



HARBOUR AUTHORITY MEETING
Tuesday, February 18, 2020 @ 3:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
Council would like to acknowledge the Yuułu?iŋ?ath First Nation, on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. November 19, 2019 Harbour Authority 2019-11-19 Harbour Authority Minutes	3 - 7
6. UNFINISHED BUSINESS	
7. CHAIR'S ANNOUNCEMENTS	
8. PUBLIC INPUT, DELEGATIONS & PETITIONS	
8.1. Public Input	
9. CORRESPONDENCE	
9.1. MOTI Oceans Protection Plan Places of Refuge Initiative C-1 2020-01-23 MOTI Oceans Protection Plan Places of Refuge Initiative	9 - 14
10. REPORTS	
10.1. 2020 Harbour Projects Review <i>Mark Boysen, Chief Administrative Officer</i>	
10.2. User Fee Donation Update <i>Mark Boysen, Chief Administrative Officer</i>	
10.3. Ucluelet Harbour Manager Report <i>Kevin Cortes, Harbour Manager</i> Harbour Manager Report February 2020	15 - 16
10.4. Harbour Authority Resolution Tracking <i>Mark Boysen, Chief Administrative Officer</i> Harbour Authority Resolution Tracking	17

11. OTHER BUSINESS

12. QUESTION PERIOD

13. CLOSED SESSION

13.1. Procedural Motion to Move In-Camera

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter.

14. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 19, 2019 at 4:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Joseph Rotenberg, Manager of Corporate Services
 Nicole Morin, Corporate / Planning Clerk
 Kevin Cortes, Harbour Manager

Regrets:

1 CALL TO ORDER

1.1 Chair Noël called this meeting to order at 4:30 PM.

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.

3 ADDITIONS TO AGENDA

3.1 There were no additions to the Agenda.

4 APPROVAL OF AGENDA

4.1 November 19, 2019 Harbour Authority Meeting Agenda.

2019.001.HA **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the November 19, 2019 Harbour Authority Agenda as
 presented.

CARRIED.

5 ADOPTION OF MINUTES

5.1 September 17, 2019 Harbour Authority Minutes

2019.002.HA **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the September 17, 2019 Harbour Authority Minutes as
 presented.

CARRIED.

6 UNFINISHED BUSINESS

6.1 There was no unfinished business.

7 CHAIR'S ANNOUNCEMENTS

7.1 There were no announcements.

8 PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

There was no public input.

9 CORRESPONDENCE

9.1 52 Steps Correspondence

[2019-10-8 Nestor Ferrier](#)

[2019-10-05 Robert Edy](#)

[2019-10-05 Danielle Spraggs 52 Steps](#)

[2019-10-04 Jim Longman 52 Steps](#)

[2019-10-04 Geoff Lyons 52 Steps](#)

[2019-10-02 John McIntosh 52 Steps](#)

10 INFORMATION ITEMS

10.1 There were no information items.

11 REPORTS

11.1 Harbour Authority Resolution Tracking *Mark Boysen, Chief Administrative Officer*

Mr. Boysen, Chief Administrative Officer, reviewed the resolution tracking sheet with the Harbour Authority. There were no questions or comments.

11.2 52 Steps Update *Department of Fisheries and Oceans Canada / Small Craft Harbours*

Mr. Boysen, Chief Administrative Officer, presented this report. He noted that the DFO proposed changes have been indefinitely delayed.

Kevin Cortes, Harbour Manager, noted that there will be no changes for the next 18-24 months.

Council asked what the best way to lobby DFO is? Mr. Boysen noted that the issue should be addressed by updating the Harbour Master Plan.

11.3 Harbour Regulation Bylaw Review ***Mark Boysen, Chief Administrative Officer***

Mr. Boysen, Chief Administrative Officer, presented this verbal report. He noted that this meeting is an opportunity for the Harbour Authority to identify priority review areas.

Mr. Cortes, Harbour Manager, noted that he would like to see amendments which require docked vessels to carry insurance and address liveboards. Mr. Cortes explained that 8 or 9 liveboards were docked this summer but the number drops to 3 or 4 in the fall and winter. He noted that the subject bylaw allows 14 days per month of liveboards.

