

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE UCLUELET COMMUNITY CENTRE, 500 MATTERSON DRIVE**  
**Thursday, February 23, 2023 at 1:00 PM**

Present:     **Chair:**       Mayor McEwen  
              **Council:**   Councillors Anderson, Hoar, Kennington, and Maffei  
              **Staff:**        Duane Lawrence, Chief Administrative Officer  
                          Donna Monteith, Chief Financial Officer  
                          Bruce Greig, Director of Community Planning  
                          Abby Fortune, Director of Parks and Recreation  
                          James MacIntosh, Director of Engineering Services  
                          Joseph Rotenberg, Manager of Corporate Services  
                          Sam Parent, Manager of Finance

Regrets:

**1. CALL TO ORDER**

The special Council meeting was called to order at 1:03 PM, on February 23, 2023.

**1.1 ACKNOWLEDGEMENT OF THE YUULU?I?ATH**

**Council acknowledged the Yuulu?i?ath, on whose traditional territories the District of Ucluelet operates.**

**1.2 NOTICE OF VIDEO RECORDING**

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

**2. LATE ITEMS**

There were no late items.

**3. APPROVAL OF AGENDA**

**3.1 February 23, 2023, Special Meeting Agenda**

2023.2026.SPECIAL *It was moved and seconded **THAT** Council approve the February 23, 2023, Special Meeting Agenda as presented.*

CARRIED.

**4. REPORTS**

**4.1 2023 - 2027 Draft Five Year Financial Plan (Verbal Report)**  
***Donna Monteith, Chief Financial Officer***

Ms. Monteith presented this report and PowerPoint presentation.

Ms. Monteith outlined the budget process, identified budget challenges, and summarized each departments' draft 2023 to 2027 operational and special project budgets including adjustments made since the draft budget was last presented. Ms. Monteith also outlined the projects carried forward from 2022 to 2023.

Duane Lawrence, Chief Administrative Officer, outlined proposed new positions included in the draft 2023 to 2027 budget.

Staff addressed Council questions related to bylaw enforcement including the former bylaw ambassador positions, bylaw officer training requirements, and auxiliary RCMP officers. Staff described how the second bylaw officer position, removed from the 2023 budget, had been funded as well as challenges filling seasonal bylaw officer postings.

Ms. Monteith outlined the District's capital projects, vehicle fleet budget, debt servicing and the projected impact of further borrowing. She then provided general information about property assessments, their relationship to property taxes, the net assessed values of the 2023 completed roll, and noted the forthcoming revised roll which may be affected by 95 ongoing assessment appeals. Ms. Monteith also outlined the District's revenue and expenditures.

Staff responded to questions related to the District's role assisting BC Assessments with updating assessed values in the event of new improvements.

Ms. Monteith noted regional and municipal services funded through property taxation and outlined the tax implications of the proposed budget on average market value assessed properties from different classes.

The proposed 2023 tax increase is 10.04% for a single family home with an average market value assessment.

Ms. Monteith outlined the property taxes of specific properties from different classes with average, below average and above average assessed values. Next, Ms. Monteith noted the 2023 budget adjustments made since the last budget meeting. Finally, Ms. Monteith outlined the 2023 property tax implications associated with adding a Fulltime Bylaw Officer, Top Dresser or Parks Seasonal Position to the budget. These items were removed as part of the 2023 budget adjustments. Staff noted that the 2023 budget implications of hiring an additional Fulltime Bylaw Officer is reduced when compared to future

years because if approved, the Officer would be hired halfway through 2023.

Council discussed hiring an additional Bylaw Officer including the costs and benefits of funding this position. Council also discussed revenues from previously increased business license fees being used to offset the cost of the additional Bylaw Officer position.

Council noted that 10% is a significant tax increase given current inflation. Council further discussed the high level of services currently provided by the District.

Council discussed the proposed Deputy Fire Chief position. Staff provided information about the Deputy's role and the services the Deputy would provide.

Staff noted that funding through alternative sources of revenue like a parking program could be considered.

Ms. Monteith concluded the presentation by outlining the next steps in the budget process including the Budget Open House on March 7th, and public feedback period which closes on March 27, 2023.

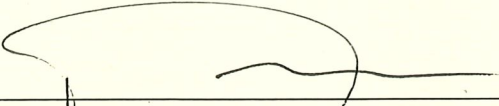
2023.2027.SPECIAL *It was moved and seconded **THAT** staff bring back a report to Council on alternative revenue sources.*


CARRIED.

## 5. ADJOURNMENT

The meeting was adjourned at 3:05 PM on February 23, 2023.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, February 23, 2023 at 1:00 pm in the Ucluelet Community Centre, 500 Matterson Road, Ucluelet, BC.

  
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Duane Lawrence, Corporate Officer

  
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Marilyn McEwen, Mayor