

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, January 23, 2020 at 2:00 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen  
                  **Staff:**           Mark Boysen, Chief Administrative Officer  
                          Donna Monteith, Chief Financial Officer  
                          Abby Fortune, Manager of Parks & Recreation  
                          Rick Geddes, Fire Chief  
                          Warren Cannon, Manager of Public Works  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Tamara Nelson, Supervisor of Finance  
                          Nicole Morin, Corporate/ Planning Clerk

Regrets:

**1. CALL TO ORDER**

1.1. Mayor Noël called the meeting to order at 2:00 P.M.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council acknowledged the Yuułu?iŋ?ath First Nation, on whose traditional territories the District of Ucluelet operates.

**3. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that this proceeding is being video recorded and broadcast on YouTube.

**4. ADDITIONS TO AGENDA**

There were no additions to the agenda.

**5. APPROVAL OF AGENDA**

5.1. January 23, 2020 Special Agenda

2020.001.SPECIAL It was moved by Councillor McEwen and seconded by Councillor Cole

*THAT Council approve the January 23, 2020 Special Agenda as presented.*

CARRIED.

**6. ADOPTION OF MINUTES**

6.1. December 10, 2019 Regular Minutes

2020.002.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**  
*THAT Council approve the December 10, 2019 Regular Minutes as presented.*  
CARRIED.

**6.2. December 12, 2019 Special Minutes**

2020.003.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the December 12, 2019 Special Minutes as presented.*  
CARRIED.

**7. MAYOR'S ANNOUNCEMENTS**

7.1. There were no announcements.

**8. PUBLIC INPUT**

8.1. There were no members of the public who wished to speak.

**9. CORRESPONDENCE**

9.1. There were no correspondence items.

**10. INFORMATION ITEMS**

10.1. There were no information items.

**11. REPORTS**

**11.1. 2020 Community Planning Operating Budget (Verbal Report)**  
*Bruce Greig, Manager of Community Planning*

Donna Monteith, Chief Financial Officer, provided an introduction to the Operating Budget presentation, noting the following:

- This is the first draft of the Departmental Operating Budgets.
- Managing growth of town and aging infrastructure continues to be a challenge.
- Changes in departmental reporting due to new workbooks, resulting in higher degree of cost breakdowns per hour time spent.

Bruce Greig, Manager of Community Planning, presented the Community Planning operating budget, noting the following:

- It has been a very busy year.
- About a third of core operating budget is covered by revenues via user and application fees.
- Collected fees were \$57,000 higher than expected in 2019, moderately increased projections for 2020.
- 7.8% increase in core budget for 2020, large portion due to new Staff position.

- Priorities moving forward are:
  - Housing.
  - Official Community Plan Adoption.
  - Bylaw Updates.
- Non-capital project carryover for Flood Risk Mapping.

There were no comments or questions from Council.

**11.2. 2020 Fire & Emergency Services Operating Budget (Verbal Report)**  
***Rick Geddes, Fire Chief***

Rick Geddes, Fire Chief, presented the Fire & Emergency Services operating budget, noting the following:

- Modest increase of 2% over 2019, includes replacement of turn out gear.
- Implementation of fire safety inspection program is starting in 2020.
- Operations now includes \$10,000 transfer to vehicles reserves.
- Provision of Training Officer contract work \$15,600.
- New member stipends of \$15,000, which is based on training, experience, and rank.

Council questions and comments included:

- Explain jump for fire operations and what that includes? Ms. Monteith noted that it is due to costs being reallocated from admin to operations.
- How is the fire stipends determined? Mr. Geddes noted it is by training, experience and rank.
- How many turnout gear sets must be replaced each year? Mr. Geddes noted replacement of three sets per year.
- How are new recruits doing? Mr. Geddes noted three new recruits gained access to Fire hall, and we now have 25 members.

Council recessed at 2:21 PM.

Council returned to session at 2:23 PM.

