



HARBOUR AUTHORITY MEETING
Tuesday, February 21, 2017 @ 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. November 15, 2016 Regular Minutes 2016-11-15 HA Minutes	3 - 8
3. UNFINISHED BUSINESS	
4. PUBLIC INPUT AND PRESENTATIONS	
4.1. Delegation re: Whiskey Dock Cleanup Gabriel Howells, Emerald Sea Protection Society Emerald Sea Delegation Request	9
5. CORRESPONDENCE	
6. REPORTS FROM COUNCIL OR STAFF	
6.1. Harbour Report - February 21, 2017 Kevin Cortes, Harbour Contractor Harbour Report February 2017	11 - 16
7. NEW BUSINESS	
8. CLOSED SESSION	
8.1. <i>Procedural Motion to Move In-Camera (optional)</i> <i>THAT the meeting be closed to the public in order to address items under Section 90(1) of the Community Charter.</i>	
9. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 15, 2016 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Jeanette O'Connor, Chief Financial Officer;
 Morgan Dosedall, Deputy Clerk

Regrets:

1 CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 7:30 pm

2 ADOPTION OF MINUTES

2.1 September 20, 2016 Harbour Authority Minutes

HA-38 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
 THAT the Harbour Authority approve the September 20, 2016 minutes as
 presented.

CARRIED.

3 UNFINISHED BUSINESS

3.1 Mayor St. Jacques requested confirmation if Mr. Atkinson was provided with a report in response to his questions, to which Ms. O'Connor responded that he had received it.

4 PUBLIC INPUT AND PRESENTATIONS

4.1 Public Input

- D. Kimoto expressed his concern that the Department of Fisheries and Oceans (DFO) placed the breakwaters in a way that has cut down on moorage capacity in the area, and that the breakwaters are quite wide
- Council responded that they also have questions for DFO, such as the appearance of the rusty pilings, and will bring the question of the configuration forward at their next general meeting with them in early 2017

5 CORRESPONDENCE

5.1 2017 HAABC Seminar and AGM on January 17-20 in Port Alberni
Harbour Authority Association of British Columbia

Harbour Authority Meeting Minutes – November 15, 2016

HA-39 **It was moved by Councillor McEwen and seconded by Councillor Noel**
THAT the Harbour Authority approve sending Councillor Oliwa and the Chair of the Harbour Advisory Commission to the HAABC Seminar and AGM on January 17-20, 2017 in Port Alberni.

CARRIED.

6 **REPORTS FROM COUNCIL OR STAFF**

6.1 **Harbour Management Report - General Update**

Kevin Cortes, Harbour Contractor

HA-40 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT the Harbour Authority receive Mr. Cortes' general update report for information.

CARRIED.

6.2 **DRAFT Minutes - Harbour Advisory Commission - November 11, 2016**

HA-41 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
THAT the Harbour Authority receive the November 9, 2016 Harbour Advisory Commission minutes for information.

CARRIED.

Public Walkway Extension in Inner Boat Basin

- Mayor St. Jacques noted that the District planner is aware of this project but that it is not yet a budget item; Council discussed that the District currently does not have permission to install a walkway around the entire inner basin at this time

HA-42 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT the Harbour Authority forward the idea of a public walkway extension in the Inner Boat Basin to Resort Municipality Initiative budget discussions.

CARRIED.

New Fingers and Cost Recovery for Maintenance

- Mayor St. Jacques noted that there is a budget and plan to install five new fingers on the Canadian Princess side of the harbour, and noted that cost recovery would happen through moorage and costs of each unit

Coast Guard Auxiliary Boat Shed

- Mayor St. Jacques noted that it is up to the Coast Guard to provide their own maintenance to their infrastructure, but it is understood that the Coast Guard currently do not have the funds to do this work; it was suggested that perhaps the Harbour Advisory Commission could help the Coast Guard with fundraising
- Councillor McEwen noted that the Ucluelet Co-op might have a contest or grant that can be applied to in order to receive 800 gallons of paint at no charge

