

**DISTRICT OF UCLUELET**  
**MINUTES OF THE HARBOUR AUTHORITY MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Tuesday, February 18, 2020 at 3:30 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Abby Fortune, Director of Parks & Recreation  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Kevin Cortes, Harbour Manager  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:

**1       CALL TO ORDER**

**1.1   Mayor Noël called the meeting to order at 3:30 PM.**

**2       ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułuʔiłʔatḥ First Nation, on whose traditional territories the District of Ucluelet operates.

**3       ADDITIONS TO AGENDA**

There were no additions to the agenda.

**4       APPROVAL OF AGENDA**

**4.1   February 18, 2020 Harbour Authority Agenda**

2020.2020.HA       **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the February 18, 2020 Harbour Authority Agenda as presented.*

CARRIED.

**5       ADOPTION OF MINUTES**

**5.1   November 19, 2019 Harbour Authority**

2020.2021.HA       **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve the November 19, 2020 Harbour Authority minutes as presented.*

CARRIED.

**6       UNFINISHED BUSINESS**

There was no unfinished business.

## 7 CHAIR'S ANNOUNCEMENTS

There were no announcements.

## 8 PUBLIC INPUT, DELEGATIONS & PETITIONS

### 8.1 Public Input

There was no public input.

## 9 CORRESPONDENCE

### 9.1 MOTI Oceans Protection Plan Places of Refuge Initiative

2020.2022.HA

**It was moved by Councillor Cole and seconded by Councillor Hoar**

*THAT Council supports the Ministry of Transportation and Infrastructure's Ocean Protection Plan Places of Refuge Initiative, appoints Mark Boysen as the contact and will determine who will attend future events as needed.*

CARRIED.

## 10 REPORTS

### 10.1 2020 Harbour Projects Review

**Mark Boysen, Chief Administrative Officer**

Mr. Boysen presented the report.

He noted that projects completed in 2019 include:

- Upgrade to WiFi System at the Small Craft Harbour (\$3,000)
- Commercial Dryer (\$2,700)
- Life Jacket Boards with 8 Life Jackets (\$1,200)
- Painting of the Parking Lot (\$1,800)

He noted that the proposed projects for 2020 are the following:

- Harbour Master Plan (\$30,000)
- New pilings at Whiskey Dock (\$44,000)
- Small Craft Harbour beautification (\$10,000)
- Cleaning Station Education signage (\$5,000)
- Boat launch improvements (Design and estimate \$5,000)
- Defibrillator for Small Craft Harbour (\$2,000)
- Harbour Manager boat (\$20,000)
- Water's Edge gazebo walkway (\$65,000)

Mr. Boysen noted the total budget is \$161,000, and that the Harbour Reserve Fund currently holds \$320,256 plus an estimated additional \$45,000 from 2019 revenues.

#### Council questions and comments

- Will we revisit the proposed budget items during the upcoming

- Budget meeting? Mr. Boysen responded in the affirmative.
- Educational signage, is it funded by RMI and Tourism Ucluelet? Mr. Boysen responded that they could consult Tourism Ucluelet about the funding.
  - Are there funds set aside for the 2020 proposals to replace and repair life jackets? Mr. Boysen indicated that there should be adequate funds available in the operating budget.
  - Is there a plan in place for design of the Water's Edge gazebo walkway? Abby Fortune, Director of Parks & Recreation, indicated that this would be a pilot project. They plan to use recycled plastic decking material that is formed as an open grid through which water can pass. She noted it is more expensive than wooden boardwalk but may have a longer lifespan.
  - Will beautification include the sign and the bathrooms? Kevin Cortes, Harbour Manager, noted that it will include upgrades to signage and bathroom counter tops.
  - Will the cleaning station area include a scale? Mr. Boysen and Mr. Cortes confirmed that it would.
  - Do we need to submit to DFO for approval to spend Harbour Reserve Funds? Mr. Boysen responded that \$30,000 - 50,000 must be in reserve fund for emergencies, but there has been no indication that we need DFO approval to spend funds.
  - Is the Water's Edge strata willing to contribute to the Water's Edge gazebo and walkway? Mr. Boysen answered that there has been no indication that they are willing.
  - What are the boat launch improvements? Mr. Boysen answered that they include boat launch improvements for launching at low tide and better signage.
  - Does it include a second boat launch? Mr. Boysen answered that it does not.

Mr. Boysen presented a slide that showed Whiskey Landing float plane design work, and noted that Staff would like to know if there is a desire from Council to move this project forward. The total estimated cost is \$347,600. He noted that one option is to bring this matter back during the March 12, 2020 Special Budget Meeting.

