



**SPECIAL MEETING OF COUNCIL**  
**Wednesday, January 16, 2019 @ 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  

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  
  - 5.1. December 19, 2018 Special Minutes 3 - 6  
[2018-12-19 Special Minutes](#)
6. UNFINISHED BUSINESS
7. MAYOR'S ANNOUNCEMENTS
8. PUBLIC INPUT, DELEGATIONS & PETITIONS  
  - 8.1. Public Input
9. REPORTS  
  - 9.1. Report on District Operating Budgets  
*Donna Monteith, Director of Finance*  
*Mark Boysen, Chief Administrative Officer*  
*Marlene Lagoa, Manager of Corporate Services*  
*Bruce Greig, Manager of Community Planning*  
*Abigail Fortune, Manager of Parks & Recreation*  
*Warren Cannon, Manager of Public Works*
  - 9.2. Review of Water & Sewer Projects  
*Warren Cannon, Manager of Public Works*
10. OTHER BUSINESS
11. QUESTION PERIOD
12. ADJOURNMENT



**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Wednesday, December 19, 2018 at 1:00 PM**

Present:      **Chair:**            Mayor Noël  
                  **Council:**        Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**             Mark Boysen, Chief Administrative Officer  
                                     Marlene Lagoa, Deputy Municipal Clerk  
                                     Donna Monteith, Director of Finance

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 1:02 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council would like to acknowledge the Yuułu?i?at̓ 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. APPROVAL OF AGENDA**

**4.1 December 19, 2018**

2017-001            **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
    *THAT Council approve the December 19, 2018 Agenda as presented.*

CARRIED.

**5. MAYOR'S ANNOUNCEMENTS**

- Wished everyone a Merry Christmas.

**6. PUBLIC INPUT, DELEGATIONS & PETITIONS**

**6.1 Public Input**

- There were no members of the public present.

**7. REPORTS**

**7.1 Overview of Municipal Budgeting**

***Donna Monteith, Director of Finance***

- CAO Mark Boysen provided an overview of the budget meeting process going forward.
- Donna Monteith, Director of Finance, presented a PowerPoint presentation titled “2019 Preliminary Budget Planning”, highlights included:
  - Legislated requirement to prepare a five year financial plan annually.
  - Preliminary goal is no more than a 3% tax increase.
  - Use of fund accounting focusing on accountability.
  - Revenue sources for the municipality.
  - Reviewed objectives that will need to be included in the financial plan bylaw for surplus funds, reserve funds, tax allocation to classes, permissive tax exemptions, and development cost charges.
  - General operating funds cover all municipal services except for water and sewer.
  - Water and sewer operating funds look after the maintenance and distribution of the service.
  - Capital funds include general, water, sewer, and statutory reserves.
- Staff addressed Council's questions on the following:
  - Clarified that storm water is covered under the sewer funds.
  - Described different types of transfers.
  - How development cost charges are calculated.
  - Difference between statutory and non-statutory reserve funds.

**7.2 Overview of Projects**

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

- CAO Mark Boysen presented on some initial 2019 projects as well as 2018 projects being carried over.
- District will be setting more realistic timelines on what projects can be accomplished with current staff and capacity.
- List of RMI funded projects for 2019 will come forward in January.
- Council will need to discuss what to do with the Barkley Community Forest Funds.
- There will be more discussions on projects in January meetings with the goal of seeking early approval, so the projects can get started.
- Urban Systems has a contract to assist the District with project prioritization and includes ranking projects based on criteria.
- District has been offered community sirens from the City of Port

- Alberni. Staff are looking to identify the correct locations.
- Requested early budget approval for the installation of 2 crosswalks with street lighting, flashing crossing lights and signage. ICBC will be paying for 50% of the cost.
  - Staff addressed Council's questions on the following:
    - Plans for the health centre: Meeting with Island Health staff being established for January and \$30,000 budget for 2019.
    - Crosswalks and safety in the area of Springs Cove.

2017-002

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

*THAT Council direct staff to use the DCC Road fund up to \$25,000 to implement new crosswalks in the Spring Cove portion of Peninsula Road in early 2019.*

CARRIED.

## 8. OTHER BUSINESS

- There was no other business.

## 9. QUESTION PERIOD

**9.1 There were no members of the public present.**

## 10. CLOSED SESSION

### 10.1 Procedural Motion to Move In-Camera

2017-003

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

*THAT the December 19, 2018 Special Meeting of Council be closed to the public in order to address items under section 90(1)(a) and 90(1)(c) of the Community Charter.*

CARRIED.

**10.2 Mayor Noël suspended the special meeting at 1:53 PM and moved in-camera at 1:59 PM.**

**10.3 Mayor Noël adjourned the in-camera meeting at 4:24 PM and resumed the regular meeting.**

## 11. ADJOURNMENT

**11.1 Mayor Noël adjourned the regular meeting at 4:25 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Wednesday, December 19, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Mayco Noël  
Mayor

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Mark Boysen  
CAO