



**HARBOUR AUTHORITY MEETING
Monday, May 2, 2022 @ 4:00 PM
Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF YUULU?I?ATH Harbour Authority would like to acknowledge the Yuulu?i?ath First Nation, on whose traditional territories the District of Ucluelet operates.	
3. NOTICE OF VIDEO RECORDING Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube, which may store data on foreign servers.	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
5.1. March 1, 2022 Regular Harbour Authority Minutes 2022-03-01 Regular Harbour Authority	3 - 6
6. PUBLIC INPUT, DELEGATIONS & PETITIONS	
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7. UNFINISHED BUSINESS	
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10. CORRESPONDENCE	
11. INFORMATION ITEMS	
11.1. Harbour Manager Report – May 2, 2022 Update Kevin Cortes, Harbour Manager Report to Harbour Authority May 2 2022	13 - 14

11.2. Harbour Authority Resolution Tracking
Abby Fortune, Director of Parks & Recreation

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[Harbour Authority Resolution Tracking - May 2, 2022](#)

12. MAYOR'S ANNOUNCEMENTS
13. HARBOUR AUTHORITY COMMITTEE REPORTS
14. QUESTION PERIOD
15. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, March 1, 2022 at 4:00 PM

Present: **Chair:** Chair Noël
 Council: Directors Hoar and McEwen
 Staff: Duane Lawrence, Chief Administrative Officer
 Abby Fortune, Director of Parks & Recreation
 Paula Mason, Manager of Corporate Services
 Kevin Cortes, Harbour Manager

Regrets:

1 CALL TO ORDER

The meeting was called to order at 4:00PM.

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Harbour Authority acknowledged the Yuułu?iŋ?ath, on whose traditional territories the District of Ucluelet operates.

3 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube, which may store data on foreign servers.

4 APPROVAL OF AGENDA

4.1 March 1, 2022 Regular Harbour Authority Agenda

2022.2022.HA *It was moved and seconded **THAT** the Harbour Authority approve the March 1, 2022 Regular Harbour Authority Agenda as presented.*

CARRIED.

5 ADOPTION OF MINUTES

5.1 September 7, 2021 Harbour Authority Minutes

2022.2023.HA *It was moved and seconded **THAT** the Harbour Authority approve the September 7, 2021 Regular Harbour Authority Minutes as presented.*

CARRIED.

6 UNFINISHED BUSINESS

There was no unfinished business.

7 PUBLIC INPUT, DELEGATIONS & PETITIONS

There was no public input and no delegations.

8 CORRESPONDENCE

9 INFORMATION ITEMS

10 REPORTS

10.1 Harbour Master Report *Kevin Cortes, Harbour Master*

Mr. Cortes gave a brief summary of his report. Chair Noel asked what materials are currently being used in the replacement of pilings in the harbour. Mr. Cortes clarified that pilings within the District of Ucluelet's jurisdiction are replaced with metal, but the pilings within DFO's jurisdiction are still being replaced with creosote.

2022.2024.HA *It was moved and seconded **THAT** the Harbour Authority direct staff to write a letter to the Department of Fisheries, asking that they consider using materials other than creosote, when replacing pilings in the harbour.*

*It was moved and seconded **THAT** the Harbour Authority request the District of Ucluelet Council to also write a letter to the Department of Fisheries, asking that DFO consider using materials other than creosote, when replacing pilings in the harbour.*

CARRIED.

10.2 Ucluelet Harbour Master Plan *Abby Fortune, Director of Parks & Recreation*

Ms. Fortune presented the Harbour Master Plan and asked that the Harbour Authority receive the plan, to allow for staff to use the plan as a guide for future decision making.

2022.2025.HA *It was moved and seconded **THAT** the Harbour Authority receive the Ucluelet Harbour Master Plan as presented; and further, It was moved and seconded **THAT** the Harbour Authority forward the Ucluelet Harbour Master Plan to Council for information.*

CARRIED.

10.3 Resolution Tracking - March 2022

Director Hoar asked if the educational signs being hung at the Small Craft Harbour were designed with the help of Yuułuʔiłʔatḥ, to incorporate local Indigenous language. Ms. Fortune clarified that the signs were part of an educational collaboration with the Ucluelet Aquarium, to bring more scientific language to the interpretations.

10.4 Harbour Master Contract - review ***Abby Fortune, Director of Parks & Recreation***

Ms. Fortune requested direction from the Harbour Authority regarding the addition or removal of duties, and the terms of payment for contract fees in the Harbour Master contract, which is due to expire on May 31, 2022. The three main questions asked were:

1. With respect to the operations of the Harbour, are there additional requirements that the Harbour Authority would like to consider adding or removing to Appendix A?

The Harbour Authority was in favour of the expectations as presented in Appendix A.

2. Are there further deliverables that the Harbour Authority would like to see included in the Harbour Master contract?

The Harbour Authority was in favour of the deliverables as set out in Appendix A.

3. With respect to the payments for the contract, which form of payment system does the Harbour Authority wish to include in the RFP:

a. Commission

b. Fixed Fee

c. Hybrid – Fixed fee and commission

The Harbour Authority's general consensus was that Commission is the preferred payment system for the contract.

Next Steps:

A Request for Proposal will be developed and issued, submissions will be evaluated by staff and brought back to the Harbour Authority for review.

Chair Noel brought attention to the existing oil shed's role in risk management and advocated for its removal.

11 OTHER BUSINESS

11.1 The Harbour Authority was asked to consider making a Motion to reschedule the next Harbour Authority Meeting to May 2, 2022 instead of the current scheduled date of May 17, 2022?

2022.2026.HA *It was moved and seconded **THAT** the Harbour Authority direct staff to cancel the May 17, 2022 Harbour Authority Meeting, reschedule it for May 2, 2022 at 4:00PM and provide public notice of the change.*

CARRIED.

12 QUESTION PERIOD

There were no questions.

13 ADJOURNMENT

The meeting was adjourned at 4:26PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, March 1, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël, Mayor

Paula Mason, Deputy Corporate Officer

Ucluelet Harbour Commission

WestCoast Wild Adventures Ltd. is applying for permission to dock a fuel boat next to the existing airplane float at the fish cleaning dock in the Ucluelet Small Craft Harbour. We have been Ucluelet's Air Taxi business since 1999. We are the only WestCoast Vancouver Island Air Taxi business without it's own fuel.

Tofino Air's Fuel Tanks



Atleo Air's

Fuel Boat

This would make WestCoast Wild Adventures airplane much more efficient, loading less fuel per flight to increase payload. It would also keep taxing and fuel dock congestion to a minimum. I am currently shopping for a Herring Skiff type boat and a Transport Canada certified fuel tank. I will supply all signage and safety equipment. WestCoast Wild Adventures would also pay the yearly moorage rate for the Fuel Boat. I only need your permission to make this happen. Thanks for your time. Louis Rouleau wild@wcwild.com 250-726-8668





REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: May 2, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF PARKS & RECREATION

FILE NO: 2240-25

SUBJECT: CONTRACT AUTHORIZATION FOR HARBOUR MASTER CONTRACT

REPORT NO: 22- 60

ATTACHMENT(S): N/A

RECOMMENDATION(S):

THAT the Harbour Authority approve Option A, to recommend to the District of Ucluelet Council to award a five-year contract between Kasslyn Contracting and the District of Ucluelet for Harbour Master services in the amount of 42% of gross revenues collected under the District of Ucluelet Harbour Regulation Amendment Bylaw 1296, 2021 plus GST.

