

2021.2024.SPECIAL **It was moved by Councillor Cole and seconded by Councillor Hoar**
THAT Council approve the February 25, 2021, Special Budget Meeting
Agenda as amended.

CARRIED.

6. UNFINISHED BUSINESS

There was no unfinished business.

7. MAYOR'S ANNOUNCEMENTS

7.1 The Mayor thanked the community for participating in Pink Shirt Day.

8. PUBLIC INPUT

8.1 Public input via Zoom.

There was no public input via Zoom.

8.2 Public input via email.

There was no public input via email.

9. REPORTS

9.1 Budget Progress Update (Verbal Report)

Donna Monteith, Chief Financial Officer, Acting CAO

Ms. Monteith outlined the budget process to date. She noted that District operating budgets are generally funded through tax dollars, sales of services, small grants, and surpluses accumulated from cost savings or carried-over projects.

9.2 2021 Community Planning Operating Budget (Verbal Report)

Bruce Greig, Director of Community Planning

Mr. Greig presented the community planning operating budget. He noted the following:

- unlike 2020, Staff are not recommending waiving business licenses which will increase planning department revenues significantly;
- building and development revenues were higher than expected in 2020; and
- budget expense increases are related to increased admin support, funds for increased bylaw enforcement support during the summer, and a proposed full-time building inspector position that will oversee the Bylaw Enforcement Officers.

Mr. Greig explained the District is pursuing an RCMP reservist to provide additional bylaw enforcement support during the summer. RCMP reservists are generally recently retired officers. Municipalities pay 80% of the costs associated with stationing these officers in the community. The officer would focus on bylaw but also support RCMP activities. Reservist availability is contingent on RCMP resource availability. Mr. Greig noted that the planning department would continue to use a software called Host Compliance to monitor short-term rentals.

9.3 2021 Fire & Emergency Services Operating Budgets (Verbal Report)

Rick Geddes, Fire Chief

Chief Geddes presented the Fire and Emergency Services Operating budget. He noted the following:

- 2020 successful grant applications;
- planned 2021 grant application for the evacuation route plan;
- 2021 revenue increases associated with fire service agreements with neighbouring communities and road rescue funds;
- Chief Geddes also reviewed 2021 budgeted expenditures, including admin expenditures, training and retention, fire operations, and non-capital projects. The Chief noted that the fire hall roof needs to be replaced, and non-capital budget projects include a fire hall feasibility study to assess options for the fire hall, and to be grant application ready.

Chief Geddes explained that the fire inspection service is under development, and it is not a significant revenue generator.

Council noted the importance of revisiting fire service agreements and Mr. Geddes outlined the funding formulas used in various service agreements with the District.

Council noted that there are grant funds that may be available for the fire halls, and would appreciate a report regarding the feasibility study in March.

9.4 2021 Recreation Operating Budgets (Verbal Report)

Abby Fortune, Manager of Recreation and Tourism

Ms. Fortune presented the Recreation Operating Budget. She noted the following:

- 2020 revenues were more significant than forecast, but there were limited events and rental income in 2020 due to COVID-19;
- children and low impact adult programs are now open;
- some event revenue is projected for 2021 despite COVID-19; and

- the grants received for 2021.

Council noted a heating issue in the lobby of the Ucluelet Community Centre, and Ms. Fortune explained that funds is allocated to address this issue.

Ms. Fortune outlined the recreation admin, facilities & fleet, activities and programs, events and non-capital projects budget. She noted the following:

- the proposed hire of a part-time temporary janitorial position and funds for casual administrative coverage;
- the proposed purchase of a new vehicle for janitorial staff;
- RMI funded non-capital projects like the wayfinding, heritage, signage, and tourism plan; and
- that hydro expenses have been reduced at the Ucluelet Community Centre.

9.5 2021 Small Craft Harbour Operating Budgets (Verbal Report)
Abby Fortune, Manager of Recreation & Tourism

Ms. Fortune presented the 2021 Small Craft Harbour operating budget. She noted the following:

- that no tax dollars are associated with funding this budget;
- surpluses, are deposited in the Small Craft Harbour Reserve fund, and used for capital projects;
- revenues in 2020 were down from 2019 but higher than expected;
- increased garbage and hydro expenses contribute to increased 2021 expenditures.

Council discussed the increased garbage and hydro expenditures.

Mayor Noël left the meeting at 3:00 PM. Deputy Mayor McEwen chaired the meeting in his absence.

9.6 2021 Finance & Corporate Services Operating Budgets (Verbal Report)
Donna Monteith, Chief Financial Officer & Joseph Rotenberg, Manager of Corporate Services

Ms. Monteith noted that Finance and Corporate Service budget is funded primarily through tax dollars. She outlined department revenues and Finance department expenditures, which generally include Staff wages and overall fiscal responsibilities such as audit expenses, debt repayments, and insurance.

Ms. Monteith noted that the Corporate Operating budget expenditure increases related to additional casual administrative support, overtime costs for administrative support, and staff housing.

Mr. Rotenberg outlined increased IT support costs and IT software costs budgeted for 2021. These are related to online meetings, increasing IT complexities, and increased IT security. Mr. Rotenberg outlined the 2021 Council Salary, Council Conference, Council Promotion, Grants in Aid, Council Contributions, and Elections and Referendum budget lines.

