



**HARBOUR AUTHORITY MEETING**  
**Tuesday, November 20, 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?it?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADOPTION OF MINUTES	
3.1. September 4, 2018 Regular Minutes <a href="#">2018-09-04 HA Minutes</a>	3 - 8
4. UNFINISHED BUSINESS	
4.1. Harbour Authority Conference Update <i>Mark Boysen, Chief Administrative Officer</i>	
4.2. Small Craft Harbour Brochure Re-print <i>Kevin Cortes, Harbour Manager</i>	
5. PUBLIC INPUT AND PRESENTATIONS	
6. REPORTS	
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8. ADJOURNMENT	



**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, September 4, 2018 at 7:30 PM**

Present:      **Chair:**           Mayor St. Jacques  
                  **Council:**       Councillors McEwen, Mole, Noel, and Oliwa  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Darcey Bouvier, Recording Secretary

Regrets:

**1      CALL TO ORDER**

**1.1    Mayor St. Jacques called the meeting to order at 7:30 PM.**

**2      ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3      ADOPTION OF MINUTES**

**3.1    May 15, 2018 Regular Minutes**

- Councillor Mole was noted as away, but was present.

HA-001

**It was moved by Councillor Noel and seconded by Councillor McEwen**  
*THAT Council adopt the May 15, 2018 Regular Minutes as amended.*

CARRIED.

**4      UNFINISHED BUSINESS**

**4.1    There was no unfinished business.**

**5      PUBLIC INPUT AND PRESENTATIONS**

**5.1    J. Atkinson - Questioned who is responsible for cleaning up the large pieces of Styrofoam and the shed that broke lose and floated away during the demolition of the old Canadian Princess dock. CAO Boysen and Harbour Manager Cortes to work together and look at options, will also seek free legal advise through HAABC.**

**6      REPORTS**

**6.1    Harbour Authority Resolution Tracking**

- Councillor McEwen asked about the survey for Small Craft

Harbour users.

- CAO Boysen advised Mr. Cortes had created a survey.
- Kevin Cortes presented a copy to Mayor and Council and advised he would be distributing it right away.
- Councillor McEwen asked about the progress of the signage and lifejackets for children.
  - CAO Boysen got a quote for approximately \$500/600, and could take the money out of the Harbour Authority Reserve Fund. With the assistance of Abby Fortune and the sign maker, we have some design options ready. We just have to ensure the location is appropriate.
- Mayor St. Jacques asked Mr. Cortes if the information on the usage had been forwarded to Department of Fisheries and Oceans.
  - Mr. Cortes advised he was still waiting for the information from Claire on how she wants the document formatted.
- Mayor St. Jacques asked for an update on the Harbour Authority Conference that was awarded to Ucluelet.
  - CAO advised the Ucluelet Community Centre will be utilized, and a block of rooms have been reserved at the Black Rock Resort. Our Recreation department manages these types of conferences and have already met with HAABC. They have another meeting together next week.
- Dave Payne requested to know if the plan was to buy Lifejackets or PFD's, and questioned the liability.
  - CAO advised he would be working closely with the Harbour Master to ensure the correct lifejackets were purchased.
  - Councillor Oliwa advised there are already communities that have the same model already in place, so would be easy to connect with HAABC to what contracts, product and policies are already in place and working well.
- Mark Boysen noted that Dave Payne was present to provide any clarification to Mayor and Council with respects to communication with the Coast Guard Auxiliary.
  - Councillor Noel requested Coast Guard Auxiliary provide any updates as to where the money the District provides is being spent. Secondly, to provide signage at the docks to let the public know that a portion of the fees is going to the Coast Guard Auxiliary.
  - Dave Payne agreed to adding more wording and would work with the District on the verbiage. Also noted they would be painting the shed shortly. Further noted he provided a copy of their financials to Mayor and Council tonight.

HA-002

**It was moved by Councillor Mole and seconded by Councillor Oliwa**

*THAT Council direct Staff to work with the Coast Guard Auxiliary on verbiage for their sign at their building, as well as to request a representative from the Coast Guard Auxiliary attend yearly, at the end of each season to provide an overview to Mayor and Council.*

CARRIED.