The Harbour Authority noted the following priority areas:

- derelict vessels,
- insurance requirement for docked vessels,
- liveboards,
- moorage rates (in particular a mandatory donation to RCMSAR and the Thorton Creek Enhancement Society).

11.4 Thornton Creek Enhancement Society ***Mark Boysen, Chief Administrative Officer***

Council requested that staff present a report in February of 2020 which outlines options for making donations to Thorton Creek Enhancement Society and RCMSAR mandatory.

11.5 Ucluelet Harbour Manager Report ***Kevin Cortes, Harbour Manager***

Kevin Cortes, Harbour Manager, presented this report. He noted that he is working on commercial vessel billing, maintenance on the Main Street Dock and a request for proposals has been published for the re-planking of the Outer Boat Basin Dock. The Main Street Dock bull rails have been installed.

11.6 Proposed Harbour Projects for 2020 Budget ***Mark Boysen, Chief Administrative Officer***

Mr. Boysen, Chief Administrative Officer, presented this verbal report. He presented the following list of potential projects:

- Whiskey landing float plane dock (\$347,600) – detailed design work only
- New pilings at Whiskey Dock (\$44,000)
- Harbour Master Plan (\$25,000)
- Small Craft Harbour beautification (\$10,000)

- Cleaning station scale and education signage (\$5000)
- Boat launch improvements (\$5000) - design and estimate only
- Defibrillator for Small Craft Harbour (\$2,000)
- Total for proposed 2020 projects = 438,6000

Mr. Boysen further noted that there is approximately \$320,256 Harbour Reserve Funds and the listed projects will be further discussed at the Special Budget Meeting in February of 2020.

Council questions:

- How much does the Harbour Reserve Fund increase each year? Mr. Boysen responded \$30,000 to \$60,000 per year depending on expenses.
- What would the Small Craft Harbour beautification project include? Mr. Boysen responded that it may include improvements to the bathrooms and the Harbour Managers office.

12 OTHER BUSINESS

12.1 Marine Search and Rescue Long Service Awards

Mr. Boysen, Chief Administrative Officer, noted that the Marine Search and Rescue will present Dave Payne and Brian Congdon with Long Services Awards at the November 26, 2019 Regular Council Meeting.

13 QUESTION PERIOD

13.1 Roger Gudbranson, former member of the Harbour Advisory Commission:

- lobbied against the removal of the 52 Steps Dock,
- noted challenges with the proposed float extension at the Whiskey Dock associated with prevailing winds and low tides,
- recommended pay parking at the Small Craft Harbour Parking lot and that the boat ramp be dredged before if it is extended, and,
- asked if a flat fee could be charged for moorage?

Mr. Cortes, Harbour Manager, responded that a flat fee is problematic due to size difference of locally moored vessels.

13.2 Rich Parlee, resident and former member of the Harbour Advisory Committee, noted that Harbour Authority meetings are effective and living aboard is an affordable form of long-term accommodation.

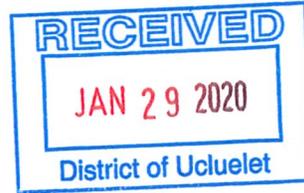
14 ADJOURNMENT

14.1 Chair Noël called adjourned the meeting at 5:23 PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, November 19, 2019 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO



District of Ucluelet
PO Box 999
Ucluelet, BC V0R 3A0

Your file Votre référence
Our file Notre référence
RDIMS #16151917

Attention: Mayor Mayco Noël

January 23, 2020

Dear Mayor Noël;

As you are aware, Transport Canada is the lead agency for several important initiatives under the Government of Canada's Oceans Protection Plan, the largest investment the Government of Canada has ever made to protect our coasts and waterways. I write today about the Places of Refuge (POR) initiative, which seeks to establish marine locations where a ship in need of assistance can take action to stabilize its condition while protecting human life and the environment, and reducing hazards to navigation. At this time, Transport Canada has identified a need to identify suitable POR on the west coast of Vancouver Island (WCVI).

Work in the WCVI area will build on POR planning work undertaken in the Haida Gwaii region (2015-2017) and the Queen Charlotte Strait (2019-2020).

