

DISTRICT OF UCLUELET
MINUTES OF THE HARBOUR AUTHORITY MEETING
HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE
Tuesday, March 1, 2022 at 4:00 PM

Present: **Chair:** Chair Noël
 Council: Directors Hoar and McEwen
 Staff: Duane Lawrence, Chief Administrative Officer
 Abby Fortune, Director of Parks & Recreation
 Paula Mason, Manager of Corporate Services
 Kevin Cortes, Harbour Manager

Regrets:

1 CALL TO ORDER

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

2 ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Harbour Authority acknowledged the Yuułuꞵiꞵꞵath, 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, which may store data on foreign servers.

4 APPROVAL OF AGENDA

4.1 March 1, 2022 Regular Harbour Authority Agenda

2022.2022.HA *It was moved and seconded **THAT** the Harbour Authority approve the March 1, 2022 Regular Harbour Authority Agenda as presented.*

CARRIED.

5 ADOPTION OF MINUTES

5.1 September 7, 2021 Harbour Authority Minutes

2022.2023.HA *It was moved and seconded **THAT** the Harbour Authority approve the September 7, 2021 Regular Harbour Authority Minutes as presented.*

CARRIED.

6 UNFINISHED BUSINESS

There was no unfinished business.

7 PUBLIC INPUT, DELEGATIONS & PETITIONS

There was no public input and no delegations.

8 CORRESPONDENCE

9 INFORMATION ITEMS

10 REPORTS

10.1 Harbour Master Report *Kevin Cortes, Harbour Master*

Mr. Cortes gave a brief summary of his report. Chair Noel asked what materials are currently being used in the replacement of pilings in the harbour. Mr. Cortes clarified that pilings within the District of Ucluelet's jurisdiction are replaced with metal, but the pilings within DFO's jurisdiction are still being replaced with creosote.

2022.2024.HA *It was moved and seconded **THAT** the Harbour Authority direct staff to write a letter to the Department of Fisheries, asking that they consider using materials other than creosote, when replacing pilings in the harbour.*

*It was moved and seconded **THAT** the Harbour Authority request the District of Ucluelet Council to also write a letter to the Department of Fisheries, asking that DFO consider using materials other than creosote, when replacing pilings in the harbour.*

CARRIED.

10.2 Ucluelet Harbour Master Plan *Abby Fortune, Director of Parks & Recreation*

Ms. Fortune presented the Harbour Master Plan and asked that the Harbour Authority receive the plan, to allow for staff to use the plan as a guide for future decision making.

2022.2025.HA *It was moved and seconded **THAT** the Harbour Authority receive the Ucluelet Harbour Master Plan as presented; and further, It was moved and seconded **THAT** the Harbour Authority forward the Ucluelet Harbour Master Plan to Council for information.*

CARRIED.

10.3 Resolution Tracking - March 2022

Director Hoar asked if the educational signs being hung at the Small Craft Harbour were designed with the help of Yuułu?iŋ?ath, to incorporate local Indigenous language. Ms. Fortune clarified that the signs were part of an educational collaboration with the Ucluelet Aquarium, to bring more scientific language to the interpretations.

10.4 Harbour Master Contract - review
Abby Fortune, Director of Parks & Recreation

Ms. Fortune requested direction from the Harbour Authority regarding the addition or removal of duties, and the terms of payment for contract fees in the Harbour Master contract, which is due to expire on May 31, 2022. The three main questions asked were:

1. With respect to the operations of the Harbour, are there additional requirements that the Harbour Authority would like to consider adding or removing to Appendix A?

The Harbour Authority was in favour of the expectations as presented in Appendix A.

2. Are there further deliverables that the Harbour Authority would like to see included in the Harbour Master contract?

The Harbour Authority was in favour of the deliverables as set out in Appendix A.

3. With respect to the payments for the contract, which form of payment system does the Harbour Authority wish to include in the RFP:

a. Commission

b. Fixed Fee

c. Hybrid – Fixed fee and commission

The Harbour Authority's general consensus was that Commission is the preferred payment system for the contract.

Next Steps:

A Request for Proposal will be developed and issued, submissions will be evaluated by staff and brought back to the Harbour Authority for review.

Chair Noel brought attention to the existing oil shed's role in risk management and advocated for its removal.

11 OTHER BUSINESS

11.1 The Harbour Authority was asked to consider making a Motion to reschedule the next Harbour Authority Meeting to May 2, 2022 instead of the current scheduled date of May 17, 2022?

2022.2026.HA

It was moved and seconded **THAT** the Harbour Authority direct staff to cancel the May 17, 2022 Harbour Authority Meeting, reschedule it for May 2, 2022 at 4:00PM and provide public notice of the change.

CARRIED.

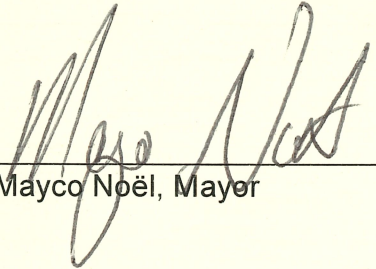
12 QUESTION PERIOD

There were no questions.

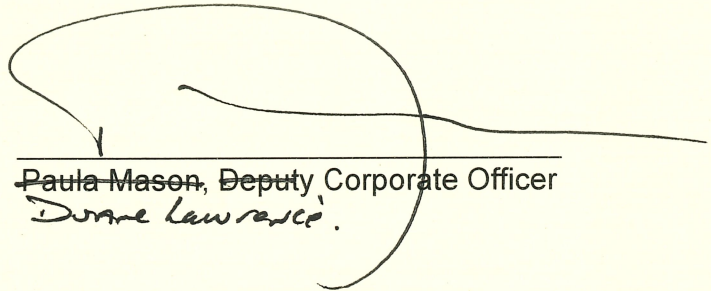
13 ADJOURNMENT

The meeting was adjourned at 4:26PM.

CERTIFIED CORRECT: Minutes of the Harbour Authority Meeting held on Tuesday, March 1, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



Mayco Noël, Mayor



~~Paula Mason, Deputy Corporate Officer~~
Doree Lawrence

