

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD ELECTRONICALLY AND IN THE GEORGE FRASER ROOM
IN THE UCLUELET COMMUNITY CENTRE
500 MATTERSON DRIVE
Monday, January 8, 2024 at 4:00 PM

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, and Kennington,
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Parks and Recreation
 Joseph Rotenberg, Manager of Corporate Services
 Rick Geddes, Fire Chief
 Sam Parent, Manager of Finance

Regrets: Councillor Maftai

1. CALL TO ORDER

The Special Council Meeting was called to order at 4:04 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom which may store data on foreign servers.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF AGENDA

3.1 January 8, 2024, Special Council Meeting

2024.2024.SPECIAL *It was moved and seconded **THAT** Council approve the January 8, 2024, Special Council Meeting Agenda as presented.*

CARRIED.

4. REPORTS

4.1 Presentation of the Draft 2024 - 2028 Five-Year Financial Plan (Verbal Report and Presentation)

Duane Lawrence, Chief Financial Officer

Mr. Lawrence outlined the budget process, District services, and budget related legislative requirements. He then presented the 2024 to 2028 operating budgets for all departments. This included providing rationale for any anticipated significant increases or decreases in expenses or revenues for the 2024 budget compared to the 2023 budget. After reviewing the operating budgets Mr. Lawrence outlined operational projects carried forward from 2023 as well as proposed projects.

Next, Mr. Lawrence detailed water and sanitary expenses and revenues. He noted that current water and sanitary fees cover associated operating costs but do not cover repair or replacement costs. Mr. Lawrence outlined proposed water utility and sewer rate increases intended to fund repair and replacement costs. He concluded this section of the presentation by outlining the recommended repairs and changes to these systems.

Mr. Lawrence presented the capital budget for each department. He then outlined capital projects carried forward from 2023 and future capital projects. Mr. Lawrence distinguished fully funded projects from unfunded projects and outlined potential funding sources for the unfunded projects. He also noted anticipated cost increases for some projects. Mr. Lawrence explained that reserve funds should be used to fund eligible capital projects but some District reserves are currently underfunded. Mr. Lawrence concluded this section of the presentation by outlining the process of developing a capital plan.

Mr. Lawrence outlined the District's current debt load and the implication of further borrowing. He also noted funding sources to be explored by Council which include an audit of service agreements to ensure full cost recovery, borrowing from the Barkley Community Forest Fund, and instituting a parking program.

Council discussed instituting the parking program and borrowing from the Barkley Community Forest Fund. This included discussion related to the term and interest rate of any loan from the Barkley Community Forest Fund.

Mr. Lawrence outlined the funding required for the water filtration project and noted that Staff are recommending continued 3% increases to water fees to fund this project. He also introduced a 3% property tax increase intended to fund reserves.

Mr. Lawrence outlined the possibility of introducing a large one-time tax increase of 15% to 20% to address current infrastructure deficits. Council discussed this proposal and noted concerns with it related to high costs of living.

Mr. Lawrence outlined the impact of property tax increases ranging from 1% to 12% on properties with assessed values of \$500,000, \$900,000 and \$1,200,000. He noted variances between the average assessed value of commercial properties compared to residential properties.

In response to Council questions, Staff

- outlined the role of the District's Building Inspector and agreements with the District of Tofino for Level 2 and 3 Building Inspection services;
- noted that the \$160,000 one time grant funding from the Province of BC is being used to fund a new Planner position in 2024 and 2025;
- explained the Planning Assistant position is fully funded within the Planning departments budget;
- clarified that the proposed \$35,000 increase to the Grant in Aid budget is to fund the Chamber of Commerce's equity contribution for their grant application which is currently under review by the funder;
- outlined the extent of the District's water metering program;
- clarified that the skatepark lighting project was removed as a capital project. In response Council discussed allocating funds for preplanning of the skatepark expansion in the 2025 budget;
- clarified that the Edna Batchelor Park project involves replacing the playground equipment;
- provided detail on the roll of and development of water and sewer master plans;
- provided details on how reserve funds should be used to fund eligible capital projects and should be funded through contingency funding built into service fees.

Mr. Lawrence concluded the presentation outlining the next steps in the budget process.

2024.2025.SPECIAL *It was moved and seconded **THAT** the meeting be recessed for five minutes.*
CARRIED.

The meeting was recessed at 5:29 PM. The meeting resumed at 5:32 PM.

2024.2026.SPECIAL *It was moved and seconded **THAT** the meeting continue beyond three and a half hours.*
CARRIED.

5. ADJOURNMENT

The meeting was adjourned at 7:54 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting

held on Monday, January 8, 2024 at 4:00 pm in the Ucluelet
Community Centre, 500 Matterson Road, Ucluelet, BC.

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor