



**SPECIAL HARBOUR AUTHORITY MEETING**  
**Tuesday, December 13, 2022 @ 4:00 PM**  
**Ucluelet Community Centre,**  
**500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
1.1. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY The Harbour Authority would like to acknowledge the Yuułuꞵiꞵꞵath First Nation, on whose traditional territories the District of Ucluelet operates	
1.2. NOTICE OF VIDEO RECORDING Audience members and delegates are advised that this meeting is being recorded and broadcast on Zoom and YouTube, which may store data on foreign servers.	
2. LATE ITEMS	
3. APPROVAL OF AGENDA	
4. ADOPTION OF MINUTES	
4.1. September 6, 2022 Harbour Authority Regular Minutes <a href="#">2022-09-06 Regular Harbour Authority</a>	3 - 5
5. UNFINISHED BUSINESS	
6. REPORTS	
6.1. Harbour Manager Report - December 13, 2022 <i>Kevin Cortes, Harbour Manager (Contractor)</i> <a href="#">IRTHA - Harbour Manager Report</a>	7
6.2. Role and Function of the Harbour Authority (Verbal Report) <i>Abby Fortune, Director of Parks and Recreation</i>	
6.3. Harbour Authority Resolution Tracker <a href="#">IRTHA - Resolution Tracker</a>	9
7. ADJOURNMENT	



**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, September 6, 2022 at 4:00 PM**

Present:           **Chair:**           Chair Noël  
                          **Board**  
                          **Members:**       Board Members Cole, Hoar, Kemps, and McEwen  
                          **Staff:**           Duane Lawrence, Chief Administrative Officer  
  Abby Fortune, Director of Parks and Recreation  
  Joseph Rotenberg, Manager of Corporate Services

Regrets:

**1       CALL TO ORDER**

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

**1.1     ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH**

**The Harbour Authority acknowledged the Yuulu?ił?ath, on whose traditional territories the Harbour Authority operates.**

**1.2     NOTICE OF VIDEO RECORDING**

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

**2       LATE ITEMS**

There were no late items.

**3       APPROVAL OF THE AGENDA**

**3.1     September 6, 2022, Harbour Authority Agenda.**

2022.2031.HA        *It was moved and seconded **THAT** the Harbour Authority adopt the September 6, 2022, Harbour Authority Agenda as presented.*

CARRIED.

**4       ADOPTION OF MINUTES**

**4.1     May 2, 2022, Regular Harbour Authority Minutes**

2022.2032.HA        *It was moved and seconded **THAT** the Harbour Authority adopt the May 2, 2022, Regular Harbour Authority Minutes as presented.*

CARRIED.

**5       PUBLIC INPUT & DELEGATIONS**

**5.1     Public Input**

There was no public input.

## 6 UNFINISHED BUSINESS

There was no unfinished business.

## 7 REPORTS

### 7.1 HAABC Small Craft Harbour Program *Abby Fortune, Director of Parks and Recreation*

Ms. Fortune presented her report.

2022.2033.HA *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.*

CARRIED.

### 7.2 West Coast Wild Adventures Request for a Fuel Boat *Abby Fortune, Director of Parks and Recreation*

Ms. Fortune presented her report.

The Harbour Authority discussed the recommendations and the proposal to moor a 450 litre dual tank filling station at the Small Craft Harbour.

Harbour Authority Member Hoar entered the meeting at 4:16 PM.

The applicant, Louie Rouleau, addressed the Harbour Authority's questions about the filling station.

Kevin Cortes, Harbour Manager, addressed questions from the Harbour Authority about the filling station and noted safety concerns.

The Harbour Authority considered and discussed submissions made by the applicant, staff, and the Harbour Manager.

2022.2034.HA *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.*

CARRIED.

**8 NOTICE OF MOTION**

There were no notices of motion.

**9 INFORMATION ITEMS**

**9.1 Harbour Manager Report - September 6, 2022, Update  
*Kevin Cortes, Harbour Manager***

Mr. Cortes presented his report and addressed Harbour Authority questions.

**9.2 Harbour Authority Resolution Tracking**

**10 QUESTION PERIOD**

There were no questions.

**11 CLOSED SESSION**

There was no closed session.

**12 ADJOURNMENT**

The meeting was adjourned at 4:43 PM.

**CERTIFIED CORRECT:** Minutes of the Harbour Authority Meeting held on Tuesday, September 6, 2022 at 4:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

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Duane Lawrence, Corporate Officer

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Chair, Marilyn McEwen





## INFORMATION REPORT TO HARBOUR AUTHORITY

DECEMBER 13, 2022

500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** KEVIN CORTES, HARBOUR MANAGER

**FILE No:** 8700-30 HA

**SUBJECT:** HARBOUR MANAGER REPORT - DECEMBER 13, 2022 UPDATE

**REPORT No:** 22 - 175

**PURPOSE:**

To update the Harbour Authority on the workings of the harbour since the September 2022 meeting.

**DISCUSSION:**

Location	Update	Issues / upcoming projects
Small Craft Harbour – Boat Basin	<ul style="list-style-type: none"> <li>Last of the 2022 Tuna vessels left in early October</li> <li>21 Commercial vessels, 53 recreational, 7 charter vessels have tied up to the dock for the winter</li> </ul>	<ul style="list-style-type: none"> <li>Small deck repairs</li> <li>Bull rail replacement</li> </ul>
Small Craft Harbour – Outer Boat Basin	<ul style="list-style-type: none"> <li>6 Commercial vessels, 10 recreational, 1 charter vessel, 1 Parks and 2 WCMRC barges are tied up to the dock for the winter</li> </ul>	<ul style="list-style-type: none"> <li>Need to replace broken piling</li> </ul>
Whiskey Dock	<ul style="list-style-type: none"> <li>Continuing maintenance replacing planks upper wharf head.</li> </ul>	<ul style="list-style-type: none"> <li>Piling replacement needed</li> </ul>
52 Steps	<ul style="list-style-type: none"> <li>Replaced parts of old waterline and faucets</li> </ul>	<ul style="list-style-type: none"> <li>Rotten stringer needs replaced on walkway.</li> </ul>
Float House Restaurant	<ul style="list-style-type: none"> <li>Ms. Fortune has been working with DFO-SCH to bring the Float House top of ramp upgrades (funded by a Tourism Recovery Grant) into alignment with DFO regulations.</li> </ul>	<ul style="list-style-type: none"> <li>This issue has been resolved with DFO</li> <li>No further action is required</li> </ul>

**Respectfully submitted:**

Kevin Cortes, Harbour Manager

Abigail K. Fortune, Director of Recreation & Tourism





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 at next HA meeting
04-May-21	Harbour Manager Report - May 4, 2021 Update Kevin Cortes, Harbour Manager	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 to assess if this is a priority of the HA to install a donation box or parking fee
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 has been created will be going out in Spring when the Charter Boats start
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 has been sent to HA of BC for input and feedback
06-Sep-22	West Coast Wild Adventures Request for a Fuel Boat Abby Fortune, Director of Parks and Recreation	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
06-Sep-22	HAABC Small Craft Harbour Program Abby Fortune, Director of Parks and Recreation	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
06-Sep-22	May 2, 2022, Regular Harbour Authority Minutes	It was moved and seconded THAT the Harbour Authority adopt the May 2, 2022, Regular Harbour Authority Minutes as presented.	Print, sign, post and file minutes.	Complete