



HARBOUR AUTHORITY MEETING
Tuesday, September 4, 2018 @ 7:30 PM
George Fraser Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?iŋ?atŋ First Nations on whose territories the District of Ucluelet operates.	
3. ADOPTION OF MINUTES	
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DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, May 15, 2018 at 6:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, and Noel
 Staff: Mark Boysen, Chief Administrative Officer;
 Marlene Lagoa, Deputy Municipal Clerk

Regrets: Councillor Mole

1 CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 6:30 PM

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3 ADDITIONS TO AGENDA

1. Pertaining to Agenda Item No. 8.2 REPORTS: Harbour Advisory Commission Update:

- ADD Draft May 10, 2018 Regular Minutes of the Harbour Advisory Commission for information.

2. Pertaining to Agenda Item No. 9.0 NEW BUSINESS:

- ADD Agenda Item No. **9.1 Signage** for discussion.

4 APPROVAL OF AGENDA

4.1 May 15, 2018 Harbour Authority Agenda

HA-001 **It was moved by Councillor Oliwa and seconded by Councillor McEwen**
 THAT Council approve the May 15, 2018 Harbour Authority agenda as amended.

CARRIED.

5 ADOPTION OF MINUTES

5.1 February 20, 2018 Regular Minutes

HA-002 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
 THAT Council approve the February 20, 2018 regular minutes as presented.

CARRIED.

6 UNFINISHED BUSINESS

6.1 There was no unfinished business.

7 PUBLIC INPUT AND DELEGATIONS

7.1 Public Input

There were no members of the public who wished to speak.

7.2 Delegations

- **Claire Salvador, Program Officer - Small Craft Harbours, Fisheries and Oceans Canada**
Re: Small Craft Harbours

Claire Salvador provided an overview of Ucluelet's Harbour Master Plan last updated in 2012.

Discussion ensued on the process of reviewing and updating the Harbour Master plan, highlights included:

- DFO is seeking confirmation on whether operations at 52 steps have ceased and if it should be removed from the head lease.
- The head lease has lapsed and is one year out of date.
- Federal funding of \$250 million for small craft harbours is available.
- DFO have identified float reconstruction work to accommodate the marine response centre as well as adding them to the sublease.
- Need to review the harbour usage data collected, specifically to do with commercial users, to support gaps and service needs in order to make a business case for future infrastructure needs.
- Are there any established partnerships with First Nations? Federal government is looking at reconciliation projects and whether docks serve First Nation communities. Mayor noted that Toquaht First Nation and Ucluelet First Nation are busy building docks for their own communities and economic needs.
- Harbour Advisory Commission would be interested in helping to update the plan.
- The current Harbour Plan is not detailed enough in regards to outlining future service requirements (i.e. infrastructure).
- Ucluelet west is designated for moorage only and is the area targeted for float reconstruction.
- The District does not want to be in charge of Ucluelet east.
- Claire Salvador recommended creating a list of priority actions to

review and assign a timeline for implementation.

- Long-term planning projects that are placed on the list will require further study before being implemented.
- DFO conducted a national review of all small craft infrastructure. They identified non-core harbours where the primary usage is no longer commercial. DFO's goal is to divest those harbours to reduce infrastructure costs so they can support core harbours.
- Ucluelet's current mandate is to support small vessels. The Troll fleets are getting bigger and there are two large processing boats coming in. They need places to tie up and unload and refuel. Ucluelet does not have the space as the boat is 130 feet.
- DFO recommends conducting a survey of commercial fishing activity to identify whom is using the harbour, how they are using the dock, and the size of vessels. Ms. Salvador has examples of surveys she can share and offered to review a draft of Ucluelet's survey.
- Ms. Salvador offered to come back and facilitate a planning session with the District.
- A significant portion of the harbour revenue comes from recreational users.

HA-003

It was moved by Mayor St. Jacques and seconded by Councillor Oliwa

THAT the Harbour Authority request that the Harbour Manager forward 2017 monthly harbour usage data to the Department of Fisheries and Oceans.

CARRIED.

HA-004

It was moved by Councillor McEwen and seconded by Councillor Mole

THAT the Harbour Authority conduct a survey of 2018 small craft harbour users on their commercial activity.

CARRIED.

HA-005

It was moved by Councillor Mole and seconded by Councillor McEwen

THAT the Harbour Authority direct Staff to organize a future harbour planning session.

CARRIED.

8 REPORTS

8.1 Harbour Authority Resolution Tracking

- Question on Marine Search and Rescue and the money being delivered.
- CAO Mark Boysen reported that in 2017 the total was \$14,756.
- Mr. Payne noted the money was spent on debt due to mechanical expenses and insurance, equipment needed replacing, new dewatering pumps, an engine upgrade and a three year engine

warranty.

HA-006

It was moved by Councillor Noel and seconded by Councillor Oliwa

THAT the Harbour Authority direct staff to find a way to communicate the Small Craft Harbour's contribution to the Auxiliary Marine Coast Guard Search and Rescue.

