



**SPECIAL MEETING OF COUNCIL  
Tuesday, March 20, 2018 @ 1:00 PM  
George Fraser Room, Ucluelet Community Centre  
500 Matterson Drive, Ucluelet**

**AGENDA**

	Page
1. CALL TO ORDER	
2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY	
2.1. Council would like to acknowledge the Yuułu?i?at̓ 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. March 13, 2018 Special Minutes <a href="#">2018-03-13 Special Council</a>	3 - 6
6. PUBLIC INPUT	
7. REPORTS	
7.1. Operating Budget (2018)	
7.2. Projects Review (2018)	
7.3. Funding Options	
7.4. Public Budget Presentation	
7.5. Grants in Aid for 2018 (Report #2) <a href="#">2018 Grants in Aid List March 13, 2018</a>	7 - 9
8. QUESTION PERIOD	
9. ADJOURNMENT	



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

Present:      **Chair:**            Mayor St. Jacques  
                  **Council:**        Councillors McEwen, Oliwa, Mole, and Noel  
                  **Staff:**             Mark Boysen, Chief Administrative Officer  
                                 Abigail Fortune, Director of Parks and Recreation  
                                 Bruce Greig, Manager of Community Planning  
                                 Carolyn Bidwell, Chief Financial Officer  
                                 Marlene Lagoa, Deputy Municipal Clerk  
                                 Warren Cannon, Superintendent of Public Works

Regrets:

**1. CALL TO ORDER**

**1.1**

Mayor St. Jacques called the meeting to order at 1:00 pm.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

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

**3. ADDITIONS TO AGENDA**

**4. APPROVAL OF AGENDA**

**4.1 March 13, 2018 Special Agenda**

2017-001            **It was moved by Councillor Noel and seconded by Councillor Mole**  
                                  *THAT Council approve the March 13, 2018 Special Agenda as presented.*  
CARRIED.

**5. ADOPTION OF MINUTES**

**5.1 March 1, 2018 Special Minutes**

2017-002            **It was moved by Councillor Oliwa and seconded by Councillor Noel**  
                                  *THAT Council approve the March 1, 2018 Special Minutes as presented.*  
CARRIED.

**5.2 March 6, 2018 Special Minutes**

2017-003

**It was moved by Councillor Oliwa and seconded by Councillor Mole**  
*THAT Council approve the March 6, 2018 Special Minutes as presented.*

CARRIED.

## 6. PUBLIC INPUT

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

## 7. REPORTS

### 7.1 Operating Budget (2018)

CFO Carolyn Bidwell distributed an updated handout on general operating revenues and expenditures to Council members.

Staff answered Council's budget related questions.

- District is not obligated to give permissive tax exemptions.
- The School Board does not pay property taxes.
- Review of Development Cost Charges is underway with a draft bylaw to Council expected this summer.
- Transfers to water and sewer have been corrected.
- Change to water rates occurred in 2016 through a Bylaw.
- Staff still has to provide information on Payment In lieu of Taxes (PILT).
- Cost-of-living adjustment (COLA) is 2%.

Tax Classes:

- Ratios are currently: Residential - 1; Commercial - 2.74; Recreation - 2.92; and Utilities - 6.69.
- CFO Carolyn Bidwell recommended setting a rate for all classes regardless of whether the District has them currently.
- Council asked staff what type of property is classified as recreation.
- Council asked staff if there was a different rate for the fish plants, businesses in the industrial area, and properties zoned tourist commercial.

Small Craft Harbour Reserve:

- Transfers to the Small Craft Harbour Reserve has been inconsistent over the last several years.
- There is no bylaw or policy to provide direction on any of the District's reserves. There is no mention of the reserve in the Small Craft Harbour agreement.
- Council noted that they would like to transfer some funds to the Small Craft Harbour Reserve. The amount should be net of all expenditures as well as staff time spent on bylaw enforcement

and administration.

Council provided the following direction to staff:

- Add \$30,000 for economic development to the annual operating budget.
- Provide an updated estimate for property tax revenues based upon the latest BC Assessment role.
- Provide Mill Rate ratios and dollar values for the last three years to show the trend between residential and commercial properties.
- Review the District's asset and liability insurance this year.
- Keep the sidewalk repair budget at \$13,470 for 2018 and consider preparing a long-term plan for sidewalk maintenance and improvements. Staff indicated that the District has purchased a new asset management software that assist with planning.
- The replacement of trucks should be part of the operating budget.

## 7.2 Projects Review (2018)

PROJECT NAME: Matterson Reservoir Upgrade  
PROJECT NO: WCP2017-03

Warren Cannon, Superintendent of Public Works, addressed Council's questions regarding the project. An engineering study was completed in 2017 and design work is planned for 2018. Mr. Cannon added that early approval will allow staff to move forward with completing the work in 2018.

2017-004                    **It was moved by Councillor Noel and seconded by Councillor Oliwa**  
*THAT Council give early budget approval of \$130,000 for the Matterson Reservoir Upgrade (WCP2017-03) as part of the 2018-2022 Financial Plan.*

CARRIED.

## 7.3 Funding Options

Council noted they would like to have some discussion around the Barkley Community Forest as a possible funding source at the next budget meeting.

Staff to report back at the next budget meeting regarding the availability of gas tax funds to pay for Walkways - Marine Dr. (PWCP2017-01) and WPT Connection Trail - Spring Cove (PRCP2017-01).