- Councillor Noel suggested a surcharge to the Small Craft Harbour user group in order to ensure monies are available to maintain water-related infrastructure; it was emphasized that no money collected through the surcharge should go to the contractor, only to the Coast Guard Auxiliary; the surcharge would be a permanent source of revenue for the Coast Guard volunteers

HA-43

It was moved by Councillor Noel and seconded by Councillor Mole

THAT the Harbour Authority direct District staff to devise a surcharge fee structure for the Inner Basin user group that would direct one hundred percent of collected fees to supporting the local Coast Guard auxiliary with maintenance and upkeep of their infrastructure, including their boat shed.

CARRIED.

Retention of 52 Steps and associated Foreshores

- Mayor St. Jacques noted that DFO intends to decommission 52 Steps, and shift this infrastructure to the Inner Basin; suggested that the Harbour Advisory Commission provide the Harbour Authority with the reason for this request as a means to facilitate the discussion with DFO
- Commissioner Kimoto clarified that the concern was in losing moorage space once 52 Steps is decommissioned, as new breakwater does not look to accommodate as many boats in the way DFO configured it; inquired if District could acquire water lot easement near the Imperial Oil property
- Councillor Noel noted that there is concern with Council as well, as the configuration paired with neighbouring foreshore lease does seem to be restricting how many boats can be moored
- Mayor St. Jacques stated that this topic could be added to Council's upcoming discussion with DFO
- Councillor Mole mentioned that better communication should be added to that agenda as well, with the example of how the District had no notice of the breakwaters being installed

April Thefts on Boats & Attendance of Harbour Contractor

- Mayor St. Jacques noted that it is not in the Harbour Manager's contract that he must attend Harbour Advisory Commission meetings, even though the Harbour Authority would also find it helpful to have him at their meetings; suggested that the District look at this when his contract comes due for renewal
- Commissioner Kimoto expressed what was stolen from the three boats, that the thief was caught on video but had a mask on; noted also there are no video cameras facing the parking lot; noted also that Port Alberni uses a gate at their facility
- Councillor Noel provided that people enjoy walking the docks, but that the District would need to take action if thefts become a problem; inquired if the District has video surveillance, to which Ms. O'Connor responded that the District has at least 3 cameras with improvements due to come via better quality system

- Ms. O'Connor also provided that Council can add another camera to the budget for the parking lot, and that staff can speak to the Harbour Manager regarding placement and where additional surveillance might be beneficial
- Mayor St. Jacques requested that the District get some feedback from the RCMP on how effective they believe surveillance cameras to be
- Councillor Mole suggested signage in the boat basin indicating that the area is under video surveillance
- Councillor Noel wished to confirm that the video feeds are visible by passerby of the harbour office, to which Ms. O'Connor confirmed they were

Amend Harbour Plan to Include Fish Processors

- Mayor St. Jacques requested clarification on the intention behind asking for fish processors to be included in the 2012 Harbour Plan
- Commissioner Kimoto replied that the request was made for future planning purposes
- Mayor St. Jacques agreed that District staff could add the three businesses – Ucluelet Harbour Seafoods, Neptune Ice, and Ukee Ice – into the plan
- Councillor Noel agreed that the plants are not properly acknowledged in the plan and understands their fear that, if they are in zones non-conforming to their use, they could be at risk, for example Ucluelet Harbour Seafoods is CS-1 zoning; believes it is important to note that Ucluelet has a working harbour

Assessment of Processing Factors

- Mayor St. Jacques requested clarification on the request stating 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”
- Commissioner Kimoto noted that the motion was made by Commissioner Alexander
- Mayor St. Jacques responded that the Harbour Authority will wait for further clarification from the Harbour Advisory Commission on this request
- Councillor Oliwa noted that the District had applied for a \$10k grant to update their economic development strategy and that this request might fit into the rewrite nicely

