



HARBOUR AUTHORITY MEETING
Tuesday, February 16, 2021 @ 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	
Council would like to acknowledge the Yuułuꞵiꞵꞵath 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 broadcast on YouTube and Zoom, which may store data on foreign servers.	
4. LATE ITEMS	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
6.1. December 1, 2020, Regular Harbour Authority Minutes 2020-12-01 HA Minutes	3 - 5
7. UNFINISHED BUSINESS	
8. PUBLIC INPUT & DELEGATIONS	
8.1. Public Input	
• Via Zoom.	
• Via email to communityinput@ucluelet.ca.	
9. REPORTS	
9.1. Ucluelet Harbour Master Plan Update - February 16, 2021 <i>Abby Fortune, Manager of Recreation & Tourism</i> Ucluelet Harbour Master Plan Update	7 - 8
9.2. Harbour Manager Report - February 16, 2021 <i>Kevin Cortes, Harbour Manager</i> Harbour Manager Report	9 - 10
9.3. Ucluelet Harbour Authority Project Budget <i>Abby Fortune, Manager of Recreation & Tourism</i> Harbour Authority Budget Proposal	11 - 12

9.4. Resolution Tracking - Harbour Authority - February 16, 2021

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[Resolution Tracker](#)

10. OTHER BUSINESS

11. QUESTION PERIOD

11.1. Questions via Zoom.

11.2. Questions via communityinput@ucluelet.ca.

12. CLOSED SESSION

12.1. *Procedural Motion to Move In-Camera*

- *THAT the meeting be closed to the public pursuant to Section 90(1)(c) of the Community Charter to discuss matters related to labour relations or employee relations.*

13. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
CONDUCTED VIA ZOOM
Tuesday, December 1, 2020 at 3:30 PM

Present: **Chair:** Rachel Cole
 Board
 Members: Jennifer Hoar, Lara Kemps, and Marilyn McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Abby Fortune, Manager of Recreation and Tourism
 Joseph Rotenberg, Manager of Corporate Services
 Nicole Morin, Corporate / Planning Clerk
 Kevin Cortes, Harbour Manager

Regrets: Mayco Noël

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 RECORDING

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

4 ADDITIONS TO AGENDA

There were no additions to the agenda.

5 APPROVAL OF AGENDA

5.1 December 1, 2020 Harbour Authority Agenda

2020.2036.HA **It was moved by Councillor Kemps and seconded by Councillor McEwen**
 THAT the Harbour Authority approve the December 1, 2020 Agenda as
 presented.

CARRIED.

6 ADOPTION OF MINUTES

6.1 September 15, 2020 Regular Harbour Authority Minutes

2020.2037.HA **It was moved by Councillor McEwen and seconded by Councillor Kemps**

THAT the Harbour authority adopt the September 15, 2020 Regular Harbour Authority Minutes as presented.

CARRIED.

7 PUBLIC INPUT & DELEGATIONS

7.1 Public Input

Mr. Rouleau, owner and operator of West Coast Wild Adventures, proposed a lease of the fish cleaning dock in the Inner Boat Basin for his floatplane. He plans to conduct a some tenant improvements on the dock.

Staff will engage with Mr. Rouleau and provide a report regarding this matter at the next Harbour Authority meeting.

8 REPORTS

8.1 Harbour Manager Report - November Update ***Kevin Cortes, Harbour Manager***

Mr. Cortes and Abby Fortune, Manager of Recreation and Tourism, presented this report and noted the following:

- The Harbour Master Plan engagement period has been extended to December 15, 2020 and they have received 36 responses to date;
- Harbour revenues are within a couple hundred dollars of last year and revenues are expected to be similar in 2021.
- There has been some pushback regarding the fees for Thorton Creek Hatchery and the Ucluelet Royal Marine Search and Rescue but Staff plan to present amendments to the Harbour Regulation Bylaw to legislate these fees.

8.2 Resolution Tracker - November 2020

Staff noted that the Ucluelet Aquarium is still working towards completing the educational signage to accompany the fish scale by spring of 2021.

9 OTHER BUSINESS

There was no other business.

10 QUESTION PERIOD

There were no questions.

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.***

This matter was deferred to the next Regular Harbour Authority Meeting.

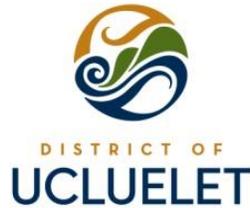
12 ADJOURNMENT

The meeting was adjourned at 3:49 PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, December 1, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO



STAFF REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: February 16, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, MANAGER OF RECREATION & TOURISM

FILE NO: 0540-20

SUBJECT: UCLUELET HARBOUR MASTER PLAN UPDATE – FEBRUARY 16, 2021

REPORT NO: 20-95

ATTACHMENT: N/A

RECOMMENDATION(S):

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

PURPOSE:

To provide the Harbour Authority with an update regarding the Ucluelet Harbour Master Plan.

