



HARBOUR AUTHORITY MEETING
Thursday, October 19, 2023 @ 4:00 PM
Ucluelet Community Centre,
500 Matterson Drive, Ucluelet

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY The Harbour Authority would like to acknowledge the Yuułuʔiłʔatḥ, 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. LATE ITEMS	
5. APPROVAL OF AGENDA	
6. ADOPTION OF MINUTES	
6.1. May 16, 2023, Regular Harbour Authority Minutes 2023-05-16 Regular HA Minutes	3 - 4
7. UNFINISHED BUSINESS	
8. REPORTS	
8.1. Harbour Manager Report - Oct. 19, 2023, Update <i>Kevin Cortes, Harbour Manager</i> RTHA - Harbour Authority October 19 2023	5 - 7
8.2. Harbour Authority Meetings <i>Abby Fortune, Director of Recreation & Parks</i> RTHA - Meetings	9 - 10
8.3. Harbour Authority Resolution Tracker - October 19, 2023 <i>Joseph Rotenberg, Manager of Corporate Services</i> RTHA - Resolution Tracker - October 19, 2023	11 - 12
9. NOTICES OF MOTION	
10. QUESTION PERIOD	
11. CLOSED SESSION	
12. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, May 16, 2023 at 4:00 PM

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

Regrets:

1 CALL TO ORDER

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

2 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

The Harbour Authority acknowledged the Yuulu?il?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.

4 LATE ITEMS

4.1 Coastal Restoration Society Clean Coast, and Clean Waters Initiative Fund Application 2023

2023.2030.HA *It was moved and seconded **THAT** the May 16, 2023, Harbour Authority agenda be amended to add ICoastal Restoration Society Clean Coast, and Clean Waters Initiative Fund Application 2023 as information item 8.3.*

CARRIED.

5 APPROVAL OF AGENDA

5.1 May 16, 2023 Harbour Authority Meeting Agenda

2023.2031.HA *It was moved and seconded **THAT** the May 16, 2023, Harbour Authority meeting agenda be approved as amended.*

CARRIED.

6 ADOPTION OF MINUTES

6.1 March 30, 2023 Regular Harbour Authority Minutes

2023.2032.HA

*It was moved and seconded **THAT** the Harbour Authority adopt the March 30, 2023 Regular Harbour Authority minutes as presented.*

CARRIED.

7 NOTICE OF MOTION

There were no notices of motion.

8 INFORMATION ITEMS

8.1 Harbour Manager Report - May 16, 2023
Kevin Cortes, Harbour Manager

In addition to presenting the report Mr. Cortes provided updated information on select fisheries operating out of the harbour.

8.2 Resolution Tracker - May 16, 2023

8.3 Coastal Restoration Society Clean Coast, and Clean Waters Initiative Fund Application 2023
Joshua Charleson, Senior Project Manager

2023.2033.HA *It was moved and seconded **THAT** the Harbour Authority direct Staff to issue a letter of support for Coastal Restoration Society's 2023 application to the Clean Coast, and Clean Waters Initiative Fund.*

CARRIED.

9 QUESTION PERIOD

There were no questions.

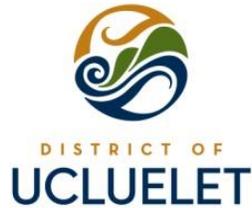
10 ADJOURNMENT

The meeting was adjourned at 4:09 PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, May 16, 2023 at 4:00 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: OCTOBER 19, 2023
500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: KEVIN CORTES, HARBOUR MANAGER

FILE NO: 8700-30 HARBOUR AUTHORITY – REPORTS

SUBJECT: HARBOUR MANAGER REPORT – OCT. 19, 2023, UPDATE

REPORT NO: 23-132

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 May 2023 meeting.

