

**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, November 19, 2019 at 4:30 PM**

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

Regrets:

**1       CALL TO ORDER**

**1.1     Chair Noël called this meeting to order at 4:30 PM.**

**2       ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuꞑiꞑath First Nations on whose traditional territories the District of Ucluelet operates.

**3       ADDITIONS TO AGENDA**

**3.1     There were no additions to the Agenda.**

**4       APPROVAL OF AGENDA**

**4.1     November 19, 2019 Harbour Authority Meeting Agenda.**

2019.001.HA       **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the November 19, 2019 Harbour Authority Agenda as presented.*

CARRIED.

**5       ADOPTION OF MINUTES**

**5.1     September 17, 2019 Harbour Authority Minutes**

2019.002.HA       **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the September 17, 2019 Harbour Authority Minutes as presented.*

CARRIED.

**6       UNFINISHED BUSINESS**

**6.1     There was no unfinished business.**

## 7 CHAIR'S ANNOUNCEMENTS

7.1 There were no announcements.

## 8 PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

There was no public input.

## 9 CORRESPONDENCE

### 9.1 52 Steps Correspondence

[2019-10-8 Nestor Ferrier](#)

[2019-10-05 Robert Edy](#)

[2019-10-05 Danielle Spraggs 52 Steps](#)

[2019-10-04 Jim Longman 52 Steps](#)

[2019-10-04 Geoff Lyons 52 Steps](#)

[2019-10-02 John McIntosh 52 Steps](#)

## 10 INFORMATION ITEMS

10.1 There were no information items.

## 11 REPORTS

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

Mr. Boysen, Chief Administrative Officer, reviewed the resolution tracking sheet with the Harbour Authority. There were no questions or comments.

### 11.2 52 Steps Update *Department of Fisheries and Oceans Canada / Small Craft Harbours*

Mr. Boysen, Chief Administrative Officer, presented this report. He noted that the DFO proposed changes have been indefinitely delayed.

Kevin Cortes, Harbour Manager, noted that there will be no changes for the next 18-24 months.

Council asked what the best way to lobby DFO is? Mr. Boysen noted that the issue should be addressed by updating the Harbour Master Plan.

### **11.3 Harbour Regulation Bylaw Review**

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

Mr. Boysen, Chief Administrative Officer, presented this verbal report. He noted that this meeting is an opportunity for the Harbour Authority to identify priority review areas.

Mr. Cortes, Harbour Manager, noted that he would like to see amendments which require docked vessels to carry insurance and address liveaboard. Mr. Cortes explained that 8 or 9 liveaboards were docked this summer but the number drops to 3 or 4 in the fall and winter. He noted that the subject bylaw allows 14 days per month of liveaboards.

The Harbour Authority noted the following priority areas:

- derelict vessels,
- insurance requirement for docked vessels,
- liveaboards,
- moorage rates (in particular a mandatory donation to RCMSAR and the Thorton Creek Enhancement Society).

### **11.4 Thornton Creek Enhancement Society**

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

Council requested that staff present a report in February of 2020 which outlines options for making donations to Thornton Creek Enhancement Society and RCMSAR mandatory.

### **11.5 Ucluelet Harbour Manager Report**

***Kevin Cortes, Harbour Manager***

Kevin Cortes, Harbour Manager, presented this report. He noted that he is working on commercial vessel billing, maintenance on the Main Street Dock and a request for proposals has been published for the re-planking of the Outer Boat Basin Dock. The Main Street Dock bull rails have been installed.

### **11.6 Proposed Harbour Projects for 2020 Budget**

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

Mr. Boysen, Chief Administrative Officer, presented this verbal report. He presented the following list of potential projects:

- Whiskey landing float plane dock (\$347,600) – detailed design work only
- New pilings at Whiskey Dock (\$44,000)
- Harbour Master Plan (\$25,000)
- Small Craft Harbour beautification (\$10,000)

- Cleaning station scale and education signage (\$5000)
- Boat launch improvements (\$5000) - design and estimate only
- Defibrillator for Small Craft Harbour (\$2,000)
- Total for proposed 2020 projects = 438,6000

Mr. Boysen further noted that there is approximately \$320,256 Harbour Reserve Funds and the listed projects will be further discussed at the Special Budget Meeting in February of 2020.

Council questions:

- How much does the Harbour Reserve Fund increase each year? Mr. Boysen responded \$30,000 to \$60,000 per year depending on expenses.
- What would the Small Craft Harbour beautification project include? Mr. Boysen responded that it may include improvements to the bathrooms and the Harbour Managers office.

## 12 OTHER BUSINESS

### 12.1 Marine Search and Rescue Long Service Awards

Mr. Boysen, Chief Administrative Officer, noted that the Marine Search and Rescue will present Dave Payne and Brian Congdon with Long Services Awards at the November 26, 2019 Regular Council Meeting.

## 13 QUESTION PERIOD

### 13.1 Roger Gudbranson, former member of the Harbour Advisory Commission:

- lobbied against the removal of the 52 Steps Dock,
- noted challenges with the proposed float extension at the Whiskey Dock associated with prevailing winds and low tides,
- recommended pay parking at the Small Craft Harbour Parking lot and that the boat ramp be dredged before if it is extended, and,
- asked if a flat fee could be charged for moorage?

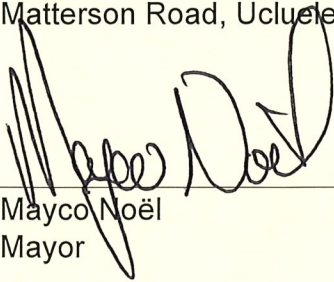
Mr. Cortes, Harbour Manager, responded that a flat fee is problematic due to size difference of locally moored vessels.

### 13.2 Rich Parlee, resident and former member of the Harbour Advisory Committee, noted that Harbour Authority meetings are effective and living aboard is an affordable form of long-term accommodation.

14 ADJOURNMENT

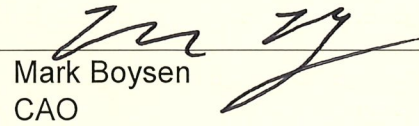
14.1 Chair Noël called adjourned the meeting at 5:23 PM.

**CERTIFIED CORRECT:** Minutes of the Harbour Authority  
Meeting held on Tuesday, November 19, 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