



**SPECIAL MEETING OF COUNCIL
Wednesday, January 30, 2019 @ 1:00 PM
George Fraser Room, Ucluelet Community Centre
500 Matterson Drive, Ucluelet**

AGENDA

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1. CALL TO ORDER
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
4. APPROVAL OF AGENDA
5. ADOPTION OF MINUTES
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6. UNFINISHED BUSINESS
7. MAYOR'S ANNOUNCEMENTS
8. PUBLIC INPUT, DELEGATIONS & PETITIONS
 - 8.1. Public Input
9. REPORTS
 - 9.1. Planning & Development Projects
Bruce Greig, Manager of Community Planning
 - 9.2. Parks & Recreation Projects
Abigail Fortune, Manager of Parks & Recreation
 - 9.3. Emergency Services Projects
Mark Boysen, Chief Administrative Officer
 - 9.4. Harbour Projects
Mark Boysen, Chief Administrative Officer
 - 9.5. Corporate Services Projects
Marlene Lagoa, Manager of Corporate Services
 - 9.6. Finance Projects
Donna Monteith, Director of Finance
10. OTHER BUSINESS

11. QUESTION PERIOD

12. CLOSED SESSION

Procedural Motion to Move In-Camera:

THAT the meeting be closed to the public in order to address agenda items under Sections 90(1)(g), 90(1)(i), and 90(1)(k) of the *Community Charter*.

13. ADJOURNMENT

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Wednesday, January 16, 2019 at 1:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Manager of Corporate Services
 Donna Monteith, Director of Finance
 Bruce Greig, Manager of Community Planning
 Abigail Fortune, Manager of Parks & Recreation
 Warren Cannon, Manager of Public Works

Regrets:

1. CALL TO ORDER

1.1 Mayor Noël called the meeting to order at 1:06 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 Council acknowledged the Yuułu?if?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 January 16, 2019 Special Agenda

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the January 16, 2019 Special Agenda as presented.
CARRIED.

5. ADOPTION OF MINUTES

5.1 December 19, 2018 Special Minutes

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the December 19, 2018 Special Minutes as presented.
CARRIED.

6. UNFINISHED BUSINESS

7. MAYOR'S ANNOUNCEMENTS

7.1 There were no announcements.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

There were no members of the public present.

9. REPORTS

9.1 Report on District Operating Budgets

Donna Monteith, Director of Finance

Mark Boysen, Chief Administrative Officer

Marlene Lagoa, Manager of Corporate Services

Bruce Greig, Manager of Community Planning

Abigail Fortune, Manager of Parks & Recreation

Warren Cannon, Manager of Public Works

- CAO Mark Boysen provided an overview of the budget process and noted more information will come forward in the future to add to the 2019 budget binders.
- Donna Monteith, Director of Finance, noted that the purpose of today's meeting is to discuss how we spend our operating money.

Community Planning

- Bruce Greig, Manager of Community Planning, presented the Community Planning operating budget, highlights included:
 - 2018 was an extremely busy year for building permits.
 - Moving to one full-time seasonal Bylaw Ambassador position instead of two part-time positions due to recruitment challenges.
 - Business licensing and revenues are up, and changes may be coming to include cannabis and fire inspections in the future.
 - There is the potential of some large development applications coming in 2019 that may require additional staff resources.
- Staff addressed Council's question on the following:
 - Asked about public realm projects. Mr. Boysen noted that explanations on those projects are coming at the

January 30 meeting.

Parks & Recreation

- Abigail Fortune, Manager of Parks & Recreation, presented the Parks & Recreation operating budget, highlights included:
 - In 2018 Parks staff were separated from Public Works and are now working under Parks & Recreation.
 - One goal is to focus on core services and ensure we are providing them to residents and visitors.
 - New Recreation Assistant staff position will help provide support for the Recreation Programmer position and may mean seven days a week operation at the community centre.
 - Community special events are becoming partnerships as we do a lot of projects with Tourism Ucluelet and the Chamber.
 - Facilities assessment and long-term planning is something we are going to look more closely at in the future.
 - We are seeing an increase in the number of trees that need to be cleaned up due to increasing storm events.
 - There is a significant jump in the facilities budget which is the new staff position for janitorial.
- Staff addressed Council's question on the following:
 - Asked where the list of ninety-three public realm projects came from. Mr. Boysen said they came up with the projects in a staff brainstorming activity. They are going to set realistic timelines on when projects can get done.
 - Asked about maintenance of trails and pathways that are already built and lack regular maintenance (e.g. Water's Edge). Mrs. Fortune noted they bumped up the material and supplies budget for parks and part of asset management is to look at critical maintenance of assets to make sure we are at least maintaining what we got.

Fire & Emergency Services

- CAO Mark Boysen presented the Fire and Emergency Services operating budget, highlights included:
 - Alan Anderson has served as a contractor with the

Emergency Services program and helped to establish the department budget and the decision to hire a new full-time Fire Chief.

- Staff addressed Council's question on the following:
 - Asked about the training budget and whether it was enough. Mr. Anderson shared that the new fire training costs less than it used to and he is comfortable that the current budget can meet our needs and bring new recruits up to speed.