Council discussed the 2021 council salary budget and confirmed that Council salaries are indexed to the consumer price index according to a District Policy and include per diems to attend events. Council also discussed the conference budget, which may be excessive due to annual meetings such as the annual Union of British Columbia Municipalities conference being held virtually.

Mr. Rotenberg noted that the Economic Development budget has been allocated to the Chamber of Commerce and for Staff to explore economic development options, including the future location of Tourism Ucluelet.

He reminded Council that they deferred the following additional economic development funding requests to this meeting:

1. Chamber of Commerce request for \$8,000 funding for the Common Ground Market Initiative; and
2. Island Work Transition (IWT) request for \$9,000 for the WC Business & Workforce Strategy & Post Pandemic Recovery Plan.

Mr. Rotenberg noted that project details were included as a late agenda item. He also stated that IWT is a business, and the District cannot provide assistance to a business. He explained that Council could enter into a fee for service/product agreement with IWT to conduct the project provided Council believes it would be valuable to the District and the price/funding amount is reasonable.

Council debated the value of the IWT project. Some members reasoned that it would provide no new insight into local workforce issues as the central issue is workforce housing. Others noted that the project is good value for money as it will provide valuable new workforce information and solutions which could be used to address local and regional economic development issues and be integrated into the District's economic development plan. Members also noted that District funds would be leveraged to apply for a much larger grant and that the education provided by North Island College in this project will be of great

value to the community.

Council also discussed the Chamber of Commerce project and noted enthusiasm among local businesses for this project.

2021.2025.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Cole**
THAT \$8,000 of District of Ucluelet Economic Development funds be paid to the Chamber of Commerce to fund the Common Ground Market initiative.
CARRIED.

2021.2026.SPECIAL **It was moved by Councillor Cole and seconded by Councillor Hoar**
THAT \$9,000 of Economic Development funds be paid to Island Work Transitions Inc. for the WC Business & Workforce Strategy & Post Pandemic Recovery Plan subject to confirmation that the ACRD has not provided grant in aid funding for this project and a service agreement is in place with Island Work Transitions Inc. to conduct this project.
CARRIED.

Councillor Kemps dissented.

9.7 **2021 Public Works and Parks Operating Budgets (Verbal Report)** **Warren Cannon, Operations Manager**

Mayor Noël rejoined the meeting at 3:37 PM.

Mr. Cannon presented the 2021 Public Works and Parks Operating Budget. He reviewed public works revenues and public works expenditures categorized as public works admin, roads, sidewalks, fleet & equipment, storm drainage, solid waste, and cemetery. Mr. Cannon noted the following related to the public works operational budget:

- the storm drainage budget increase is associated with repairing a section of storm drain off of Helen Road;
- the solid waste budget increase is associated with a proposed new full-time, year-round waste collector position;
- the cemetery increase is related to repairs to the cemetery.

Council noted that the sidewalk budget is reduced in 2021. Mr. Cannon explained that significant sidewalk projects are funded through the public realm project budget. Mr. Cannon also clarified that the new waste collector vehicle is budgeted for in the capital budget, not the public works operating budget.

Mr. Cannon reviewed the parks budget by category: parks admin, parks, and open spaces and fleet. He noted the following:

- admin budget increases linked to hiring an additional full-time parks labourer which Council has already approved;
- parks and open spaces budget increases associated with

increased Wild Pacific Trail, parks, gardens and trail maintenance.

Mr. Cannon outlined the maintenance work associated with the bike path located outside the District of Ucluelet, which the ACRD pays the District to maintain.

Mr. Cannon also explained that the COVID Ambassadors are no longer deployed.

9.8 2021 Water and Sewer Operating Budgets (Verbal Report)
Warren Cannon, Manager of Operations

Mr. Cannon presented the 2021 water and sewer operating budget. He outlined the Water revenues from sales of service and expenditures associated with water admin, distribution, treatment, and fleet.

Mr. Cannon outlined the sewer budget revenues from sales of services and expenditures associated with sewer admin, sewer collections, sewer distributions, treatment, fleet, and the sewer master plan.

Donna Monteith, Chief Financial Officer, Acting CAO, concluded by outlining upcoming budget special meetings and their subject matter. She noted that budget public input can be submitted via email to communityinput@ucluelet.ca.

10. OTHER BUSINESS

There was no other business.

11. QUESTION PERIOD

11.1 Questions via Zoom.

There were no questions via Zoom.

11.2 Questions via email to communityinput@ucluelet.ca.

There were no questions via email.

12. CLOSED SESSION

Procedural Motion to Move In-Camera

12.1 *Procedural Motion to Move In-Camera*

2021.2027.SPECIAL It was moved by Mayor Noël and seconded by Councillor Hoar

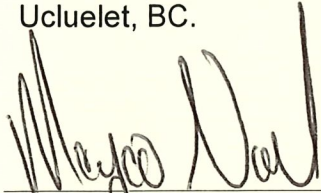
THAT the meeting be closed to the public in order to address agenda items under Section 90(1)(a) and (c) of the Community Charter.

CARRIED.

13. ADJOURNMENT

The meeting was adjourned at 5:29 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, February 25, 2021 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Joseph Rotenberg
Corporate Officer