



**SPECIAL MEETING OF COUNCIL
Tuesday, March 13, 2018 @ 1:00 PM
George Fraser Room, Ucluelet Community Centre
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates.	
3. ADDITIONS TO AGENDA	
4. APPROVAL OF AGENDA	
5. ADOPTION OF MINUTES	
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6. PUBLIC INPUT	
7. REPORTS	
7.1. Operating Budget (2018)	
7.2. Projects Review (2018)	
7.3. Funding Options	
7.4. Public Budget Presentation	
8. QUESTION PERIOD	
9. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Thursday, March 1, 2018 at 7:30 PM

Present: **Chair:** Mayor St. Jacques (Arrived at 7:42 pm)
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Carolyn Bidwell, Chief Financial Officer
 Barb Millar, Manager of Finance

Regrets:

1. CALL TO ORDER

1.1 Acting Mayor Mole called the meeting to order at 7:32 pm.

Acting Mayor Mole turned the meeting back over to Mayor St. Jacques when she arrived at 7:42 pm.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council acknowledged the Yuułu?il?ath First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 CAO Mark Boysen announced:

- 1. The public input session for the budget, would be an open house concept with the CFO power point presentations being displayed on large boards for each department. Managers would be available to answer questions.**
- 2. Grants-In-Aid, March 13, 2018 at 7:30 pm. All applicants will be invited to give a short presentation to Council regarding their 2018 application. Council requested a copy of each application be provided for this meeting.**

4. REPORTS

4.1 2018 Budget - Administration Projects

PROJECT NAME - HEALTH CENTRE
 PROJECT NO: AFCP2017-01

2017-001 **It was moved by Councillor Mole and seconded by Councillor Noel**
 THAT Council direct Staff to move the Health Centre (AFCP2017-01) Project funds reserve to use as needed for health centre requirements.

CARRIED.

4.2 2018 Budget - Finance Projects

PROJECT NAME SERVER REPLACEMENT - REFURBISHED
PROJECT NO: AFCP2017-02

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council direct Staff to carry forward Server Replacement - Refurbished (AFCP2017-02) Project to the 2018-2022 Financial Plan.

CARRIED.

4.3 2018 Budget - General Government

PROJECT NAME: OFFICE FURNITURE - ADMIN
PROJECT NO: AFCP2017-04

2017-003 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT Council direct Staff to carry forward Office Furniture - Admin (AFCP2017-04) to the 2018-2022 Financial Plan.

CARRIED.

4.4 2018 Budget - Review Project Funding

PROJECT NAME: COASTSMART SIGNAGE
PROJECT NO: PSSP2018-01

2017-004 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT Council direct Staff to remove Coastsmart Signage (PSSP2018-01) from the 2018-2022 Financial Plan.

CARRIED.

4.5 2018 Budget - Project Carry Forwards

PROJECT NAME: WELL UPGRADE
PROJECT NO: WCP2017-02

2017-005 **It was moved by Councillor Mole and seconded by Councillor Oliwa**
THAT Council direct Staff to carry forward Well Upgrade (WCP2017-02) to the 2018-2022 Financial Plan.

CARRIED.

5. NEW BUSINESS

5.1 There was no new business.

6. QUESTION PERIOD

6.1 There were no questions from the public.

7. ADJOURNMENT

7.1 Mayor St. Jacques adjourned the special meeting at 9:50 pm.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, March 1, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, March 6, 2018 at 10:00 AM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Deputy Municipal Clerk
 Carolyn Bidwell, Chief Financial Officer
 Barb Millar, Manager of Planning

Regrets:

1. CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 10:04 am.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council acknowledged the Yuułu?it?ath First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

3.1 There were no additions to the agenda.

4. ADOPTION OF MINUTES

4.1 February 13, 2018 Special Minutes

4.2 February 15, 2018 Special Minutes

4.3 February 27, 2018 Special Minutes

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council approve the Special Minutes from February 13, 2018, February 15, 2018, and February 27, 2018 as a block.

CARRIED.

5. PUBLIC INPUT

5.1 There were no members of the public who wished to speak.

6. CLOSED SESSION

To discuss items under section 90(1)(c)

6.1 *Procedural Motion to Move In Camera:*

2017-002

It was moved by Councillor Mole and seconded by Councillor Oliwa
THAT the meeting be closed to the public in order to address items under
Section 90(1)(c) of the Community Charter.

