



**HARBOUR AUTHORITY MEETING**  
**Tuesday, November 17, 2020 @ 3:30 PM**  
**George Fraser Room, Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
<p>The Harbour Authority would like to acknowledge the Yuułu?iŋ?ath First Nation, on whose traditional territories the Harbour Authority operates.</p>	
3. NOTICE OF VIDEO RECORDING	
<p>Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.</p>	
4. ADDITIONS TO AGENDA	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
6.1. September 15, 2020 Regular Harbour Authority Minutes <a href="#">2020-09-15 HA Minutes</a>	3 - 7
7. PUBLIC INPUT & DELEGATIONS	
7.1. <b>Public Input</b>	
8. REPORTS	
8.1. Harbour Authority Master Plan Update (Verbal Report & PowerPoint Presentation) <i>Abby Fortune, Manager of Recreation &amp; Tourism</i> <i>Phil Rinn, Urban Systems LTD</i>	
8.2. Harbour Manager Report - November Update <i>Kevin Cortes, Harbour Manager</i> <a href="#">Harbour Manager Report</a>	9 - 10
8.3. Resolution Tracker - November 2020 <a href="#">Resolution Tracker - November 10</a>	11
9. OTHER BUSINESS	
10. QUESTION PERIOD	

11. CLOSED SESSION

11.1. *Procedural Motion to Move In-Camera*

- *THAT the meeting be closed to the public in order to address items under Section 90(1)(c) of the Community Charter.*

12. ADJOURNMENT

**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, September 15, 2020 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Harbour**  
                  **Authority:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Abby Fortune, Manager of Recreation & Tourism  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Kevin Cortes, Harbour Manager (Contractor)

Regrets:

**1      CALL TO ORDER**

The meeting was called to order at 3:30 PM.

**2      ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

The Harbour Authority acknowledged the Yuułu?iŋ?ath First Nation, on whose traditional territories the Harbour Authority operates.

**3      NOTICE OF VIDEO CONFERENCING**

Audience members and delegates were advised that the meeting was being conducted by Zoom and Zoom may store data on foreign servers.

**4      ADDITIONS TO AGENDA**

**4.1    Add the Department of Fisheries and Oceans meetings as item 10.1.**

**4.2    Add the Procedural Motion to Move In-Camera as item 10.2.**

- ***THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter.***

**5      APPROVAL OF AGENDA**

**5.1    September 15, 2020 Harbour Authority Agenda**

2020.2031.HA       **It was moved by Councillor Cole and seconded by Councillor McEwen**  
                          ***THAT the Harbour Authority approve the September 15, 2020 Harbour Authority Agenda as amended.***

CARRIED.

## 6 ADOPTION OF MINUTES

### 6.1 May 19, 2020 Harbour Authority

2020.2032.HA      **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT the Harbour Authority adopt the May 19, 2020 Harbour Authority*  
*Minutes as presented.*

CARRIED.

## 7 UNFINISHED BUSINESS

There was no unfinished business.

## 8 PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

There was no public input.

## 9 REPORTS

### 9.1 Harbour Authority Master Plan Update *Abby Fortune, Manager of Recreation & Tourism*

Ms. Fortune introduced Phil Rinn, Landscape Architect and Interpretive Planner with Urban Systems LTD. Urban Systems LTD. has been contracted to develop the Harbour Authority Master Plan.

Mr. Rinn attended via Zoom and presented a slideshow about the Master Plan which addressed the following:

- purpose of the Master Plan;
- current Harbour Master Plan and it's deficits;
- changes that have occurred since the current Harbour Master Plan was published in 2012;
- process associated with developing a Master Plan and what has been completed to date;
- scope of the subject area and physical plan boundaries;
- three areas of focus:
  - Northern part of the harbour which includes the Pat Leslie Public Boat Launch, Small Craft Harbour and Outer Boat Basin;
  - Centre part of the harbour which includes the Whiskey Dock and key feature near that Dock like the Village Green and Cedar Road Parking Lot;
  - Southern part of the Harbour which includes 52 Steps and the Alder Street Park;
- potential areas for consideration;
- communication and engagement plan;

- draft table of contents; and
- project timeline and next steps.

The Harbour Authority recommended:

- that boundaries of the physical focus area (scope) of the Master Plan be extended to the South and North;
- that the plan consider issues associated with kayaking;
- increased focus and time for engagement, particularly with individuals that own homes and businesses along the harbour shoreline; and
- that the plan look at the importance of the 52 Steps dock and it's potential for liveaboards.

## 9.2 Western Canada Marine Response Corporation (WCRMC) Agreement *Abby Fortune, Manager of Recreation & Tourism*

Ms. Fortune presented this report. She outlined the Harbour User Agreement (the "Agreement") and Letter of Intent. The Harbour Authority discussed the fees outline in the Agreement and the number of users that may be displaced by this Agreement.

The Harbour Manager, Mr. Cortes, noted that the Agreement could result in more rafting of boats in other areas of the harbour during peak season.

The Harbour Authority discussed the expected electricity use by WCRMC. WCRMC will be looking at installing a metre for their site. Report to follow. Council also discussed the proposed gate.

2020.2033.HA **It was moved by Councillor McEwen and seconded by Councillor Cole**  
***THAT*** the Harbour Authority approve recommendation 1 of report item  
*"Western Canada Marine Response Corporation Agreement" which states:*

***1. THAT*** the Harbour Authority approve the Harbour User Agreement between the District of Ucluelet and the Western Canada Marine Response Corporation with a term from October 1, 2020 to January 3, 2022.

CARRIED.

2020.2034.HA **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
***THAT*** the Harbour Authority approve recommendation 2 of report item  
*"Western Canada Marine Response Corporation Agreement" which states:*

***2. THAT*** the Harbour authority approve the Letter of Intent for the Harbour User Agreement related to the Subject Premises (Ucluelet West Harbour Outer Basin - Float C) between the District of Ucluelet and the

*Western Canada Marine Response Corporation.*

CARRIED.

### 9.3 Harbour Authority Resolution Tracker

The Harbour Authority discussed the signage which the District is working with the Aquarium Society to prepare. Staff noted that the project will likely be rolled out in the spring. The Harbour Authority recommended Nuu-chah-nulth language and Yuułuʔiłʔatḥ cultural elements be incorporated in the signage.

The Harbour Authority noted that a backdrop with the District's logo had not been installed behind the fish scale. Staff noted that the backdrop was recently received and will be installed in the spring.

### 9.4 Ucluelet Manager Report *Kevin Cortes, Harbour Manager*

Mr. Cortes presented this report. He noted that harbour operations started slowly but revenues picked up significantly and are currently at 70% of what it typical is for this time of the year.

Mr. Cortes further noted that Tuna boats were docking in Ucluelet rather than going into US waters to avoid having to quarantine upon reentry into Canada and that the recreational fishermen reacted positively to the new Harbour Regulation Bylaw which allows for three month reserve berths.

## 10 OTHER BUSINESS

### 10.1 Meeting with the Minister of Fisheries, Oceans and the Canadian Coast Guard

Mayor Noël noted that he will be requesting a meeting with the Minister of Fisheries, Oceans and the Canadian Coast Guard to discuss the Amphitrite Lands, protecting salmon stocks and the DFO's role in the management of the Ucluelet Harbour.

### 10.2 Procedural Motion to Move In-Camera

***THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter.***

2020.2035.HA

**It was moved by Mayor Noël and seconded by Councillor Hoar**

***THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter.***

CARRIED.

**11 QUESTION PERIOD**

There were no questions from the public.

**12 ADJOURNMENT**

The meeting was adjourned at 4:51 PM.

**CERTIFIED CORRECT:** Minutes of the Harbour Authority Meeting held on Tuesday, September 15, 2020 at 3:30 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





## REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: NOVEMBER 17, 2020  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** KEVIN CORTES, HARBOUR MANAGER