BACKGROUND:

At the March 3, 2022 Harbour Authority meeting, a Harbour Master Contract review was presented by Abby Fortune, Director of Parks & Recreation. Ms. Fortune requested direction from the Harbour Authority regarding the addition or removal of duties, and the terms of payment for contract fees in the Harbour Master contract, which is due to expire on May 31, 2022.

The Harbour Authority confirmed their support for the listed expectations and deliverables as presented and confirmed that commission is their preferred method of remuneration for the contract.

On March 21, 2022 the District of Ucluelet, under the direction of the Ucluelet Harbour Authority, posted a Request for Proposals (RFP) Harbour Master Contract, with a closing date of April 4, 2022. Kasslyn Contracting was the sole bidder submitting a full proposal identifying and addressing the scope of work as laid out in Schedules A-C of the RFP.

Value Added Services

Kasslyn Contracting's proposal both meets the requirements of the RFP and brings value-added services to the Harbour Master Contract. As the existing service provider, Kasslyn Contracting has a proven record of providing a consistent and even-handed approach to hundreds of individual customers and user groups. The company also maintains a strong relationship with various municipal and multiple federal agencies, sharing knowledge, direction, and visions to best benefit the District of Ucluelet and the Ucluelet harbour. Kasslyn Contracting recognizes the need for diversity in the harbour's user base, and how important a part this plays in maintaining a healthy, vibrant community harbour. In their existing role as Harbour Manager, Kasslyn Contracting has attracted both commercial and recreational business operators to the District owned Whiskey dock. Included in this was the creation of dock space for a local kayak company to operate from, as well as modifying existing dock space to accommodate a local charter floatplane company.

Expectations of Service and Value

The area of responsibility for the Harbour Master includes Small Craft Harbour wharves, Inner and Outer boat basins and parking lot, Main Street Dock, 52 Steps Dock (Otter Street), Boat Launch (Seaplane Base Road) (the “Facilities”) and related areas located in Ucluelet, British Columbia, as per the Request for Proposal. The scope, expectations and duties for the Harbour Master position were laid out in detail in the Request for Proposal, with many also being highlighted in Kasslyn Contracting’s proposal.

- Any/all maintenance issues are immediately identified during daily rounds. Priorities are established as when each issue will be attended to. Immediate repairs are performed due to possibility of personal injury or property damage. All other repairs or tasks are completed to safe or clean conditions.
- Staffing will be a minimum of 70 hours per week for the Harbour Master in the high season, with up to an additional two staff each working 40 hours (4 – 5 months), as well as vacation and sick time being covered off.
- Establish business hours will be mutually agreed on with the Ucluelet Harbour Authority will establish mutually agreed upon business hours with Kasslyn Contracting., A contact name and cell phone number will be prominently displayed at all dock locations, for patrons to avail of services on a 24-hour basis.
- All projects that expand beyond the regular list of duties will be vetted through the District of Ucluelet. These projects will include but are not limited to capital expenditures i.e., Preventive maintenance (steel pilings, ramps), DFO joint -District joint venture projects.
- Repair, replace, or remove all damaged dock components as needed.
- Develop in coordination with the DOU, daily inspections and record them within the weekly maintenance report.
- Kasslyn Contracting will be responsible for collection of credit cards, cheques and cash which are to be recorded in the excel spreadsheet, developed in conjunction with DOU finance.
- Kasslyn Contracting will be responsible for informing the DOU Finance and the Director of Parks and Recreation of any and all funds issued by the DFO including in-kind contributions for capital expenditure joint venture projects.
- As the Harbour Master, Kasslyn Contracting also takes on the role of bylaw officer for all harbour operations. The Harbour Master is an Aux RCMP member, guard for the commissionaires as well as has previously held a BC security worker licence.
- All greenery including plants and lawn keeping are performed on an as needed basis.

