



HARBOUR AUTHORITY MEETING
Tuesday, November 15, 2016 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ADOPTION OF MINUTES	
2.1. September 20, 2016 Harbour Authority Minutes 2016-09-20 HA Minutes	3 - 6
3. UNFINISHED BUSINESS	
4. PUBLIC INPUT AND PRESENTATIONS	
5. CORRESPONDENCE	
5.1. 2017 HAABC Seminar and AGM on January 17-27 in Port Alberni Harbour Authority Association of British Columbia HAABC Seminar 2017	7 - 11
6. REPORTS FROM COUNCIL OR STAFF	
6.1. Harbour Management Report - General Update Kevin Cortes, Harbour Contractor Harbour Management Report 2016-11-09	13
6.2. DRAFT Minutes - Harbour Advisory Commission - November 11, 2016 09 11 2016 Harbour Advisory Minutes DRAFT	15 - 17
7. NEW BUSINESS	
8. CLOSED SESSION	
9. ADJOURNMENT	

- G. Taylor inquired how the expansion project arose (whether Ucluelet-initiated or federally-initiated) and why stakeholders in immediate area were not consulted; Mr. Taylor commented that he is invested in a tourism-based business and there needs to be a preservation of a tourism core that will not be impacted by the commercial fishing industry
- The Harbour Authority provided that the expansion is driven by the federal government and that Ucluelet is the top landing port in British Columbia for fish landed

4 CORRESPONDENCE

4.1 Noise at Outer Boat Basin by Commercial Fishing Boats

Sissel White, Resident

Robert Edy, Resident

Harry and Barbara Lee, Resident

- HA-32 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT the Harbour Authority receive Sissel White's correspondence dated September 14, 2016.
CARRIED.
- HA-33 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT the Harbour Authority direct staff to bring forward a report that addresses protected views, as described in the Official Community Plan, and how these apply to Mr. White's situation, as stated in his September 14, 2016 correspondence to the Harbour Authority.
CARRIED.
- HA-34 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT the Harbour Authority receive Robert Edy's correspondence dated September 8, 2016.
CARRIED.
- HA-35 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT the Harbour Authority receive Harry and Barbara Lee's correspondence dated September 10, 2016.
CARRIED.

4.2 Electrical Upgrade at Small Craft Harbour

Robert Edy, Resident

- HA-36 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT the Harbour Authority receive correspondence item "Electrical Upgrade at Small Craft Harbour".
CARRIED.

5 REPORTS FROM HARBOUR AUTHORITY OR STAFF

5.1 Harbour Report for June - August 2016
Kevin Cortes, Harbour Contractor

HA-37

It was moved by Councillor Oliwa and seconded by Councillor McEwen
THAT the Harbour Authority receive the Harbour Contractor's Report for June thru August, 2016.

CARRIED.

5.2 General Discussion

The Harbour Authority engaged in open discussion, with a summary of points made as follows:

- Currently no access to breakwater from land; might be possible to re-use Canadian Princess ramps to bridge the gap, but would have to remove and re-drive pilings to secure it; suggested to look at gangways when they're removed to determine if they could be useful
- Inquired if stairs to the current wharf would be of use; looking to reuse and recycle wherever possible; Oak Bay is removing everything in one go to make it ready for new owner
- Harbour Authority will meet with DFO in January; to-date, Harbour Authority is displeased with change in configuration but won't know what Ucluelet will need until work is complete
- Encourage people to access minutes of Harbour Advisory Commission or go to those meetings to make comment
- Still waiting for timeframe and information on when Ucluelet can leverage the million-dollar investment by DFO for grant opportunities
- Canadian Princess due to be removed September 30 at 11:00am; believe that there are no costs to the District, as DFO is paying to facilitate the egress
- Question of whether Council should budget for a potential car ferry terminal in 2017, and whether District staff would be involved; still early days

6 NEW BUSINESS

7 CLOSED SESSION

8 ADJOURNMENT

8.1 Mayor St. Jacques adjourned the Harbour Authority meeting at 8:08 pm

CERTIFIED CORRECT: Minutes of the Harbour Authority
Meeting held on Tuesday, September 20, 2016 at 7:30 pm in the
George Fraser Room, Ucluelet Community Centre, 500
Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Andrew Yeates
CAO

Subject: 2017 HAABC Seminar/AGM
Attachments: 2017 Draft HAABC Seminar Agenda – Celebrating 20 Years.pdf; Delegate Registration Form 2017.pdf

Hi Everyone

It is that time of year, seminar registration! Please find attached a draft agenda as well as a registration form. As always travel assistance can be provided to harbours that would not be able to attend without it. Please contact me directly for more details on how to apply. I encourage you all to attend, we have a jam packed schedule of events. Port Alberni is excited to welcome you to their community and show you all they have accomplished over the last few years. Take my word for it, you will be impressed.

