



HARBOUR AUTHORITY MEETING
Tuesday, February 19, 2019 @ 4:30 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 traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
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6. UNFINISHED BUSINESS	
7. PUBLIC INPUT AND PRESENTATIONS	
8. CORRESPONDENCE	
8.1. 2018 Marked the 30th Anniversary of the Harbour Authority Program. Ministry of Fisheries and Oceans DFO Correspondence	7
9. REPORTS FROM COUNCIL OR STAFF	
9.1. January 23, 2019 Harbour Advisory Commission Minutes 2019-01-23 HAC Minutes	9 - 11
9.2. 2019 HAABC Seminar Summary	
9.3. Thornton Creek Enhancement Society <i>Mayco Noël, Mayor</i>	
9.4. Harbour Authority Resolution Tracking <i>Mark Boysen, CAO</i> Resolution Tracking List	13 - 15
10. NEW BUSINESS	
11. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, November 20, 2018 at 7:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Kemps, Hoar, McEwen, and Cole via Teleconference
 Staff: Mark Boysen, Chief Administrative Officer
 Darcey Bouvier, Recording Secretary

Regrets:

1 CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 7:30 PM.

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

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

3 ADDITIONS TO AGENDA

- 3.1 • ADD - Additions to Agenda heading**
 • ADD - Adoption of Agenda heading

4 ADOPTION OF AGENDA

4.1 November 20, 2018 Harbour Authority Agenda

HA-001 **It was moved by Councillor McEwen and seconded by Councillor Kemps**
 THAT Council approve the November 20, 2018 Harbour Authority Agenda as amended.

CARRIED.

5 ADOPTION OF MINUTES

5.1 September 4, 2018 Regular Minutes

HA-002 **It was moved by Councillor McEwen and seconded by Councillor Kemps**
 THAT Council approve the September 4, 2018 Regular Minutes as presented.

CARRIED.

6 UNFINISHED BUSINESS

6.1 Harbour Authority Conference Update
 Mark Boysen, Chief Administrative Officer

- HAABC Annual Conference is February 11-14, 2019.

- District Staff are working with HAABC representatives.
- HAC to give feedback on the agenda at their next meeting in January.
- Dates conflict with the LGLA Conference.

6.2 Small Craft Harbour Brochure Re-print

Kevin Cortes, Harbour Manager

- Updating small craft harbour brochure for 2019 season was discussed.
- An electronic copy to be sent to Council for feedback.
- Mark Boysen to work with the Harbour Manager on the brochure.

7 PUBLIC INPUT AND PRESENTATIONS

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

8 REPORTS

8.1 Ucluelet Harbour Report

Kevin Cortes, Harbour Manager

- Provided an overview of his report.

8.2 November 8, 2018 Harbour Advisory Commission Minutes

- Add Councillor McEwen as she was in attendance.
- Change the year to 2019 under new business.

HA-003

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Council receive the November 8, 2018 Harbour Advisory Commission Minutes as amended.

CARRIED.

8.3 Harbour Authority Resolution Tracking

Mark Boysen provided an update on insurance providers:

- AON provides insurance for the physical structure of the Whiskey Dock and they don't require any specific inspections.
- Followed up with MIABC as well regarding any incidents and they don't have any specific requirements either. They did suggest the District have protocol in place to inspect the dock at regular intervals.
- Mark to work with Harbour Manager on this and provide an update at the next meeting.
- Covered through AON for 1 million dollars if anything should happen to the physical structure; liability is covered through MIABC.

Mayor Noël provided an update on the Coast Guard Auxiliary:

- There will be a new roof put on shortly and the building will be painted next year.
- 4% of the fees at the Dock's go to the Coast Guard Auxiliary.

HA-004

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Council receive report item, "Harbour Authority Resolution Tracking" for information.

CARRIED.

9 NEW BUSINESS

9.1 Mayor Noël asked for an update on the Committee of the Whole meeting with the fish truck operators.

Mark Boysen advised the meeting went very well and provided the following updates:

- The issue surrounding parking was discussed and the truck drivers were requested to park down by the Rec Hall.
- Signage and routes were passed onto Engineering and Planning to come up with the safest routes for the trucks to take through town.
- This information will be brought before Council when it is ready.

