



HARBOUR AUTHORITY MEETING
Tuesday, May 16, 2023 @ 4:00 PM
Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF THE YUULUŦIŦATH The Harbour Authority would like to acknowledge the YuuluŦiŦath, 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 and Zoom.	
4. LATE ITEMS	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
6.1. March 30, 2023 Regular Harbour Authority Minutes 2023-03-20 Regular HA Minutes	3 - 6
7. NOTICE OF MOTION	
8. INFORMATION ITEMS	
8.1. Harbour Manager Report - May 16, 2023 <i>Kevin Cortes, Harbour Manager</i> IRHA - Harbour Manager Report	7 - 8
8.2. Resolution Tracker - May 16, 2023 IRHA - Resolution Tracking	9 - 11
9. QUESTION PERIOD	
10. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Thursday, March 30, 2023 at 5:00 PM

Present: **Chair:** Chair McEwen
 Directors: Directors Hoar, Kennington, and Maftai
 Staff: Duane Lawrence, Chief Administrative Officer
 Abby Fortune, Director of Recreation
 Joseph Rotenberg, Manager of Corporate Services
 Kevin Cortes, Harbour Manager (Contractor)

Regrets: Director Anderson

1 CALL TO ORDER

The meeting was called to order at 5:00 PM.

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

The 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 and Zoom, which may store data on foreign servers.

4 LATE ITEMS

There were no late items.

5 APPROVAL OF AGENDA

5.1 March 30, 2023, Regular Harbour Authority Agenda

2023.2023.HA *It was moved and seconded **THAT** the March 30, 2023, Regular Harbour Authority Agenda be approved as presented.*

CARRIED.

6 ADOPTION OF MINUTES

6.1 December 13, 2022, Special Harbour Authority Minutes

2023.2024.HA *It was moved and seconded **THAT** the December 13, 2022, Special Harbour Authority Minutes be approved as presented.*

CARRIED.

7 UNFINISHED BUSINESS

There was no unfinished business.

8 REPORTS

8.1 Harbour Improvements *Director Maftai*

Director Maftai presented. He noted that he is a Harbour user, and many issues identified in the report are common to other users.

The Harbour Manager addressed each issue identified in the report as follows:

- Year-round water supply: Bleeder valves could be installed on the water lines to provide water throughout the winter.
- Power at 52 Steps Dock: Since this is a Department of Fisheries and Oceans (DFO) - Small Craft Harbour facility, DFO approval is required to install power. A cost estimate should be obtained first. The District could request DFO fund part or all of this project.
- Prioritization of annual moorage users: Harbour Authority could adopt a policy to address this issue.
- Dock space allocation prioritization for seasonal users and related fee structures: Harbour Authority could adopt policy and recommend bylaw amendments to address these issues.
- Moorage/enforcement policies for derelict vessels: The Harbour Manager works with vessel owners to achieve compliance. If compliance is not achieved, vessels in areas are dealt with in accordance with the Warehouse Lein Act and derelict vessels are dealt with through DFO's Vessels of Concern Program.
- Washroom improvements: Could be a future budget item for the Harbour Authority to consider.

Staff clarified that water supply is metered, and recommended a report be prepared to determine if these are Harbour Authority priority items, before public input is solicited.

2023.2025.HA

*It was moved and seconded **THAT** the Harbour Authority direct Staff to investigate and provide a report back to the Harbour Authority on the following topics:*

1. *Insulation of water lines to allow for year-round supply of water;*
2. *Installation of power at 52 Steps;*
3. *Prioritization of annual moorage users;*
4. *Dock space allocation prioritization for seasonal users and related fee structure;*
5. *Moorage/enforcement policies and priorities with respect to derelict vessels; and*
6. *Washroom, Laundry and Shower Facility upgrades and access options.*

CARRIED.