CARRIED.

8.2 Harbour Advisory Commission Update

- Mayor noted the float at this Whiskey Dock is meant for planes. Would like to see a report from staff on the use of the dock for private planes and scheduled flights.
- Mark Boysen provided an update on the vinyl-wrapping discussion. The company only wraps boats not pilings. There is concern with finding the right type of wrap.

HA-007

It was moved by Councillor Oliwa and seconded by Councillor Noel

THAT the Harbour Authority receive the May 10, 2018 Regular Minutes of the Harbour Advisory Commission for information.

CARRIED.

8.3 Harbour Manager Update

- Kevin Cortes, Harbour Manager, noted that the commercial docks are empty in the summer season due to fishing.
- Harbour Authority raised concerns with unloading activities at Whiskey Dock; large vessels being unable to unload and the driving of trucks onto the main street dock.
- Harbour Manager to conduct research on what other harbours are charging users.
- The last Whiskey Dock inspection was done in 2012.

9 NEW BUSINESS

9.1 Signage

- Councillor Noel shared a photo of public lifejackets at a dock in Port Hardy.

HA-008

It was moved by Councillor Mole and seconded by Councillor McEwen

THAT the Harbour Authority direct staff to install signage and lifejackets for children.

CARRIED.

HA-009

It was moved by Councillor Oliwa and seconded by Councillor Mole

THAT the Harbour Authority direct staff to apply to host the 2019 Harbour Authority Association of British Columbia's Conference.

CARRIED.

HA-010

It was moved by Councillor Mole and seconded by Councillor McEwen
THAT the Harbour Authority direct Staff to explore options for Seaplane Base moorage within our facilities.

CARRIED.

10 CLOSED SESSION

10.1 *Procedural Motion to Move In-Camera*

The meeting was closed at 7:58 PM and resumed at 8:40 PM.

HA-011

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

CARRIED.

11 ADJOURNMENT

11.1 **Mayor St. Jacques adjourned the meeting at 8:40 PM.**

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, May 15, 2018 at 6:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO

Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
5.1.	February 20, 2018 Regular Minutes	THAT Council approve the February 20, 2018 regular minutes as presented.	Amend, print, sign, scan, file, website.	Darcey Bouvier	Assigned
7.2.	Delegations Claire Salvador, Program Officer - Small Craft Harbours, Fisheries and Oceans Canada Re: Small Craft Harbours	THAT the Harbour Authority direct Staff to organize a future harbour planning session.	Organize planning session.	Mark Boysen	Complete
7.2.	Delegations Claire Salvador, Program Officer - Small Craft Harbours, Fisheries and Oceans Canada Re: Small Craft Harbours	THAT the Harbour Authority conduct a survey of 2018 small craft harbour users on their commercial activity.	Draft survey - Kevin Cortes, Harbour Manager	Mark Boysen	Assigned
7.2.	Delegations Claire Salvador, Program Officer - Small Craft Harbours, Fisheries and Oceans Canada Re: Small Craft Harbours	THAT the Harbour Authority request that the Harbour Manager forward 2017 monthly harbour usage data to the Department of Fisheries and Oceans.	Share 2017 Data	Kevin Cortes, Harbour Manager	Assigned
8.1.	Harbour Authority Resolution Tracking	THAT the Harbour Authority direct staff to find a way to communicate the Small Craft Harbour's contribution to the Auxiliary Marine Coast Guard Search and Rescue.	Find a way to communicate.	Mark Boysen	Assigned
8.3.	Harbour Manager Update		Ask insurance provider when the next dock inspection is needed.	Mark Boysen	Assigned

DISTRICT OF UCLUELET

RESOLUTION TRACKING
May 15, 2018 - Harbour Authority

9.1.	Signage	THAT the Harbour Authority direct staff to install signage and lifejackets for children.	Purchase and install signage and lifejackets.	Mark Boysen	Assigned
9.2.	Signage	THAT the Harbour Authority direct staff to apply to host the 2019 Harbour Authority Association of British Columbia's Conference.	Submit application.	Abigail Fortune	Assigned
9.3.	Signage	THAT the Harbour Authority direct Staff to explore options for Seaplane Base moorage within our facilities.	Examine seaplane moorage options.	Mark Boysen	Assigned

Harbour Advisory Commission
Meeting August 23, 2018, Lyche Board
Room
200 Main Street, Ucluelet BC

IN ATTENDANCE

Chairperson: Richard Parlee
Roger Gudbrandson
Doug Kimoto
John Winpenny
Kevin Cortes, Harbour Manager
Mark Boysen, Chief Administrative Officer
Darcey Bouvier, Recording Secretary

CALL TO ORDER

Chairperson Parlee called the meeting to order at 5:34 pm.

MINUTES

Moved by Commissioner Gudbranson, seconded by Commissioner Winpenny to approve the February 15, 2018 minutes as presented.

