

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Wednesday, February 20, 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 1:03 PM.**

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuulu?iif?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 **February 20, 2019 Special Agenda**

2017-001 **It was moved by Councillor Cole and seconded by Councillor Hoar**

THAT Council approve the February 20, 2019 Special Agenda as presented.

CARRIED.

5. MAYOR'S ANNOUNCEMENTS

5.1 **The continuation of the Resort Municipality Initiative (RMI) base funding was announced in yesterday's 2019 provincial budget.**

6. PUBLIC INPUT, DELEGATIONS & PETITIONS

6.1 **Public Input**

There were no members of the public present.

7. REPORTS

7.1 Grants in Aid and Council Contributions for 2019
Donna Monteith, Director of Finance

Councillor Kemps left the meeting at 1:05 PM as she works for the Chamber of Commerce who has a funding application being considered.

- Mr. Boysen reminded Council that it is their decision on how to allocate the funds for Grants in Aid and Council Contributions.
- Ms. Lagoa noted that a decision on the Whale Festival is not going to be made today as the District is waiting for confirmation that \$10,000 of RMI funding can be provided to the group.
- Council considered the applications they have received from various community groups. Highlights included:
 - Pacific Rim Arts Society is able to double any funding with matching provincial grants.
 - Surfrider is asking for more money than anybody else and the program has already been running for four years. They believe the program can be redesigned at a lower cost. The program only targets Grade 8 which is a limited group compared to our population.
 - Council likes the programs being run by the Ucluelet Chamber of Commerce but feels the cost is too high. Mr. Boysen noted that the Chamber is proposing another year or two of the UBERE program. The baseline budget is \$30,000 and a full program scenario would be for \$120,000. Mr. Boysen added that the Chamber of Commerce will be coming forward to the District with this additional funding request. Councillor McEwen noted that the District use to give the Chamber a portion of business licencing fees. Mayor suggested that Council consider the Chamber's ask as part of the Economic Development budget. Mr. Boysen informed Council that staff are preparing a report for Council on how to spend the Economic Development funds.
 - Ucluelet Public Market Society made the same request last year. The group does not get charged for use of the market space. Ms. Fortune noted the group only pays for an annual business license for the market. Ms. Fortune confirmed that vendors are charged by the Society to participate.
 - Council had questions about the proposed cost of the Westcoast Community Resources Society's Mental Health First Aid Program.

Mayor recessed the meeting at 1:23 PM to contact a representative from the Westcoast Community Resources Society.

Mayor reconvened the meeting at 1:27 PM.

- Carrie Høte, Westcoast Community Resources Society, addressed Council's questions: the Facilitator came recommended by a local Counselor; the Facilitator's rates were cheaper than the other providers; preference for registration will be given first to West Coast service providers, then nurses and paramedics, and then any remaining spots will be offered to the general public. If more than 25 people are interested it would require them to run two sessions which will double the cost. They considered charging a small fee but believe it would be a barrier.
- Council directed staff to send a letter to all applicants indicating the total budget for Grants in Aid and the total of all requests received in 2019.
- Council directed staff to add a line to the Grants in Aid application form indicating the total budget available so applicants are aware of the limited funds available before applying.

2017-002

It was moved by Councillor Cole and seconded by Mayor Noël

THAT Council move the Ucluelet Chamber of Commerce's Grant in Aid request for \$6860 to a future discussion on allocating the \$30,000 budget for economic development.

CARRIED.

2017-003

It was moved by Mayor Noël and seconded by Councillor McEwen

THAT Council award the following Grants in Aid for 2019 totalling \$20,460:

Army Navy and Airforce Veterans in Canada Unit 293 - \$1650

Clayoquot Biosphere Trust Society - \$1000

Food Bank on the Edge - \$2000

Pacific Rim Arts Society - \$4000

Pacific Rim Hospice Society - \$4000

Ucluelet Junior Canadian Rangers - \$500

Ukee Public Market Society - \$2500

Ucluelet Secondary School Scholarship - \$500

Westcoast Community Resources Society - \$4310

CARRIED.