HA-003

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

*THAT Council receive the Harbour Resolution Tracking report.*

CARRIED.

## 6.2 Harbour Advisory Commission Update

- Mayor St. Jacques requested an update on the availability of Royal Canadian Marine Search & Rescue boat operators during the day.
  - Kevin Cortes clarified that HAC members wanted to know if there was enough coverage as RCMSar members are volunteers with regular jobs during the day.
  - Dave Payne clarified they do have trained personnel and do respond to calls, whether using personal boats or designated vessels. Noted that if they do attend a call on anything other than a designated vessel, they do not get reimbursed. Stated that they have had to stand-down on two calls in the past but neither of the calls were in the summer, due to lack of members.
- Mayor St. Jacques asked how many members are on the RCMSar.
  - Dave Payne noted 8 active members, with more on the roster and some in the process of enrolling. However the new members would require initial training and special certification. Mr. Payne does not feel this is an adequate number of member, noted another 6-8 members would be ideal.
- Councillor Mole acknowledged the time commitment and noted with the number of marine incidents that it would be good to put the word out again for a membership drive. Stated Staff could put a notice on the District website, and Mr. Cortes could advertise down at the docks.
- CAO brought up the funding that is being received and stated the District could support a media release in conjunction with a message to encourage people to join, and to acknowledge the current volunteers.
  - Dave Payne requested recognition and clarification that they are not Coast Guard, they do not get paid as Royal Canadian Search and Rescue members.

HA-004

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

*THAT Council move to receive the August 8, 2018 Harbour Advisory Commission minutes as presented.*

CARRIED.

HA-005

**It was moved by Councillor Mole and seconded by Councillor Oliwa**

*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.*

CARRIED.

### 6.3 Harbour Manager Update

- Kevin Cortes provided a brief overview of his report. Noted it was a busy summer; there was a slow down on Hake; sports fishing was really good this year; there were two medical incidents on the dock this year and questioned if it would be possible to get an AED for the dock.
- Mayor St. Jacques questioned if the Astral Blue is still down at the docks.
  - Mr. Cortes advised that yes it is. Noted he has been in contact with CBSA, and presently doesn't have anyone willing to take the boat. The person on title is refusing to take ownership. Currently looking at options to deal with the boat. The boat is in decent shape and currently has solar powered batteries; the RCMP have the keys to the boat at this time.
- Councillor Noel noted the importance of putting the AED into next year's budget process.
- Councillor McEwen noted the possibility to get one from Red Cross.
- Mayor St. Jacques asked if training would be necessary.
  - Rachelle Cole from BCAS advised that the AED's are made so that people with zero experience can easily use them. Training is always a good thing as people feel more confident in their ability to assist should the need arise if they have some knowledge of how to use the device. This does however, fall under Community Paramedicine and the training is something they could assist with. Rachelle also advised the Red Cross program was only for 3 years, and they stopped giving away AED's about a year ago.

## 7 NEW BUSINESS

### 7.1 Councillor McEwen

HA-006

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

*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.*

CARRIED.

## 7.2 Councillor Oliwa

- Questioned about the status of the informational brochures at the harbour. Kevin Cortes advised he has run out of them.

HA-007

**It was moved by Councillor Oliwa and seconded by Councillor Mole**

*THAT Council direct Staff to add an agenda item to the next Harbour Advisory meeting to update the Small Craft Harbour brochure and re-print it.*

CARRIED.

## 7.3 Councillor Noel

- Discussed signage at the Main St. Dock, Inner & Outer Boat basin regarding incoming vessels - to welcome them to Ucluelet, but to also let them know to be cognisant of noise, lights, the local Harbour Masters contact information and going green.
- Noted the paving wasn't completed in front of the Bayshore from a couple of years ago, as well as clean-up from the Hydro upgrade by the telephone booth wasn't completed either. Mark Boysen advised he would discuss this with Staff.

HA-008

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

*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.*

CARRIED.

## 7.4 CAO Mark Boysen

- Notice provided recently that the new contact for Small Craft Harbour, Pacific Region is Claire Salvador. Katy Rutan is the new Regional Director for Client Services.
- DFO is bringing one of their research vessels to Ucluelet on October 21, 2018. There will be a tour for Staff and the general public.
- Working on the Master Plan, had an initial first meeting with DFO in August and they have offered to come back again in the fall. Should have an update for the next HA meeting.

