



SPECIAL MEETING OF COUNCIL
Tuesday, March 6, 2018 @ 10:00 AM
George Fraser Room, Ucluelet Community Centre
500 Matterson Drive, Ucluelet

AGENDA

	Page
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. ADOPTION OF MINUTES	
4.1. February 13, 2018 Special Minutes 2018-02-13 Special Minutes	3 - 6
4.2. February 15, 2018 Special Minutes 2018-02-15 Special Minutes	7 - 9
4.3. February 27, 2018 Special Minutes 2018-02-27 Special Council	11 - 15
5. PUBLIC INPUT	
6. CLOSED SESSION	
6.1. <i>Procedural Motion to Move In Camera:</i> THAT the meeting be closed to the public in order to address items under Section 90(1)(c) of the Community Charter.	
7. REPORTS	
7.1. Operating Budget	
7.2. Projects Review	
7.3. Funding Options	
7.4. Public Budget Presentation Planning	
8. QUESTION PERIOD	
9. ADJOURNMENT	

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Tuesday, February 13, 2018 at 1:00 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Carolyn Bidwell, Chief Financial Officer
 Barb Millar, Recording Secretary

Regrets: Councillor Mole

1. CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 1:00 p.m.

2. ADDITIONS TO AGENDA

2.1 There were no additions to the agenda.

3. PUBLIC INPUT, DELEGATIONS & PETITIONS

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

4. REPORTS

4.1 CFO Report on District Operating Budgets

CFO Carolyn Bidwell presented an overview of the District's operating budget to Council.

Council provided staff with the following comments and questions.

Revenues:

- What are the differences between property values taxes and parcel taxes?

Surplus Funds Objective:

- When will this be decided?
- Mayor St. Jacques commented that a combination of conservative revenues and controlled Expenditures should produce a modest annual operating surplus.
- Staff explained this is done throughout the budget process and it is recommended not to carry more than 10% in surplus and that anything in addition be allocated to reserves.

Tax Allocation to Classes:

- What were the multipliers of 2017?
- What are the classes?

Permissive Tax Exemptions Objective:

- Is Council obligated to give permissive tax exemptions?
- How do schools pay taxes?
- What is the biggest permissive tax exemption?

Development Cost Charge Objectives:

- When will a DCC review be done and by whom?
- CAO noted DCC review was a priority project.

Operating Revenues:

- Why are the Transfers down?
- Did Council specifically discuss a rate change for water?
- Staff answered that Gas Tax and Small Community Grants are included.
- Why is there a decrease in Fees for Service?
- Why are revenues from property taxes down in 2018?
- What are the other taxing authority's rates for 2018 and have they gone up?
- Identify all Payments in Lieu of Taxes (PILT) properties.
- Western Diversification Fund project in 2019.

Operating Expenses:

- What is an Administrative expense?
- Why have expenses gone up \$1.4 million?
- Clarification needed on Revenue and Expenses for the Harbour and what the District pays.
- How many Bylaw Ambassador positions?
- What will the surplus for 2017 be in Protective Services?
- What is COLA (CPI) in percentage for 2017?
- What are the changes in salaries for the following positions – CAO, CFO, Planner, Deputy Municipal Clerk, Bylaw Officer?

Grants in Aid

- Keep the budget for Grants in Aid capped at \$20,000.

5. OTHER BUSINESS**5.1 PRESENTATION - Municipal Assets Insurance**

Joel Norris-Jones, Account Executive, AON Risk Solutions

Joel Norris-Jones from AON Risk Solutions addressed Council's questions regarding municipal asset insurance.

Highlights of Mr. Norris-Jones presentation included:

- Deductible for Earthquake insurance is 10% of value of asset.
- Deductible for fire and flood is \$5,000.
- Municipality may decrease premiums by: increasing the deductibles for all assets; phasing in assets; and reviewing which of the new assets listed to insure that are not brick and mortar.
- Opportunity to increase AON coverage to include a broader scope (i.e. AON does not currently insure docks).
- AON to create a plan that works in the best interest of the District.
- AON will do valuations based on the relationship established between AON and the District.
- Roads and infrastructure are not covered.
- Coverage does include volunteers.

Council directed the following questions to staff:

- Who insures the building inspector for third party liability?
- How type of assets do other municipalities cover?
- Requested that Mr. Norris-Jones send the Mayor a District claim report.

6. NEW BUSINESS

6.1 Mayor St. Jacques

- Mayor St. Jacques requested more discussion on payroll.

6.2 Councillor Noel

- Councillor Noel expressed concerns that with a reduction in the number of PW/Parks staff whether the District will be able to maintain the current level of service. Can the level of service from this department be provided 7 days a week?

6.3 Councillor Oliwa

- Councillor Oliwa noted his concerns with public washrooms, cleaning of garbage on streets, and dealing with off leash dogs.

7. QUESTION PERIOD

7.1

There were no member of the public who wished to speak.