2017-004

It was moved by Councillor Cole and seconded by Councillor Hoar

THAT Council approve an increase of \$460 to the Grants in Aid budget for 2019.

CARRIED.

2017-005

It was moved by Councillor Cole and seconded by Councillor McEwen
THAT Council approve the following Council Contributions for 2019 totalling \$42,810:

First Ucluelet Scouts - \$2330

Girl Guides of Canada - \$1300

Pacific Rim Arts Society - \$2500

Pacific Toastmasters - \$1300

Ucluelet & Area Childcare Society - \$30,010

Ucluelet & Area Historical Society - \$600

Ucluelet Chamber of Commerce (Co-op Lease) - \$3000

Ucluelet Chamber of Commerce (JA Program) - \$400

Ucluelet Junior Canadian Rangers - \$1170

Westcoast Community Resources Society - \$200

CARRIED.

2017-006

It was moved by Councillor McEwen and seconded by Councillor Hoar

THAT Council approve \$10,000 annually in RMI funding to the Pacific Rim Whale Festival from 2019 – 2022 dependent on provincial approval of the District of Ucluelet's 2019-2022 Resort Development Strategy.

CARRIED.

2017-007

It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council direct staff to bring back for Council's consideration an updated Grants in Aid Policy and application form that clarifies requests for in-kind council contributions.

CARRIED.

7.2 FIX NUMBERING IN PDF

Councillor Kemps returned to the meeting at 2:13 PM.

Mayor recessed the meeting at 2:13 PM and reconvened the meeting at 2:16 PM.

7.3 Flood Mapping Grant

Bruce Greig, Manager of Community Planning

- Mr. Greig, presented an overview of the report. Highlights included:
 - Provincial funding for flood mapping is being offered for 100% of eligible expenses, up to \$150,000.
 - It is not known how long this funding stream will be available.
 - Tofino is currently completing their own flood mapping project.
 - The results of Ucluelet's flood mapping project can be used by other communities in the region.

It was moved by Councillor Hoar and seconded by Councillor Cole

THAT Council fully supports the District of Ucluelet Flood Mapping Project and directs Staff to allocate time for the overall project including grant management, public engagement and communication.

CARRIED.

7.4 Operating and Projects Discussion Donna Monteith, Director of Finance

- Mr. Boysen presented an overview of operating and projects in the 2019-2022 Financial Plan. Highlights included:
 - The goal for the 2019 budget goal is a 3% increase over 2018.
 - Noted the District is still waiting to receive the revised roll of property assessments. Any reduction in property assessments can impact the District's revenues.
 - Council's strategic planning workshop is scheduled for this weekend and any further discussion can take place at the March 6th budget meeting.
 - Mr. Boysen noted there were increases to the budget for staff due to salary increases and hiring of two new Exempt Staff positions and two new CUPE Staff positions.

- Council questions and comments included:
 - What are the transfer fees? Ms. Monteith stated that when the District receives money from grants and other organizations, if the funds are not used in the year received it is transferred out and then transferred back in when the funds are used. Mr. Boysen added that another form of transferred funds is when we collect fees for other public bodies (i.e. regional district fees).
 - Why are the Barkley Community Forest dividends listed as zero? The District received monies in 2018 and at this time the dividends for 2019 have not been determined. Furthermore, the funds received from the Community Forest will not impact taxation.
 - Council asked about the term of the CUPE agreement and the bargaining process. Mr. Boysen responded, the CUPE Collective Agreement expires at the end of this year. CUPE representatives will approach the District when they are ready to bargain. CUPE bargaining is done separately for Ucluelet and only focuses on our staff.

Community Planning and Bylaw Services

- Council comments and questions on the Community Planning

and Bylaw Services budget:

- Council assumed there would be an increase in revenue from business licences due to more active bylaw services and enforcement. Mr. Greig noted that revenue projection is conservative and based on an average over time. However, building permits have seen an increase of \$5,000 based on a five year average.
- Asked reason for moving Housing Needs Assessment to 2020. Mr. Greig responded, there have been some changes. Tofino has budgeted for the assessment in 2020 and now the ACRD is looking at it as well. The land use demand study in 2019 covers some ground that will be useful for the affordable housing study.

