



**SPECIAL MEETING OF COUNCIL
November 14, 2023 @ 3:30 PM
Ucluelet Community Centre,
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER
- 1.1. ACKNOWLEDGEMENT OF THE YUULUᑭİᑭᑭᑭᑭᑭᑭ
Council would like to acknowledge the Yuuluᑭİᑭᑭᑭᑭᑭᑭ First Nation, on whose traditional territories the District of Ucluelet operates.
- 1.2. NOTICE OF VIDEO RECORDING
Audience members and delegates are advised that this proceeding is being video recorded and broadcast on YouTube on Zoom which may store data on foreign servers.
2. LATE ITEMS
3. APPROVAL OF AGENDA
4. REPORTS
- 4.1. Finance Officer Appointment 2 - 3
Bruce Greig, Director of Community Planning & Acting CAO
[RTC - Finance Officer Appointment - November 14, 2023](#)
[Appendix A](#)
5. CLOSED SESSION
Procedural Motion to Move In-Camera:
THAT the meeting be closed to the public in order to address agenda items under Section 90(1) of the *Community Charter*.
6. ADJOURNMENT



REPORT TO COUNCIL

Special Council Meeting: November 14, 2023

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: BRUCE GREIG, DIRECTOR OF COMMUNITY PLANNING & ACTING CAO **FILE NO:** 0530-10 APPT
SUBJECT: FINANCE OFFICER APPOINTMENT **REPORT NO:** 23-148
ATTACHMENT(S): APPENDIX A – SCHEDULE B TO BYLAW NO. 1315, 2022

RECOMMENDATION(S):

THAT Council rescind the appointment of Bo Gill as the District of Ucluelet Finance Officer effective November 14, 2023.

THAT Council appoint Duane Lawrence as the District of Ucluelet Finance Officer effective November 14, 2023.

THAT Council appoint the Chief Administrative Officer as the authorized Collector.

BACKGROUND:

Under Part 5, [S. 146 and 149 of the Community Charter](#) Council must by bylaw establish an officer position which provides financial oversight for the organization. This position is referred to as both the Finance Officer and Director of Finance in District of Ucluelet Officers and Officials Bylaw No. 1315, 2022. Following the departure of Mr. Bo Gill on November 6, 2023, the Chief Administrative Officer, Mr. Lawrence, should be duly appointed as the Finance Officer. At this time Mr. Lawrence should also be appointed as the official Collector. The Collector is the person responsible for the collection of municipal taxes and related tax collection duties including tax sales. Upon the successful recruitment of a new Director of Finance, staff will return with a recommendation to appoint them as the Finance Officer and Collector.

As the Chief Administrative Officer, Mr. Lawrence is already a designated signatory for the municipality which has been confirmed through resolution of Council.

ANALYSIS OF OPTIONS

As specified in the *Community Charter*, Council must appoint a Finance Officer. Staff is recommending that Duane Lawrence be appointed as Finance Officer and Collector for the District - until such time as a new Director of Finance is hired.

Respectfully submitted: Bruce Greig, Director of Community Planning & Acting CAO

Schedule B'
Powers, Duties and Responsibilities – Finance Officer

Council hereby assigns to the Finance Officer responsibility for financial administration for the District of Ucluelet, including the statutory powers, duties, and functions specified in Section 149 of the *Charter*.

The Director of Finance is hereby delegated the authority to:

1. Municipal Finances
 - Receive all money paid to the District;
 - Ensure the keeping of all funds and securities of the District;
 - Expend and disperse money in the manner authorized by Council;
 - Invest revenue funds, until required, in investments as permitted under the *Charter*;
 - Ensure that accurate records and full accounts of the financial affairs of the District are prepared, maintained, and kept safe; and
 - Compile and supply information on the financial affairs of the District required by the Inspector of Municipalities.

2. Human Resources
 - Recommend to the CAO, the appointment, promotion, discipline, and dismissal of employees within the finance department; and
 - Supervise all employees within the finance department.

3. General Administration
 - Supervise the operation of the finance department for the District;
 - Supervise implementation of Council directives and directives of the CAO;
 - Act as a contact between the finance department and other departments under the supervision of the CAO;
 - Review legal advice and proceedings;
 - Supervise the obtaining of insurance as deemed necessary;
 - Supervise the provision of or management of insurance matters;
 - Prepare and arrange for filing of any documentation necessary under the *Financial Information Act* or otherwise;
 - Attend, or ensure an alternate attends meetings of Council and Committees, as required by the CAO or Council;
 - Provide advice to the CAO and Council regarding any matter of a financial nature;
 - Prepare the five-year financial plan, as required under the Charter;
 - Maintain a 20-year tangible capital asset and financial plan; and
 - Oversee and ensure the completion of the District's annual financial audit in consultation with the District's Auditors.