Please note there will be a VHF radio operators certification workshop on Friday the 20th. You need to pre-register for this as spaces are very limited. To register send an email with the registrants names and VHF in the subject line. It will be based on first come first serve. The workshop will not go ahead without the required number of registrants.

And last of all, please send me your ports of call photos, if you could provide an historical photo of your harbour it would fit very well with the 20 year theme of the seminar. Please provide a total of 3 photos, via return email to this address, per harbour, on or before Jan. 6 please.

Thanks Leslie

**2017 Harbour Authority Association of BC (HAABC) Seminar Agenda
Celebrating 20 Years
Port Alberni BC**

Tuesday, January 17

- 13:00 - 16:00** **Environmental Management Planning Workshop** – A vital requirement to meet the terms of your lease with Small Craft Harbours (SCH), this workshop will assist you in customizing your Harbour Authority's (HAs) Environmental Management Plan. Both staff and directors are encouraged to attend this workshop to ensure they know their responsibilities.
- 13:00 - 16:00** **Legal Workshop – Managing Vessels of Concern** – Darren Williams of League Williams LAW has put together a generic moorage agreement for the HAABC. This workshop will show you how each clause in this agreement can be used as a tool when faced with a problem vessel. The workshop will include strategies for tracking down vessel owners, the importance of having moorage agreements, and will provide a step-by-step process to address any problem vessel that arrives at your facility.
- 18:00 - 19:00** **Registration** – Registration packages can be picked up at the Hotel Lobby
- 19:00 - 21:00** **Meet and Greet** – Banquet rooms, Barclay Hotel

Wednesday, January 18

- 7:30 - 8:30** **Breakfast** – a full breakfast will be served.
Registration packages can be picked up at the Hotel Lobby. Conference organizers will be available all day to accommodate late arrivals.
- 8:30 - 8:45** **Welcome Remarks**– Our Master of Ceremonies will welcome the delegation to Port Alberni. Local dignitaries and the HAABC board of directors will be introduced.
- 8:45 - 9:05** **Exhibitor Introductions** – The HAABC greatly appreciates the participation of our vendors and is pleased to provide this opportunity to allow them to give a preview of the services and products they can provide to your HA. This will give you the information to make the most of your visit to their booths during the breaks.
- 9:05 - 9:20** **Pacific Congress of Harbormasters and Port Managers Update,
Harbour Authority Corporation Update**
- 9:20 - 9:45** **Feature Harbour Presentation**
- 9:45 - 10:15** **Networking Break/ Exhibitor Visits:** Coffee and snacks will be served.
- 10:15 - 11:30** **Ports of Call** - North Coast, Sunshine Coast, and Lower Mainland HAs will give us a brief update on the goings on in their HA since last year's AGM and seminar. Make sure you get your photos in to Leslie by January 6, 2017.
- 11:30 - Noon** **Transport Canada Q & A** – Transport Canada has taken the lead for Canada on the Derelict Vessel situation. This is your opportunity to ask any questions and to provide input.

- Noon - 13:00** **Lunch/Networking/Exhibitor Visits**
- 13:00 - 13:30** **SCH Updates** – SCH will provide their annual update. This is your chance to find out what they have been doing and where they are going moving forward.
- 13:30 - 14:00** **SCH 2017 Regional Distinction Awards Presentation**
- 14:00 - 15:00** **Maintenance Planning** – This SCH lead workshop will provide you with the strategies that will assist you in optimizing your harbour maintenance efforts.
- 15:00 - 15:30** **Networking Break/ Exhibitor Visits:** Coffee and snacks will be served.
- 15:30 - 16:00** **Zone Meetings** – Please forward any items you wish to see on the agenda to contact@haa.bc.ca. Nominations for directors in the South Island, Mid Island, North Coast zones and the Director at Large will be finalized in preparation for the AGM.
- 16:00 - 17:00** **AGM and Elections**
- 18:30 - 20:30** **Host Activity** – Port Alberni is planning something special for tonight, details will be provided with your registration package.