Parks and Recreation

- Council comments and questions on the Parks and Recreation Department budget:
 - What was the \$40,000 budget item? Ms. Fortune responded, it is for the new registration program that will better streamline finances.
 - Funding parks and pathways? Ms. Fortune responded, the District pays a fee to Wild Pacific Trail Society of \$2205 and added a 2% increase this year as more work on the trail is needed. We also increased the budget for falling and dangerous trees, and portable washrooms.
 - Why are contracted services down 27%? Ms. Fortune noted it is due to the removal of contracted janitorial services in facilities as a new position for Janitorial Labourer has been filled.
 - Where's the budget for special events, particularly income generated? Ms. Fortune responded, the income is in the sales of services and events fall under their own budget category.
 - Mayor asked for a breakdown on the revenues from community events. Ms. Fortune provided a copy of the Ukee Days event budget.

Mayor Noël recessed the meeting at 3:01 PM and reconvened at 3:12 PM.

Public Works

- Council comments and questions on the Public Works Department budget:
 - Why is more money not budgeted for solid waste in 2019?

- Mr. Boysen noted that Staff looked at the budget and removed a small fee that was not needed.
- Does the sidewalk budget include new sidewalks? Mr. Cannon responded, yes, the budget is to build some new sections of sidewalk including a small section by the school on Peninsula Road.
 - Where is the budget for fleet analysis? Mr. Boysen responded that the fee would be very minimal and falls under contracted services.
 - How much was the three days of paving that was done last year? Mr. Cannon noted it was \$120,000.
 - Marine Drive comments included: Staff need to keep the neighbourhood informed before works starts; share information on where you plan on installing the crosswalk; and a preliminary design of what it would look like.

Small Craft Harbour

- Council comments and questions on the Small Craft Harbour budget:
 - Concerned with liability of provider to make sure that Lifejackets are properly fitted. Mr. Boysen noted that exploration of the issues is part of the project and that the Harbour Authority Association of BC offers some free legal advice to members.
 - Do they apply for a youth grant for seasonal staff? Mr. Boysen said the Harbour Manager is a contractor and manages the hiring of seasonal staff independently.

Fire and Emergency Services

- Council comments and questions on the Fire and Emergency Services budget:
 - Would like to see the fees for fire services provided to Ucluelet First Nation and ACRD on the budget as revenue.
 - Does the District receive funding when attending calls due to motor vehicle accidents? Yes, we do get reimbursed for those calls; however, the funds go directly back to that Fire Services Society and not the District.
 - Mayor noted that an addition was built to the Surf Junction Campground and that may require a review of the ACRD fire services agreement.
 - Concern was expressed with fire services in Millstream area where they do not adhere to the same building regulations.
 - Suggested that Staff review the fire services agreement

with Parks Canada.

Finance and Corporate Services

- Council comments and questions on the Finance and Corporate Services budget:
 - What is the council promotion budget used for? Mr. Boysen responded, the budget is used for Council meals and events. Ms. Fortune added, in the past the budget has covered the cost of the Christmas dinner, staff appreciation events and staff clothing.
 - Mayor asked for new District jackets for the new staff and Councillors.
 - Who is in charge of promoting staff social events? Mr. Boysen responded, he is working with the CUPE representatives on staff socials.
 - Do we have enough budgeted for the community health care facility and design? Mr. Boysen said yes, there is \$30,000 budgeted.