Compensation

Staff have undertaken a review of the proposed compensation request. Staff have compared like-sized harbour operations in other communities and concur that the requested 42% of gross sales + GST is appropriate compensation for the oversight of Ucluelet’s Small Craft Harbour. Kasslyn Contracting has recognized and considered that, due to the increasing volume of traffic and recent increase to moorage fees, a decrease of 7.7% over the previous contract’s fee is appropriate. Kasslyn Contracting assumes full responsibility for all liabilities incurred under this agreement, with respect to such items as Income Tax for the contractor or any of his/her employees, and all other government regulations relating to private enterprise. Kasslyn Contracting must also hold a valid Business License, as well as liability insurance.



REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: MAY 2, 2022
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KEVIN CORTES, HARBOUR MANAGER

FILE NO: 22-05

SUBJECT: HARBOUR MANAGER REPORT – MAY 2, 2022 UPDATE

REPORT NO: 0117-22 HA

APPENDIX: NONE

RECOMMENDATION(S):

There is no recommendation. This report is provided for information only.

PURPOSE:

To update the Harbour Authority on the workings of the harbour for the May 2, 2022 meeting.

DISCUSSION:

Location	Update	Issues
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> - New waste oil tank installed - Arrival of 3 charter vessels - Commercial lingcod and halibut fisheries have begun 	<ul style="list-style-type: none"> - Rotting Bull rail along wharf head (on order) - Re furbish Fish Cleaning station
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> - Removal of private wooden dock - Pressure washing / cleaning 	<ul style="list-style-type: none"> - Need to replace broken piling-ACZA treated (Ammoniacal copper zinc arsenate) - (June 2022 projected completion)
Whiskey Dock	<ul style="list-style-type: none"> - Continuing maintenance replacing planks upper wharf head. - Replaced Bull rails on east side of wharf head. 	<ul style="list-style-type: none"> - Coordination of pile driving company- Steel pilings - (June 2022 projected completion)
52 Steps	<ul style="list-style-type: none"> - Pressure washing - Replaced decking on west side 	<ul style="list-style-type: none"> - Long-term planning

Vessel count numbers

	Inner basin	Outer basin	52 steps	Whiskey dock
February	107	22	7	11
March	115	26	15	12
April	122	25	18	17

OPTIONS REVIEW:

1. There is no recommendation. This report is provided for information only.

Respectfully submitted:

Kevin Cortes, Harbour Manager

Abigail K. Fortune, Director of Recreation & Tourism

Meeting	Meeting Item Description	Resolution Text	Description	Follow-Up Status
17-Sep-19	Scale Educational Component	THAT HA directs Staff to collaborate with the Ucluelet Aquarium to develop an educational component which will accompany the scale installed at the Small Craft Harbour.	Staff to collaborate with the Ucluelet Aquarium to develop an educational component which will accompany the scale installed at the Small Craft Harbour.	Completed: signs will be rehung for Spring Break
16-Feb-21	Ucluelet Harbour Authority Project Budget	THAT HA directs staff to provide a report regarding improvements to the public boat launch intended to solve issues with use during low tides.	Present Report to HA	In Progress: proposal/study to be presented HA to improve the Pat Leslie Boat Launch fall 2022
04-May-21	Harbour Manager Report - May 4, 2021 Update Kevin Cortes, Harbour Manager	THAT HA direct Staff provide a report to HA donations at the Pat Leslie Boat Launch.	Present report regarding donation box at the Pat Leslie Boat Launch.	In progress: report to come fall 2022 regarding potential donation box;review to occur during summer season
07-Sep-21	Ucluelet Small Craft Harbour Service Level Survey	THAT the Harbour Authority direct Staff to distribute a survey regarding service levels to the Charter Operators.	Draft and distribute service level survey.	In progress: To be carried out in Summer season when Charter Operators are in operation
07-Sep-21	Ucluelet Small Craft Harbour Moorage Rates Review	THAT the Harbour Authority direct Staff to provide a comparison for onboarding fees at a future Harbour Authority meeting.	Provide comparison of onboarding charges.	In progress to be presented at the fall HA meeting with results of service level