8.2 Sublease Barkley Sound Adventure Centre *Abby Fortune, Director of Recreation*

Ms. Fortune presented this report. She noted that the harbour head lease expired in 2022 and therefore overholding provisions apply. Ms. Fortune outlined the process associated with entering into a sublease of harbour facilities.

The owner of Barkley Sound Adventure Centre Inc. noted concerns with delays in obtaining a lease agreement with the District for the Floathouse Patio & Grill and Adventure Centre.

2023.2026.HA *It was moved and seconded **THAT** the Harbour Authority approve the Barkley Sound Adventure Centre Inc. to operate the Floathouse Patio & Grill and Adventure Centre within the Ucluelet Inner Boat Basin at 200 Hemlock Street Ucluelet, British Columbia.*

CARRIED.

2023.2027.HA *It was moved and seconded **THAT** the Harbour Authority approve the sublease as presented in the March 30, 2023 report to the Harbour Authority between the District of Ucluelet and the Barkley Sound Adventure Centre Inc. for the operation of the Floathouse Restaurant and Adventure Centre in a sublease amount of \$15,445 for 2023 plus gst, excluding utilities, with an annual increase 5 % for the term of four years commencing January 4, 2023 through January 3, 2027 totaling \$66,569 plus gst.*

CARRIED.

2023.2028.HA *It was moved and seconded **THAT** the Harbour Authority authorize staff to issue a letter to the Department of Fisheries and Oceans - Small Craft Harbour, indicating the Harbour Authority approval of the Barkley Sound Adventure Centre Inc. business operations within the Ucluelet Inner Boat Basin and support the execution of a sublease between District of Ucluelet and the Barkley Sound Adventure Centre Inc.*

CARRIED.

2023.2029.HA *It was moved and seconded **THAT** the Harbour Authority recommend to Council the execution of a sublease between the District of Ucluelet and Barkley Sound Adventure Centre Inc. for the operation of the Floathouse Patio & Grill and Adventure Centre upon final sublease approval from the Department of Fisheries and Oceans Small Craft Harbour.*

CARRIED.

9 NOTICE OF MOTION

There were no notices of motion.

10 INFORMATION ITEMS

10.1 Harbour Manager Report - March 30, 2023 Update
Kevin Cortes, Harbour Manager

The Harbour Manager provided an update on Harbour activity since the last meeting.

10.2 Harbour Authority Resolution Tracking - March 30, 2023

11 QUESTION PERIOD

There were no questions.

12 ADJOURNMENT

The meeting was adjourned at 5:30 PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Thursday, March 30, 2023 at 5:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

Duane Lawrence, Corporate Officer

Marilyn McEwen, Chair



REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: MAY 16, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KEVIN CORTES, HARBOUR MANAGER

FILE NO: 0516-23 HA

SUBJECT: HARBOUR MANAGER REPORT - MAY 16, 2023 UPDATE

REPORT NO: 23-68

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 March 2023 meeting.

DISCUSSION:

Location	Update	Issues / upcoming projects
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> - We had 37 traps go unclaimed and were picked up by Coastal Restorations for disposal - Cod and halibut longline commercial vessels have arrived - 6 geoduck dive boats have also returned 	<ul style="list-style-type: none"> - Replacing decking where needed - Repairs to advertising wall - Parking lot painting will occur during better weather - Beautification projects to be determined
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> - WCMRC has installed their gate to aid with unauthorized vessel usage of their reserved dock space - New sub-lease will be required; finalizing requirements with DFO 	<ul style="list-style-type: none"> - Need to replace broken piling - Still waiting on DFO timeline to lift burnt boat and dock repairs due to fire
Whiskey Dock	<ul style="list-style-type: none"> - We had 5 geoduck deliveries in the month of April and 6 live cod deliveries 	<ul style="list-style-type: none"> - Piling Replacement needed - Pumped out lower dock floats
52 Steps	<ul style="list-style-type: none"> - Installed new neoprene skid in pile wells 	<ul style="list-style-type: none"> - Looking to engage arborist to assess some trees on the side hill - Deck replacement as needed

