

AGENDA

HARBOUR AUTHORITY MEETING

Tuesday, September 15, 2015

7:30 p.m.

Activity Room One, Ucluelet Community Centre

500 Matterson Drive,

Ucluelet, B.C.

Council Members:

Mayor Dianne St. Jacques

Councillor Sally Mole

Councillor Randy Oliwa

Councillor Marilyn McEwen

Councillor Mayco Noel



www.ucluelet.ca

THIS PAGE LEFT BLANK INTENTIONALLY

HARBOUR AUTHORITY MEETING

7:30 p.m.

Tuesday, September 15, 2015

**Activity Room One, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

- 1. CALL TO ORDER**
- 2. ADOPTION OF MINUTES**
None
- 3. PUBLIC INPUT AND PRESENTATIONS**
- 4. REPORTS FROM COUNCIL OR STAFF**
 - 4.1 Harbour Advisory Commission – Minutes & Recommendations**
 - June 10, 2015 Minutes p. 5
 - September 2, 2015 Minutes (draft) p. 11
- 5. NEW BUSINESS**
- 6. ADJOURNMENT**

Harbour Advisory Commission
Meeting June 10, 2015, Committee Room One, Ucluelet Community Centre
500 Matterson Drive, Ucluelet BC

IN ATTENDANCE

Laurie Charnell
Doug Kimoto
Brian Congdon
Brock Johansen
Roger Gudbranson
Councillor Randy Oliwa
Barb Millar, recording secretary

CALL TO ORDER

In the absence of Chair Parlee, Councillor Oliwa chaired the meeting.
Meeting was called to order at 7:30 pm.

Councillor Oliwa highlighted the changes that have been made to improve communication between the Harbour Advisory Commission and the Harbour Authority; coordination of the meetings of the Harbour Authority to be held after the regularly scheduled Harbour Commission meetings. At these meetings the recommendations from the Commission will be received and the Authority will make motions to act or respond accordingly.

Welcome extended to all visitors at the meeting; commented these meetings are held under the same protocol as Council meetings, with respectful dialogue; there will be opportunities for the audience members to speak at the beginning or the end of each meeting, but there should not discussion during the meeting between the committee members and the audience.

APPROVAL OF THE MINUTES

Moved by Commissioner Charnell, seconded by Commissioner Gudbranson to accept the minutes of May 6, 2015 meeting.

CARRIED

BUINESS OUT OF THE MINUTES

Election of Chairperson:

Thank you to Rich Parlee for his past service as chairperson of the Harbour Advisory Commission. Rich Parlee has expressed interest to let his name stand as Chairperson for the next year.

Councillor Oliwa asked three times for nominations to Chair.

Commissioner Johansen withdrew his name as a candidate for Chairperson and nominated Rich Parlee.

Hearing no other nominations, Rich Parlee was acclaimed as Chairperson of the Harbour Advisory Commission for a one year term.

PUBLIC INPUT, DELEGATION, PETITIONS:

Councillor Oliwa noted there was a last minute request from the West Coast Guide Association to make a presentation to the Commission. He stated it was up to the Commission to accept the delegation.

Moved by Commissioner Charnell, seconded by Commissioner Thoms to accept the delegation.
CARRIED

Bill Von Brandell made a short presentation regarding the West Coast Guides Association vision of economic benefits through an improved business model; asked the Harbour Advisory Commission for their support for an alternative vision for the Harbour: to grow economic benefits by working in partnership to grow Ucluelet's economy through a revitalized harbour.

A written copy of the presentation was provided to the members.

Councillor Oliwa stated a delegation's presentation is received by the committee, and the business of the meeting continues without any discussion.

Moved by Commissioner Charnell, seconded by Commissioner Gudbranson to forward the presentation to the Harbour Authority.
CARRIED

CORRESPONDENCE

NONE

INFORMATION ITEMS

I-1 Harbour Authority Draft Minutes June 2, 2015

Moved by Commissioner Gudbranson, seconded by Commissioner Congdon to receive I-1.
CARRIED

REPORTS

R-1 SUMMARY OF WHARF REVENUE AND EXPENSES

Moved by Commissioner Gudbranson, seconded by Commissioner Charnell to receive R-1.
CARRIED

Councillor Gudbranson noted the restaurant lease fees for the Barkley Adventure station were not in proportion to the higher annual fees charter boat operators have to pay. He noted when he was chartering he paid at least \$7,000 annually.

Moved by Commissioner Gudbranson, seconded by Commissioner Charnell to recommend to the Harbour Authority to investigate the lease fees for Barkley Adventure Station.
CARRIED

Councillor Oliwa noted a review of these lease fees would be included in the annual review of all fees and charges which is presently underway for 2015.

Commissioner Charnell noted the garbage fees are very high, wondered if there could be an alternative to the current contractor.