We would like to invite the District of Ucluelet to collaborate in identifying potential POR. Your organization possess local knowledge that would be essential to consider in an incident that might require a POR. Your input will contribute to the development of a regional Annex to the Pacific Region POR Contingency Plan.

Please find enclosed chart extracts indicating draft PORs in Barkley Sound. It is important to note that each of these POR sites will be subjected to detailed review during engagement with First Nations and local communities before being considered for inclusion in the Pacific Region POR Contingency Plan, and may be removed from consideration for environmental, cultural or safety reasons.

The Government of Canada intends to engage with communities and groups, including regional and local governments, First Nations and others in a manner that best reflects their interests. We are reaching out to you, to hear how we can best conduct this engagement.

Proposed Draft Engagement Approach

Transport Canada and our consultant, Nuka Research, are proposing to invite all interested parties to attend one or more workshops in the WCVI area in early 2020 to:

1. Review the Place of Refuge planning and decision-making framework
2. Gather input on potential locations where a ship could be safely anchored
3. Just as importantly, gather input on locations where a ship should not be directed
4. Gather input on area logistical resources and services
5. Gather input on area cultural and environmental areas of concern

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After the information gathering workshops, it is proposed that Transport Canada prepare and circulate a draft POR Contingency Plan for review and comment before finalizing the Plan.

We would be interested in your thoughts on this proposed engagement approach, and we are open to revising the approach if necessary to accommodate any concerns.

Next Steps

We ask that you indicate: 1) whether your organization intends to participate in the POR planning process, and 2) who will be the point of contact on behalf of your organization. Once we have identified all interested parties, we will begin discussion of engagement approach and scheduling meetings and workshops.

I look forward to hearing from you, and working with your community on this important initiative. If you have any questions or concerns, please feel free to reach out to Sinead Deery by e-mail (Sinead.deery@tc.gc.ca) or phone (604-340-9532). We hope to hear from you by February 28, 2020 in order to schedule our workshop in the spring.