Other	- Finalizing sublease with Floathouse	- Will be reviewing Harbour Master Plan
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OPTIONS REVIEW:

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

Respectfully submitted:

Kevin Cortes, Harbour Manager

Abigail K. Fortune, Director of Recreation & Parks

Meeting	Meeting Item Description	Resolution Text	Description	Follow-Up Status
16-Feb-21	Ucluelet Harbour Authority Potential Project	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: Have proposal study from Herrold Engineering outlining the proposed work to improve the Pat Leslie Boat Launch. Future project to be presented for budget 2024
04-May-21	Harbour Manager Report - May 4, 2021 Update	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.	Complete: signage installed completed for parking 2021. In Progress: report to come to HA meeting to assess if this is a priority of the HA to install a donation box or parking fee potentially tying in with DOU
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: Draft survey is being created to go out May Long weekend with the Charter Boats
07-Sep-21	Ucluelet Small Craft Harbour Onboarding 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 email was sent to HA of BC for input and feedback. Minimal input was received. Additional information has been requested through BCHA.

Meeting	Meeting Item Description	Resolution Text	Description	Follow-Up Status
06-Sep-22	West Coast Wild Adventures Request for a Fuel Boat	IT was moved and seconded THAT the Harbour Authority direct staff, for the Harbour Authorities consideration, to draft an agreement between the District of Ucluelet and West Coast Wild Adventures to permit the storage of aircraft fuel and mooring of a portable fueling station within the Ucluelet small craft harbour inclusive of the conditions set out in the Harbour Authority staff report number 22-131.	Draft agreement which includes the conditions set out in report number 22-131.	In progress , working with West Coast Wild Adventures. To be in place for summer 2023 if conditions are met.
06-Sep-22	HAABC Small Craft Harbour Program	It was moved and seconded THAT the Harbour Authority approve Option A, to explore working with Harbour Authority Association of BC to undertake a review of how the Harbour Authority and District of Ucluelet manage and oversee the harbour.	Explore working with the Harbour Authority Association of BC.	Assigned - looking at Fall 2023
30-Mar-23	December 13, 2022, Regular Harbour Authority Agenda	It was moved and seconded THAT the March 30, 2023, Regular Harbour Authority Agenda be approved as presented.	Sign, file, and post minutes.	Complete
30-Mar-23	Harbour Improvements	It was moved and seconded THAT the Harbour Authority direct Staff to investigate and provide a report back to the Harbour Authority on the following topics: <ol style="list-style-type: none"> 1. Insulation of water lines to allow for year-round supply of water; 2. Installation of power at 52 Steps; 3. Prioritization of annual moorage users; 4. Dock space allocation prioritization for seasonal users and related fee structure; 5. Moorage/enforcement policies and priorities with respect to derelict vessels; and 6. Washroom, Laundry and Shower Facility upgrades and access options. 	Present report on the identified improvements including costing for Council consideration	Assigned - reports to follow-up in fall 2023 and five year financial report

Meeting	Meeting Item Description	Resolution Text	Description	Follow-Up Status
30-Mar-23		It was moved and seconded THAT the Harbour Authority authorize staff to issue a letter to Department of Fisheries and Oceans - Small Craft Harbour, indicating the Harbour Authority approval of the Barkley Sound Adventure Centre Inc. business operations within the Ucluelet Inner Boat Basin and support the execution of a sublease between District of Ucluelet and the Barkley Sound Adventure Centre Inc.	Send authorization letter to DFO-SCH	Complete
30-Mar-23		It was moved and seconded THAT the Harbour Authority recommend to Council the execution of a sublease between the District of Ucluelet and Barkley Sound Adventure Centre Inc. for the operation of the Floathouse Patio & Grill and Adventure Centre upon final sublease approval from the Department of Fisheries and Oceans Small Craft Harbour.	Present sublease and this motion to Council after DFO-SCH approves the sublease.	In progress