## 7.5 Mayor St. Jacques

- Acknowledged that Kevin Cortes had his contract renewed as Harbour Manager for another 3 years.

**8 ADJOURNMENT**

**8.1 Mayor St. Jacques adjourned the meeting at 8:22 PM.**

**CERTIFIED CORRECT:** Minutes of the Harbour Authority Meeting held on Tuesday, September 4, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Mayco Noel  
Mayor

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Mark Boysen  
CAO



# Ucluelet Harbour Report November 20, 2018



As the districts harbour Manager I am responsible for the day to day operations of all the districts harbours ( Inner Basin, Japanese Dock, Otter Street and Main Street docks).

The harbour manager maintains the structures as well as keeping all docks clean and clear of all hazards.

The harbour manager bills and collects all moorage fees as prescribed within the harbour bylaws. As well as being the bylaw officer for the harbour.

Other responsibilities are to maintain vessel inventory, environmental response and provide all other information that is required for District , Provincial and Federal agencies.

We are and independent branch of the District contracted to be the caretakers for the marine community.

Kevin Cortes-Harbour Manager  
Kasslyn Contracting  
November 20, 2018  
kcortes@ucluelet.ca

## Harbour Activities-

The fall has been relatively slow with most of the activities involving the deep sea trawlers , crab and live cod vessels. The recreational and charters vessels are mostly winterized with the small exceptions of whale watchers and local vessels. We also had an incident on the Whiskey Dock on October 19, 2018 a lady had apparently fell off the dock and drowned. It was a nice afternoon the dock was dry. On the evening of October 22, 2018 I was called back down to the dock as a boat had sunk at the dock. Luckily the owner was able to bring in a crew and refloat the vessel with a minimum environmental impact diesel recovered aporox 10 litres spill approx. 15 litres.



Date

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## Projects

We have been replacing the rotten planks on the Whiskey dock,

I have been sent replacement sacrificial zincs for the steel pilings on the breakwater docks and new non slip galvanized deck plating to replace the decking on the inner basin ramp.



Harbour Advisory Commission  
November 8, 2018  
Activity Room #1, Ucluelet Community Centre  
500 Matterson Drive, Ucluelet BC V0R 3A0

**IN ATTENDANCE:**

Chairperson: Richard Parlee  
Doug Kimoto  
John Winpenny  
Kevin Cortes, Harbour Manager  
Bruce Greg, Manager of Community Planning  
Mark Boysen, Chief Administrative Officer  
Darcey Bouvier, Recording Secretary

**REGRETS:**

Roger Gudbranson  
Roy Alexander

**CALL TO ORDER:**

Chairperson Parlee called the meeting to order at 5:32 pm.

**MINUTES:**

It was moved by Commissioner Kimoto and seconded by Commissioner Winpenny to approve the August 23, 2018 minutes as presented.

**CARRIED**

**PRESENTATIONS:**

Bruce Grieg, Manager of Community Planning provided an overview of the Draft 2018 OCP, including the following sections:

- The Schedule A: Long-Range Land Use Plan;
- The Schedule B: Transportation Network;
- The new Schedule C: Parks and Trails Network map;
- The Transportation section (p. 26), particularly where it focusses on marine transportation (p.29) and trucking (p.32);
- The section on Small Craft Harbour and Marine land uses (p.56-58) and Industrial (p.51-53);
- The new section on Economic Development (p.76);
- The new Development Permit areas for Marine Shoreline (Schedule E) and Areas Subject to Flooding (Schedule G);

- The Marine Shoreline DP Area VII guidelines (p.107) and its exemptions (p.103);  
The Shoreline Natural Hazard Protection DP Area VIII guidelines (p.109).

HAC members to review these sections and to provide feedback to Bruce. Darcey Bouvier to provide each HAC member with a hard copy of the Draft OCP.

### **CORRESPONDENCE:**

Mark Boysen, CAO discussed the Ocean's Protection Plan BC – Hazardous & Noxious Substances and advised they are accepting feedback until December 21, 2018. CAO advised HAC members can email him their comments and he would forward them on.

