



HARBOUR AUTHORITY MEETING
Tuesday, February 20, 2018 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

	Page
1. CALL TO ORDER	
2. ADOPTION OF MINUTES	
2.1. September 05, 2017	3 - 4
Harbour Authority Minutes	
3. UNFINISHED BUSINESS	
4. PUBLIC INPUT AND PRESENTATIONS	
5. CORRESPONDENCE	
6. REPORTS FROM COUNCIL OR STAFF	
6.1. Harbour Advisory Commission Minutes	5 - 11
<i>Marlene Lagoa, Deputy Municipal Clerk</i>	
HAC Memo	
Appendix A - November 29, 2017 Minutes	
Appendix B - February 15, 2018 Minutes	
6.2. Harbour Advisory Commission Update	13
Marlene Lagoa, Deputy Municipal Clerk	
HAC Report	
7. NEW BUSINESS	
8. CLOSED SESSION	
9. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, September 5, 2017 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer;
 Nikki Best, Deputy Municipal 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 **February 21, 2017 Regular Minutes**

HA-001 **It was moved by Councillor McEwen and seconded by Councillor Noel**
 THAT the Harbour Authority approve the February 21, 2017 minutes as
 presented.

CARRIED.

3 UNFINISHED BUSINESS

3.1 **There was no unfinished business.**

4 PUBLIC INPUT AND PRESENTATIONS

4.1 **There was no public input.**

5 CORRESPONDENCE

5.1 **There was no correspondence.**

6 REPORTS FROM COUNCIL OR STAFF

6.1 **District of Ucluelet Harbour (SCH) Report**
 Kevin Cortes, Harbour Manager

HA-002 **It was moved by Councillor Noel and seconded by Councillor McEwen**
 THAT the Harbour Authority receive the District of Ucluelet Harbour Report
 dated September 5, 2017 as prepared by Kevin Cortes, Harbour Manager.

CARRIED.

6.2 Pacific Rim Marine Search and Rescue Society Funding
Carolyn Bidwell, Chief Financial Officer

HA-003

It was moved by Councillor McEwen and seconded by Councillor Mole
THAT the Harbour Authority receive the report regarding the status of the monthly funding payments to the Pacific Rim Marine Search and Rescue Society as presented.

CARRIED.

7 NEW BUSINESS

7.1 There was no new business.

8 CLOSED SESSION

8.1 Procedural Motion to Move In-Camera

HA-004

It was moved by Councillor McEwen and seconded by Councillor Noel
THAT the meeting be closed to the public in order to address items under Section 90(1)(a) of the Community Charter.

CARRIED.

9 ADJOURNMENT

9.1 Mayor St. Jacques adjourned the Harbour Authority Meeting at 8:57 pm.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, September 5, 2017 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO



MEMO TO HARBOUR AUTHORITY

Harbour Authority Meeting: FEBRUARY 20, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: HARBOUR ADVISORY COMMISSION

FILE NO: 0540-20 HAC

SUBJECT: HAC MINUTES – NOVEMBER 29, 2017 AND FEBRUARY 15, 2018

ATTACHMENT(S): APPENDIX A - NOVEMBER 29, 2017 MINUTES (APPROVED)
APPENDIX B – FEBRUARY 15, 2018 MINUTES (DRAFT)

RECOMMENDATION(S):

1. **THAT** the Harbour Authority receives the Harbour Advisory Commission's November 29, 2017 and February 15, 2018 minutes for information.

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer

Harbour Advisory Commission
Meeting November 29, 2017, UCC Meeting Room #1
500 Matterson Drive, Ucluelet BC

IN ATTENDANCE

Chairperson Richard Parlee
Doug Kimoto
John Winpenny
Roger Gudbranson
Councillor Randy Oliwa
Mark Boysen, CAO

CALL TO ORDER

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

GENERAL DISCUSSION

- Mark Boysen, new CAO for the District of Ucluelet, attended the meeting. He provided a background of his experiences and time so far at the District.
- Councillor Oliwa provided his background and perspective for the new CAO.
 - o New and more effective processes are needed for Harbour management.
 - o Has concerns about bylaws and the function of the board including term limits.
 - o Looks to Campbell River as a positive model for harbour management.
 - o Need to start with the Harbour Plan conducted by Levi Timmerman's Consulting.

NEW BUSINESS

- Discussion was held regarding having Kevin Cortes, Harbour Master, attend commission meetings.

Action: Mr. Boysen would investigate the attendance of Mr. Cortes at 2018 HAC meetings.

- Mr. Boysen provided a status update on the West Coast Marine Response Ucluelet base proposal.
 - o Action: Mark Boysen committed to send the West Coast Marine Response proposal for the Ucluelet Harbour to the Commission members for comment.
 - o There was concern that the two staff allocated by WCMR is adequate for a spill.
 - o The benefit of the Volunteer Marine Rescue Society was highlighted.
 - o Councillor Oliwa highlighted that a percentage of the moorage is going to the auxiliary marine group.
- Roger Gudbranson expressed that the parking lot expansion had been previously approved but has not been completed.

- Action: Mr. Boysen to follow up on the status of the parking lot expansion.

Action: Recommended that Mr. Boysen propose new Harbour Advisory Commission meeting times for 2018.

- It was noted that a public walkway for the inner boat basin would be a great benefit.
 - Mr. Boysen indicated that there are some property development conversations in the area that may move this forward.
- It was noted that the Trapa Property is a potential opportunity for the harbour in the future.

ADJOURNMENT

Commissioner Parlee adjourned the meeting at 8:50 pm.
The next meeting will be held February 15, 2018.