Finance

- Donna Monteith, Director of Finance, presented the Finance operating budget, highlights included:
 - In 2018 had over \$95,000 in IT Projects.
 - Moved payroll in-house in 2019 and no longer paying that cost to an outside company.
- Staff addressed Council's question on the following:
 - Asked if the District dealt with uninsured assets after the 2018 budget discussions. Mr. Boysen confirmed that AON presented during last year's budget process. Many uninsured assets were added to our insurance package costing an extra \$15,000 (e.g. sewer pump stations).

Corporate Services

- Marlene Lagoa, Manager of Corporate Services, presented the Corporate Services and Council operating budget, highlights included:
 - New Corporate Clerk position in 2019.
 - Looking to introduce webcasting in spring 2019.
 - \$10,000 budgeted for potential referendum to borrow money for Kennedy Lake Water Supply.
- Staff addressed Council's question on the following:
 - Noted the \$30,000 for economic development was based on 40% of business licensing fees that were transferred to the Chamber to help them during their transition.
 - Asked about reducing the amount for meeting per diems for Council due to the new policy. Mr. Boysen noted the budget line for per diems may come down based on the new policy.

Public Works, Small Craft Harbour, Water, and Sewer

- Warren Cannon, Manager of Public Works, presented Public Works operating budget, highlights included:
 - Road budget is showing an increase because multiple road budgets were collated together.
 - There is a 9% increase to the general operating budget due to one new labourer position and the new budget format.
- Staff addressed Council's question on the following:
 - Mr. Cannon responded that equipment maintenance and sidewalk maintenance is budgeted under operating. Construction of new sidewalks is a capital project. Clarified that street lights and road line painting is also part of the road operating budget and that budget accounts for product and personnel. Mr. Boysen added that new sidewalk projects will be on the list of public realm projects.
 - When is the new pickup truck coming? Mr. Boysen shared the District is bringing in an experienced fleet manager to conduct the assessment. We are going to look at the best options to lease or buy.
- CAO Mark Boysen said there are no significant changes to the Small Craft Harbour budget, and we will be bringing forward some projects at a future budget meeting.
- Warren Cannon, Manager of Public Works, presented the Water operating budget, highlights included:
 - Flushing the water line, pigging, and cleaning reservoirs.
 - There is a 26% increase in the water budget from 2018 due to the increased cost of cleaning the reservoirs in 2019.

Mayor Noël left the meeting at 2:20 PM and returned at 2:23 PM.

- Staff addressed Council's question on the following:
 - Asked about the scheduling for flushing of the water line and noted the need for better communication going forward with residents and businesses. Mr. Cannon stated that notices did go out and the challenge is businesses sharing the information with their staff.
 - Asked that the District continue to share the video on brown water from a few years back to educate the public.

- Pigging of the main transmission line will be done this year and will not be required again for a few years.
- Asked about the source of brown water, Mr. Cannon clarified it is due to wells being our primary source of water. You only see brown water when there is a big disturbance in the system which creates a different flow and loosens the sediments.
- Warren Cannon, Manager of Public Works, presented the Sewer operating budget, highlights included:
 - Regular reporting to provincial and federal governments.
 - Added a budget figure for pump repair in 2019 as contamination can be a risk.
 - Mr. Boysen said the revenues from water and sewer fees will be discussed at a future meeting, including a review of rates for the fishing plants.

9.2 Review of Water & Sewer Projects

Warren Cannon, Manager of Public Works

- Warren Cannon, Manger of Public Works, presented an overview of 2019 water and sewer projects, highlights included:
 - Water conservation program: \$5,000 of the \$10,000 for low flow toilets was spent in 2018. We can look at promoting it again or doing another program.
 - Kennedy Lake Water Project: pilot study and grant application for funding was done in 2018. In 2019 more raw water testing is needed to fine tune our information on the best type of treatment system.
 - Well Upgrade and SCADA Water controls need to be updated.
 - Lagoon project became more complex as multiple leaks were found.
 - A full rebuild of the Bay Street lift station is necessary.
 - Bay St Duplex lift station is beyond repair and it is going to be eliminated. The new system will be connected to the Marine Drive station.
 - Sewer Master Plan deals with existing and future infrastructure projects. It was budgeted in 2018 and will carry forward to 2019.
 - Replacement of two deteriorating manholes on Peninsula Road will be done in 2019.
 - Cedar and Bay Storm Drain is a carry over from 2018. This includes some storm work that will be part

of the visitor parking hub on Cedar Road.

- Staff addressed Council's question on the following:
 - When will the well fields be closed to complete the work? Mr. Cannon noted that the winter is the best time of year to do the water projects.
 - When will we know if we are successful with the Kennedy Lake Water grant? Mr. Boysen said it would be this spring.
 - Suggested staff update the public on the new completion date for the reservoir project as the last public notice said it was December.
 - Council asked about fencing at the lagoon. Staff will look at fencing as the last part of the project as it may require additional funds in the future.
 - Asked about what is being done to address the water flooding on Peninsula Road during large storm events. Staff suspect that one of the neighbours have done something to the drainage on their property and are in talks with them.
 - Will the new lift station upgrades include a generator for power outages? Mr. Cannon noted there is a port that we can hook-up a generator to it but it is not automatic. The same applies to the SCADA system.

10. OTHER BUSINESS

10.1 There was no other business.

11. QUESTION PERIOD

11.1 There were no members of the public present.

12. ADJOURNMENT

12.1 Mayor Noël adjourned the meeting at 3:15 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Wednesday, January 16, 2019 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.

Mayco Noël
Mayor

Mark Boysen
CAO