**11.3. 2020 Parks & Recreation Operating Budgets (Verbal Report)**  
***Abby Fortune, Manager of Parks and Recreation***

Abby Fortune, Director of Parks and Recreation presented the Parks &

Recreation operating budget, noting the following:

- 2020 will see transition of Parks aligning with Public Works.
- Continued increasing demand for facility use, particularly at UCC.
- Increased programming revenue.
- New janitor position.
- New Parks Foreman and Trails labourer position for Parks.
- Work done on Amphitrite in 2020 will lead to new operating expenses in 2021.

Council noted the following:

- They would like to show percentage changes in growth for the Parks & Recreation operating budget.
- They would like to see more budgeted for Parks lighting.
- Pleased to see the Ukee Days subsidy in the 2020 budget.

#### **11.4. 2020 Finance & Corporate Services Operating Budgets (Verbal Report)**

***Donna Monteith, Chief Financial Officer & Joseph Rotenberg, Manager of Corporate Services***

Donna Monteith, Chief Financial Officer, presented the Finance operating budget, noting the following:

- New purchasing & procurement policy in effect Jan 1, 2020.
- New Finance Supervisor started April 1st, replacing outgoing retiree.
- Department continues efforts to streamline processes.
- New auditors appointed for 2020-2024.

There were no questions or comments from Council.

Joseph Rotenberg, Manager of Corporate Services, presented the Corporate Services operating budget, noting the following:

- Increase in cost due to new Staff position.
- Continue to build HR and Communications with new capacity.
- Continue to strengthen IT security and reliability.
- Improve records management are being implemented.

Council asked for clarification on the budget and timeline for Grant In Aid applications? Ms. Monteith answered the budget was \$20,000 and deadline was December 15, 2019.

Council noted they would like to see more details from Staff on the following:

- Breakdown of Corporate Services operating budget.
- Reduction of Council Contributions.

**11.5. 2020 Public Works and Small Craft Harbour Operating Budgets (Verbal Report)**

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

Warren Cannon, Manager of Public Works, presented the Public Works & Small Craft Harbour operating budgets, noting the following:

- New Director integrated in 2020 resulting in increased operational administrative costs.
- Wage and benefits allocation changes.
- Small Craft Harbour budget has a small overall increase in general operating budget of \$51,591.

Mr. Boysen, Chief Administrative Officer noted that he would also provide a summary on the spring clean up for the February 20 Budget meeting.

Council noted they would like to see the following:

- Summary of the existing fleet fleet.
- Staff to consider provision of vehicle shelter for the Public Works yard to prolong life of fleet.

**11.6. Public Works Projects - Water and Sewer (Verbal Report)**

***Warren Cannon, Manager of Public Works***

Warren Cannon, Manager of Public Works, spoke about the Public Works Water and Sewer projects, noting the following projects for 2020:

- Matterson Reservoir Upgrades
- Well Upgrade
- SCADA Water & Sewer
- Bay Street Duplex Elimination
- Sewer Master Plan/Storm

Mr. Cannon also spoke about the Water Filtration Projects which would be partially funded through Provincial and Federal CWWF grant, for which staff is currently in the process of applying.

- Water Filtration Project includes:
  - Filtration at Bay Street treatment plan and Well Field.
  - 3rd Reservoir.

Council noted the following:

- They would like to see an accelerated installation of SCADA

software systems and associated reporting functions to be fully functional.

- They would like to see water filtration system expedited.

**12. OTHER BUSINESS**

**12.1. There was no other business.**

**13. QUESTION PERIOD**

**13.1. There were no questions.**

**14. CLOSED SESSION**

*Procedural Motion to Move In-Camera:*

THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(f) of the *Community Charter*.

**14.1. Procedural Motion to Move In-Camera**

2020.004.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Cole**

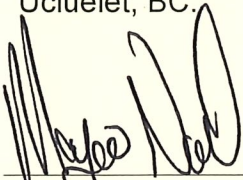
*THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(f) of the Community Charter.*

CARRIED.

**15. ADJOURNMENT**


**15.1. Mayor Noël adjourned the meeting at 4:09 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, January 23, 2020 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



---

Mayco Noël  
Mayor



---

Mark Boysen  
CAO