8. ADJOURNMENT

8.1 Mayor St. Jacques adjourned the regular meeting at 9:22 p.m.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Tuesday, February 13, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Drive, Ucluelet 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
Thursday, February 15, 2018 at 7:30 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Carolyn Bidwell, Chief Financial Officer
 Barb Millar, Recording Secretary
 Bruce Greig, Manager of Community
 Warren Cannon, Superintendent of Public Works

Regrets:

1. CALL TO ORDER

1.1 Mayor St. Jacques called the meeting to order at 7:32 p.m.

2. PUBLIC INPUT, DELEGATIONS & PETITIONS

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

3. ADDITIONS TO AGENDA

3.1 There were no additions to the agenda.

4. REPORTS

4.1 2018 Budget - Public Works Projects

Warren Cannon, Superintendent of Public Works, presented 2018 Public Works Projects to Council and answered questions.

PROJECT NAME - CEDAR ROAD PARKING PHASE 1

PROJECT NO: PWCP2018-01

- Can other funding sources be used for this project? Council suggestion included RMI money for phase one of Gas Tax money for the parking lot construction.
- Council directed staff to not use tax dollars to fund this project and to only complete the survey and engineering design parking lot and street scape (\$15,500).
- Council noted it was very important to have signage for the parking lot to direct vehicles to use this area as well as signage and pathways from parking lot to main street; and to involve surrounding property owners in the development process to ensure success.

PROJECT NAME - ANCIENT CEDARS TRAILHEAD PARKING

PROJECT NO: PWCP2018-03

- Council stated they do not have enough information to make a decision on this project.
- Council asked who owns the property where the parking lot is being proposed?

PROJECT NAME - SEWER MASTER PLAN

PROJECT NO: SSP2018-01

- Council questioned whether this project should go to tender and discussed the pros and cons to using same firm for several years as opposed to having a fresh set of eyes on our infrastructure.

PROJECT NAME - MATTERSON RESERVOIR - INTERCONNECTION CHAMBER

PROJECT NO: WCP2017-01

- Council commented they would like to see signage posted on worksites to advise the public about District Projects.

PROJECT NAME - KENNEDY LAKE WATER PROJECT

PROJECT NO: WSP2017-04

- Council asked when there would be dialogue between the Federal Government and the local First Nations; noted that any discussions regarding the water must include the Toquaht First Nation, as Kennedy Lake is their traditional territory.

PROJECT NAME - SEWER RESERVES

PROJECT NO: SCP2017-02

2017-001

It was moved by Councillor McEwen and seconded by Councillor Noel

THAT Council direct Staff to reduce the Sewer Reserves Project (SCP2017-02) total cost per year to \$25,000.

CARRIED.

4.2 2018 Budget - Planning & Development Projects

4.3 2018 Budget - Harbour Projects

5. QUESTION PERIOD

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

6. ADJOURNMENT

6.1 Mayor St. Jacques adjourned the special meeting at 9:45 p.m.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, February 15, 2018 at 7:30 pm in the George Fraser Room, Ucluelet Community Centre, 500 Matterson Drive, Ucluelet 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, February 27, 2018 at 1:00 PM

Present: **Chair:** Mayor St. Jacques
 Council: Councillors McEwen, Oliwa, Mole, and Noel
 Staff: Mark Boysen, Chief Administrative Officer
 Carolyn Bidwell, Chief Financial Officer
 Barb Millar, Recording Secretary
 Bruce Greig, Manager of Community Planning
 Abby Fortune, Director of Recreation

Regrets:

1. CALL TO ORDER

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council would like to acknowledge the Yuułuᑭiᑦᐱᑦ First Nations on whose traditional territories the District of Ucluelet operates.

3. ADDITIONS TO AGENDA

4. PUBLIC INPUT, DELEGATIONS & PETITIONS

5. REPORTS

5.1 2018 BUDGET - PARKS & RECREATION PROJECTS

**5.2 PROJECT NAME - HERITAGE SIGN PLAQUES
 PROJECT NO: PRSP2017-01**

- Council asked Staff where these plaques will be located.

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Mole**
 THAT Council direct Staff to carry forward Heritage Sign Plaques (PRSP2017-01) Project to the 2018-2022 Financial Plan.

CARRIED.

**5.3 PROJECT NAME - BANNERS PROGRAM
 PROJECT NO: PRSP2017-03**

- Council asked Staff where the banners will be located.

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Mole**
 THAT Council direct Staff to carry forward Banner Program (PRSP2017-03) Project to the 2018-2022 Financial Plan.

CARRIED.

5.4 PROJECT NAME - AGE FRIENDLY ACTION PROJECT - RESOURCE HUB

PROJECT NO: PRSP2017-04

2017-003 **It was moved by Councillor Noel and seconded by Councillor Mole**
THAT Council direct Staff to carry forward Age Friendly Project - Resource Hub (PRSP2017-04) to the 2018-2022 Financial Plan.

CARRIED.

5.5 PROJECT NAME - ALDER RD - END OF PARK

PROJECT NO: PRSP2017-05

2017-004 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council direct Staff to carry forward Alder Rd - End of Park (PRSP2017-05) Project to the 2018-2022 Financial Plan.

CARRIED.

5.6 PROJECT NAME - WPT CONNECTOR - SPRING COVE

PROJECT NO: PRCP2017-01

2017-005 **It was moved by Councillor McEwen and seconded by Councillor Mole**
THAT Council direct Staff to carry forward WPT Connector - Spring Cove (PRCP2017-01) Project to the 2018-2022 Financial Plan.

CARRIED.

5.7 PROJECT NAME - ST. JACQUES PARK

PROJECT NO: PRCP2017-02

2017-006 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Council direct staff to carry forward St. Jacques Park (PRCP2017-02) Project to the 2018-2022 Financial Plan.

CARRIED.

5.8 PROJECT NAME - BEACH IMPROVEMENTS

PROJECT NO: PRCP2017-03

2017-007 **It was moved by Councillor Mole and seconded by Councillor McEwen**
THAT Council direct Staff to carry forward Beach Improvements (PRCP2017-03) Project to the 2018-2022 Financial Plan.

CARRIED.

**5.9 PROJECT NAME - LIGHT KEEPER'S HOUSE
PROJECT NO: PRCP2018-01**

- Abby Fortune confirmed that \$10,000 in funding for a feasibility study has been received February 27, 2018.

**5.10 PROJECT NAME - BIG BEACH PARKING LOT - ACCESSIBLE
PATHWAY
PROJECT NO: PRCP2018-03 (carry forward)**

2017-008 **It was moved by Councillor McEwen and seconded by Councillor Oliwa**
*THAT Council direct Staff to carry forward Big Beach Parking Lot - Accessible
Pathway (PRCP2018-03) Project to the 2018-2022 Financial Plan.*

CARRIED.

**5.11 PROJECT NAME - PUBLIC WASHROOM CHAMBER OFFICE
PROJECT NO: PRCP2018-04**

Council asked Staff for clarification on:

- RMI funding and whether it could only be used for renovation of the existing washroom?
- Who will be responsible for the operations and maintenance?

5.12 2018 BUDGET - EMERGENCY SERVICES PROJECTS

**5.13 PROJECT NAME - RECOVERY PLANNING AND BUSINESS
CONTINUITY
PROJECT NO: PSSP2017-01**

2017-009 **It was moved by Councillor Noel and seconded by Councillor Mole**
*THAT Council direct Staff to carry forward Recovery Planning and Business
Continuity (PSSP2017-01) Project to the 2018-2022 Financial Plan.*

CARRIED.

**5.14 PROJECT NAME - FURNISHINGS AT THE FIRE HALL
PROJECT NO: PSSP2017-02**

2017-010 **It was moved by Councillor Noel and seconded by Councillor Mole**
*THAT Council direct Staff to carry forward \$2,640 for Furnishings at the Fire
Hall (PSSP2017-02) Project to the 2018-2022 Financial Plan.*

CARRIED.

**5.15 PROJECT NAME - COASTSMART SIGNAGE
PROJECT NO: PSSP2018-01**

- Council asked Staff for clarification as to whether this cost will be covered by the National Park?

**5.16 PROJECT NAME - BEARSMART
PROJECT NO: PSSP2018-02**

- CAO Mark Boysen suggested that the funding be reduced to \$500 - \$1000 from taxation funding. A report will be brought forward to Council at the February 27, 2018 regular meeting.

**5.17 PROJECT NAME - ESS GRANT - COMMUNITY EMERGENCY PREPAREDNESS FUND
PROJECT NO: PSSP2018-05**

- Council requested a report from staff to ensure the District has resources and capabilities to manage the grant.

**5.18 PROJECT NAME - MULTI-GAS DETECTOR
PROJECT NO: PSSP2018-06**

CFO Carolyn Bidwell provided information that carbon monoxide gas detection is a WorkSafeBC requirement and should be included in the operations budget.

**5.19 PROJECT NAME - COMMUNITY SAFE ZONE KIOSKS
PROJECT NO: PSCP2017-01**

CAO Mark Boysen noted there were three kiosks be completed in 2018

2017-011

It was moved by Councillor McEwen and seconded by Councillor Mole
THAT Council direct Staff to carry forward Community Safe Zone Kiosks (PSCP2017-01) Project to the 2018-2022 Financial Plan.

CARRIED.

**5.20 PROJECT NAME - TURNOUT GEAR
PROJECT NO: PSCP2018-01**

Mayor St. Jacques welcomed a member of the public to speak.

- A. Anderson commented when a UVFB member leaves the brigade, their turnout gear is put aside for use by another member, recognizing size requirements can be problematic and eventually new gear must be purchased that fits each new member correctly.

6. QUESTION PERIOD

6.1 **E. Larsen asked Council the status of the pathway on Marine Drive, would it be paved, and what the pathway would look like.**

7. NEW BUSINESS

7.1 **Council suggested two dates for a Public Presentation of the 2018-2022 Financial Plan - March 26, 2018 and April 4, 2018.**

8. ADJOURNMENT

8.1 **Mayor St. Jacques adjourned the special meeting at 3:43 p.m.**

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Tuesday, February 27, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Dianne St. Jacques
Mayor

Mark Boysen
CAO