof of ownership.
7) A copy of your government I.D. with the application.

6.2) Commercial vessels:
To find out how to cancel a registration, contact the port of registry.
You will have to provide them with written confirmation that you wish to unregister your vessel as a commercial vessel.

7 Operations

7.1) Commercial vessel Nautical Certification table & safety regulations
Operators must meet the Operator Competency requirements for the particular vessel they are using. Consult the December 2010 Small commercial vessel Safety Guide to determine your vessels safety requirements.
All P.I.’s that are in charge of a research vessel must read this guide before using SFU boats to ensure that all Transport Canada Safety regulations are abided by.

**Canada Shipping Act, 2001**
7.2) Pleasure Vessel Safety Equipment
To see a list of basic pleasure vessel safety equipment by transport Canada please see Transport Canada’s pleasure vessel safety equipment pages.

7.3) Motor Powered Pleasure Vessel Operations (over 10 hp)
You must have a proof of competency to use any pleasure vessels that are fitted with a motor. It does not matter if the motor is turned off and the vessel is propelled by paddling or if the motor is in use once the motor is installed. Proof of competency is:

1) Proof of passing a boat safety course in Canada (usually through a pleasure vessel operator card (PCOC))
2) A specified marine certificate from this list
3) A completed rental-boat safety checklist (for rental period)
4) For foreign visitors (http://www.tc.gc.ca/eng/marinesafety/debs-obs-quick-quick_visitor-1610.htm)

8  Contacting Transport Canada

If contacting Transport Canada in regards to vessel registration SFU’s current (as of Feb. 2012) Transport Canada contact is James Macquibban.

James Macquibban
Marine Safety Officer – Transport Canada
604-666-1496