10 ADJOURNMENT

10.1 Mayor Noël adjourned the meeting at 7:59 PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, November 20, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO

Minister of
Fisheries and Oceans



Ministre des
Pêches et des Océans

Ottawa, Canada K1A 0E6

December 2018

Congratulations!

This year, 2018, marks the 30th anniversary of the Harbour Authority Program. It is an important milestone both for the Small Craft Harbours Program and for Harbour Authorities across Canada. On behalf of the Government of Canada, I would like to thank you for your remarkable efforts in managing Canada's commercial fishing harbours.

The commitment and hard work that you and your members devote each year to managing your harbours make a real and positive difference to your community. Harbour Authorities are vital to the sustainability and success of the Small Craft Harbours Program. The work you do, on the ground, managing day-to-day operations of core-harbours throughout the country make you invaluable partners for the Harbour Authority Program.

DFO is proud to work in partnership with you and looks forward to continuing this productive relationship in the years to come.

Yours sincerely,

A handwritten signature in blue ink that reads "Jonathan Wilkinson".

Jonathan Wilkinson, P.C., M.P.
Minister of Fisheries, Oceans and the Canadian Coast Guard

Canada

Harbour Advisory Commission
January 23, 2019
Activity Room #2, Ucluelet Community Centre
500 Matterson Drive, Ucluelet BC V0R 3A0

MINUTES

IN ATTENDANCE:

Chairperson: Mark Boysen, Chief Administrative Officer
Roy Alexander
John Winpenny
Doug Kimoto
Kevin Cortes, Harbour Manager
Councillor Marilyn McEwen
Darcey Bouvier, Recording Secretary

REGRETS:

Roger Gudbranson
Richard Parlee

CALL TO ORDER:

Chairperson Boysen called the meeting to order at 5:35 PM.

ADDITIONS TO AGENDA:

Addition of Agenda Item under New Business

- Fisherman's Dock & Fish Sales
- Update on Committees for 2019

APPROVAL OF AGENDA:

It was moved by Commissioner Kimoto and seconded by Commissioner Winpenny to approve the January 23, 2019 HAC agenda as amended.

CARRIED

MINUTES:

It was moved by Commissioner Kimoto and seconded by Commissioner Winpenny to approve the November 8, 2018 minutes as presented.

CARRIED

BUSINESS OUT OF THE MINUTES:

- Commissioner Kimoto questioned whether the old fish plants have been properly decommissioned, specifically the refrigeration units.
- CAO Boysen advised there is not currently an official inspection process in place at this time. However, the Ucluelet Volunteer Fire Brigade will be getting a full-time Fire Chief and part of their duties would be to conduct inspections.
- Commissioner Alexander advised there is a provincially regulated inspection program for active plants, but unfortunately this does not include decommissioned plants.

***ACTION ITEM** – CAO Boysen to follow up with the Ucluelet Volunteer Fire Brigade to determine what inspection procedures they currently have in place for the fish plants.

PUBLIC INPUT, DELEGATIONS, PETITIONS:

None

NEW BUSINESS:

a) HAABC Annual Meeting update:

- Draft agenda provided
- Kevin Cortes to present at the conference. Advised the HAC Members if they had any information they would like to contribute, to contact him directly.
- It has been confirmed the opening welcome will be done by the Yuuʔuʔiʔath First Nation.
- New DFO Small Craft Harbours contact is Spencer Wright – previously Claire Salvador.

***ACTION ITEM** – Darcey to email the HAC Members & Council, formally inviting them to the HAABC Conference.

b) Update on Actions from CAO:

- Will be meeting with Spencer Wright, DFO next week in Vancouver.
- To discuss the Harbour Master Plan & the steps needed to move this process forward.
- Barclay Sound Adventure (The Float House Restaurant) has signed a 3-year agreement. This will be brought forward to the Harbour Authority.
- Councillor McEwen provided a copy of the Small Craft Harbour Brochure. Staff to work with the Harbour Manager to create a new brochure for the 2019 season.