DISCUSSION:

Location	Update	Issues /Upcoming projects
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> • Vanisle 360 - We had 39 Participants in this year's event staying over 3 days and moored to docks on the inner basin and 52 steps. • Charter Vessels - We had 32 Charter operators with 40 charter vessels. • Commercial Vessels - Area G Salmon troll fishing was late to start the year starting on Aug 15th. Most fishers were done by early September due to lack of fish. • The hake trawl fishery was unsuccessful this year with lack of fish. We had only three trawlers actively using our docks most of the summer. • The Westcoast Tuna fleet were working most of the summer in north Vancouver Island working out of Port Hardy. We did have some return in the middle of September. 	<ul style="list-style-type: none"> • Replacing decking where needed
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> • Railings were painted. • Waterline repairs. 	<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 our piling replacements completed. 	<ul style="list-style-type: none"> On going replacement of upper dock decking.
52 Steps	<ul style="list-style-type: none"> Stair tread replacement. Waterline / faucet replacement. 	<ul style="list-style-type: none"> Looking to get an arborist to assess some trees on the side hill. Deck replacement as needed. Ladder replacement.



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



REPORT TO HARBOUR AUTHORITY

Harbour Authority Meeting: October 19, 2023
 500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: ABBY FORTUNE, DIRECTOR OF RECREATION & PARKS

FILE NO: 8700-30

SUBJECT: HARBOUR AUTHORITY MEETINGS

REPORT NO: 23- 133

ATTACHMENT(S): N/A

RECOMMENDATION(S):

THAT the Harbour Authority direct staff to investigate and report back to Council regarding the incorporation of Harbour Authority meetings into regular Council meetings.

BACKGROUND:

Traditionally the Harbour Authority holds regular standalone meetings at the time and place set out in Council’s annual meeting schedule. The Harbour Authority holds additional meetings when necessary. Harbour Authority meetings tend to be short. Since Council members serve on the Harbour Authority, these meetings add several short standalone meetings to Council’s schedule.

If Council and the Harbour Authority deem it appropriate, Staff would like to investigate integrating Harbour Authority meetings into Council meetings.

Staff anticipate dedicating a portion of four regular Council meetings per year to Harbour Authority issues. The Harbour Managers report would be presented at these regular meetings. The need for special Harbour Authority meetings may be eliminated, as Staff expect that Council may be able to move into the Harbour Authority on an as needed basis, much the same way that Council moves into Committee of the Whole during Council meetings.

ANALYSIS OF OPTIONS:

A	Investigate integrating Harbour Authority meetings into Council meetings	<u>Pros</u>	<ul style="list-style-type: none"> • reduced number of meetings • able to deal with issues in a timelier manner through Council meetings
		<u>Cons</u>	<ul style="list-style-type: none"> • stand alone meetings would not exist for the Harbour Authority • additional time on regular council meetings to accommodate Harbour Authority business
		<u>Implications</u>	<ul style="list-style-type: none"> • staff time and potentially legal costs to investigate • staff time will be required to amend Council Procedure Bylaw 1300

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Action	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 capital budget 2024
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 fall of 2023 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.	Complete: Minimal input was received as requested through BCHA. On par with other harbours.
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 , delayed from West Coast Wild Adventures. To be in place for prior to summer 2024 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

Meeting	Agenda Item #	Meeting Item Description	Resolution Text	Action	Follow-Up Status
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: 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 late fall 2023 and five year financial report
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.	Complete
16-May-23		March 30, 2023 Regular Harbour Authority Minutes	It was moved and seconded THAT the Harbour Authority adopt the March 30, 2023 Regular Harbour Authority minutes as presented.	Sign, file and post minutes	Complete
16-May-23		Coastal Restoration Society Clean Coast, and Clean Waters Initiative Fund Application 2023	It was moved and seconded THAT the Harbour Authority direct Staff to issue a letter of support for Coastal Restoration Society's 2023 application to the Clean Coast, and Clean Waters Initiative Fund.	Draft and send letter of support	Complete