Moved by Commissioner Charnell, seconded by Commissioner Congdon to recommend to the Harbour Authority to investigate possible ways to reduce the garbage fees for Small Craft Harbour.

CARRIED

Moved by Commissioner Gudbranson, seconded by Commissioner Charnell to request the Harbour Authority provide details regarding the line item "other" in the summary of Wharf Revenues and Expenses.

CARRIED

Commission members expressed their concern regarding the low revenue the harbours are generating; administration and wage costs seem high – however, figures are only for one year, it would be beneficial to have a three year comparison in order to make educated recommendations regarding revenues and expenses.

Moved by Councillor Thoms, seconded by Councillor Gudbranson to request a summary of wharf revenue and expenses from 2012 and 2014 for comparison purposes.

CARRIED

R-2 HARBOUR MANAGER'S REPORT

Kevin Cortes submitted a summary report of harbour activities for May, 2015.

Moved by Councillor Charnell, seconded by Councillor Thoms to receive R-2.

CARRIED

Councillor Oliwa announced Kevin Cortes has been awarded the contract for the Harbour Manager. Commissioner Gudbranson inquired regarding the terms of the contract, whether it was available for HAC to review and whether the contract had been signed. Councillor Oliwa replied the contract would not be made available for review.

NEW BUSINESS

NB-1 TERMS OF REFERENCE

Copies were distributed to the members.

The Harbour Authority would like to see the Commission review the Terms of Reference for the Harbour Advisory Commission annually, to remind the members of their focus when making recommendations.

Councillor Oliwa explained this Advisory board is bound by the rules of the Local Government Act, as well as by the rules and procedures of Council.

Councillor Oliwa requested the members review this document and forward any comments or concerns to him, which in turn can be forwarded to the Harbour Authority.

NB-2 Harbour Handout

Draft handout was distributed for Commission members to review and make comments.

NB-3 STATUS OF LADDERS IN SMALL CRAFT HARBOURS

Commissioner Kimoto asked Councillor Oliwa why the ladders have not been installed to date. Kevin Cortes is waiting for instructions to install the ladders; it can't be rocket science to install? If someone happens to drown and the ladders have not been installed could the Harbour Authority be liable? Councillor Oliwa stated he was not aware the ladders had not been installed; and in any situation, the practise of due diligence would be investigated.

Moved by Commissioner Kimoto seconded by Commissioner Charnell to recommend to the Harbour Authority to follow up with staff regarding the status of the ladder installation.
CARRIED

NB-4 ADDITIONAL BASIN PARKING

Moved by Commissioner Johansen and seconded by Commissioner Charnell to recommend to the Harbour Authority to use the upper lot on Peninsula Road beside the Canadian Princess for Small Craft Harbour overflow parking.
CARRIED

NB-5 TRAILER PARKING FOR USERS OF THE PAT LESLIE BOAT LAUNCH

Moved by Commissioner Gudbranson and seconded by Commissioner Thoms to recommend to the Harbour Authority to install signage at the Pat Leslie boat ramp directing users of the boat ramp to park boat trailers in the back of the Seaplane Base Recreation Hall parking lot.
CARRIED

Councillor Oliwa noted the seasonal Bylaw Ambassadors could also help with directing people to park at the Rec Hall lot.
The boat launch is now a harbour facility and falls under the jurisdiction of the Harbour Manager.

NB-6 SECOND FISH CLEANING STATION

Moved by Commissioner Johansen and seconded by Commissioner Charnell to recommend to the Harbour Authority to investigate building a second fish cleaning station either at the Pat Leslie Boat Launch or at 52 steps.
CARRIED

Commissioner Thoms stated he is in favor of a second fish cleaning station as long as there is no dumping of offal in the harbour.

NB-7 SEWER LINE AT FLOAT HOUSE

Moved by Commissioner Kimoto and seconded by Commissioner Charnell to recommend to the Harbour Authority to investigate the Float House sewer line, as it is floating and also leaking fresh water.
CARRIED

Commission members asked whether this property is on a water meter?

NB- 8 CONCRETE AT THE STOP SIGN IN SMALL CRAFT HARBOUR PARKING LOT

Moved by Commissioner Kimoto and seconded by Commissioner Charnell to recommend to the Harbour Authority to patch the parking lots area between the stop-sign and the dumpster.
CARRIED

NB- 9 UPGRADE SMALL CRAFT HARBOUR SIGN

Moved by Commissioner Kimoto and seconded by Commissioner Charnell to recommend to the Harbour Authority to request the sign at the Small Craft Harbour be sanded stained.
CARRIED

NEXT MEETING

September 2, 7:30 pm at the Ucluelet Community Centre.

ADJOURNMENT

It was moved by Councillor Oliwa to adjourn the meeting at 8:55 pm.