- Commissioner Kimoto brought up the old fish plants that are no longer in operation and explained there is the possibility of hazardous and noxious substances within those buildings and questioned if they were de-commissioned properly. CAO advised he didn't know.

### **NEW BUSINESS:**

#### NB-1 – HAABC Annual Meeting Update

- CAO advised Abby Fortune, Director of Parks and Recreation has already been in contact with the organizers. The rooms for the conference have been arranged and a block of rooms at the Black Rock Resort have also been reserved.
- Harbour Manager advised there will be time set aside for him to speak at the conference. Asked if HAC members would like to contribute anything like historical and any kind of unique material. There could also be a walking tour of the harbour in both Ucluelet and Tofino. Kevin also noted the agenda for the conference should be available in January. The conference is February 11-14, 2018.
- CAO noted it would be good to have another meeting in January, prior to the conference.
- Commissioner Kimoto requested the sign at the Inner Boat Basin be cleaned up before the HAABC Conference.

#### NB-2 – Update on discussions with DFO Small Craft Harbours

- CAO advised we provided feedback on a Needs Assessment quite awhile ago, but just recently heard back from Claire Salvador. Ms. Salvador was provided the contact information for the new Mayor and Council. Ms. Salvador advised the next stages of the plan would be forthcoming.

#### NB-3 – Other Updates

- CAO introduced the new HAC Liaison, Councillor Marilyn McEwen, and new Mayor Mayco Noël.
- Mayor Noël invited a representative from the HAC to attend the Committee of the Whole meeting on Thursday, November 29, 2018 at 9:00 AM at the Ucluelet Community Centre.

**ADJOURNMENT:**

Commissioner Parlee adjourned the meeting at 6:44 PM.

Next Meeting – January 23, 2019 at 5:30pm, Room 2 at the Ucluelet Community Centre.





Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Description	Staff Responsible	Follow-Up Status
20-Feb-18		September 05, 2017	THAT the Harbour Authority approve the September 5, 2017 minutes as presented.	Print, sign, scan, file.	Darcey Bouvier	In Progress
05-May-18	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
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.	Draft survey - Kevin Cortes, Harbour Manager	Mark Boysen	Assigned
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.	Mark Boysen	Assigned
05-May-18	8.3.	Harbour Manager Update		Ask insurance provider when the next dock inspection is needed.	Mark Boysen	Assigned
05-May-18	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
05-May-18	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
04-Sep-18	3.1.	May 15, 2018 Regular Minutes	THAT Council adopt the May 15, 2018 Regular Minutes as amended.	Amend, Print, sign, scan, and file Minutes.	Darcey Bouvier	Complete

DISTRICT OF UCLUELET

RESOLUTION TRACKING  
Harbour Authority

04-Sep-18	5.1.	J. Atkinson - Questioned who is responsible for cleaning up the large pieces of Styrofoam and the shed that broke lose and floated away during the demolition of the old Canadian Princess dock. CAO Boysen and Harbour Manager Cortes to work together and look at options, will also seek free legal advise through HAABC.		Mark and Kevin to look at options for cleanup and who's responsible for it.	Mark Boysen	Complete
04-Sep-18	6.1.	Harbour Authority Resolution Tracking		Staff to work with the Coast Guard Auxiliary on signage. Kevin Cortes	Mark Boysen	Assigned
04-Sep-18	6.1.	Harbour Authority Resolution Tracking		Provide update on the Harbour Authority Conference at the next meeting.	Mark Boysen	In Progress
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

## DISTRICT OF UCLUELET

RESOLUTION TRACKING  
Harbour Authority

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 look into options.	Mark Boysen	Assigned
04-Sep-18	7.2.	Councillor Oliwa	THAT Council direct Staff to add an agenda item to the next Harbour Advisory meeting to update the Small Craft Harbour brochure and re-print it.	Add item to next agenda.	Darcey Bouvier	Complete
04-Sep-18	7.3.	Councillor Noel		Follow up with Staff regarding the paving in front of the Bayshore and to clean-up the remnants from the Hydro upgrade near the telephone booth.	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