Thursday, January 19

- 7:30 - 8:30** **Breakfast**
- 8:30 - 9:00** **History of the HAABC and the Dick Maughan Memorial Marine Education Scholarship** - The HAABC has been providing guidance and support as an organization for 20 years. To celebrate and honour this milestone, the history of the organization and a tribute to Dick Maughan, for whom the HAABC scholarship is named, will be presented.
- 9:00 - 10:15** **Ports of Call** - North Island, Mid Island, and South Island HAs will have their turn to provide updates.
- 10:15 - 10:45** **Networking/Exhibitor Visits** – Snacks and coffee will be provided.
- 10:45 - Noon** **HA Database** – Many of you will recall discussions of a database proposal during the fall round of zone meetings. This will be your chance to see the full story on what we are proposing to build for HAs. You will be given the opportunity to ask questions and provide input. A representative from the software company the board has engaged with Neocode, will be here to present what they can provide. I encourage everyone to take an inventory of any shortcomings, difficulties, or gaps in the record keeping and data tracking they are using at their harbours today so that you can be prepared to ask questions. This will be an intense session so come prepared to assist in launching the HAABC into the digital age.
- Noon - 13:00** **Lunch/Networking/Exhibitor Visits**
- 13:00 - 13:30** **a) Relationship Building** – Working together with local, provincial and federal agencies is essential to ensuring any situations that may arise at your harbour are dealt with effectively. Building those important bridges before they are needed is key to a successful outcome.

b) Policy Development – Is your harbour looking at your policies and procedures and thinking they need to be updated? This workshop will give you practical tools to get started.

13:30 - 14:30 **Emergency Preparedness** – Last June Port Alberni was host to “ Exercise Coastal Response” put on by the Province and Emergency Management BC. The exercise was based on a magnitude 9.0 earthquake hitting off the shore of southwestern BC. A summary of lessons learned will be presented. Be prepared to take home strategies that will assist you in dealing with such an emergency in your HA.

14:30 - 17:30 **Host Harbour Site Visit**

18:30 - 19:30 **Social Hour** – Your last chance to network before the fun begins.

19:30 – 20:30 **Banquet**

20:30 – 23:00 **HAABC Award Presentation, New Board Introductions and Keynote Speaker Closing Remarks**

Friday, January 20

8:00 – 9:00 **Breakfast**

9:00 – 10:30 **a) Environmental Workshop** – Details of this workshop are still being finalized, updates will be provided via email, posted on the website and facebook page, as well as in the registration package.
b) VHF Radio Operators Training – Did you know that you are required to have a radio operators certificate to operate a VHF radio at your harbour? This workshop will provide you with one. Numbers are limited; pre-registration is required.
c) Maintenance Workshop – A hands on/on the dock maintenance workshop. As a group you will walk the dock, identify possible maintenance issues and brainstorm workable solutions.



HARBOUR AUTHORITY ASSOCIATION OF B.C.
20TH ANNUAL SEMINAR
JANUARY 17 - 20, 2017

Best Western Plus Barclay Hotel, 4277 Stamp Avenue, Port Alberni, BC

DELEGATE REGISTRATION FORM

Registration fee includes an informal reception on Tuesday evening, host activity Wednesday evening, all day conference sessions Wednesday and Thursday, all workshops Tuesday and Friday, 3 breakfasts, 2 lunches, and a banquet dinner Thursday evening.

Organization: _____	Phone: _____	Email: _____
Address: _____		
REGISTRATION FEES		
EARLY BIRD FEE (before January 7)	\$	300.00
Additional HA participants from the same HA	\$	275.00
(after January 7)	\$	325.00
BANQUET GUEST	\$	65.00
Attendee #1: _____	\$	_____
<i>Name and Position</i>		
Attendee #2: _____	\$	_____
<i>Name and Position</i>		
Attendee #3: _____	\$	_____
<i>Name and Position</i>		
Attendee #4: _____	\$	_____
<i>Name and Position</i>		
Attendee #5: _____	\$	_____
<i>Name and Position</i>		
Attendee #6: _____	\$	_____
<i>Name and Position</i>		
Total:	\$	<u> </u>

Accommodation

Attendees are responsible for their own Travel and Accommodation arrangements. The Barclay Hotel (1-800-563-6590) in Port Alberni, BC has block booked rooms (\$97) until December 26, 2016, after that date the rooms will be released. Mention the HAABC conference when making your reservation to get the preferred rate. Accommodation is limited, please reserve early.

Please make cheques payable to the HAABC, and return this completed form with payment no later than
JANUARY 7, 2017. Payment must be made in advance.

Mail To: HAABC, 121 Port Augusta, Comox, BC V9M 3N8

Cancellation Policy: Full refund prior to January 7, 2017 * Sorry no refund after January 7
 Questions? Call Leslie at 250-339-3970 or contact@haa.bc.ca

HARBOUR MANAGEMENT REPORT – KASSLYN CONTRACTING

We had a busy summer with recreational, charter and commercial vessels. June saw the return of the Barkley Sound gillnet and 5 packers. We had 44 charter fishing boats on the dock throughout the summer. July brought high northwest winds both in and offshore leaving us with 55 commercial tuna boats on the dock for the better part of 2 weeks. The high winds continued to hamper the majority of the tuna boats for the beginning of August. On the 6th of August the Salmon trollers left to fish off Esperanza and were gone for the remainder of the month.