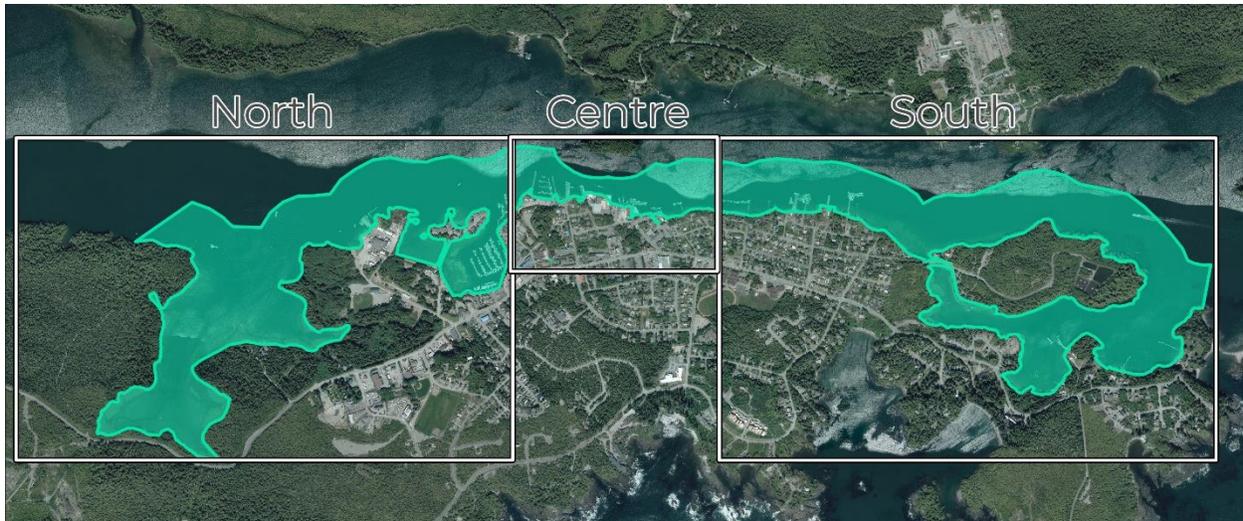
BACKGROUND:

The purpose of the Ucluelet Harbour Master Plan (the “Plan”) is to provide a vision for the harbour that meets the community’s needs and provides pathways for implementation. The Plan supports the vision, goals and objectives of the Draft 2018 Official Community Plan, 2017 Economic Development Plan and 2019-2022 Strategic Plan.

The process for developing the plan is as follows:

1. Project initiation and background review;
2. Site inventory and analysis;
3. Key partner & stakeholder engagement;
4. Draft Harbour Master Plan report;
5. Focused virtual group meetings; and
6. Finalize and submit Harbour Master Plan report.

The Plan will be an inclusive and user-friendly document to guide future decision making and support upcoming funding opportunities. It will also strive to meet the dual requirements of DFO and District of Ucluelet and comply with all applicable legislation, while balancing the unique needs of key partners and stakeholders, including but not limited to commercial and sport fisheries, First Nations, and tourism and recreational users.



UPDATE ON ENGAGEMENT PROCESS:

- Community partner and stakeholder survey and interactive map was available on the District's project webpage from **November 1 to December 13, 2020**. The questions focused on gaining a better understanding of how and when Ucluelet's Harbours are used.
- A total of **43 responses** were received, including both online and paper copies.
 - Engagement summary key themes, etc. will be presented at the upcoming Harbour Authority meeting.
- Virtual workshops upcoming **March 1-3, 2021** (incl. local District support):
 - Commercial fishing operators (Harbour Master)
 - Tourism operators (Tourism Ucluelet)
 - Businesses and landowners (Ucluelet Chamber of Commerce)

SCHEDULE

- Complete engagement process and finalize report: **February to April 2021**
- Present to Harbour Authority for Adoption: **May 4, 2021**

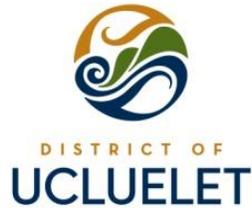
FINANCIAL IMPACTS:

Contract value increased in January 2021 due to COVID and additional engagement requirements and has been presented through the District budget process.

OPTIONS REVIEW:

There are no recommendations. This report is provided for information only.

Respectfully submitted: Abigail K. Fortune, Manager of Recreation & Tourism



REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: February 16, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KEVIN CORTES, HARBOUR MANAGER

FILE NO: 0540-21 HA

SUBJECT: HARBOUR MANAGER REPORT – FEBRUARY 16, 2021

REPORT NO: 21-19

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 December 1, 2020 meeting.