Extension of Water Lease Outside of Inner Harbour

- Mayor St. Jacques noted that Council did discuss this recently, but needed to confirm if the discussion occurred in-camera; it was also noted that Council needs specific reasons for wanting to extend before they can approach DFO

- Planner to Attend next Harbour Advisory Commission Meeting
- Mayor St. Jacques noted that the District would check with Mr. Towgood on his availability and information points he could possibly share
- Issue of Rusty Pilings
- Mayor St. Jacques noted that Council would definitely be discussing this topic with DFO at their next meeting with them
- Spill Response Centre
- Mayor St. Jacques noted that the District was currently in conversation with Western Canada Marine Response Corporation who are looking to locate some of their spill response vessels in Ucluelet; their headquarters is in Port Alberni, but if the pipeline is approved, the group are very likely to move boats out here

7 NEW BUSINESS

7.1 Councillor Oliwa reported on his conversation with Dave Payne regarding the acquisition of the CBC radio antenna, which is reported to be slated for removal by CBC and who have allowed the District of Ucluelet to acquire the equipment on behalf of Ucluelet's local ham radio operators

- Ms. O'Connor provided that responsibility for the safety of the poles would transfer to the District if the District takes over the equipment; as of today, the poles are the responsibility of CBC
- Mayor St. Jacques inquired if the poles are currently a safety hazard, and noted that the District should have asked CBC to remove them ten years ago when they stopped using them
- Councillor Noel commented that in hindsight the District should have made removal of the poles a condition of their request to place new equipment on the District's water tower; as it stands, the poles are likely to be subject to rot if they have not been inspected or maintained

HA-44

It was moved by Councillor Noel and seconded by Councillor Mole

THAT the Harbour Authority direct District staff to send a letter to CBC requesting confirmation of the last inspection date of the radio poles located in Small Craft Harbour, as well as a maintenance plan for the poles.

CARRIED.

- Councillor Mole inquired if there is a current agreement in place with CBC, to which Ms. O'Connor responded that there likely would be though it would be quite old
- Councillor Mole inquired if the local ham radio group already have possession of the equipment, to which Councillor Oliwa replied that the group would like the equipment but in its original location on the poles
- Councillor Oliwa noted the ham operators are well-trained and would not be asking for the poles if they didn't know what they

were doing; stated that Ucluelet is recognized by the Province as having the only ham radio operators in emergency event, and that this group is worthy of that respect; stated that Council needs to hold CBC to the task of maintaining their poles

- Mayor St. Jacques replied that, to ensure the ham operators are safe, the District does need to confirm that the poles are safe
- Councillor Noel stated that he only wanted to know the integrity of the poles and to see documentation to that effect
- Councillor Oliwa noted that in other emergency events, not just earthquake or tsunami, the poles would be valuable

8 CLOSED SESSION

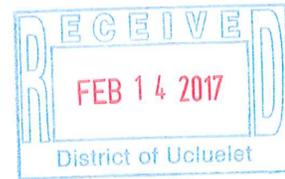
9 ADJOURNMENT

9.1 Mayor St. Jacques adjourned the Harbour Authority meeting at 8:24 pm

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, November 15, 2016 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Jeanette O'Connor
CFO

**DISTRICT OF UCLUELET**Request to Appear as a Delegation

All delegations requesting permission to appear before Council are required to submit a written request or complete this form and submit all information or documentation by 11:00 a.m. the Wednesday preceding the subsequent Council meeting. Applicants should include the topic of discussion and outline the action they wish Council to undertake.

All correspondence submitted to the District of Ucluelet in response to this notice will form part of the public record and will be published in a meeting agenda. Delegations shall limit their presentation to ten minutes, except by prior arrangement or resolution of Council.

Please arrive by 7:20 p.m. and be prepared for the Council meeting. The Mayor (or Acting Mayor) is the chairperson and all comments are to be directed to the chairperson. It is important to address the chairperson as Your Worship or Mayor St. Jacques.