The preparations for the move of the Canadian Princess began in September with some of the dock end being dismantled. We also had our new breakwater docks delivered to the harbour. The Canadian Princess left our harbour very smoothly. After the Canadian Princess left PIM began to install the new Breakwater docks in the outer basin. October was a quieter month with mostly coming and going of commercial vessels. I have begun the first round dock pressure washing as well as some re-planking parts of the Main Street dock as part of ongoing maintenance.

Summer office hours: 630-2000 7 days a week. I had 3 summer staff from June- September

Fall/ winter office hours: 700-1700 Monday-Friday, 700-1200 Weekends.

Harbour Advisory Commission
 Meeting November 9, 2016, George Fraser Room
 500 Matterson Drive, Ucluelet BC

IN ATTENDANCE

Chairperson Richard Parlee
 Doug Kimoto
 Roy Alexander
 John Winpenny
 Roger Gudbranson
 Barb Millar, recording secretary

REGRETS:

Lawrence Charnell
 Brock Johansen

CALL TO ORDER

Chairperson Parlee called the meeting to order at 7:30 pm.

APPROVAL OF THE MINUTES

Moved by Commissioner Alexander seconded by Commissioner Winpenny to accept the minutes of May 4, 2016.

CARRIED

BUSINESS OUT OF THE MINUTES

Commissioner Alexander requested a status update regarding the recommendation made under NB-2 - Public Walkway Extension in the Inner Boat Basin.

Commissioner Gudbranson requested a status update regarding NB-1 costs of installation of five new fingers and for the cost recovery options for maintenance of the existing docks.

Commissioner Gudbranson requested a status update regarding the maintenance of the appearance of the Coast Guard boat shed.

Moved by Commissioner Alexander seconded by Commissioner Gudbranson to recommend to the Harbour Authority that 52 steps and the foreshores associated this facility be retained.

CARRIED

I-2 2017 Scheduled Dates for the Harbour Authority Meetings

The commission members discussed holding 8 meetings in 2017. Chairperson Parlee will propose dates to the commission members via an email to the members before setting the schedule for 2017.

R-1 HARBOUR MANAGER REPORT - KASSLYN CONTRACTING

Moved by Commissioner Gudbranson and seconded by Commissioner Winpenny to bring to the attention of the Harbour Authority that thefts occurred from three boats in the inner harbour in

April. It was also recommended Harbour Authority be requested to have the Harbour Manager attend future meetings of the Harbour Advisory Commission to keep the Commission apprised of the workings of the harbour.

CARRIED

NEW BUSINESS

NB-1 Harbour Business Plan

Moved by Commissioner Alexander and seconded by Commissioner Winpenny to recommend to the Harbour Authority the 2012 Harbour Plan be amended to include the three existing licenced operating fish processors in Ucluelet Harbour and this correct information be noted in any further plans and the Official Community Plan.

-Ucluelet Harbour Seafood built in 1974; Neptune Ice built in 1978; Ukee Ice built in 1961.

CARRIED

Moved by Commissioner Alexander and seconded by Commissioner Winpenny to recommend to the Harbour Authority that a current assessment of processing factors be sought for Ucluelet processors to compete, attract and grow its business and local employment in today's evolving fishery with growing quality demands and fresh markets.

CARRIED

NB-3 Inner Harbour Water Lease

Moved by Commissioner Kimoto and seconded by Commissioner Gudbranson to recommend to the Harbour Authority to pursue the extension of the water lease outside of the inner harbour for future considerations.

CARRIED

NB-4 District of Ucluelet Plans or Proposals for Ucluelet Marine Facilities and adjoining uplands

Moved by Commissioner Gudbranson and seconded by Commissioner Winpenny to invite District Planner, John Towgood, to attend the next HAC meeting to share any proposals he is currently working on.

CARRIED

NB-5 New Breakwater Pilings

Moved by Commissioner Winpenny and seconded by Commissioner Kimoto to request the Harbour Authority seek solutions regarding covering the rusty pilings on the new breakwater.

CARRIED

Discussion arose regarding alerting commercial fisherman to turn off their vapor lights and turn their gensets away from the shore to reduce light and noise pollution in the inner harbour. It is thought they are simply not aware of the effect of either the light or noise on the on land neighbours. Perhaps a hand out could be distributed.

NB-6 Vessel "Tronso"

Commissioner Gudbranson inquired why this boat is allowed to remain in the SCH facility as it cannot be moved under its own steam.

NB-7 -Spill Response Funding Announcement

Moved by Commissioner Kimoto and seconded by Commissioner Wimpenny to recommend to the Harbour Authority a letter be sent to the Federal government requesting Ucluelet be considered as a spill response centre.

CARRIED

ADJOURNMENT

Commissioner Parlee adjourned the meeting at 9:08 pm.
The next meeting will be held December 14, 2016.

DRAFT