Regards,



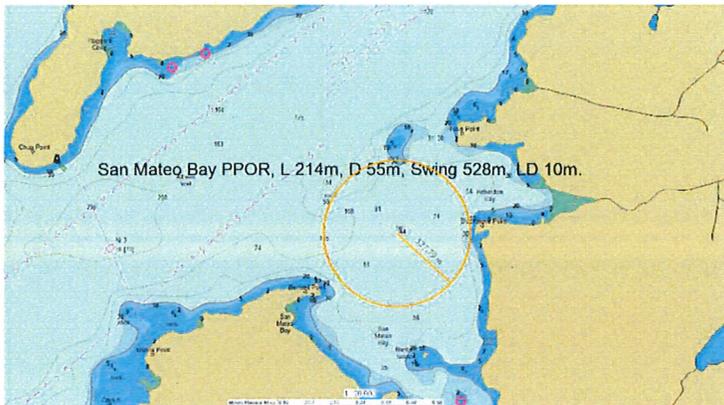
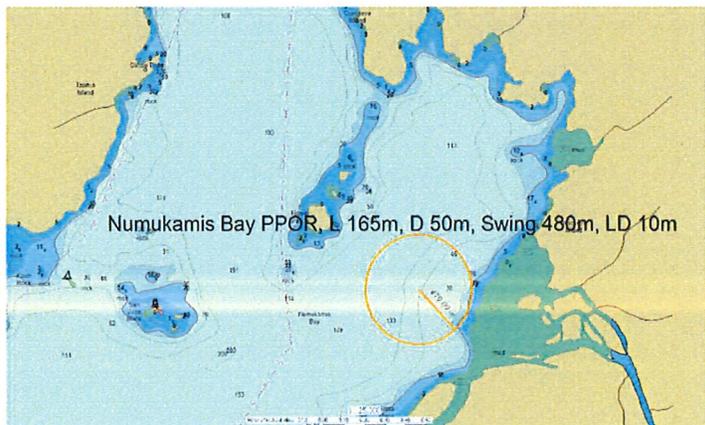
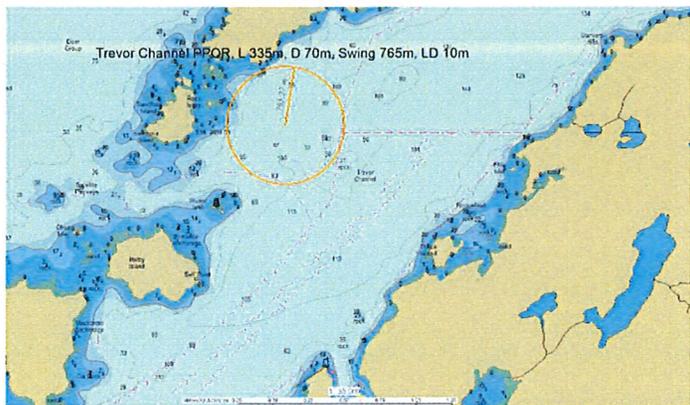
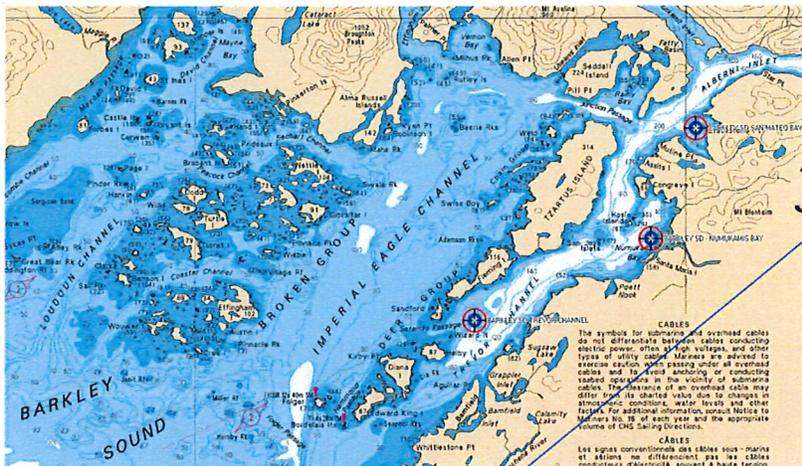
Captain David Kyle,
Places of Refuge Initiative Lead,
Oceans Protection Plan

cc: Cecilia Lei, Director of Engagement, Transport Canada

Enclosure (2)

DRAFT FOR DISCUSSION

Barkley Sound Potential Places of Refuge



Oceans Protection Plan

Places of Refuge Initiative

Background

A place of refuge is a site where a ship in need of assistance can take action to stabilize her condition to protect human life and the environment.

Place of refuge requests may be complex and urgent, requiring close coordination and communications between the vessel and Marine Safety authorities. Transport Canada is the lead agency for decisions related to ships requesting a place of refuge in Canadian waters.



Places of refuge are not designated in advance because the most suitable shelter can be determined only after the details of the incident are known.

To be best prepared for such incidents, the Government of Canada has created a [National Places of Refuge Contingency Plan](#) and is updating five regional plans.

Pre-identifying coastal locations

Through the Places of Refuge Initiative, Transport Canada is pre-identifying coastal locations for suitable places that ships can take shelter. The department is working with partners through this process so that Places of Refuge decision making can be efficient, evidence-based, and inclusive.

Decision makers will be able to use these pre-identified coastal locations in the event of an incident.

This proactive approach to planning will set in place the following considerations before an incident:

- ✓ Logistics, environmental sensitivities, human use and navigation
- ✓ Potential conflicts of use
- ✓ Local and traditional knowledge

Working with partners

The involvement of Indigenous peoples, coastal communities, government organizations and industry is helping to:

- ✓ Evaluate potential places of refuge using site-specific data to inform decisions
- ✓ Improve the contingency plan's environmental, socio-economic and cultural sensitivities content
- ✓ Improve communications and broaden coordination in decision making

The Places of Refuge Initiative is another action that the Government of Canada is taking to protect our coasts and waterways. The Government is investing \$1.5 billion in the Oceans Protection Plan, a national strategy to create a world-leading marine safety system that provides economic opportunities for Canadians today, while protecting our coastlines for future generations.

