



**REGULAR MEETING OF COUNCIL  
Tuesday, July 11, 2017 @ 7:30 PM  
George Fraser Room, Ucluelet Community Centre,  
500 Matterson Drive, Ucluelet**

**LATE AGENDA**

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1. LATE ITEMS	
1.1. Truth and Reconciliation Commission Calls to Action Clayoquot Biosphere Trust <a href="#">L-1 CBT Invite</a>	3
1.2. Appointment of Chief Administrative Officer and Corporate Officer <i>Don Schaffer, Interim CAO/CO</i> <a href="#">CAO/CO Appointment</a>	5



On behalf of the Clayoquot Biosphere Trust, Yuutu?it?ath Government, and Pacific Rim National Park Reserve, you are respectfully invited to a regional gathering.

As a UNESCO designated site, the Clayoquot Sound Biosphere Region has an opportunity to fulfill the mandate of peace-building at a local level. Together, we have an opportunity and a responsibility to respond to the Truth and Reconciliation Commission Calls to Action.

In the spirit of healing and reconciliation, we will come together to recognize our unique strengths, shared history, and cultural diversity.

All communities, residents, and visitors are invited to mark this moment and move forward in a positive direction for the future of our region.



**hišinqwiit**

**11 am - 4 pm**

**Sunday, September 17, 2017**

**Kwisitis Visitor Centre and  
Wickaninnish Beach**

**Pacific Rim National Park  
Reserve**

The gathering will include a community feast, storytelling, workshops, and fun activities for all ages. The event is free and transportation from all communities will be provided at no charge. Parking will be provided at no cost.



Parks  
Canada

Parcs  
Canada



**Canada**

**For more information, please contact Rebecca or Brooke at 250-725-2219.**





## STAFF REPORT TO COUNCIL

Council Meeting: JULY 11, 2017  
500 Matterson Drive, Ucluelet, BC V0R 3A0

**FROM:** DON SCHAFFER, INTERIM CAO/CO

**FILE NO:** 2600-20

**SUBJECT:** APPOINTMENT OF MARK BOYSEN AS CHIEF ADMINISTRATIVE OFFICER AND CORPORATE OFFICER

**ATTACHMENT(S):** NONE

### RECOMMENDATION(S):

1. **THAT** Council appoint Mark Boysen as Chief Administrative Officer and Corporate Officer; and
2. **THAT** Council appoint Don Schaffer as Interim Deputy Corporate Officer from July 11, 2017 until August 11, 2017.

### BACKGROUND:

After an executive search process conducted in April and May, Mark Boysen was hired by Council as Chief Administrative Officer (CAO) and Corporate Officer (CO) and began his duties on June 19, 2017.

Section 148 of the Community Charter requires that Council appoint an officer responsible for corporate administration; section 147 states that Council may establish the position of Chief Administrative Officer. The District of Ucluelet has for the past number of years assigned the duties of corporate officer and chief administrative officer; appointing Mr. Boysen to both positions satisfies the requirements of the provincial legislation.

Mr. Schaffer has served in the capacity of Interim CAO and CO since May 23, 2017. He has agreed to continue serving the District as deputy corporate officer while the District completes its hiring process for that position and to assist Mr. Boysen in the transition period.

### FINANCIAL IMPACTS:

Both positions have been budgeted for in Ucluelet's Five Year Financial Plan Bylaw.

**Respectfully submitted:**

  
\_\_\_\_\_  
Don Schaffer, Interim CAO/CO

**Reviewed by:**

  
\_\_\_\_\_  
Mark Boysen, CAO/Corporate Officer