

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, February 20, 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  
                          Bruce Greig, Manager of Community Planning  
                          Abby Fortune, Manager of Parks and Recreation  
                          Warren Cannon, Manager of Public Works  
                          Rick Geddes, Fire Chief  
                          Joey Rotenberg, Manager of Corporate Services  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

**1.1 Mayor Noël called the meeting to order at 2:07 PM.**

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

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

**3. ADDITIONS TO AGENDA**

**3.1 Grants-In-Aid and In-Kind Contributions for 2020**  
***Donna Monteith, Chief Financial Officer***

Grants-In-Aid and In-Kind Contributions for 2020 and all appendixes thereto was added Reports Item 11.1 after page 15.

**4. NOTICE OF VIDEO RECORDING**

Audience members and delegates were advised that the Special Budget Meeting was being video recorded and broadcast on YouTube.

**5. APPROVAL OF AGENDA**

**5.1 February 20, 2020 Special Budget Meeting Agenda**

2020.007.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**

*THAT Council approve the February 20, 2020 Special Budget Meeting Agenda as amended.*

CARRIED.

**6. ADOPTION OF MINUTES**

**6.1 January 23, 2020 Special Council Budget Minutes**

Council noted the following errors or omissions:

- Page 3: remove "new" from "provision of training officer contract" and add "new" to "member stipend"
- Page 4: change \$40,000 to \$20,000 Grant-in-Aid budget.
- Page 5: combine bullets three and four in Agenda Item 11.5 to one sentence rather than two.
- Page 5: correct spelling from SKADA to SCADA.
- Page 6: change there to they at top of the page.

2020.008.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Kemps**

*THAT Council adopt the January 23, 2020 Special Council Budget Minutes as amended.*

CARRIED.

**7. UNFINISHED BUSINESS**

**7.1 There was no unfinished business.**

**8. MAYOR'S ANNOUNCEMENTS**

**8.1 The Mayor announced that the budget open house scheduled for the 16th of April has been rescheduled to the 15th of April.**

**9. CORRESPONDENCE**

**9.1 Clayoquot Biosphere Trust Request for Budget Support for NEST Initiative**

Council questions and comments:

- Noted that this is a request for two consecutive years of funding in the amount of \$25,000 each year
- Asked if there are funds available in this years budget to support the NEST? Mark Boysen, Chief Administrative Officer, responded that funds have not been allocated to support the NEST but a number of new projects will be introduced at this Council meeting and funding for the NEST could be integrated into the 2020 budget.

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

**10.1 There were no public input, delegations or petitions.**

**11. REPORTS**

## 11.1 2020 Grants-in-Aid & Council Contributions *Donna Monteith, Chief Financial Officer*

### First Ucluelet Scouts

Mayor Noël recused himself and left the meeting at 2:14 PM due to a conflict of interest arising from his role with First Ucluelet Scouts. Acting Mayor McEwen chaired the meeting in Mayor Noël's absence.

Council passed a motion that approved the in-kind contribution to the First Ucluelet Scouts with a value of \$1,300 (see resolutions at the end of this section).

Mayor Noël returned to the meeting after Council dealt with the First Ucluelet Scout's in-kind funding request.

### Raincoast Education Society

Councillor Kemps recused herself and left Council Chambers at 2:17 PM due to a conflict of interest arising from business arrangements between the Raincoast Education Society and her employer the Ucluelet Chamber of Commerce.

Council passed a motion that approved a \$2,000 Grant-In-Aid and an in-kind contribution with the value of \$1,000 to the Raincoast Education Society (see resolutions at the end of the section).

Council recommended capping the Grant-In-Aid application amount at \$2,000 per applicant in future years.

### Pacific Toastmasters

Councillor Cole and Councillor McEwen recused themselves and left Council Chambers at 2:20 PM due to a conflict of interest arising from their involvement in Pacific Toastmasters. While McEwen and Cole were out of the Council Chamber, it was agreed that Pacific Toastmasters be provided with an in-kind contribution with the value of \$1,040. Councillor Cole and McEwen returned to Council Chambers after discussion regarding Pacific Toastmasters concluded.

### **Remaining In-Kind Contribution Budget Items**

Council discussed RMI expenses in relation to the Whale Festival's request for in-kind Council contributions.