Ucluelet Harbour Report February 2020

Updates

The dock has been quiet with vessels coming and going. The busiest vessels are from the Trawl fishery with boats going out between storms. We have lost 2 of our fulltime crab vessels due to area relocation to Prince Rupert. We have been active in the harbour over the last month with both a fuel spill from the trawl vessel on a private dock Tenacious and the fire and eventual sinking of the recreational vessel Happy Hour.

FEBURARY 18, 2020

Kasslyn Contracting



PROJECTS



I have finished the replacement of the bull rails around the Whiskey Dock.

The contractor has started to replace the planks and tie rails along the Outer Basin dock this project should be finished by the end of March.



Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
04-Sep-18	6.2.	Harbour Advisory Commission Update	THAT Council direct Staff to work collectively with the Harbour Authority, Royal Canadian Marine Search & Rescue and the Harbour Manager to create and publicize a media release highlighting current activities, acknowledging the volunteers and promoting a membership drive.	To work collectively with the HA, HAC, RCMSAR and Harbour Manager to create a media release/membership drive.	Mark Boysen	Complete
20-Nov-18	4.2.	Small Craft Harbour Brochure Re-print Kevin Cortes, Harbour Manager		Brochure completed. Will be printed for the 2020 season.	Mark Boysen	Complete
19-Feb-19	9.3.	Thornton Creek Enhancement Society Mayco Noël, Mayor	THAT Council direct the Harbour Manager to add a 2% voluntary donation for Thornton Creek Enhancement Society to Small Craft Harbour billing and reassess in 12 months.	THAT the Harbour Authority reassess the 2% voluntary donation to Thornton Creek in early 2020.	Kevin Cortes	Assigned - reassess in Feb 2020
05-Jun-19	10.3.	Ucluelet Harbour Report - June 2 Kevin Cortes, Harbour Manager	THAT the Harbour Authority Approve the replacement of rotten bull rails around the upper dock of the Whisky Dock with an estimated cost of \$10,000, upon further investigation and approval of funds by the DFO.	Replace the rotten bull rails on the upper section of the Whisky Dock with bull rails that cost no more than \$10,000 upon approval of funds by DFO.	Kevin Cortes	Complete
05-Jun-19	10.2.	Proposed Whiskey Dock Float Improvements Mark Boysen, Chief Administrative Officer	THAT Council approve recommendation 1 of report item, "Proposed Main Street (Whisky) Dock Float Improvements" which states: THAT the Harbour Authority direct Staff to provide a detailed proposal for float improvements to the Main Street (Whiskey) Dock at the September 17, 2019 Harbour Authority meeting.	Draft a report about the proposed Whisky Dock Float Improvements. Include reliable cost-breakdown and potential funding sources.	Mark Boysen	Complete
17-Sep-19	11.3	Scale Educational Component	THAT Council directs Staff to collaborate with the Ucluelet Aquarium to develop an educational component which will accompany the scale installed at the Small Craft Harbour.	Staff to collaborate with the Ucluelet Aquarium to develop an educational component which will accompany the scale installed at the Small Craft Harbour.	Mark Boysen	Assigned - consider in 2020 budget process
17-Sep-19	11.2	Scale Installation at Small Craft Harbour	THAT Council directs Staff to install a fish scale at the Small Craft Harbour with District of Ucluelet branding.	Staff to install a fish scale at the Small Craft Harbour with District of Ucluelet branding.	Mark Boysen	Assigned - consider in 2020 budget process
17-Sep-19	11.1	Seaplane Base Road Signage	THAT Council directs Staff to install signage at the end of Seaplane Base Rd. that directs users to park their boat trailers overnight in the Seaplane Base Recreation Hall parking lot.	Staff to install signage at the end of Seaplane Base Rd. that directs users to park their boat trailers overnight in the Seaplane Base Recreation Hall parking lot.	Warren Cannon	Assigned - consider in 2020 budget process
19-Nov-19	11.4	Thornton Creek Enhancement Society, Mark Boysen, Chief Administrative Officer		Council requested that Staff present a report in February of 2020 which outlines options for making donations to Thornton Creek Enhancement Society and RDMSAR mandatory	Mark Boysen	Assigned