

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON
DRIVE Thursday, March 18, 2021 at 2:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen (All via Zoom)
 Staff: Donna Monteith, Chief Financial Officer and Acting CAO (Via Zoom)
 Bruce Greig, Manager of Community Planning (Via Zoom)
 Warren Cannon, Manager of Operations (Via Zoom)
 Rick Geddes, Fire Chief (Via Zoom)
 Abby Fortune, Manager of Recreation and Tourism (Via Zoom)
 Joseph Rotenberg, Manager of Corporate Services
 Sharon Evans, Administration Clerk

Regrets:

1. CALL TO ORDER

The meeting was called to order at 2:05 PM.

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 the proceeding was being broadcast on Zoom and YouTube, which may store data on foreign servers.

4. LATE ITEMS

There were no late items.

5. APPROVAL OF AGENDA

5.1 March 18, 2021, Special Council Meeting

2021.2073.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**

THAT Council approve the March 18, 2021, Special Budget Council Meeting Agenda as presented.

CARRIED.

6. MAYOR'S ANNOUNCEMENTS

6.1 Whale Festival 2021

The Mayor noted that the Whale Festival is ongoing and Councillor McEwen provided an update on current events.

6.2 Sergeant Mancini

The Mayor acknowledged that Sergeant Mancini's term with the Ucluelet RCMP detachment is coming to an end. He thanked him and presented the Sergeant with a District of Ucluelet banner signed by Council.

7. PUBLIC INPUT & DELEGATIONS

7.1 Public input via Zoom.

There was no public input via Zoom.

7.2 Public input via email to communityinput@ucluelet.ca.

There was no public input via email.

8. REPORTS

8.1 ACRD Service Delivery Presentation

Douglas Holmes, ACRD, Chief Administrative Officer

Teri Fong, ACRD Chief Financial Officer, presented this report. She outlined the financial rules that apply to Regional Districts and their plans for the COVID-19 Restart Grant funds. Ms. Fong discussed the services that the ACRD provides the District of Ucluelet. They include:

- 911 North Island
- General Government Services
- Grant in Aid Program
- Regional Parks (2021 focus is connecting the bike path in Area C to the bike path in the Pacific Rim Nation Park. Unfortunately, the ACRD's CERIB grant application for the path was denied)
- Regional Planning Services
- Long Beach Airport
- Emergency Program Coordination on the West Coast
- West Coast Public Transit
- Waste Management

Ms. Fong noted that the implementation of public transit on the west coast had been delayed, but BC Transit aims to provide transit service in the area by spring or summer of 2022. Ms. Fong also noted that the ACRD plans to implement curbside organic pickup in the summer of 2022 and address leachate issues at the West Coast Landfill.

Ms. Fong provided an analysis of Ucluelet's estimated tax rates. The ACRD tax requisition for Ucluelet will increase by 3.74% in 2021, which amounts to a \$33.16 tax increase for a residentially zoned property with an assessed value of \$497,661.

Ms. Fong noted that the ACRD could provide building inspection services to the District of Ucluelet.

8.2 Budget Presentation

Donna Monteith, Chief Financial Officer, Acting CAO

Ms. Monteith outlined the budget process to date and next steps.

Public Realm Projects

Bruce Greig, Manager of Community Planning, discussed the 2019-2021 multi-year Public Realm Projects. He addressed the following projects:

- Village Green Revitalization
- Peninsula Road Revitalization
- Cedar Road Parking Lot
- Amphitrite House
- Amphitrite Centre
- Ucluelet Health Centre Design
- Water's Edge Walkway

Community Planning

Mr. Greig discussed the Community Planning department's 2020 and 2021 budgets. He addressed 2020 actual revenues, expenses, and any variances. Mr. Greig also discussed the proposed increase in the Community Planning budget and noted the 2021 budget includes business license fee revenues.

Council clarified that COVID-19 Recovery Grant funds would partially fund increased bylaw enforcement expenses projected for 2021.

