



**HARBOUR AUTHORITY MEETING**  
**Tuesday, September 17, 2019 @ 4:30 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?atŋ First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. June 6, 2019 Regular Minutes	3 - 11
<a href="#">2019-06-05 Harbour Authority Minutes</a>	
6. UNFINISHED BUSINESS	
7. PUBLIC INPUT, DELEGATIONS & PETITIONS	
7.1. <b>Public Input</b>	
8. CORRESPONDENCE	
8.1. Small Craft Marina	13
<i>Julie Haddow</i>	
<a href="#">2019-07-08 Julie Haddow Correspondence</a>	
9. INFORMATION ITEMS	
10. REPORTS	
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<i>Joseph Rotenberg, Manager of Corporate Services</i>	
<a href="#">Resolution Tracking</a>	
10.2. Ucluelet Harbour Report - September 2019	19 - 20
<i>Kevin Cortes, Harbour Manager</i>	
<a href="#">Report To HA September 2019</a>	
11. OTHER BUSINESS	
12. QUESTION PERIOD	
13. ADJOURNMENT	



**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Wednesday, June 5, 2019 at 4:30 PM**

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

Regrets:

**1       CALL TO ORDER**

**1.1     Mayor Noël called the meeting to order at 4:30 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     The Grand Opening of Toquaht Nation Secret Beach Marina**

HA-001           **It was moved by Councillor McEwen and seconded by Councillor Cole**  
                  *THAT the Harbour Authority add the Grand Opening of Toquaht Nation Secret Beach Marina to the agenda as information item 9.2.*

CARRIED.

**4       APPROVAL OF AGENDA**

**4.1     June 5, 2019 Regular Agenda**

HA-002           **It was moved by Councillor McEwen and seconded by Councillor Cole**  
                  *THAT the Harbour Authority approve the June 5, 2019 Regular Meeting Agenda as amended.*

CARRIED.

**5       ADOPTION OF MINUTES**

**5.1     February 19, 2019 Regular Minutes**

HA-003           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
                  *THAT the Harbour Authority approve the February 19, 2019 Regular Minutes as presented.*

CARRIED.

## 6 UNFINISHED BUSINESS

### 6.1 Discussion from the May 14, 2019 Harbour Authority Meeting

- Harbour Authority asked if there had been feedback about donations to the Thornton Creek Hatchery (Hatchery) and Royal Canadian Marine Search and Rescue (RCMSAR).
  - Mr. Cortes noted that the Hatchery is receiving more donations than the RCMSAR.
  - Harbour Authority noted the financial impact of reduced donations on RCMSAR and making the donations mandatory in the future.
- Harbour Authority requested an update on the harbour brochure.
  - Mr. Boysen reported that Staff are working with the Mr. Cortes to refine the brochure and a draft will be circulated to the Harbour Authority for comment.

## 7 PUBLIC INPUT, DELEGATIONS & PETITIONS

### 7.1 There was no public input.

## 8 CORRESPONDENCE

### 8.1 West Coast Emergency Towing Needs Assessment Canadian Coast Guard

### 8.2 BC Salmon Restoration and Innovation Fund Fisheries and Oceans Canada

- Mayor Noël reported that Central West Coast Forest Society received \$300,000 from the BC Salmon Restoration and Innovation Fund for the 2020 fiscal year but nothing for 2019.

## 9 INFORMATION ITEMS

### 9.1 Action Plan to Address Fraser River Chinook Decline Fisheries and Oceans Canada

### 9.2 Toquaht Nation Secret Beach Marina Grand Opening

- Mayor Noël reported that he will be attending the event and invited other members of the Harbour Authority to join him.

## 10 REPORTS

### 10.1 Harbour Authority Resolution Tracking *Mark Boysen, Chief Administrative Officer*

- Harbour Authority questions and comments about the signage installed by the Harbour Master at the Main Street (Whiskey) Dock:
  - They liked the availability of child sized PFDs.
  - Recommended that current signage be more universal and emulate similar signage in Port Hardy. Mr. Cortes responded that the signage is an interim measure while he waits for professionally made signs to be delivered.
  - Asked where interim signage has been posted? Mr. Cortes responded that one sign is posted at his office and one is posted at the Main Street (Whiskey) Dock.
  - Suggested that it would be good to have patches displaying the District logo on PFDs. Mr. Cortes reported that he went with embroidery rather than patches, but he could investigate using patches further.
  
- Mr. Boysen recommended that there should be consistency in the look and branding displayed on the signs.