Harbour Advisory Commission
Meeting February 15, 2018, UCC Meeting Room #1
500 Matterson Drive, Ucluelet BC

IN ATTENDANCE

Chairperson Richard Parlee
Doug Kimoto (arrived 5:37 pm)
Roy Alexander
John Winpenny
Roger Gudbranson
Lawrence Charnell
Councillor Randy Oliwa
Mark Boysen, Chief Administrative Officer (CAO)
Marlene Lagoa, Deputy Municipal Clerk
Kevin Cortes, Harbour Manager

CALL TO ORDER

Chairperson Parlee called the meeting to order at 5:31 pm.

MINUTES

Commissioner Alexander did not attend the November 29, 2017 meeting.

Moved by Commissioner Gudbranson to approve the minutes of November 29, 2017 as amended.

CARRIED

NEW BUSINESS

NB-1 HAC Appointments

The commission members discussed options for the 2018 appointment process to the Harbour Advisory Commission. Past practice was to appoint members for two years, with end dates being staggered to end in April on alternating years, and that vacancies were advertised. The commission members that are interested in standing for another term include Commissioners Alexander, Kimoto, Gudbranson, Parlee, and Winpenny.

ACTION: Marlene Lagoa to prepare a report recommending 2018 Harbour Advisory Commission appointments to the Harbour Authority.

NB-2 HAC Meetings Dates

The commission members discussed meeting on the Thursday two weeks prior to Harbour Authority Meetings.

Harbour Advisory Commission meetings will be held:

May 3, 2018

August 23, 2018

November 8, 2018

NB-3 Harbour Authority Association of BC Annual Meeting

The commission members discussed interest in attending and hosting future annual meetings of the Harbour Authority Association of British Columbia (HAABC). Councillor Oliwa encouraged the commission to take advantage of HAABC's resources which includes free legal advice.

ACTION: Place HAABC Annual Meeting on the next meeting agenda.

NB-4 Western Canada Marine Response Corporation Update

CAO Mark Boysen reported that District staff will be meeting with representatives from the Western Canada Marine Response Corporation (WCMRC). The new company will be setting up operations by January 2019 in Port Alberni.

NB-5 Harbour Manager Update

Harbour Manager Kevin Cortes gave an update on harbour projects.

The commission members raised questions and concerns regarding:

- Size of boats being docked interfering with access at low tide.
- Opportunity to purchase docks from Port Alberni to fill the outer basin.
- Options to improve the esthetics of pilings including accessing community art grants.
- Obstacles to dredging that may threaten the future safe operation of the harbours.
- Lack of cardboard receptacles at the harbour and the disposal of cardboard in the garbage.
- Reviewing the agreement with Floathouse Restaurant to ensure commercial operators are arranging their own waste collection service.
- Uninsured vehicles being stored in the parking lot.
- A boat that has been tied up for 12 years not complying with bylaws requiring it to have power and be mobile.
- The Pat Leslie boat launch being slippery.

Moved by Commissioner Kimoto and seconded by Councillor Charnell that the commission recommends that in the interest of safety and navigation, the Harbour Authority update the harbour plan in the months ahead especially with a view for maintenance dredging.

CARRIED

ACTION: CAO Mark Boysen will enquire with Department of Fisheries and Oceans Canada staff on the status of dredging to maintain existing channels for the future.

ACTION: Harbour Manager Kevin Cortes to send letter notifying boat owner of the bylaw.

ACTION: CAO Mark Boysen to call HAABC to seek advice on how to deal with derelict boats tied up in the harbour.

ACTION: CAO Mark Boysen to report back on federal funding for the removal of derelict boats.

NB-6 Environment and Emergency Program Update

CAO Mark Boysen informed the commission that the District has discontinued the role of Manager of Environment and Emergency Management Services and is looking at options to support fire and emergency response.

NB-7 Moorage Software

Councillor Oliwa asked about the status of the moorage software that was being developed by HAABC with the support of federal funding.

ACTION: CAO Mark Boysen to follow-up on status of software being developed to track moorage in small craft harbours.

NB-7 Chair Update

Chairperson Parlee thanked Councillor Charnell for his contribution to the commission and assistance with the design of the new dock.

ADJOURNMENT

Commissioner Parlee adjourned the meeting at 6:39 pm.
The next meeting will be held May 3, 2018.



STAFF REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: FEBRUARY 20, 2018
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: MARLENE LAGOA, DEPUTY MUNICIPAL CLERK

FILE NO: 0540-20 HAC

SUBJECT: HARBOUR ADVISORY COMMISSION UPDATE

ATTACHMENT(S): NONE

RECOMMENDATION(S):

1. **THAT** Council appoint Roy Alexander, Doug Kimoto, Roger Gudbranson, Richard Parlee, and John Winpenny to the Harbour Advisory Commission for 2018.

PURPOSE/DESIRED OUTCOME:

To request that Council appoint members to the HAC and to share 2018 meeting dates.

BACKGROUND:

At the Harbour Advisory Commission meeting held February 15, 2018, Commissioners Alexander, Kimoto, Gudbranson, Parlee, and Winpenny expressed their interest in serving another year on the Commission.

The appointment process to the Commission is addressed in the *Ucluelet Harbour Advisory Commission Bylaw No. 847, 2001*, as well as in the Terms of Reference. The Bylaw states that Council will review membership annually and make appointments as necessary for the continuation of the Commission. The Bylaw requires a minimum of five members and not more than seven members.

Harbour Advisory Commission meetings will be held on the Thursday two weeks prior to Harbour Authority Meetings. 2018 meeting dates are scheduled for May 3rd, August 23rd, and November 8th.

DISCUSSION:

Staff recommends that Council reappoint the five Commissioners, and one member of Council, to the Harbour Advisory Commission until the end of 2018.

Respectfully submitted: Marlene Lagoa, Deputy Municipal Clerk
Mark Boysen, Chief Administrative Officer