Council discussed the in-kind contribution to the Ucluelet and Area Childcare Society. They asked if forgiving rent is a Grants-In-Aid matter. Donna Monteith, Chief Financial Officer, answered that historically it has been accounted for as an in-kind contribution.

Council approved the remaining in-kind contributions which were as follows:

- In-kind contribution to Girl Guides of Canada with a value of \$1,300;
- In-kind contribution to to Food Bank on the Edge with a value of \$410;
- In-kind contribution to Central Westcoast Forest Society with a value of \$160;
- In-kind contribution to Pacific Rim Arts Society with a value of \$2,500;
- In-kind contribution to Pacific Rim Whale Fest Society with a value of \$1,000;
- In-kind contribution to Pacific Toastmasters with a value of \$1,040;
- In-kind contribution to Ucluelet and Area Childcare Society with a value of \$30,348;
- In-kind contribution to Ucluelet and Area Historical Society with a value of \$600;
- In-kind contribution to Ucluelet Junior Canadian Rangers with a value of \$1,170; and
- In-kind contribution to Westcoast Community Resources Society with a value of \$950.

#### Council Contributions Budget 2020

The amounts allocated to organizations were entered into the attached spreadsheet.

#### Grant-In-Aid

##### Clayoquot Biosphere Trust (CBT)

Council noted that this grant funding would be used to help fund CBT's small grants program and discussed why this program is not funded by their endowment fund. Council decided to grant CBT's \$1,000 request for funding.

##### Central Westcoast Forest Society (CWFS)

Council asked if Ucluelet resident contribute any tax dollars to the ACRD for grants. Donna Monteith, Chief Financial Officer, responded that Ucluelet remits just under \$10,000 to the ACRD for their Grant-In-Aid program.

Council discussed the CWFS' request to fund a bat box building program and declined their funding request.

Food Bank on the Edge

Council decided to provide a \$2,000 Grant-In-Aid to the Food Bank on the Edge.

Pacific Rim Arts Society (PRAS)

Council noted that Pacific Rim Arts Society plans to leverage the funds and in-kind contributions and double them through other funding sources. Council asked if events delivered by PRAS could be funded through Resort Municipality Initiative (RMI) funding? Mark Boysen, Chief Administrative Officer, noted that there are no accessible RMI funds to draw on to fund PRAS events at this time as there are no surplus RMI funds.

Council started by deciding to provide a \$2,000 in Grant-In-Aid to the Pacific Rim Arts Society. They later decided to increase the Grant-In-Aid to \$2,500.

Pacific Rim Hospice Society

Council initially decided to cap the Grant-In-Aid funding at \$2,000 and later decided to increase that funding to \$3,000.

Council noted the need for grief counselling for youth in Ucluelet.

Seaview Seniors' Housing Society

Council initially decided to provide a \$2,000 Grant-In-Aid and later decided to increase the grant to \$3,000.

Junior Rangers

Council initially decided to provide a \$500 Grant-In-Aid to the Junior Rangers and later decided to reduce that funding amount to \$0.

Ukee Market Society

Council decided to provide a \$2,000 in Grant-In-Aid to the Ukee Market Society.

Council noted that last year they stated that they would provide funding for 2019 but the Society would have to seek funding from other sources in future years.

USS \$500 Scholarship

Council decided to provide a \$500 Grant-In-Aid to the Ucluelet Secondary School for the USS Scholarship.

Council requested that Staff provide a report that examines capping the

Grant-In-Aid amounts at \$2,000 per applicant.

West Coast Community Resources Society

Council decided to provide a \$2,000 Grant-In-Aid to the West Coast Community Resources Society. Council also noted that this funding will allow the Society to provide counselling to people who are not currently eligible.

Wild Pacific Trail Society

Council decided to provide a \$2,000 Grant-In-Aid funding the Wild Pacific Trail Society.

Council Grants & Aid Budget 2020

The amounts allocated to organizations were entered into the attached spreadsheet.

- 2020.009.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor Kemps**  
*THAT Council approves the in-kind contribution with the value of \$1,300 to the First Ucluelet Scouts.*  
CARRIED.
- 2020.010.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council approve the \$2,000 in Grant-In-Aid and in-kind contribution with the value of \$1,000 to the Raincoast Education Society.*  
CARRIED.
- 2020.011.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendation one of the report item, "Grants-In-Aid and In-Kind Contributions for 2020" which states:*
1. *THAT Council review request for grant-in-aid and direct staff on the actual amount to be awarded to each applicant.*  
CARRIED.
- 2020.012.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**  
*THAT Council approve recommendations two of the report item, "Grants in Aid and In-Kind Contributions for 2020" which state:*
2. *THAT Council review requests for council contributions towards facility use and lease payments and direct staff on the actual amount to be awarded to each applicant.*  
CARRIED.

## 11.2 Review of Projects by Department

Downtown Core (Village Green)

Mark Boysen, Chief Administrative Officer, and Dan Todd, Urban

Systems Civil Engineer, presented a slide about the Downtown Core (Village Green) project.

They referred to a set of slides and noted the:

- funds allocated to this project,
- amounts invoiced in 2019,
- plan to address the area near Zoe's Bakery first and the area near the Aquarium second because determining whether the area near the Aquarium will be car free is a key issue,
- work completed to date which includes the site analysis, staff and public engagement, and preparation of concept options,
- staff are recommending that \$75,000 allocated to the Downtown Core Project be allocated to the Cedar Road Parking Hub Project, and
- remaining tasks which include identifying the preferred site plan and phases, cost estimates, online engagement, final plan approval by Council in the spring of 2020 and detailed design in the summer or fall.

Council questions and comments:

- Has the District engaged with Ucluelet Harbour Seafoods on this project? Mr. Boysen responded that informal talks have occurred but not formal engagement.
- Discussed challenges associated with accommodating truck turning radiuses in the downtown area.
- Asked if truck traffic could travel through the Eagles Nest Property? Mr. Boysen responded that this issue may be addressed later and may involve in-camera discussions.

#### Peninsula Road

Mark Boysen, Chief Administrative Officer, and Dan Todd, Urban Systems Civil Engineer, presented this part of the Public Realm Projects.

They referred to a set of slides and noted the:

- funds allocated for this project,
- amounts invoiced in 2019,
- work completed to date which includes the site analysis, staff and public engagement, and concept options,
- remaining tasks which include identifying the preferred site plan and phases, cost estimates, online engagement, and final plan approval by Council in the spring of 2020, and detailed design work will begin immediately after this,
- divestment of Peninsula Road can be further discussed after detailed plans are completed,

- Urban Systems is also working to help with a design for the intersection at Larch Road and Matterson Drive but there are no plans for a sidewalk along Larch Road at this time, and
- that Staff are recommending that \$75,000 currently allocated to the Peninsula Road Project be allocated to the Cedar Road Parking Hub Project.

Council asked if there there have been any discussion about overflow parking for the elementary school? Mr. Boysen responded that Urban Systems is engaging with the elementary school on this issue.

#### Cedar Road Parking Hub

Mark Boysen, Chief Administrative Officer, and Dan Todd, Urban Systems Civil Engineer, presented this part of the budget presentation.

They referred to a set of slides and noted:

- the funds allocated for this project,
- the phase 1 estimated cost,
- the final costs,
- the work completed to date which includes basic infrastructure which allowed the lot to be opened in August of 2019,
- the remaining tasks which includes paving the sloped entrance to the lot, painting stalls, pathways to street and overhead lighting, and,
- that an additional \$150,000 of funding is required to complete the remaining tasks.

Council questions and comments:

- Noted the need for a path from the lot to Peninsula Road.
- Noted the impact of the new brewery on parking at the COOP.
- Noted that there were plans to move the bathrooms from Tugwell Field to the Cedar Road Parking Lot. Mr. Boysen responded that moving the bathrooms may not be cost effective but he would investigate this further.
- Recommended that bathrooms and associated landscaping should be included in this phase of the Cedar Road Parking Hub project.
- Noted that they would like to see at least one electric vehicle charging station in the lot.
- Noted that the sloped entrance to the parking lot should be paved but the parking area may continue to be gravel during this phase of the project.

#### Amphitrite Point Project

Mark Boysen, Chief Administrative Officer, presented this part of the



budget presentation.

He referred to a set of slides and noted:

- that the District is waiting on the confirmation of grant funding for the Amphitrite Point Project,
- the funds currently allocated to this project,
- a request of \$250,000 of Community Forest Funds to initiate project work in the Spring of 2020 which would include:
  - an independent assessment of the buildings condition,
  - engagement with DFO on facility upgrades,
  - a review of the space by Urban systems and architects,
  - development of work plan for the facility, and
  - preliminary cleanup and maintenance work.

Council recessed at 3:47 PM and returned from recess at 3:52 PM.

#### Ucluelet Health Centre

Mark Boysen, Chief Administrative Officer, presented this part of the budget presentation.

He referred to a set of slides and noted the:

- funds allocated to the project,
- invoices paid in 2019,
- work completed to date including engagement with Island Health, engagement with stakeholders and the presentation of preliminary building plans and preliminary site options to Council,
- remaining tasks which include the presentation of preliminary options, refinement of those options and a cost analysis,
- UAC Hall property as a possible alternative to the location near the Ucluelet Community Centre near off of Matterson Drive, and
- phase 2 cost estimates will be determined later in 2020.

Council comments and questions:

- Will a report with different sites be presented? Mr. Boysen responded in the affirmative.
- Noted that the proposed health centre is much larger than the UAC Hall. Mr. Boysen responded that parking may also be an issue at the UAC Hall location.
- When will this matter be revisited? Mr. Boysen responded that it will be revisited in the spring of 2020.

#### Resort Development Strategy - Resort Municipality Initiative (RMI) 2019-2021

Abby Fortune, Manager of Parks and Recreation presented a slide that reviewed the 2019, 2020, and 2021 approved RMI projects and their

costs. Ms. Fortune explained what RMI funds may be used for and noted that if funding surpluses arise, District Staff can work with Provincial Staff to identify suitable Council approved projects.

Council asked if RMI funds may be used to address affordable housing issues? Ms. Fortune explained that Municipal and Regional District Tax (MRDT) funds may be used for this purpose but not RMI funds.

#### Community Planning - Long-Range Planning

Bruce Greig, Manager of Community Planning, referred to slides that outlined 2019 and 2020 planning projects.

2019-2020 carry-over projects for 2020 include:

- OCP Bylaw Adoption,
- Flood Risk Assessment and Mapping with a cost of \$150,000 which will be grant funded,
- Land-Use Demand Study with Tofino with a cost of \$120,000 from multiple funding sources,
- Affordable Housing Needs Assessment with Tofino with a cost of \$25,000 which was allocated in the 2018 Economic Development Budget, and
- Development Cost Charges Bylaw Update (\$18,500 carryover from previous budget).

New proposed 2020 projects include:

- Secondary Suites/Dwelling Project, and
- Subdivision and Development Servicing Standards Bylaw (\$25,000 carryover from previous budget).

Council asked if any work other than the OCP could be contracted out? Mr. Greig responded that his department has been contracting out work. Mark Boysen, Chief Financial Officer, indicated that the District's turnaround time on land related files is relatively fast.

#### Community Planning - Bylaw and Lands Projects

Bruce Greig, Manager of Community Planning, referred to slides that outlined 2020 ongoing bylaw projects and 2020 ongoing land projects. They included:

- Raven Motel,
- Hillside Manufactured Home Park,
- Pacific Rim Charters,
- UHS noise complaints,
- Cedar Road Parking access paths, and

- Wild Pacific Trails lands in several locations.

### Recreation and Tourism

Abby Fortune, Manager of Parks and Recreation, presented slides that outlined the projects completed in 2019, proposed 2020 projects and potential future projects.

Projects completed in 2019 include:

- UCC Capacitor which will be installed in Spring of 2020 (\$20,000),
- new public washroom at the Chamber of Commerce Office (\$7,000 Funded via RMI),
- Wild Pacific Connector - Marine Drive - He-Tin-Kis - Spring Cove (\$225,000 funded by RMI and ICE-T), and
- heritage sign at Spring Cove (\$3,000).

Projects proposed for 2020 include:

- discussions with Parks Canada regarding repairs to the Pacific Rim Visitors Centre,
- planning for hosting AVICC 2021 in Ucluelet,
- hard wiring the electrical for the District of Ucluelet sign at the junction (\$5,500),
- developing an E-Bike policy in partnership with Tofino (\$8,000),
- way finding markers for Ucluelet (\$7,600 from 2019 budget and \$7,600 from 2020 budget),
- refurbishing of heritage signs in Ucluelet (\$3,000 RMI funding), and
- Bear Smart gap analysis conducted by Staff.

Potential future projects include:

- skate park and basketball court lights (\$150,000 materials and installation),
- Tourism Master Plan, and
- kayak launch at Alder Park.

Council questions and comments:

- Noted that the Pacific Rim Visitor Centre is owned by Parks Canada so we would have to engage with them about changes to the facility.
- Asked if the Tourism Master Plan could be funded by Tourism Ucluelet? Mr. Boysen responded that Tourism Ucluelet's 2020 funding is already allocated and RMI funds cannot be used for projects of this kind.
- Will the community be engaged regarding the basketball court

and skate park lights? Ms. Fortune responded in the affirmative. Council further noted that lighting in this area is a priority and should be addressed at the next council meeting.

- What is the E-Bike policy? Ms. Fortune responded that the policy will be developed in conjunction with Tofino and with the assistance of the Whistler Centre for Sustainability. It is intended to address e-bike traffic which will likely increase when the ʔapsčiiik ʔašii go? ʔapsčiiik ʔašii trail is complete.
- What is the way finding project? Ms. Fortune explained that this will involve signage for pedestrians and cyclists that directs them to tourist destinations.
- Noted that the sign at the junction has started to age. Ms. Fortune explained that it will be \$19,000 to replace the District of Ucluelet sign at the junction and the sign will last for 5-7 years.

### Parks Department

Abby Fortune, Manager of Parks and Recreation, presented a slide that outlined the projects completed in 2019 and proposed 2020 projects.

Projects completed in 2019:

- Alder Road Park (\$10,000 RMI Funded),
- St. Jacques Park (\$83,750 RMI and New Horizons funding),
- Edna Bachelor Park swing install (\$12,400), and
- office at works yard (\$25,000).

Project/Capital discussion for 2020:

- continued work on Edna Batchelor Park (\$18,600 Carry-over from 2019),
- aquarium water fountain installation,
- wild Pacific Trail Maintenance Equipment including E-Bike "Tractor Arm" (\$11,000),
- cemetery upgrades (\$15,000),
- walk behind aerator (\$4,000), and
- repair and refurbishment of the Roy Vickers sign.

Future capital expenditures:

- Flail Mower (\$60,000)

Council questions and comments:

- Has the District engaged the Rotary Club regarding their request to assist with the cemetery? Mr. Boysen responded that Rotary Club made a delegation to Council.
- Does 2020 work on Edna Bachelor Park include installing a picnic table? Mr. Fortune responded in the affirmative.

Council recessed at 5:02 PM and returned to session at 5:06 PM.

#### Fire and Emergency Services

Rick Geddes, Fire Chief, presented a slide that outlines 2019 completed projects, 2020 proposed projects and future potential projects.

The 2019 completed projects included emergency operations centre training, initiation of the tsunami warning system sirens project (\$60,000) and Amphitrite Emergency Kiosk #1 (\$63,600 - RMI funded for 2 kiosks).

The 2020 proposed projects included:

- completion of Tsunami Warning System Sirens,
- Tugwell Emergency Kiosk #2 install,
- Fire Hall code compliance and EOC relocation (\$15,000),
- continuation of prioritizing firefighter safety including Firefighter Air Management Program, and
- EOC and ESS grant applications (UBCM).

Future considerations included an emergency generators for UCC and the school with an estimated cost of \$180,000 each.

Council asked if improvements to allow the the generator at the Fire Hall to be used at the UAC Hall could be conducted? Mr. Boysen responded that this may be possible and costing can be included in the next budget meeting presentation for Council to consider.

#### Vehicle Fleet Review

Donna Monteith, Chief Financial Officer, reviewed a slide about the District's Vehicle Fleet, 2019 vehicles purchased and proposed 2020 vehicle purchases. In 2020 the District plans to purchase approximately \$200,000 worth of vehicles, which include two pickup trucks, one dump truck and a bucket truck. Staff recommends that a five year loan be obtained from the Municipal Finance Authority to finance the 2020 vehicle purchase.

#### Harbour

Mark Boysen, Chief Administrative Officer, reviewed a slide about completed 2019 harbour projects and 2020 proposed projects.

2019 completed projects included:

- Upgrade to WiFi System (\$3,000),
- Commercial dryer (\$2,700),

- Life jacket boards with 8 life jackets (\$1,200), and
- Parking lot paint (\$1,800).

2020 proposed projects included:

- Harbour Master Plan (\$30,000),
- New pilings at Whiskey Dock (\$44,000),
- Small Craft Harbour (SCH) beautification (\$10,000),
- Cleaning station education signage (\$10,000),
- Boat launch improvements (\$10,000 (design and estimate)),
- Defibrillator for SCH (\$2,000),
- Harbour Master's boat (\$20,000), and
- Water's Edge gazebo walkway (\$65,000).