## **10.2 Proposed Whiskey Dock Float Improvements**

### ***Mark Boysen, Chief Administrative Officer***

- Mark Boysen presented to Council. Highlights included:
  - A description of the proposed improvements to Main Street (Whiskey) Dock.
  - Preliminary drawings of the improvements drafted by Herold Engineering.
  - Requested feedback on the Harbour Authority's interest in further exploring the Main Street (Whiskey) Dock improvements.
  
- The Harbour Authority asked Mr. Cortes if there was any interest from float plane companies? In response, Mr. Cortes explained:
  - Harbour Air is running flights between Vancouver and Tofino.
  - He would like to see flights from Victoria and Seattle to Ucluelet.
  - Boats tied to the Main Street (Whiskey) Dock prohibit float planes from using that dock but the proposed improvements would address this issue.
  - The investment could make the Main Street (Whiskey) Dock a revenue generator.
  
- The Harbour Authority commented:
  - Improving the Main Street (Whiskey) Dock would be a good investment in the downtown area and encourage

- increased foot traffic in the area.
- Grant funds may be available to fund the improvements.
- The improvements could make Main Street (Whiskey) Dock more useful for commuters travelling to Ucluelet by boat from neighbouring communities.
- Mr. Boysen commented:
  - The presented report does not provide a full cost-breakdown and a more detailed one will be presented at the Harbour Authority Meeting in September.
  - Grant funds may be available for the improvements.
  - The District could budget for the improvements.

HA-004

**It was moved by Councillor McEwen and seconded by Councillor Cole**

*THAT Council approve recommendation 1 of report item, "Proposed Main Street (Whiskey) Dock Float Improvements" which states:*

1. *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.*

CARRIED.

**10.3 Ucluelet Harbour Report - June 2**  
**Kevin Cortes, Harbour Manager**

- Mr. Cortes provided this report. Highlights included:
  - Increased commercial traffic on the Main Street (Whiskey) Dock.
  - Repainting of the Small Craft Harbour parking lot.
  - Dry rotting of the bull rails on upper dock of the Main Street (Whiskey) Dock which will cost \$10,000 to replace.
  - Van Isle 360 participants and a large Navy boat arriving in the community.
- Harbour Authority asked Department of Fisheries and Ocean (DFO) Staff what the harbour reserve funds may be used for? In response Spencer Wright of the DFO stated:
  - The District should start tracking revenues, costs and surpluses from each dock separately. Katie Rattan of the DFO later reiterated this point.
- Harbour Authority asked Mr. Wright if funds generated from DFO assets leased to the District could be used to pay for District assets like the Main Street (Whiskey) Dock? Mr. Wright said that he would discuss this matter further with District Staff.

- Mr. Cortes noted that some Commercial users have damaged the Main Street (Whiskey) Docks.
- **R. Alexander**, Harbour Advisory Commission, commented:
  - The DFO facilities are not equipped to serve the large commercial boats which are now permitted to use those facilities due to DFO policy changes.
  - These large boats have damaged local docks.

HA-005

**It was moved by Councillor Cole and seconded by Councillor Kemps**

*THAT the Harbour Authority Approve the replacement of rotten bull rails around the upper dock of the Whiskey Dock with an estimated cost of \$10,000, upon further investigation and approval of funds by the Department of Fisheries and Oceans.*

CARRIED.

#### **10.4 Harbour Needs Assessment Update Department of Fisheries and Oceans Canada / Small Craft Harbours**

- Spencer Wright and Daniel Jarvie, both of the Department of Fisheries and Oceans Canada / Small Crafts Harbours, provided this report regarding the dock expansion at the Small Craft Harbour, Outer Basin. Highlights included:
  - The goal is to increase services for larger vessels.
  - Preliminary plans were presented.
  - Outer Basin Docks will be extended and parts of the Otter Street Dock will be removed. There will be a net increase of 30 cubic meters in local dock space.
  - Services at the Otter Street Dock will be eliminated and services at the Outer Basin Docks will be expanded.
  - The project deadline is March 31, 2020 but the goal is to complete construction by the end of November.
  - There will be limited power to floats during the construction process.
  - DFO is hoping to receive feedback from Council and a letter of support by the end of June.

#### Otter St. and Outer Boat Basin Improvements

- Harbour Authority comments and questions:
  - Expressed concern about cutting off power to boats storing fish. Mr. Wright responded that these concerns can be addressed through effective communications.

- Expressed concern about community engagement. In response, Ms. Rattan of the DFO noted that substantial community engagement occurred during the development of the 2012 Harbour Master Plan.
- Suggested that any materials that could be re-purposed should be kept for local use.
- Mr. Boysen's comments and questions:
  - Asked if community engagement was necessary for this process? Mr. Wright explained that it was up to Council to engage with the public.
  - Recommended a letter to residents. The Harbour Authority indicated that notification is appropriate, particularly for surrounding property owners.
- **R. Alexander**, Harbour Advisory Commission, asked what will happen to the foreshore lease after the Otter Street Dock is removed? In response, Mr. Wright explained:
  - The foreshore is currently leased by the Provincial Government, who do not have plans to relinquish their interests at this time.
  - If there are plans to relinquish the lease, the District will be notified.
  - Ms. Rattan explained the DFO Policy of divestiture which states that if the DFO divests the foreshore, the Federal Government will have the first option, the Provincial government will have the second, and the local Municipality will have the third.

### Derelict Vessels

- The Harbour Authority asked DFO representatives if there is a DFO policy regarding derelict boats?
  - Mr. Wright recommended that the a proof of insurance clause be used in all moorage agreements.
  - Mr. Cortes explained that the current standard is that boats must be running and seaworthy but this standard is difficult to enforce because boats arrive while they are running and decay while docked.
- The Harbour Authority indicated that they would like to see decaying boats cleaned-up and there be a proof of insurance requirement in all moorage agreements. In response, Mr. Cortes indicated that relevant bylaws would have to be changed to require insurance.

- Mr. Wright explained that there are funds available through the Small Craft Harbours Abandoned and Wrecked Vessel Removal Program.
- The Harbour Authority noted that they would like to see the Coast Guard addressing derelict vessels.
  - Mr. Wright noted that the Coast Guard gets involved where there is environmental damage.
  - Ms. Rattan indicated that the Coast Guard is creating an inventory of abandoned vessels and there is a number to call when an abandoned vessel is identified.

## 10.5 Harbour Advisory Commission Update Harbour Authority

- The Harbour Authority commented:
  - Noted that three members of the Harbour Advisory Commission (the "Commission") were in attendance.
  - Recommended increased engagement between Commission Members and the Harbour Authority.
  - Explained Council's new approach to engaging with the community and societies.
- **R. Gubrandson** of the Commission commented:
  - The Commission is going downhill.
  - Only three meetings are conducted per year and there is a need for more meetings.
  - The Harbour Manager has done a good job.
- **J. Winpenny** of Commission commented:
  - The Chairman of the Commission has not been calling enough meetings.
- **R. Gubrandson** commented:
  - Recommended that the District attract new Committee members through an advertising campaign.
  - Noted that south easterly winds could be an issue for the proposed Main Street (Whiskey) Dock expansion plan.
- **R. Alexander** of the Harbour Commission suggested that communication is a problem.
- Mr. Boysen commented:
  - Council has expressed a desire to improve communication

- in general.
  - A report that recommends dissolving the Commission will be on the Agenda of the Regular General Meeting scheduled for June 11, 2019.
  - Direct engagement between Commission members and the Harbour Authority at Harbour Authority meetings would result in clearer communications and is a better use of resources.
  - Cautioned the Commission about creating new initiatives for District Staff.
- **R. Gubrandson** noted that Commission members have a contract and asked what will happen if there is a change? In response, the Harbour Authority noted that the Commission and its board would be disbanded and recommended that Commission members provide input at Harbour Authority Meetings.
- **R. Alexander** agreed with Mr. Boysen's recommendations and suggested that the Commission receive subcommittee status, so they get advanced notice of the Harbour Authority Agenda. In response, the Harbour Authority suggested that District Staff distribute Harbour Authority Agendas to interested parties prior to the meetings.
- Mr. Boysen suggested that former Commission members and other interested parties could be notified of the Agenda in advance of the Harbour Authority meetings.

## 11 OTHER BUSINESS

### 11.1 Joseph Rotenberg was recognized as the new Corporate Clerk.

## 12 QUESTION PERIOD

- 12.1
- **L. Griffith-Cochrane**, Curator of the Ucluelet Aquarium, requested clarification about local offloading fees.
    - Mr. Cortes explained that there is a \$25 fee for the vessel and a \$100 fee for the offloading company.
    - Mr. Cortes also clarified that moorage fees at the Main Street (Whiskey) Dock are determined by the length of the vessel but the offloading fee is fixed.
  - **R. Gubrandson** noted that the fish cleaning stations were moldy and in need of paint. Mr. Cortes stated that he plans to scrape and repaint the station.