Mr. Greig discussed the Community Planning Long-Range Planning projects, which include:

- OCP Adoption
- Residential Zoning Amendments
- Flood Plain Bylaw
- Development Cost Charges Bylaw Update
- Affordable Housing Needs Assessment
- Subdivision & Development Servicing Standards Bylaw

Fire & Emergency Services

Rick Geddes, Fire Chief, discussed the Fire & Emergency Services' 2020 and 2021 budgets. He addressed 2020 actual revenues, expenses, and any variances. Chief Geddes also discussed proposed increases in the 2021 budget.

Chief Geddes outlined the Fire & Emergency Services 2021 proposed projects, which include:

- A Roof for the ESS Trailer and Shipping Container
- Fire Hall Feasibility Study
- Evacuation Route Plan

Chief Geddes concluded by discussing potential future projects, including installing two additional tsunami warning system sirens and replacing the Fire Hall's roof.

Recreation and Tourism

Abby Fortune, Manager of Recreation and Tourism, discussed the Recreation and Tourism 2020 and 2021 budgets. She outlined 2020 actual revenues, expenses and variances. Ms. Fortune also discussed increases proposed for the 2021 budget.

Ms. Fortune outlined the proposed 2021 projects. They include:

- Tourism Master Plan
- Water Fountain Install
- Hard Sports Surface Facility Planning
- Junction Entrance Sign Upgrade & Lighting
- Skatepark and Basketball Court Lights
- Lighthouse Loop Upgrades

Ms. Fortune also outlined the proposed Resort Municipality Initiative (RMI) funded projects. Projects include:

- Heritage Signs
- Wayfinding
- Bi-lingual Road Signs
- Public Washroom at the Cedar Road Parking Lot
- Kayak Launch at Alder Park (design and install)
- Pathway access to the Cedar Road Parking Lot to Main Thoroughfares
- Terrace Beach Public Access (a 2022 project)

The RMI funded projects which the District will carry over from 2020 to 2021 include:

- Amphitrite House
- Tugwell Emergency Kiosk #2
- Ucluelet Community Centre Audio Visual Upgrades
- Site Amenities
- Refurbishing of Welcome Signs
- Electronic Vehicle Charging Stations
- Banner Install at the Cedar Road Parking Lot

Corporate Services/Finance

Donna Monteith, Acting CAO, and Chief Financial Officer, discussed the 2020 and 2021 Corporate Services/Finance budgets. She addressed variances and discussed proposed budget increases.

Joseph Rotenberg, Manager of Corporate Services, addressed the 2020 Information Technology Budget and actuals. He addressed variances and the proposed 2021 Information Technology budget increase.

Ms. Monteith and Mr. Rotenberg noted 2020 carry forward projects for their departments which include:

- Bylaw/Policy Gap Analysis
- Continued Indigenous Awareness Training

They also discussed the proposed 2021 projects, which include:

- SewerWorth Implementation
- Bi-Monthly Mayor Radio Addresses
- Policy Update/additions
- Bylaw reviews/updates

Mr. Rotenberg outlined the projects completed Information Technology 2020 projects and proposed the District's servers be upgraded in 2021 and moved to a new location.

Mr. Rotenberg outlined the 2020 Council budget, 2020 actuals and addressed variances. He noted that the 2021 Council Salary budget includes per diems, which will likely be lower in 2021 due to fewer in-person conferences. He noted that this budget could be decrease to account for fewer in-person conventions or it could be decreased if Council decides to cap the number of Council members that attend the Union of British Columbia Municipalities annual convention.

Council discussed their Conference/Travel and Salaries/Benefits budgets. They noted the importance of Council education.

Mr. Rotenberg discussed the 2021 Grants in Aid and In-Kind Council Contribution budget. He noted the Grants/Contributions made to date. He also addressed the need for funding to obtain electoral approval of a proposed long-term loan for the District's Water Filtration Project, which is subject to grant approval.

Harbour

Abby Fortune, Manager of Recreation and Tourism, reviewed the 2021 proposed Harbour projects, which are as follows:

- Harbour Master Plan
- New Pilings to Whiskey Dock
- Whisky Dock Ramp
- Small Craft Harbour Beautification
- Washrooms (painting and upgrade)
- Asphalt Pathway
- Water's Edge Walkway
- Cleaning Station Education Signage
- Electric Vehicle Charging Station install
- Public Boat Launch Design
- Harbour Master Boat Procurement

Ms. Fortune noted that the Harbour budget is not funded through municipal taxes. Ms. Fortune reviewed 2020 budget and actuals. She noted high costs associated with garbage disposal and electricity.