CARRIED.

6.2 Mayor St. Jacques suspended the special meeting to move in-camera at 10:05 am.

6.3 Mayor St. Jacques adjourned the in-camera meeting at 11:05 am and resumed the special meeting.

7. REPORTS

7.1 Operating Budget

CFO Carolyn Bidwell provided a brief overview of the operating budget and noted answers to Council's questions will be brought forward to the March 13, 2018 meeting.

7.2 Projects Review

CFO Carolyn Bidwell requested further direction from Council on which 2018 projects to leave in the budget or take out. Ms. Bidwell also welcomed Council direction on looking at community funding sources for projects.

PROJECT NAME: Walkways – Marine Dr.
 PROJECT NO: PWCP2017-01

- Increase project from \$150,000 to \$180,000.
- Project funding includes funds from ICET and RMI.
- Discussed Gas Tax and Barkley Community Forest as possible funding sources; however, concerns were raised on spending funds prior to community engagement.

PROJECT NAME: Cedar Road Parking – Phase 1
 PROJECT NO: PWCP2018-01

- Staff noted funding has been moved to RMI as they are looking at the parking lot also serving as a “tourist hub”.
- Works planned include surveying, removing trees, and leveling the parking lot.
- Council concerns include traffic flow, gaining legal access to pathways, and signage.

PROJECT NAME: Capital Reserve TF – to Future Expenditures
 PROJECT NO: PWCP2018-02

- Staff noted that capital reserve transfers would come directly from taxation.
- Council commented that cutting transfers to reserves could help to reduce the tax rate.

PROJECT NAME: SCH Parking Lot Camera & WIFI Upgrade
PROJECT NO: SCHSP2018-01

- Council expressed support for the project and asked staff for clarification on the use of harbour revenues.
- Staff will take out the \$4,000 from small craft harbour fees and look back at bylaws or policy for information on governing the reserve fund.

PROJECT NAME: Parks Amenities – TF to Parks Reserve
PROJECT NO: PRSP2018-01

- Council commented that cutting transfers to reserves could help to reduce the tax rate.

PROJECT NAME: SCH Parking Lot Camera & WIFI Upgrade
PROJECT NO: SCHSP2018-01

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PROJECT NAME: Parks Amenities – TF to Parks Reserve
PROJECT NO: PRSP2018-01

- Council commented that cutting transfers to reserves could help to reduce the tax rate.

Mayor St. Jacques recessed the Special Meeting at 11:59 am.

Mayor St. Jacques reconvened the Special Meeting at 12:08 pm.

PROJECT NAME: Youth Program
PROJECT NO: PRSP2018-02

- Council asked if there were any funding sources available for the

project.

PROJECT NAME Health Centre - Feasibility
PROJECT NO: AFCP2017-01

- CAO Mark Boysen recommended reducing the budget from \$50,000 to \$30,000.
- Council asked if the District would use general surplus to fund any other projects.

PROJECT NAME: Ancient Cedars - Trailhead Parking Lot
Project NO: PWCP2018-03

- Council expressed concern with safe access from the highway and getting approval from the Ministry of Transportation
- Staff want to work with provincial staff and the Wild Pacific Trail Society to identify some solutions.

2017-003

It was moved by Councillor Noel and seconded by Councillor Oliwa
THAT Council direct Staff to remove Ancient Cedars - Trailhead Parking Lot (PWCP2018-03) from 2018-2022 Financial Plan.

CARRIED.

7.3 Funding Options

- Council discussed funding options for 2018 projects under item 7.2 Projects Review.

7.4 Public Budget Presentation Planning

- CAO Mark Boysen confirmed that the date for a public budget presentation is scheduled for April 3rd. Staff will prepare display boards providing an overall snapshot to the community and a summary for each department with key issues or changes.
- Council requested that staff: provide an explanation of what each department does; share the listing of all projects with the public; post the information to the website; track comments received at the open house; and provide Council with the compiled feedback.

8. QUESTION PERIOD

8.1 There were no members of the public who wished to speak.

9. ADJOURNMENT

9.1 Mayor St. Jacques adjourned the meeting at 12.41 pm.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Tuesday, March 6, 2018 at 10:00 am in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO