

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Thursday, December 3, 2020 at 2:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Hoar and McEwen (All Councillors via Zoom)
 Staff: Mark Boysen, Chief Administrative Officer (Via Zoom)
 Donna Monteith, Chief Financial Officer (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Nicole Morin, Corporate / Planning Clerk

Regrets: Councillors Cole and Kemp

1. CALL TO ORDER

The meeting was called to order at 2:01 PM.

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

Council acknowledged the Yuułuꞵiꞵꞵath First Nation, on whose traditional territories the District of Ucluelet operates.

3. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on Zoom and on YouTube, which may store data on foreign servers.

4. ADDITIONS TO AGENDA

There were no additions to the agenda.

5. APPROVAL OF AGENDA

5.1 December 3, 2020 Special Budget Meeting Agenda.

2020.060.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**
 THAT Council adopt the December 3, 2020 Special Budget Meeting Agenda
 as presented.

CARRIED.

6. PUBLIC INPUT AND DELEGATIONS

6.1 Delegations

Denise Stys-Norman, Executive Director, Tourism Ucluelet
Re: Tourism Ucluelet Tactical Plan

Ms. Stys-Norman provided an overview of Tourism Ucluelet's 2021 Tactical Plan and Budget.

The presentation addressed Tourism Ucluelet's marketing and guest services role, funding sources, new mission statement, strategic pillars and the impacts of COVID-19 on tourism in general and Tourism Ucluelet's revenues. It also outlined Tourism Ucluelet's proposed 2021 projects and budget.

Tourism Ucluelet's 2021 projects include:

- a full brand refresh;
- a new website;
- only digital marketing;
- continuing to work with fishing BC to support sport fishing;
- a new focus on mountain biking;
- a new visitor services staff member;
- offering marketing services to Ucluelet businesses without requiring the purchase of a marketing package; and,
- marketing only to BC residents, while that is the recommended practice.

Ms. Stys Norman discussed the proposed 2021 Budget and noted:

- that a large portion of Tourism Ucluelet reserve funds will be used to complete their 2021 projects; and,
- the proposed budget identifies \$55,000 of MRDT On-line Accommodation Provider funds as a revenue source. This funding source was previously allocated by Council to the District of Ucluelet Affordable Housing Reserve Fund.

Council discussed the proposed Budget and the request to allocate \$55,000 in MRDT On-line Accommodation funds to Tourism Ucluelet. Council suggested that any MRDT On-line Accommodation funds collected in excess of \$55,000, be transferred to the District of Ucluelet Affordable Housing Reserve Fund.

Council noted that Councillor Kemps and Councillor Cole were absent, and recommended that the matter be deferred to the next Council meeting.

2020.061.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**

THAT Council defer consideration of Tourism Ucluelet's Tactical Plan and Budget to the December 15, 2020, Regular Council meeting.

CARRIED.

7. MAYOR'S ANNOUNCEMENTS

Mayor Noël reminded residents to stay local, shop local and be mindful of all COVID-19 protocols.

8. REPORTS

8.1 Overview of Municipal Budgeting *Donna Monteith, Chief Financial Officer*

Ms. Monteith presented an overview of the budget process, functions, principles and rules. She noted that the slideshow will be posted on the Finance page of Ucluelet.ca.

Ms. Monteith's presentation addressed the following:

- The Budget schedule;
- Community input, which will be received throughout the budget process and can be submitted to communityinput@ucluelet.ca;
- The statutory requirements for the Five-Year Financial Plan including the requirement to adopt a balanced budget;
- The principles of fund accounting;
- The financial plan objectives which relate to revenues, surplus funds, debt reserve funds, tax allocation to classes, permissive tax exemptions and Development Cost Charges;
- 2020 District of Ucluelet revenues and expenditures;
- Financial impact of the COVID-19 pandemic; and,
- The need for increased bylaw services, increased cleaning services and increased public garbage disposal services.

Ms. Monteith also noted the following recommendations:

- The District get back to normal business;
- A 2% minimum tax increase;
- No exemption for business license fees in 2021; and,
- Water and sewer rates increases in 2021 to fund the proposed water filtration project.

9. OTHER BUSINESS

There was no other business.

10. CLOSED SESSION

10.1 *Procedural Motion to Move In-Camera*

2020.062.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Hoar**

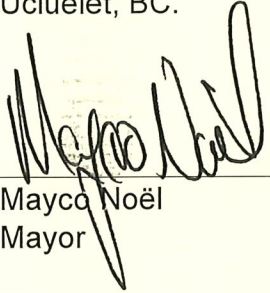
THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(c) of the Community Charter.

CARRIED.


11. ADJOURNMENT

The meeting was adjourned at 4:36 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, December 3, 2020 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Mark Boysen
CAO