## 7.4 Public Budget Presentation

Council requested that the public budget presentation illustrate the

impact of the proposed 2018 tax rate on residential and commercial properties. Examples to show tax increase scenarios for low, medium, and high property values.

**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 special meeting at 3:21 pm.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Tuesday, March 13, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

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Dianne St. Jacques  
Mayor

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Mark Boysen  
CAO



## STAFF REPORT TO COUNCIL

Special Council Meeting: MARCH 13, 2018  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** MARLENE LAGOVA, DEPUTY MUNICIPAL CLERK

**FILE NO:** 1850-20 AID

**SUBJECT:** GRANTS IN AID FOR 2018 (REPORT #2)

**REPORT NO:** 18-20

**ATTACHMENT(S):** APPENDIX A – COUNCIL GRANTS IN AID REQUESTS 2018

### **RECOMMENDATION(S):**

1. **THAT** Council award \$16,375 in Grants in Aid funding for 2018 as outlined in the attached Appendix A – Council Grants in Aid Requests 2018.

### **PURPOSE/DESIRED OUTCOME:**

The purpose of this report is to seek approval from Council as to the recipients and the amounts to be awarded under the current Grant in Aid Policy.

### **STRATEGIC GOAL:**

This report is in response to the corporate objective of fiscal responsibility as identified in the current strategic plan.

### **BACKGROUND:**

At the March 13, 2018 Regular Meeting of Council, Council reviewed the 2018 Grants in Aid applications from local non-profit organizations. Applicants attended the meeting to speak to their request and respond to Council's questions. Council deliberated final contribution amounts and deferred approval until the March 20, 2018 Special Meeting of Council following discussion of the 2018-2022 Financial Plan.

At the March 13, 2018 Regular Meeting, Council approved funding applications for Council contribution requests for facility use and lease payments approximating \$47,648. The amount was calculated based on the 2018 recreation fee schedule.

### **OPTIONS:**

1. **THAT** Council award \$16,375 in Grants in Aid funding for 2018 as outlined in the attached Appendix A – Council Grants in Aid Requests 2018.
2. **THAT** Council amend individual Grants in Aid award amounts and approve the attached Appendix A – Council Grants in Aid Requests 2018 as amended.

3. THAT Council request additional information.

**FINANCIAL IMPACTS:**

Currently there is \$20,000 within the Grant in Aid budget to be used as per the policy and at Council's discretion.

**Respectfully submitted:** Marlene Lagoa, Deputy Municipal Clerk  
Carolyn Bidwell, Chief Financial Officer  
Mark Boysen, Chief Administrative Officer

## APPENDIX A

**District of Ucluelet  
Council Grants-in-Aid Requests  
2018**

	2015 Requests	Approved for 2015	2016 Requests	Approved for 2016	2017 Requests	07/10/2016 Approved for 2017	2018 Requests	13/03/2018 Council Meeting	20/03/2018 Approved for 2018
<b>Pacific Rim Hospice Society</b>	1,000	1,000	2,000	2,000			2,000	2,000	
<b>Surf Rider - Pacific Rim</b>							9,621	2,000	
<b>Pacific Rim Arts Society</b>	<del>5,000</del>	3,000	<del>6,000</del>	3,000	6,500	3,000	6,000	4,000	
<b>Pacific Rim Whale festival (cash)</b>	2,000	2,000	<del>2,500</del>	1,500	2,500	1,500	3,000	1,500	
PR Whale festival (in-kind) 5,000	3,000	3,000							
Port Alberni Victim Services Society	3,000	3,000							
<b>Ucluelet &amp; Area Historical Society</b>	3,000	3,000	3,000	3,000	1,500	1,500	1,500	-	
<b>West Coast Community Resources Society</b>					5,000	2,500			
<b>USS \$500 scholarship (Policy)</b>	500	500	500	500	500	500	500		
<b>USS \$500 discretionary (Policy)</b>	500	500	500	500	500	500	500		
<b>USS School trip</b>	1,000	1,000	-	1,000			1,000		
<b>Food Bank</b>	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	
<b>Tofino General Hospital</b>			<del>1,000</del>	500	1,000	1,000			
Ukee Public Market Society	1,995	1,995	-	-					
Clayoquot Biosphere Trust			1,000	1,000					
Ucluelet & Area Childcare Society	3,000	3,000	-	-					
ProAm Sponsorship (Long Beach Golf Course)	200	200	200	200					
1st Ucluelet Scouts	500	500	-	-					
Ucluelet Aquarium Society	3,000	-	-	-					
<b>Army Navy &amp; Air Force Veterans</b>	4,644	1,620	4,090	4,090			375	1,875	
UES PAC	5,000	-	-	-					
<i>BC Without Barriers</i>	200	-	-	-					
<i>PollutionWatch</i>	9,500								
Central Westcoast Forest Society			1,600	1,600					
Ucluelet Chamber of Commerce			<del>5,000</del>	3,000					
<b>Ucluelet Market Society</b>							5,550	2,500	
<b>Emerald Sea Protection Society</b>					1,000	-			
<b>Pacific Rim Marine Search &amp; Rescue</b>					4,000	4,000			
<b>Junior Canadian Rangers</b>					500	500	500	500	
<b>Ucluelet Secondary Kayaking Program</b>					1,850	-			
	49,039	23,315	29,390	23,890	26,850	17,000	32,546	16,375	-
<b>Maximum Budget within the Program</b>									20,000
<b>Over/(Under) Budget</b>									(3,625)