***ACTION ITEM** – CAO Boysen to develop a plan moving forward on the Harbour Master Plan with DFO.

c) Update on Actions from the Harbour Master:

- Reflective markings around the breakwater docks

- Signage at the Japanese Dock to have customers be aware and courteous of the neighbourhood around them, especially with noise and lights.
- We have not received the payment from the Lawyer of the Astral Blue yet.
- There are rotten bull rails around the upper Whiskey Dock.
- The reconfiguration plan for the Whiskey Dock is in progress and is with Herold Engineering.
- Working on the presentation for the HAABC Conference, to connect with the Historical Society for additional content.

d) Other Updates:

Commissioner Alexander –

- Discussed the idea of having a fisherman's dock with fish sales for the general public.
- CAO Boysen advised this has been discussed with the Planning Department. Nothing official at this point.
- Commissioner Kimoto would prefer to see it in the Inner Boat Basin but noted he has tried selling to the public but has had better luck selling to Chefs directly.
- Kevin noted that while he is in favour of this concept, most boat owners don't live here and tend to off-load and leave right away.

Councillor McEwen –

- Noticed the carved wooden sign at the Small Craft Harbour is back up, but questioned why it was so low to the ground. Kevin advised that is where the Public Works crew decided to hang it. Commissioner Kimoto agreed that it should be higher up.

e) Changes to Community Groups Council Liaison:

- Councillors are no longer appointed to attend community group meetings. Shift in styles as community groups now encouraged to come to Council with correspondence, delegation requests, requesting letters of support, applying for grant in aid for a specific project, etc.
- New terms of reference, currently in the draft form and will be presented to Council for them to review, then post a call for members.
- Calling it a committee now instead of commission.
- Hope to do this all before the Harbour Authority meeting and the HA will appoint the new members of the Committee.
- Next HA meeting is February 19, 2019 at 4:30 PM.

7. ADJOURNMENT:

Chairperson Boysen adjourned the meeting at 6:42 PM

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
05-May-18	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.	Kevin Cortes, Harbour Manager.	Mark Boysen	Complete
05-May-18	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. Addressed in Action for Sept 4, 2018 6.2.	Mark Boysen	Complete
05-May-18	8.3.	Harbour Manager Update		Ask insurance provider when the next dock inspection is needed.	Mark Boysen	Complete
05-May-18	9.1.	Signage	THAT the Harbour Authority direct staff to install signage and lifejackets for children.	Project in proposed 2019 budget.	Mark Boysen	Assigned
05-May-18	9.3.	Signage	THAT the Harbour Authority direct Staff to explore options for Seaplane Base moorage within our facilities.	Examination of seaplane moorage options under review by Harbour Master	Mark Boysen	Assigned
04-Sep-18	6.1.	Harbour Authority Resolution Tracking		Staff to work with the Coast Guard Auxiliary on signage.	Kevin Cortes	Assigned
04-Sep-18	6.1.	Harbour Authority Resolution Tracking		Provide update on the Harbour Authority Conference at the next meeting.	Mark Boysen	Complete

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	Assigned
04-Sep-18	7.1.	Councillor McEwen	THAT Council direct Staff to look into options on how to deal with the Canadian Princess Styrofoam floats that have dislodged, as well as the two wooden sheds.	Staff and Kevin Cortes to looked into options.	Mark Boysen	Complete
04-Sep-18	7.3.	Councillor Noel	THAT Council direct Staff to provide design options of universal signage for the Main Street Dock, Inner and Outer Boat Basin, and to include input from the Harbour Advisory Commission for the next Harbour Authority meeting on November 20th.	Work with Harbour Manager to create design options for signage and to run it past the HAC members. Kevin Cortes	Mark Boysen	Assigned
Harbour Authority - 20 Nov 2018	6.2.	November 8, 2018 Harbour Advisory Commission Minutes	THAT Council receive the November 8, 2018 Harbour Advisory Commission Minutes as amended.	Amend HAC minutes.	Darcey Bouvier	Complete
Harbour Authority - 20 Nov 2018	4.2.	Small Craft Harbour Brochure Re-print Kevin Cortes, Harbour Manager		Work on brochure for 2019 season. Designer contacted.	Mark Boysen	Assigned

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
Harbour Authority - 20 Nov 2018	3.1.	September 4, 2018 Regular Minutes	THAT Council approve the September 4, 2018 Regular Minutes as presented.	Print, sign, scan, post, file	Darcey Bouvier	Complete