**FILE NO:** 20-126

**SUBJECT:** HARBOUR MANAGER REPORT - NOVEMBER UPDATE

**REPORT NO:** 0540-20 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 since the September 15, 2020 meeting.

### **DISCUSSION:**

<b>Location</b>	<b>Update</b>	<b>Issues</b>
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> <li>- Clean-up and tweaking of beautification of front entrance</li> <li>- Off season – longer annual stays more commercial/recreational – higher than previous years</li> <li>- Beautification plan discussed for spring 2021 start; includes pathway, landscaping, painting, and signage</li> </ul>	<ul style="list-style-type: none"> <li>- Ongoing electrical maintenance</li> <li>- Storage availability for site is minimal and needs to be addressed in 2021</li> </ul>
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> <li>- Received and installed fire extinguishers</li> <li>- Coast Guard shed area relocated for the reserved space for Western Canadian Marine Response Corporation (WCMRC) Lease</li> <li>- On shore power metering being explored for WCMRC and Small Craft Harbour</li> <li>- More dragger traffic than previous years</li> </ul>	
Whiskey Dock	<ul style="list-style-type: none"> <li>- Continuing maintenance replacing planks the upper wharf head</li> <li>- Commercial usage was lower this year due to COVID-19</li> </ul>	<ul style="list-style-type: none"> <li>- Ramp needs to be replaced for 2021 due to age and materials</li> </ul>

	- Ramp securing for the winter season	
52 Steps	- DFO brought in contractor to fill in piling wells for safety reason - Ongoing maintenance to the stairs	- Long term planning
Other	- Harbour Master Plan roll-out - Replacement Fire Extinguishers ordered - Business growing/steady for SCH despite COVID-19 - Complaints down for 2020 - Overall Summer of 2020 went well in spite of pandemic- Harbour Manager ran the Harbour solo this past summer	- 2021 budget - Still waiting on Aquarium information for signage (Spring 2021)

**FINANCIAL IMPACTS:**

In comparison to 2019, the collection of funds for Small Craft Harbour is 82% of what it was at the same time last year. The increase in annual moorage is further supporting the Small Craft Harbour bottom line positively.

Funds collected for the Thornton Creek Hatchery (2%) and the PR Marine Search and Rescue (4%) are up this year with Thornton at \$3,757.47 (2019 \$2,080.63) and PRMSR at \$7,594.92 (2019 \$4,894.36). Please note these fees are now mandatory.

**OPTIONS REVIEW:**

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

**Respectfully submitted:** Kevin Cortes, Harbour Manager  
Abigail K. Fortune, Manager of Recreation & Tourism

Meeting	Meeting Item Description	Resolution Text	Description	Follow-Up Status
17-Sep-19	Scale Educational Component	THAT Council 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.	In Progress: Awaiting Content from the Aquarium Staff
17-Sep-19	Scale Installation at Small Craft Harbour	THAT Council directs Staff to install a fish scale at the Small Craft Harbour with District of Ucluelet branding.	Staff to install a fish scale at the Small Craft Harbour with District of Ucluelet branding.	Complete
17-Sep-19	Seaplane Base Road Signage	THAT Council directs Staff to install signage at the end of Seaplane Base Rd. that directs users to park their boat trailers overnight in the Seaplane Base Recreation Hall parking lot.	Staff to install signage at the end of Seaplane Base Rd. that directs users to park their boat trailers overnight in the Seaplane Base Recreation Hall parking lot.	In Progress: Referred to Master Plan
18-Feb-20	Harbour Authority Resolution Tracking	THAT Council recommends the Harbour Bylaw be amended to require proof of valid insurance for moored vessels	Staff to prepare amended Bylaw for presentation at the April HA meeting	In Progress: Referred to Master Plan
15-Sep-20	Adoption of Minutes	THAT the Harbour Authority adopt the May 19, 2020 Harbour Authority Minutes as presented.	Print, sign, upload, file.	Complete
15-Sep-20	Western Canada Marine Response Corporation Agreement	1. THAT the Harbour Authority approve the Harbour User Agreement between the District of Ucluelet and the Western Canada Marine Response Corporation with a term from October 1, 2020 to January 3, 2022.	Communicate resolution, print sign and file.	Complete
15-Sep-20	Western Canada Marine Response Corporation Agreement	THAT the Harbour authority approve the Letter of Intent for the Harbour User Agreement related to the Subject Premises (Ucluelet West Harbour Outer Basin - Float C) between the District of Ucluelet and the Western Canada Marine Response Corporation.	Communicate resolution, print, sign and file.	Complete