CARRIED

NEW BUSINESS

NB-1 – HAABC Annual Meeting Update

Ucluelet was chosen to host the conference in February 2019, however no formal written documentation has been received yet. CAO Boysen to work with HAABC to book it now at the Ucluelet Community Centre. Ucluelet Parks and Recreation department to assist with planning and organizing the conference. It was discussed that blocks of rooms at the Black Rock would need to be booked now. There were 150 attendees at last year's conference.

NB-2 Update on Actions from the CAO

- CAO Boysen advised the Commission that Marlene Lagoa, Deputy Municipal Clerk, had begun looking into the possibility of vinyl wrapping and put the question out to HAABC. Kevin Cortes, Harbour Manager advised that paint was a better option over wrapping the pilings. Commissioner Kimoto suggested using Tremclad on a trial basis. The commission agreed on a grey paint and only testing it on one piling.
- CAO Boysen worked with Keven to address and resolve complaints that were previously received.

- Discussion on seaplane friendly documents. Conversation was had with Harbour Air President. No planes into Ucluelet yet, however Harbour Air would take charters. To share this information with the Chamber of Commerce. Harbour Air is open to the idea of future scheduled flights. CAO Boysen to put this on the Harbour Master Plan. Kevin Cortes advised the Whiskey Dock would have to be re-configured if it was to become a seaplane dock. There would have to be an area designated solely for planes that the general public wouldn't be able to access. CAO Boysen advised the District would pay someone to draw a design and then present it to the Committee.

MOTION – THAT the Harbour Advisory Committee request drawings of a re-configured dock for seaplane floats at the Whiskey Dock. Moved by Commissioner Winpenny, Seconded by Commissioner Gudbranson.

- Commissioner Winpenny questioned if there were any updates from the owner of the Frances Barkley on their plan to have a car ferry from Port Alberni. CAO Boysen advised there were no current updates.
- CAO Boysen advised the meeting with Claire Salvador, Program Officer for Small Craft Harbours, Fisheries and Oceans Canada, went really well. Ms. Salvador offered to help with the Master plan and will provide support. Commission members to forward their comments on the Master Plan to Claire. Also discussed to prioritize the items on the Master Plan.
- Commissioner Parlee advised the Committee members if they had any additions to add to the Master Plan, to add it to the bottom of the list and email it to CAO Boysen by August 31, 2018.
- Discussion by Kevin Cortes to have DFO pay for a crane on the dock. Commissioner Gudbranson advised a structural engineer should be brought in to check the weight load and structure.
- Commissioner Gudbranson discussed the plan for a harbor boardwalk on the Canadian Princess side. Questioned if it was possible to extend the lease for more space if possible.
- Discussion of potentially making the Whiskey Dock a fish buying dock; including board walk fish sales; not enough traffic; and logistics. Decided to leave this point on the Master Plan for now.

NB-3 Update on Discussions with DFO Small Craft Harbours – Review of Draft Needs Assessment for Harbour Master Plan

- This was discussed in NB-2

NB-4 Harbour Authority Referral – Vinyl Wrapping

- This was discussed in NB-2

NB-5 Other Updates

- Commissioner Kimoto discussed the Royal Canadian Marine Rescue Society and whether or not there is a crew available during the day. Noted that if they are called into service they need a minimum of 3 crew members.

MOTION – THAT Harbour Advisory Committee recommend to the Harbour Authority to investigate availability of boat operators during the day, given they are volunteers. Moved by Commissioner Gudbranson, Seconded by Commissioner Kimoto.

- Commissioner Kimoto discussed extending the boundaries of the Outer Basin. The engineer did say reconfiguration of the fingers out to the very edge of the water space was an option. If more space is needed, it was discussed to go through the application process.
- Commissioner Kimoto discussed Wonderful Holdings property. CAO Boysen advised that DFO is currently dealing with that.

ADJOURNMENT

Commissioner Parlee adjourned the meeting at 6:32 PM.

Next Meeting -

Ucluelet Harbour Report September 4, 2018



Kevin Cortes-Harbour Manager
Kasslyn Contracting
September 4, 2018
kcortes@ucluelet.ca

Harbour Activities-

It was another busy summer on the docks this summer season. We had 31 charter companies comprising of 45 boats similar numbers to last season. The commercial trollers were given opportunity for fishing in May

(Chinook) and August (Sockeye).

We have 5 commercial Crab vessels working out of the Harbour.

The hake fishery was very fruitful during the summer.

The biggest events of the summer were a little darker with the crew of the Astral Blue in May and the death (apparent heart attack) of a charter customer on July 30th.



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Projects

We have completed the installation of the new 4K cameras at the basin.

We will continue to maintain proper maintenance and cleanliness of our facilities. This includes; regular repairs on the docks, the painting of the docks, pressuring washing, frequent cleaning our bathrooms & shower facilities, and keeping up with our customers disposals of waste and recyclables.

