



**HARBOUR AUTHORITY MEETING
Tuesday, May 4, 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 Yuułuᑭiᑦᐱᑦ 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	
5.1. May 4, 2021, Regular Harbour Authority Agenda	
6. ADOPTION OF MINUTES	
6.1. February 16, 2021, Regular Harbour Authority Minutes 2021-02-16 Harbour Authority Regular	3 - 6
7. PUBLIC INPUT & DELEGATIONS	
7.1. Public Input	
<ul style="list-style-type: none">• Public input via Zoom.• Public input via email to communityinput@ucluelet.ca	
8. CORRESPONDENCE	
8.1. Six Month Option for Moorage at Local Government Docks <i>Dave Smith</i> 2021-04-26 Dave Smith	7
9. REPORTS	
9.1. Harbour Manager Report - May 4, 2021 Update <i>Kevin Cortes, Harbour Manager</i> Harbour Manager Report - 2021-05-04	9 - 10
9.2. Harbour Authority Resolution Tracker - May 4, 2021 Resolution Tracker	11

9.3. Ucluelet Harbour Master Plan Project Update
Abby Fortune, Manager of Recreation & Tourism

10. OTHER BUSINESS

11. QUESTION PERIOD

11.1. Questions via Zoom.

11.2. Questions emailed to communityinput@ucluelet.ca.

12. CLOSED SESSION

12.1. *Procedural Motion to Move In-Camera (optional)*

13. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, February 16, 2021 at 3:30 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom)
 Staff: Abby Fortune, Manager of Recreation & Tourism (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Mark Boysen
 Nicole Morin, Corporate / Planning Clerk
 Sharon Evans, Administrative Clerk
 Kevin Cortes, Harbour Manager (Via Zoom)

Regrets:

1 CALL TO ORDER

The meeting was called to order at 3:30 P.M.

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 this proceeding was being broadcast on YouTube and Zoom, which may store data on foreign servers.

4 LATE ITEMS

There were no late items.

5 APPROVAL OF AGENDA

5.1 February 16, 2021, Regular Harbour Authority Agenda.

2021.2021.HA **It was moved by Councillor Kemps and seconded by Councillor Cole**
 THAT Council adopt February 16, 2021, Regular Harbour Authority Agenda as presented.

CARRIED.

6 ADOPTION OF MINUTES

6.1 December 1, 2020, Regular Harbour Authority Minutes

Council noted a typo on page 4 of the minutes of Thornton Creek Hatcher.

2021.2022.HA **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council adopt the December 1, 2021, Regular Harbour Authority
minutes as amended.

CARRIED.

7 UNFINISHED BUSINESS

There was no unfinished business.

8 PUBLIC INPUT & DELEGATIONS

8.1 Public Input

- **Via Zoom.**
- **Via email to communityinput@ucluelet.ca.**

There was no public input via Zoom or email.

9 REPORTS

9.1 Ucluelet Harbour Master Plan Update - February 16, 2021 *Abby Fortune, Manager of Recreation & Tourism*

Phil Rinn, District of Ucluelet consultant, provided a progress report on the Draft Ucluelet Harbour Master Plan.

Mr. Rinn noted:

- the survey completion period has closed, 43 responses were submitted, and focus groups will start soon;
- most respondents were recreational users;
- the survey's key themes are an expansion of harbour facilities, additional moorage, kayak-friendly infrastructure, environmental concerns, derelict vessels, and additional car and boat trailer parking;
- Staff is requesting input from members of the Yuułu?il?ath First Nation and commercial fishery operators; and
- the project timeline.

Council noted the importance of engaging with recreational users, which could participate further through the focus groups. Council stressed the importance of conducting the focus groups in-person.

9.2 Harbour Manager Report - February 16, 2021 *Kevin Cortes, Harbour Manager*

Mr. Cortes presented this report which outlines complete projects and issues to be addressed. He expects commercial fishery usage of the docks to increase over the coming months.

Abby Fortune, Manager of Recreation & Tourism, explained that West Coast Marine Response Corporation will pay for the electrical upgrades needed to dock their vessels in the Ucluelet Harbour.

Mr. Cortes noted that the recommended repairs to the Whiskey Dock are subject to budget approval.

9.3 Ucluelet Harbour Authority Project Budget ***Abby Fortune, Manager of Recreation & Tourism***

Ms. Fortune outlined the proposed 2021 harbour projects and 2020 carryover projects. She explained that funding for these proposed projects will be drawn from the Harbour Reserve fund. At the end of 2020, there was approximately \$338,000.00 in this fund.

Ms. Fortune explained that the Whiskey Dock ramp replacement project, which has a cost of \$15,000, would be in addition to the projects proposed in this report.