Total 2020 Costs: \$191,000

Harbour Reserve Fund currently holds approximately \$365,000 (unaudited)

Mr. Boysen also presented a slide that displayed potential improvements to the Whiskey Dock which would allow for float plans and increased moorage at the Whiskey Dock. This project budget would be \$347,000 (including 20% contingency).

#### Additional Items

Mr. Boysen presented a slide titled Additional Items which addressed the following:

- Seasonal Town Cleanup (\$10,000 annual budget).
  - Staff propose new drop off day instead of a pickup service. Recreation department developing plan.
- Water stations installed in town for visitors and residents.
  - \$12,000 for two new stations.
- LED street lighting replacement of District-owned lights.
  - Replaced as needed to date. New bucket truck will allow for increased installation of LED lights. Operating budget allocated.

#### Corporate Services and Finance

Mr. Boysen presented a slide titled Corporate Services and Finance which addressed the 2019 completed projects, 2020 proposed projects and future projects.

2019 completed projects included:

- completing the Strategic Plan 2019-2023,
- implementing new budgeting software (\$15,250),
- implementing council webcasting, and

- implementing WaterWorth.

2019 carry forward projects include:

- bylaw/policy gap analysis,
- asset management implementation,
- climate Adaptation Plan Draft near completion, and
- Ucluelet Health Centre project.

2020 proposed projects include:

- redesign of annual report to match Strategic Plan (\$3,000),
- indigenous awareness training by Sarah Robinson (\$3,000), and
- SewerWorth implementation (\$2,700).

(All 2020 projects funded through operating budgets)

#### Information and Technology

Mr. Boysen presented a slide titled Information and Technology which addressed 2019 completed projects, 2019 carry over projects and 2020 proposed projects.

2019 completed projects include:

- upgrades to website content and design via ICET funded economic development project,
- migrated website to Canadian server and computers off Windows 8,
- server rebuild, and
- implementation of cloud based server backup system.

2019 carry forward projects include

- Replace Fire Wall (\$1,000 one time cost).

2020 proposed projects include:

- *replacing existing phone system (PBX) (\$10,000 - \$20,000 one time cost) or implementing IP phone system to District offices,*
- institute IP phones (\$2,418 annually savings),
- provide IP phone training to Staff and Purchase and Integrate Hardware (\$5,110 One Time Cost), and
- enhance mobile and online security (\$6,000 annual), and enhanced remote server access security (\$2,160 annual).

Future Projects

- Generator for the District Office (\$40,000)

Council question and comments:

- Asked that staff provide lease options for for replacement phone system (PBX) at the next Council meeting.
- Asked if the breaker box at the District office could be upgraded to hold the electrical load drawn during the Edge to Edge Marathon.

#### Sustainability and Climate Action

Mr. Boysen presented a slide titled Sustainability and Climate Action. He noted that a bylaw that enforces the S.T.E.P. code will be introduced, and the District's focus areas in 2020 will be passenger vehicles and waste. He further noted the commitments made by the District which include:

- 100% Renewable Energy Plan adopted in 2019, and
- 80% reduction in GHGs and 100% renewable energy by 2050.

Mr. Boysen also noted the climate actions under way which include:

- Transportation
  - Transit on the West Coast 2021,
  - Peninsula Road design improvements 2021,
  - EV charging installations in 2020 (RMI), and
  - District fleet improvements 2020.
- Waste
  - Residential and commercial composting services in 2021,
  - Single-Use plastics bylaw update 2020,
  - Water fountains installed in town 2020-2021, and
  - Proposed elimination and replacement of the Spring Clean Up Day.
- Other Actions
  - Step Code building code improvements 2020,
  - Draft Climate Adaptation Plan Spring 2020,
  - Flood risk assessment and mapping 2020, and
  - Tourism Ucluelet Green Plan.

#### Facilities Condition Assessment

Mark Boysen, Chief Administrative Officer, presented a slide titled Facilities Condition Assessment which outlined the condition of district owned buildings, and replacement value of those assets.

#### Tugwell Field Planning Project

Mark Boysen, Chief Administrative Officer, presented a slide titled Tugwell Field Planning Project. It displayed potential new uses for the Tugwell Field which include a hard surface indoor facility, food bank, fire hall and other emergency services, baseball field and soccer field. A map displaying the potential layout was displayed.