Council discussed solutions for the high garbage disposal costs.

Ms. Fortune went on to discuss proposed 2021 budget increases.

Parks

Warren Cannon, Manager of Operations, reviewed 2020 budgeted and actual revenues and expenses for the Parks department and addressed variances. Mr. Cannon discussed proposed 2021 budget increases.

Mr. Cannon noted that the Edna Batchelor Park Path project would be carried forward from 2020 to 2021. He outlined 2021 parks projects, which include Wild Pacific Trail planning and design, and expansion of the cemetery.

Public Works, Water and Sewer

Warren Cannon, Manager of Operations, reviewed 2020 budgeted and actual revenues and expenses for the Public Works, Water, and Sewer departments, and addressed variances. Mr. Cannon discussed the proposed 2021 budget increases.

He also reviewed the ongoing and proposed projects and their status, costs, and funding sources. They include the following:

- Matterson Reservoir Upgrade
- Well Upgrade
- SCADA Water
- New Water Filtration System
- Bay street Duplex Elimination
- Sewer Master Plan
- Storm Master Plan
- Lagoon Aerators
- SCADA Sewer
- Seaplane Base Sewer
- Sanitary Sewer Auxiliary Power

Mr. Cannon highlighted the District's Water Capacity and Filtration Improvement project, which is the subject of a grant funding application. This project would be funded through a \$7,000,000 grant and \$2,600,000 loan. The debt servicing on the loan will require a 4.5% increase in user fees each year for five years.

2021 Payroll Increases

Donna Monteith, Chief Financial Officer, outlined the Council and Union Staff 2021 payroll increases.

Barkley Community Forest (BCF) funds

Ms. Monteith outlined how Council has allocated BCF funds for 2020 and 2021. She outlined options for Council to allocate BCF funds in 2021.

Ms. Monteith noted the need to produce a strategic document that guides the future BCF fund spending. Council emphasized the importance of using BCF funds to create a legacy fund for the community.

Provincial COVID-19 Safe Restart Grant

Ms. Monteith noted that the District received \$764,000 in COVID 19 Safe Restart Grant funds in 2020. She outlined expense eligibility requirements and noted how these funds were spent in 2020. She also noted the 2021 and 2022 proposed allocations, which are as follows:

- Recreation & other revenue losses
- Temporary Part-Time Janitorial position
- RCMP Reservist/Bylaw Officer
- Temporary Sanitation Labourer

The proposed 2022 allocations are as follows:

- Recreation & other revenue losses
- Temporary Part-Time Janitorial position
- RCMP Reservist/Bylaw Officer

Council noted the importance of additional Bylaw/RCMP reservist services, especially for backroad camping.

2021 Staffing Request

Ms. Monteith outlined the 2021 Staffing request. Council adopted a motion to fund the Temporary Part-Time Janitor and Temporary Full-Time Maintenance Waste Collector positions.

Proposed Tax Increase

Ms. Monteith noted that the proposed overall municipal tax increase for the 2021 budget is 2% which amounts to \$60,298.00. She noted that significant projects are funded through the Gas Tax, Resort Municipality Initiative, user fees, grants, and reserve funds (rather than municipal taxes). In total 19% of the District's budget is funded through municipal tax revenues.

Potential Property Tax Impact

Ms. Monteith outlined the implications of the proposed overall municipal tax increase on a residential, a business, and a split class property in Ucluelet. They are as follows:

- For an average residential property with an assessed value of \$554,000, there would be a Municipal tax increase of \$43;
- For an average business with an assessed value of \$382,000, there would be a Municipal tax increase of \$155; and

- For an average split class (residential / business) property with an assessed residential value of \$149,100 and an assessed business value of \$526,000, there would be a municipal tax decrease of \$295.

Council noted the need to protect businesses and requested that Staff convene an additional meeting to present options for a lower tax increase. They noted that it was important of not collecting business license fees in 2020.