Kevin Cortes, Harbour Manager, outlined the proposed washroom upgrades, and Ms. Fortune outlined the Water's Edge Walkway design project. Ms. Fortune further explained that the 2021 budget does not allocate funds to solve issues with using the public boat launch at low tide.

2021.2023.HA **It was moved by Councillor Hoar and seconded by Councillor McEwen**
 1. ***THAT*** the Harbour Authority receive for information and discussion the proposed 2021 Small Craft Harbour proposed projects; and
 2. ***THAT*** the Harbour Authority recommend that Council fund the Whiskey Dock ramp replacement project as well as the proposed 2021 harbour projects listed in the attached report, having a combined total value of \$199,000 through the Small Craft Harbour Reserve.

CARRIED.

2021.2024.HA **It was moved by Mayor Noël and seconded by Councillor Cole**
 THAT Council directs staff to provide a report regarding improvements to the public boat launch intended to solve issues with use during low tides.

CARRIED.

9.4 Resolution Tracking - Harbour Authority - February 16, 2021

10 OTHER BUSINESS

There was no other business.

11 QUESTION PERIOD

11.1 Questions via Zoom.

There were no questions via Zoom.

11.2 Questions via communityinput@ucluelet.ca.

There were no questions via email.

12 CLOSED SESSION

12.1 *Procedural Motion to Move In-Camera*

2021.2025.HA **It was moved by Mayor Noël and seconded by Councillor Hoar**

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.

CARRIED.

13 ADJOURNMENT

The meeting was adjourned at 4:44 PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, February 16, 2021 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Joseph Rotenberg
Corporate Officer

Abby Fortune

Subject: RE: Moorage

From: Ukeedave Smith [REDACTED]

Sent: April 26, 2021 1:17 PM

To: Info Ucluelet <info@ucluelet.ca>

Subject: Moorage

Dear Mayor and Council,

As a local recreational boater, I would like to see a six month duration option for moorage at our local government docks. The three month option is not long enough and the one year option is too long. April to September are the best fishing months for smaller sports fishing vessels and with the six month option, I believe more people would moor their boats and there would be less congestion at the boat launch. It would also generate more moorage revenue for the town too.

Thank you for your consideration on this matter,
David Smith.



REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: MAY 4, 2021
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KEVIN CORTES, HARBOUR MANAGER

FILE NO: 21-57

SUBJECT: HARBOUR MANAGER REPORT – MAY 4, 2021 UPDATE

REPORT NO: 0540-21 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 February 16, 2021 meeting.

DISCUSSION:

Location	Update	Issues
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> - Starting of paint prep work, painting to begin in May. - Arrival of transient commercial vessels with the commercial opening of Halibut, Ling Cod and Trawl fisheries. - Early start for 3 charter vessels making semi regular trips. - Landscaping and walkway to be realized as budget is adopted. 	<ul style="list-style-type: none"> - Security Camera failure; will need to replace some cameras soon. - Nonslip on ramp will need to be replaced this season.
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> - Installed some new water faucets. - Scraping, paint prep work of upper wharf head. - Refastening of deck planks (lower walkway). 	<ul style="list-style-type: none"> - No issues presently

Whiskey Dock	<ul style="list-style-type: none"> - Continuing maintenance replacing planks upper wharf head. - Geoduck and live Ling Cod deliveries throughout the months of March and April. 	<ul style="list-style-type: none"> - Under the dock view shows 2 cracked cross pilings that will need replacement within this year as per budget.
52 Steps	<ul style="list-style-type: none"> - Scraping and prep work for painting of railings - Arrival of more local recreational vessels over the last month. 	<ul style="list-style-type: none"> - Long term planning.
Other	<ul style="list-style-type: none"> - Harbour Master Plan Group meetings. - Beautification plan (will be setting some benchmarks for entrance area). - Boat launch study to be RFP shortly for budget purposes for 2022. 	<ul style="list-style-type: none"> - Have been in contact with the Aquarium. Still waiting on final information for signage at the cleaning station (Spring 2021). - Signage at boat launch – tied in with Harbour Master Plan.

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	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
16-Feb-21	December 1, 2020, Regular Harbour Authority Minutes	THAT Council adopt the December 1, 2021, Regular Harbour Authority minutes as amended.	Print, sign, upload and file minutes.	Complete
16-Feb-21	Ucluelet Harbour Authority Project Budget	THAT the Harbour Authority recommend that Council fund the Whiskey Dock ramp replacement project as well as the proposed 2021 harbour projects listed in the attached report, having a combined total value of \$199,000 through the Small Craft Harbour Reserve.	Integrate projects into 2021 budget.	Complete
16-Feb-21	Ucluelet Harbour Authority Project Budget	THAT Council 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 Council	In Progress: RFP being prepared for engineering study and Boat Launch area.