### Proposed Hard Surface Facility

Mark Boysen, Chief Administrative Officer, presented a slide titled Proposed Hard Surface Facility. It addressed the following:

- Hard Surface facility was initially identified as a priority by residents in a 2018 Community Forest Survey.
- Current programming demands show that a new facility would:
  - accommodate existing demand at two current aging and limited use facilities; 723 hours Rec Hall and UAC Hall in 2019.
  - Allow for future growth.
- Facility condition assessment show that investment in the two aging facilities is a costly investment in buildings that have programming limitations.
- Tugwell has been identified by staff as a positive location option due to its high-ground emergency location, it being the future center of town and the fact that it is an appropriate location for the Ucluelet Food Bank.
- Decision must be reconciled with other asset management priorities.

### Proposed Use of Community Forest Funds

Mark Boysen, Chief Administrative Officer, presented a slide titled Proposed Use of Community Forest Funds. It addressed the following:

2019 approved projects funded by the Community Forest funds:

- Tsunami Sires (\$40,000)
- Health Centre Feasibility Study (\$30,000)

Proposed 2020 projects that could be funded with Community Forest funds:

- Amphitrite Centre (\$250,000)
- Affordable Housing Funds (\$500,000)
- Tugwell Recreation facility (\$1,000,000)
- Emergency Generator (\$180,000)
- Remaining funds if all 2020 projects were approved = \$1,000,000

### Water Capacity and Filtration

Mark Boysen, Chief Administrative Officer, presented a slide titled Water Capacity and Filtration Improvements. It addressed the following:

Water Filtration Project includes:

- Filtration at Bay Street treatment plan (2021-2022),
- Filtration at Well Field (2023-2024), and

- 3rd Reservoir (2025).

Funding option include:

- Prov/Fed CWWF grant application deadline February 26, 2020.
- Total estimated project cost \$9.6M, \$7M grant and \$2.6M loan or other fund use.
- Costs including loan payment require 4.5% increase in water rates each year for 5 years.
- Typical homeowner water bill will increase annually from \$300 to \$374 in 2024.

#### January 23, 2020 Meeting Follow Up Items

Mark Boysen, Chief Administrative Officer, presented a slide titled January 23, 2020 Meeting Follow Up Items. It addressed the following:

Requests for more information from Council:

- Show % changes for Parks and Rec Operating budget.
- Request for a breakdown of Corporate Operating budget.
- More details on Council contributions reduction.

Ms. Monteith, Chief Financial Officer, concluded the presentation by outlining what the March 12, 2020 Budget Meeting will address and noting that the Public Presentation of the budget will occur on April 15, 2020 at 5:00 PM. The March 12, 2020 Budget Meeting will address following:

- Operations and Projects review,
- Draft 5yr Financial Plan, and
- Potential Taxation Implications.

Ms. Monteith further noted that Council may wish to schedule an additional budget meeting between the March 12 and April 14 meeting.

2020.013.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT this District of Ucluelet Special Council meeting be extended past 5:00 PM.*

CARRIED.

2020.014.SPECIAL **It was moved by Councillor Cole and seconded by Councillor McEwen**

1. *THAT staff submit an application for grant funding for the Ucluelet Water Capacity and Filtration Improvements Project through the ICIP - Green Infrastructure: Environmental Quality Sub-stream; and*
2. *THAT Council Supports the project and commits to its share up to \$2,600,000 of the project.*

CARRIED.

2020.015.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**  
*THAT Council allocates \$150,000 of Gas Tax funds to implement*  
*improvements to Cedar Parking Hub.*

CARRIED.

**12. OTHER BUSINESS**

**12.1 Council requested that Correspondence Item 9.1 "Clayoquot Biosphere Trust Request for Budget Support for NEST Initiative" be brought back for consideration at the March 12, 2020 Special Budget Meeting.**

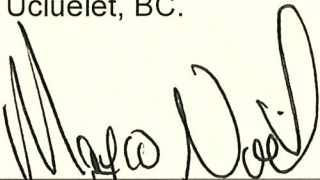
**13. QUESTION PERIOD**

**13.1 There were no questions.**

**14. ADJOURNMENT**

**14.1 The meeting was adjourned at 5:52 PM.**

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, February 20, 2020 at 2:00 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