- **R. Alexander** suggested that Council respond to the West Coast Emergency Towing Needs Assessment. He voiced his concern about the lack of tugboats especially in response to oil spills.
- **R. Alexander** stated that we need the spill response team here in Ucluelet.

### 13 ADJOURNMENT

13.1 Mayor Noël adjourned the meeting at 6:07 PM.

**CERTIFIED CORRECT:** Minutes of the Harbour Authority Meeting held on Wednesday, June 5, 2019 at 4:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO



**From:** [Julie Haddow](#)  
**To:** [Info Ucluelet](#)  
**Subject:** Small Craft Marina  
**Date:** July 8, 2019 2:25:38 PM

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I was disappointed to learn that your marina no longer allows live aboard vessels. We had planned to relocate to Ucluelet and were looking forward to be able to live on the water in your beautiful town. When we inquired at the marina we were told that it was no longer allowed and that we should consider checking with Tofino as they still allowed it, unfortunately we had really wanted to settle in Ucluelet not Tofino. Finding full time year round accommodation is difficult in your town and not having alternatives such as live aboard moorage seems to me to be short sighted. I understand there can sometimes be issues with liveaboards but properly enforced policies and regulations can generally mitigate these issues. I sincerely hope that the City will reconsider this ban on liveaboards at the marina.

Thank you for your time.

Julie Haddow



Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
05-May-18	9.1.	Signage	THAT the Harbour Authority direct staff to install signage and lifejackets for children.	Outer Basin and Whiskey Dock	Kevin Cortes	Complete
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
Harbour Authority - 20 Nov 2018	4.2.	Small Craft Harbour Brochure Re-print Kevin Cortes, Harbour Manager		Work on brochure for 2019 season. Designer drafting document. Circulate draft to Council for comment and approval.	Mark Boysen	In Progress
Harbour Authority - 19 Feb 2019	5.1.	November 20, 2018 Regular Minutes	THAT Council approve the November 20, 2018 Regular Minutes as presented.	Print, sign, scan, file.	Darcey Bouvier	Complete
Harbour Authority - 19 Feb 2019	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 - <i>reassess in early 2020</i>

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
05-Jun-19	10.5.	Harbour Advisory Commission Update Harbour Authority	<b><i>Refer to the Minutes</i></b>	Forward Harbour Authority Agendas to former members of the Harbour Advisory Commission and other interested groups.	Joseph Rotenberg	Complete
05-Jun-19	10.4.	Harbour Needs Assessment Update Department of Fisheries and Oceans Canada / Small Craft Harbours	<b><i>Refer to the Minutes</i></b>	Write letter to residents to notify them of the improvements to the Otter St. and Outer Boat Basin Docks.	Mark Boysen	Complete
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.	Clarify with the DFO whether reserve funds Harbour funds intended to maintain DFO docks may be used to replace the rotten bull rails on the upper section of the Whiskey Dock.	Mark Boysen	Confirmed and Complete
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	In Progress

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
05-Jun-19	10.2.	Proposed Whiskey Dock Float Improvements Mark Boysen, Chief Administrative Officer	<p>THAT Council approve recommendation 1 of report item, "Proposed Main Street (Whisky) Dock Float Improvements" which states:</p> <p>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.</p>	Draft a report about the proposed Whisky Dock Float Improvements. Include reliable cost-breakdown and potential funding sources.	Mark Boysen	Assigned
05-Jun-19	5.1.	February 19, 2019 Regular Minutes	THAT the Harbour Authority approve the February 19, 2019 Regular Minutes as presented.	Print, sign, scan, file and post to website,	Joseph Rotenberg	Complete



# Ucluelet Harbour Report September 2019

## Updates

Area G Trollers started their fishing season on August 1st. They were allocated 20,000 Chinook with an additional 7,000 pieces added at the end of August. We had a return of the shrimp trawl fishery in early August having 10 vessels working out of the harbour by September. The recreational fishery was exceptional this summer with Chinook being abundant along the coastline from Little beach through Wya Point. Although we had a slow start on vessel for June and the first part of July it became very busy by the middle of July to the beginning of September.

**SEPTEMBER 17, 2019**

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**Kasslyn Contracting**



## PROJECTS

We have been changing out some of the fresh water faucets at the inner and outer basin.

Dock repairs at the Whiskey Dock both upper and lower re-planking the upper and some of the lower dock

### Future Projects

I have received the lumber to replace the bull rails on the Whiskey Dock and the project should start by mid-September