Water and Sewer

- Council comments and questions on the Water and Sewer budget:
 - Will the District be looking at water rates in 2019? Mr. Boysen noted that the District has purchased the Waterworth program and that the new Director of Finance has experience in this area. The platform provides a sustainable funding model that looks at gradual rate increases and long-term cost of infrastructure. Ms. Monteith added that she will be meeting with Waterworth in April and that the review of water rates is scheduled for 2020.
 - Where does staff training fall under your budget? Mr. Cannon responded it falls under general in the Public Works budget.
 - What's the cost, and will it change, for the new water facility at Kennedy Lake? Mr. Cannon responded that we are looking at the possibility of future budgets being increased.
 - Can the District promote water filtration systems available at the Co-op to deal with brown water? Mr. Cannon responded, home filtering systems require maintenance and if it is not done correctly there is a health risk. The District is cautious about recommending commercial products due to liability; however, there is some value to

- encourage residents to filter.
- Asked for fencing and flowers at the Matterson Reservoir.

Public Realm Projects

- Mr. Boysen presented an overview of the proposed public realm projects for 2019 and asked for Council's input on priorities.
- Council comments and questions on the public realm projects budget:
 - Is the Cedar Road Tourism Hub being completed in two phases and is signage included? Mr. Boysen responded, yes the Hub will be completed in two phases. The plan is for signage with a gravel driveway and dirt parking lot.
 - What is the plan for general signage in the community? Ms. Fortune responded, it is something Staff are looking at it this year. We are looking at wayfinding signage and the possibility of using RMI funds.
 - Council would like to see RMI projects include public consultation (e.g Village Green revitalization).
 - When can we add other projects? Are there funds or time left? Mayor Noël responded, the time to discuss other projects is at strategic planning. Mr. Boysen responded that it in order to ensure projects are done properly someone from the District needs to help see the project through. Additional projects would mean dropping other projects or moving things to 2020.
 - How much do we receive in gas tax funding? District received \$122,000 annually.
 - Can we use a bit more of the RMI funding for project planning and design? Ms. Fortune responded, we have to be careful on how we use RMI funds to ensure it is an eligible expense. Surveying and design work is not eligible.
 - Are there certain stipulations on how we can spend Gas Tax funds? Mr. Boysen responded there are a number of different projects that are eligible under RMI funding and will share the eligibility list with Council.
 - Commented on short-term vacation rentals compliance and if there was interest in re-structuring business licences to encourage long-term over short-term rentals. Mr. Greig responded, business licencing has been used by other municipalities to discourage things like cannabis dispensaries. A limitation is that the fee being charged needs to be tied to the District's actual cost of the services being provided. Mr. Greig noted a review of business licences was done awhile ago and that the short-term rental program may be worth revisiting, as well as fire

inspections.

- An issue of concern is the difference in tax ratios between commercial and residential properties.
- Mayor noted that the strategic planning will bring up some low hanging projects such as engagement.

2017-009

It was moved by Councillor Cole and seconded by Councillor McEwen
THAT Council move forward with hosting a budget open house on March 14, 2019 with a 3% budget increase in 2019.

CARRIED.

8. OTHER BUSINESS

8.1 Subsidization of Facility Use

- Ms. Fortune addressed Council's enquiry into how the District supports subsidization requests for use of facilities. Highlights included:
 - The District has supported most requests that come through on an annual basis.
 - Subsidization can be offered for a portion of or full amount of the rental.
 - Requests are usually for one-time events.
 - Timing of these requests are an issue as some requests are provided with short notice.
 - Mayor asked that the policy be shared with Council.

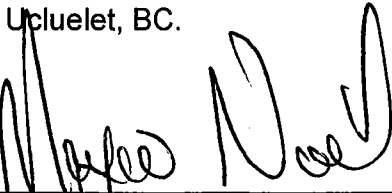
9. QUESTION PERIOD

9.1 There were no members of the public present.

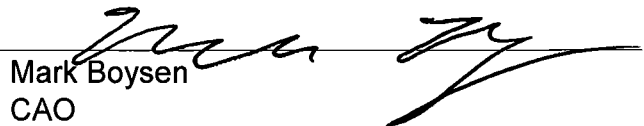
10. ADJOURNMENT

10.1 Mayor Noël adjourned the meeting at 4:45 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Wednesday, February 20, 2019 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Mark Boysen
CAO