

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Wednesday, December 19, 2018 at 1:00 PM**

Present:           **Chair:**           Mayor Noël  
                      **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                      **Staff:**           Mark Boysen, Chief Administrative Officer  
                                  Marlene Lagoa, Deputy Municipal Clerk  
                                  Donna Monteith, Director of Finance

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 1:02 PM.**

**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**

**3.1 There were no additions to the agenda.**

**4. APPROVAL OF AGENDA**

**4.1 December 19, 2018**

2017-001           **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
*THAT Council approve the December 19, 2018 Agenda as presented.*

CARRIED.

**5. MAYOR'S ANNOUNCEMENTS**

- Wished everyone a Merry Christmas.

**6. PUBLIC INPUT, DELEGATIONS & PETITIONS**

**6.1 Public Input**

- There were no members of the public present.

**7. REPORTS**

**7.1 Overview of Municipal Budgeting**

### ***Donna Monteith, Director of Finance***

- CAO Mark Boysen provided an overview of the budget meeting process going forward.
- Donna Monteith, Director of Finance, presented a PowerPoint presentation titled “2019 Preliminary Budget Planning”, highlights included:
  - Legislated requirement to prepare a five year financial plan annually.
  - Preliminary goal is no more than a 3% tax increase.
  - Use of fund accounting focusing on accountability.
  - Revenue sources for the municipality.
  - Reviewed objectives that will need to be included in the financial plan bylaw for surplus funds, reserve funds, tax allocation to classes, permissive tax exemptions, and development cost charges.
  - General operating funds cover all municipal services except for water and sewer.
  - Water and sewer operating funds look after the maintenance and distribution of the service.
  - Capital funds include general, water, sewer, and statutory reserves.
- Staff addressed Council's questions on the following:
  - Clarified that storm water is covered under the sewer funds.
  - Described different types of transfers.
  - How development cost charges are calculated.
  - Difference between statutory and non-statutory reserve funds.

## **7.2 Overview of Projects**

### ***Mark Boysen, Chief Administrative Officer***

- CAO Mark Boysen presented on some initial 2019 projects as well as 2018 projects being carried over.
- District will be setting more realistic timelines on what projects can be accomplished with current staff and capacity.
- List of RMI funded projects for 2019 will come forward in January.
- Council will need to discuss what to do with the Barkley Community Forest Funds.
- There will be more discussions on projects in January meetings with the goal of seeking early approval, so the projects can get started.
- Urban Systems has a contract to assist the District with project prioritization and includes ranking projects based on criteria.
- District has been offered community sirens from the City of Port

- Alberni. Staff are looking to identify the correct locations.
- Requested early budget approval for the installation of 2 crosswalks with street lighting, flashing crossing lights and signage. ICBC will be paying for 50% of the cost.
- Staff addressed Council's questions on the following:
  - Plans for the health centre: Meeting with Island Health staff being established for January and \$30,000 budget for 2019.
  - Crosswalks and safety in the area of Springs Cove.

2017-002

**It was moved by Councillor Hoar and seconded by Councillor Cole**

*THAT Council direct staff to use the DCC Road fund up to \$25,000 to implement new crosswalks in the Spring Cove portion of Peninsula Road in early 2019.*

CARRIED.

## 8. OTHER BUSINESS

- There was no other business.

## 9. QUESTION PERIOD

9.1 There were no members of the public present.

## 10. CLOSED SESSION

### 10.1 Procedural Motion to Move In-Camera

2017-003

**It was moved by Mayor Noël and seconded by Councillor McEwen**

*THAT the December 19, 2018 Special Meeting of Council be closed to the public in order to address items under section 90(1)(a) and 90(1)(c) of the Community Charter.*

CARRIED.

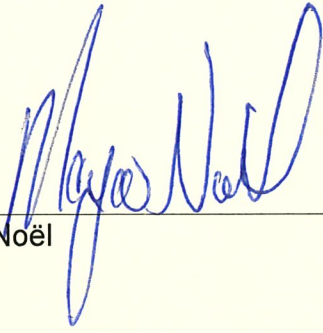
**10.2 Mayor Noël suspended the special meeting at 1:53 PM and moved in-camera at 1:59 PM.**

**10.3 Mayor Noël adjourned the in-camera meeting at 4:24 PM and resumed the regular meeting.**

## 11. ADJOURNMENT

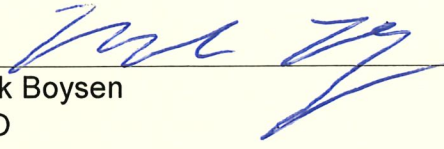
**11.1 Mayor Noël adjourned the regular meeting at 4:25 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Wednesday, December 19, 2018 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



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Mayco Noël  
Mayor



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Mark Boysen  
CAO