Council asked what the economic development drivers of the Whiskey Landing float plane project are? Mr. Cortes responded that increased float plane traffic and improved moorage could result in increased business in the downtown core.

## **10.2 User Fee Donation Update**

***Mark Boysen, Chief Administrative Officer***

Mr. Boysen spoke to this item and noted that voluntary user fees were

collected as following in 2019:

- Marine Search and Rescue \$4,383 - 4% of voluntary user fees
- Thornton Creek Hatchery \$2,081 - 2% of voluntary user fees

Council stated that they would like the fees to be mandatory. They also noted that signage should be installed that explains the fees. Mr. Boysen noted that the signage budget of \$5,000 could be used for this signage.

2020.2023.HA      **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council change the donations to a mandatory four percent fee for Marine Search and Rescue and two percent fee for Thornton Creek Hatchery, effective March 1, 2020.*

CARRIED.

### **10.3 Ucluelet Harbour Manager Report** ***Kevin Cortes, Harbour Manager***

Mr. Cortes presented slides to Council and noted the following:

- A vessel fire occurred, resulting in minimal damage to harbour infrastructure and nearby vessels.
- January 30, a vessel fuel spill occurred.
- Two commercial crab vessels relocated to Prince Rupert due to higher catch rates in that area.
- Added the Nemesis to the dock last fall which somewhat offsets the loss of the crab vessels.
- Replacement of decking and rails at the Small Craft Harbour is proceeding on schedule.

Council asked if the electrical will be replaced at the Small Craft Harbour? Mr. Cortes answered that it is just decking and tie rails, no electrical.

### **10.4 Harbour Authority Resolution Tracking** ***Mark Boysen, Chief Administrative Officer***

Mr. Boysen spoke to this item and noted the following:

- District advertising efforts have assisted in finding four new recruits for Marine Search and Rescue.
- Brochure is now in final draft form and can go to printing if there are no updates from Council this session.

Council questions and comments:

- They noted they would like to see the user fee donation amounts on the brochure.
- How do you handle proof of insurance? Mr. Cortes noted that he

would refuse moorage to people who were not in possession of insurance, and that the insurance requirement should be advertised.

2020.2024.HA

**It was moved by Councillor Cole and seconded by Councillor McEwen**

*THAT Council recommends the Harbour Bylaw be amended to require proof of valid insurance for moored vessels.*

CARRIED.

## 11 OTHER BUSINESS

The Mayor noted the Fisheries for Communities meeting held in Nanaimo in early February where recommendations were made for Salmon Conservation, which will be brought forward at AVICC. He noted the lack of a regulatory agency at the Provincial level. He sees the Fisheries for Communities' recommendations as meaningful for Ucluelet and the west coast, and is supportive of the initiative.

## 12 QUESTION PERIOD

Kevin Bradshaw, resident and business owner, discussed the possibility of moving his kayaks from the Canadian Princess docks to the Outer Basin or the Whiskey Dock in order to consolidate his business and reduce costs. He asked Council what the procedure was, and if it may be possible to complete for the summer.

Mr. Boysen noted that Mr. Bradshaw should discuss the matter with Harbour Manager, Kevin Cortes.

## 13 CLOSED SESSION

### 13.1 *Procedural Motion to Move In-Camera*

*THAT the meeting be closed to the public in order to address items under Section 90(1)(c) of the Community Charter.*

2020.2025.HA

**It was moved by Mayor Noël and seconded by Councillor McEwen**

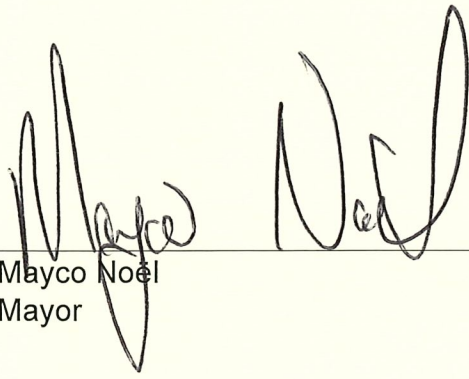
*THAT the meeting be closed to the public in order to address items under Section 90(1)(c) of the Community Charter.*

CARRIED.

## 14 ADJOURNMENT

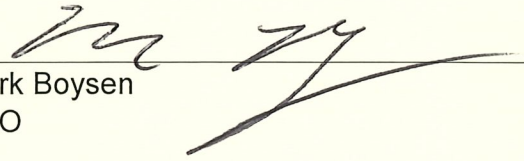
**14.1 The meeting was adjourned at 4:45 PM.**

**CERTIFIED CORRECT:** Minutes of the Harbour Authority Meeting held on Tuesday, February 18, 2020 at 3:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.



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Mayco Noel  
Mayor



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Mark Boysen  
CAO