DISCUSSION:

Location	Update	Issues
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> - Added metal recycling drop off bin along with cardboard bin to help assist in proper recycling. - Arrival of four new commercial crab and three new commercial dive boats on the docks. 	<ul style="list-style-type: none"> - Bathroom/ Shower upgrades. - Overgrown area in walkway along parking lot- looking at asphalt to replace gravel.
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> - Storm damage caused main electrical cable to rub off casing and failed under first breakwater. - Coast Guard shed broke shackle off during storm and we had to realign and retie south end of shed. - DFO contracted Albion Electric to install new electrical cable restoring the power to the entire dock. - Western Canada Marine Response Corporation (WCMRC) moored their first vessel in their reserved space. 	<ul style="list-style-type: none"> - WCMRC needing to upgrade electrical kiosk to facilitate three phase 100 and 50 amp. service.

Whiskey Dock	<ul style="list-style-type: none"> - Continuing maintenance replacement of planks upper wharf head. - Hard connected airplane dock with main dock by installing two new stringers. 	<ul style="list-style-type: none"> - Ramp needs to be replaced for 2021 due to age and materials.
52 Steps	<ul style="list-style-type: none"> - Reset ramp and built new rails after king tide coupled with strong winds sent ramp off old rail system. 	<ul style="list-style-type: none"> - Long term planning.
Other	<ul style="list-style-type: none"> - Harbour Master Plan in progress. - New Harbour insurance requirement signage up at all four locations 	<ul style="list-style-type: none"> - Still waiting on Aquarium information for signage (Spring 2021).

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



STAFF REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: February 16, 2021

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, MANAGER OF RECREATION & TOURISM

FILE NO: 0540-20 HA

SUBJECT: UCLUELET HARBOUR AUTHORITY PROJECT BUDGET

REPORT NO: 21-18

ATTACHMENT: N/A

RECOMMENDATION(S):

1. **THAT** the Harbour Authority receive for information and discussion the proposed 2021 Small Craft Harbour proposed projects.
2. **THAT** the Harbour Authority recommend that Council fund the proposed 2021 harbour projects and carryover projects as listed below with a total cost of \$184,000 through the Small Craft Harbour Reserve.

PURPOSE:

To present the 2021 Small Craft Harbour projects to the Harbour Authority for information, discussion and support.

BACKGROUND:

In 2020 several Small Craft Harbour projects were completed. A defibrillator for the Small Craft Harbour was purchased, new pilings at Whiskey Dock were installed and a weigh station with signage was also installed so locals and visitors can show-off the days catch.

Some projects were temporarily put-on hold for several reasons, primarily related to COVID-19. The intent is to carry-over the projects of cleaning station education signage, EV charger install, boat launch design (through the Harbour Master Plan), and revisit the Harbour Master boat procurement.

The following is a list of proposed projects as recommended by the Harbour Master in conjunction with the Manager of Recreation & Tourism. These projects plan for the future, address infrastructure issues, improve tourism assets, and beautify the space.

2021 Proposed Projects

- Harbour Master Plan - \$12,000 (additional funds required to complete this project)
 - (COVID, Online platforms, extension)
- New pilings at Whiskey Dock - \$30,000
- SCH Beautification ongoing- \$10,000

- Washrooms painting and upgrades - \$12,000
- Asphalt pathways - \$15,000
- Water's Edge walkway - \$65,000 redesign

Carry-Forward

- Cleaning Station Education Signage - \$10,000
- EV Charging Station install – RMI funded
- Boat launch design - \$10,000
- Harbour Master Boat procurement – \$20,000

Proposed/Carry-Forward Total: \$184,000

FINANCIAL IMPACTS:

Although, there are no direct tax implications for the 2021 Small Craft Harbour proposed projects to the community, \$184,000 would be required from the Small Craft Harbour Reserve Fund.

OPTIONS REVIEW:

1. **THAT** the Harbour Authority receive for information and discussion the proposed 2021 Small Craft Harbour proposed projects. **(Recommended)**
2. **THAT** the Harbour Authority recommend that Council fund the proposed 2021 harbour projects and carryover projects as listed below with a total cost of \$184,000 through the Small Craft Harbour Reserve. **(Recommended)**
3. **THAT** the Harbour Authority provide alternative direction to Staff.

Respectfully submitted: Abigail K. Fortune, Manager of Recreation & Tourism

DISTRICT OF UCLUELET

RESOLUTION TRACKING
Harbour Authority - February 16, 2021

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	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
01-Dec-20	September 15, 2020 Regular Harbour Authority Minutes	THAT the Harbour authority adopt the September 15, 2020 Regular Harbour Authority Minutes as presented.	Print, sign, upload and file minutes.	Complete