The District Office will advise you of which Council meeting you will be scheduled for if you cannot be accommodated on your requested date. For more information contact the District Office at 250-726-7744 or email info@ucluelet.ca.

Requested Council Meeting Date: February 21st
 Organization Name: Emerald Sea Protection Society
 Name of person(s) to make presentation: Gabriel Howells
 Topic: Whiskey Dock Cleanup
 Purpose of Presentation: Information only
 Requesting a letter of support
 Other (provide details below)

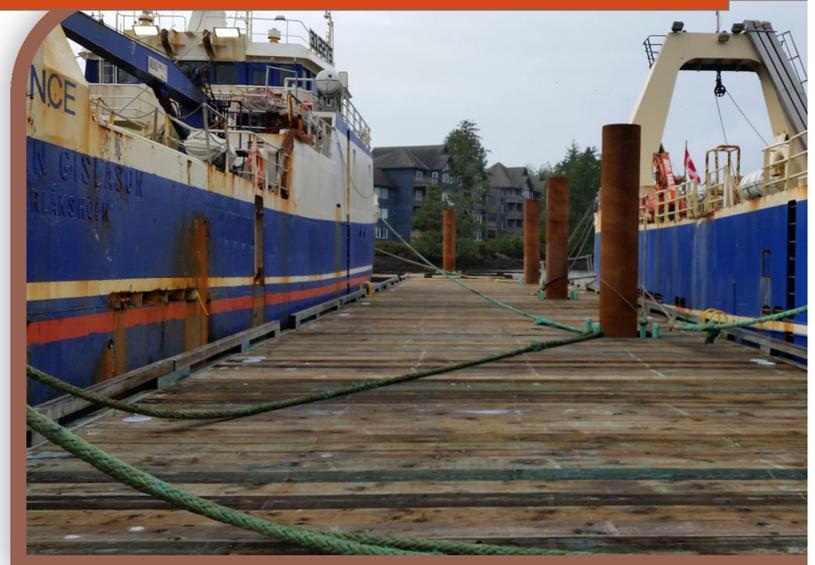
Please describe:

To secure permission to do an underwater cleanup of whiskey dock in conjunction with UES.

Contact person (if different from above): _____
 Telephone Number and Email: (250) 726-3876 gabehowells@gmail.com
 Will you be providing supporting documentation? Yes No
 If yes, what are you providing? Handout(s)
 PowerPoint Presentation

Note: Any presentations requiring a computer and projector/screen must be provided prior to your appearance date. The District cannot accommodate personal laptops.

Ucluelet Harbour report February 21, 2017



Kevin Cortes-Harbour Manager
Kasslyn Contracting
February 21, 2017
kcortes@ucluelet.ca

Harbour Activities- November 2016-February 2017

The majority of our commercial activity involved crab, drag, live cod and aboriginal fisheries. We had unloads of both crab and Live cod on our Main Street docks. February had the DFO seize and remove a commercial packer for numerous fishing infractions. We had regular maintenance on the docks pressure washing, salting and sanding as well as domestic waterline repairs due to the cold weather.



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Projects

We have a few active projects under way at the basin as well as one I am waiting on quotes.

Breakwater docks

Ramp install

Fire suppression / Domestic Water

Security Cameras

Whiskey Dock/ 52 steps

Reserve Dock Replacements



Active Projects

Breakwater: ramp install

The new ramps were installed February 3, 2017. These new ramps have made the breakwaters now usable for moorage.



Breakwater: fire suppression/ domestic water install

The fire suppression and domestic water will be completed by the end of March 2017.



The new security cameras for both whiskey dock and 52 steps will be completed by the middle of March 2017.



Up Coming Projects

Reserve Dock Replacements

I am waiting on quotes to replace the older reserve docks



Breakwater: Electrical

Katie Rattan has requested a meeting in April-May to discuss the electrical plans for the Outer Basin including the new Breakwater dock.