Harbour Advisory Commission
Meeting September 2, 2015, Committee Room One, Ucluelet Community Centre
500 Matterson Drive, Ucluelet BC

IN ATTENDANCE

Doug Kimoto
Brian Congdon
Brock Johansen
Chairperson Richard Parlee
Councillor Randy Oliwa
Barb Millar, recording secretary

CALL TO ORDER

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

APPROVAL OF THE MINUTES

Moved by Commissioner Johansen, seconded by Commissioner Congdon to accept the minutes of June 10, 2015 meeting.

BUSINESS OUT OF THE MINUTES

Councillor Oliwa confirmed the Harbour Advisory Commission meetings are to be scheduled prior to the Harbour Authority meetings; the next meeting of the Harbour Authority will be held September 15, 2015. Recommendations from the June 10, 2015 meeting and tonight's meeting will be presented at this September 15, 2015 meeting.

Councillor Oliwa recommended a list of recommendations be compiled by staff as a report and presented to the Commission members at their next meeting. This can be used for tracking purposes regarding outcome of recommendations.

Barkley Sound Lease

Commissioner Parlee asked for an update regarding the terms of this lease. Councillor Oliwa noted the terms of the lease are confidential and would not be come back to the Harbour Commission.

Commissioners noted there were issues they wanted the Authority to be aware of regarding the Float house - including annual lease cost being extremely low; the number of boats docking at the Float House, and whether their lease includes a fee for garbage disposal.

Household Garbage

Commissioners noted non-Small Craft Harbour users are dumping household garbage in the dumpsters located at District Harbour facilities. What actions could be taken to prevent this from occurring? Noted the dumpsters used to be locked.

Harbour Revenue

Commissioners discussed the low revenue the harbour facilities are generating and expressed their hope that projected harbour maintenance and repair costs will be factored into a new rate structure. Is there a reserve fund set aside?

Working Group Meeting

Working group to meet September 11, 2015. Working group is made up of District of Ucluelet Councillor Randy Oliwa, Chief Administrative Officer Andrew Yeates, Chief Financial Officer Jeanette O'Connor, Harbour Advisory Commission members Richard Parlee and Lawrence Charnell, Small Craft Harbour staff members Katie Rattan and other staff members.

Commissioner Kimoto questioned the timeline for the breakwater construction and dredging and could the Harbour Authority have consultation with the property owners on the outer basin waterfront? There is an old retaining wall that is in very bad shape.

Councillor Oliwa noted the timeline for modernization will be set by Small Craft Harbours and will definitely be discussed at the upcoming meeting.

Water's Edge Strata

Commissioner Parlee reported he will be meeting with the President of the Water's Edge Strata to discuss the inner basin upgrades.

Safety Ladders

Ladders have not been installed and commission members expressed their concerns.

Councillor Oliwa provided an update from the CFO: the ladders will be installed by the end of September.

Commissioners expressed concerns about liability of ladders not installed in case of an accident. Councillor Oliwa noted that as a member of the Harbour Authority he is comfortable that staff is ensuring the District is legally protected and that the ladder installation is proceeding according to staff direction to the Harbour Manager.

Harbour Handout

Commissioners were again asked for any feedback regarding the draft that was presented at the June meeting. Please email suggestions to District staff.

Additional Parking in Small Craft Harbour Parking Lot

Discussion was held regarding reconfiguration of lines to make the parking more efficient. Suggestions were made for pay parking in SCH parking lot, with overflow free parking on District lot beside the Canadian Princess.

Councillor Oliwa confirmed these types of decisions are operational and will also be discussed during the budget process.

Helen Road Causeway Rehabilitation

Richard will discuss this issue with Katie at the working group meeting.

NEW BUSINESS

Pat Leslie Boat Launch

Discussion regarding use of free boat launch by commercial /charter operators. Is this activity monitored? Do these operators have business licences, correct insurance? Boat launch should be for non-commercial purposes. Would have to be monitored. Boat trailers parked there are making the area very congested. Commissioner Johansen noted the Bylaw officers this season have been very effective.

Moved by Commissioner Congdon seconded by Commissioner Kimoto that the potential misuse of the Pat Leslie public boat launch be investigated.

CARRIED

Liveboards

Commissioner Kimoto questioned the policy, what is the current status of liveboards? Councillor Oliwa noted the current bylaw states the approval of a lease agreement is granted by the Harbour Authority and is entirely at the Harbour Authority's discretion. Currently liveboard leases are on hold; however, bylaws are not static and the Authority welcomes input regarding liveboard policy changes from the Commission.

NEXT MEETING

November 4, 7:30 pm at the Ucluelet Community Centre.

ADJOURNMENT

It was moved by Councillor Parlee to adjourn the meeting at 8:55 pm.

DRAFT