2021 Revenue & Expenditures

Ms. Monteith outlined the 2021 District of Ucluelet revenues and expenditures. She recommended that Council increase municipal taxes incrementally each year to ensure financial sustainability. Ms. Monteith also noted that the budget, as presented, relies on approximately \$500,000 in surplus reserves.

Ms. Monteith outlined the next steps in the budget process and noted that the public can provide budget input by email to communityinput@ucluelet.ca.

2021.2074.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**

THAT Council direct Staff to:

1. *present a report regarding the 2021 Council Salaries & Benefits budget, which includes the last three years actual expenses; and*
2. *provide a report that addresses reducing the Council Conference/Travel budget by limiting the number of Councillors that attend the Annual Union of British Columbia Conference to three.*

DEFEATED.

2021.2075.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Cole**

THAT Council approve the following staff additions for the 2021 & 2022 budget:

- a. *Part-Time Janitor (8 month temporary);*
- b. *Full-Time Maintenance Waste Collector (6 month temporary)*

CARRIED.

9. UNFINISHED BUSINESS

9.1 **Ucluelet Chamber of Commerce - Common Ground Market Project** ***Joseph Rotenberg, Manager of Corporate Services***

Councillor Kemps left the meeting at 5:23 PM due to her role as Director on the Ucluelet Chamber of Commerce Board.

Mr. Rotenberg noted that on February 25, 2021, Council adopted a resolution to provide \$8,000 in Economic Development Funding to the Chamber of Commerce to fund the Common Ground Initiative.

2021.2076.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council reconsider its February 25, 2021, resolution to provide \$8,000 in Economic Development Funding to the Chamber of Commerce to fund the common Ground Initiative.

CARRIED.

2021.2077.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council reconsider and rescind its February 25, 2021, motion to provide \$8,000 in Economic Development Funding to the Chamber of Commerce to fund the Common Ground Market Initiative.

CARRIED.

2021.2078.SPECIAL **It was moved by Mayor Noël and seconded by Councillor McEwen**
THAT Council Direct Staff to work with the Ucluelet Chamber of Commerce to apply to the Clayoquot Biosphere Trust's Arts and Culture Grant fund on behalf of the Chamber for their Common Ground Market initiative.

CARRIED.

9.2 Ucluelet and Area Child Care Society - In-Kind Contribution Request

Abby Fortune, Manager of Recreation and Tourism

Councillor Kemps returned to the meeting at 5:31 PM after Council concluded its discussions related to item 9.1.

Ms. Fortune outlined the Ucluelet and Area Child Care Society's In-Kind Council Contribution request related to their rental of Ucluelet Athletic Club Hall (UAC Hall). She also addressed the monthly hard costs related to this Society's use of the Hall.

Council noted the importance of childcare programming, explored options for funding the Ucluelet and Area Child Care Society's In-Kind Council Contribution request, and noted that the matter will be revisited at the next budget meeting.

10. OTHER BUSINESS

There was no other business.

11. QUESTION PERIOD

11.1 Questions via Zoom.

There were no questions.

11.2 Questions via email to communityinput@ucluelet.ca.

There were no questions via email.

12. CLOSED SESSION

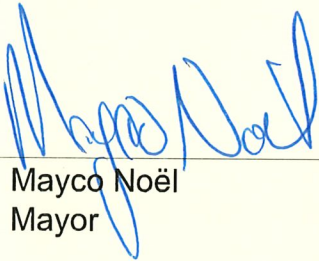
12.1 Procedural motion to move in Camera.

Council deferred this procedural motion to the next Regular Council meeting.

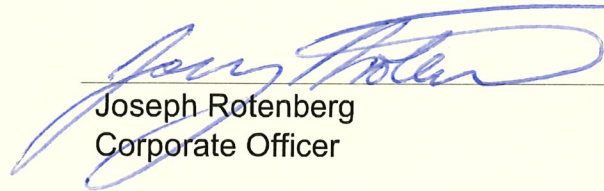
13. ADJOURNMENT

The meeting was adjourned at 5:50 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, March 18, 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

