



DISTRICT OF UCLUELET

2020 BUDGET PLANNING PROJECTS REVIEW

FEBRUARY 20, 2020



District of Ucluelet Five-Year Financial Plan (2020 – 2024)

Meeting Schedule

December 12, 2019, Wednesday, 2 – 5pm

- CFO PowerPoint Presentation - review of “Municipal Budgeting”.
- CAO Overview of department operations and staffing (in-camera).

January 23, 2020, Wednesday, 2 – 5pm

- Report on District Operating Budgets:
 - ✓ General, Water & Sewer.
- Review of Projects by department:
 - ✓ Public Works.

February 20, 2020, Wednesday, 2 – 5pm

- Review of Projects by department:
 - ✓ Planning & Development.
 - ✓ Parks & Recreation, Fire & Emergency Services.
 - ✓ Harbour, Corporate Services, Finance.

March 12, 2020, Wednesday, 2 – 5pm

- Operating and Projects Discussion.

Draft Budget Complete

April 14, 2020, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw - 1st, 2nd Reading
- Tax Rates Bylaw - 1st, 2nd Reading

April 15, 2020, 5pm – 8pm

- Public Presentation

April 28, 2020, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw – 3rd Reading
- Tax Rates Bylaw – 3rd Reading




May 12, 2020, Tuesday, Regular Council Meeting

- Five Year Financial Plan Bylaw – Adoption
- Tax Rates Bylaw – Adoption

NOTE: Bylaw’s MUST be adopted prior to May 15, 2020



Public Realm Projects

2019-2020 Multi-Year Projects Summary	Planning	Implementation	Funding
Village Green Revitalization	2019-2020	2020 (Phase 1)	GT/RMI/G
 Peninsula Road Revitalization	2019-2020	2021 (Phase 1)	GT/RMI/G
Cedar Road Parking	Complete	2020 (Phase 1)	GT/RMI
 Amphitrite House	Complete	2020	RMI/G/CF
 Amphitrite Centre	2020	2021-2022	CF/G
Ucluelet Health Centre	2020-2021	TBD	TBD

Funding Sources

GT – Gas Tax

RMI – Resort Municipality Initiative

G – Grant

CF – Community Forest

Strategic Plan Projects



Downtown Core (Village Green)



- MEMORIAL GARDENS
- LAWNS + GREEN SPACE
- PATIO / STAGE
- PARKING
- HARBOUR & SEATING DECK
- MUNICIPAL OFFICES / BUILDINGS
- WATERFRONT TERRACES
- PLAY AREA

2019-2021

Allocated Funds	\$225,000 Design (Gas Tax)
	\$400,000 Implementation (RMI)
Design Project Costs	\$103,100
Invoiced in 2019	\$47,875

Work Completed

Site analysis, staff engagement, concept options.
Open House engagement.

Remaining Tasks

Identify preferred site plan and phases.
Cost estimates.
Online engagement.
Final plan approval by Council (Spring 2020).

Recommend transfer of \$75,000 of Gas Tax to Parking Hub



Peninsula Road



2019-2021

Allocated Funds	\$200,000 Design (Gas Tax)
	\$140,000 Implementation (RMI)
Design Project	\$114,400
Invoiced in 2019	\$29,933

Recommend \$75,000 of Gas Tax to Parking Hub

Work Completed

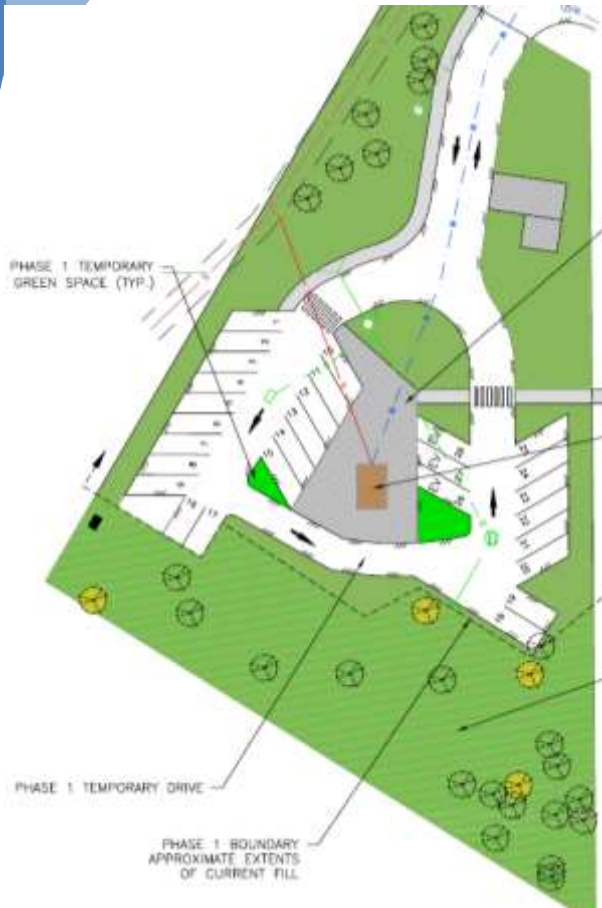
Site analysis, staff engagement, concept options.
Open House engagement.

Remaining Tasks

Identify preferred site plan and phases.
Cost estimates.
Online engagement.
Draft plan and engage Province.
Final plan approval by Council (Fall 2020)



Cedar Road Parking Hub



2019-2020

Allocated Funds	\$250,000 (RMI)
Phase 1 estimate	\$250,000
Final cost	\$274,000

Work Completed

Site prepared for opening with basic infrastructure.
Parking provided needed spaces in August 2019.

Remaining Tasks

Finalizing scope of work to enhance existing including paving.
Establish connector paths to Main Street.
\$150,000 to advance improvement to Hub

Future Expansion

Phase 1 will be monitored to assess needs.
Phase 2 expansion is not planned at this time.



Amphitrite Point Projects



Project #1 – Amphitrite House

Allocated Funds \$303,000 (RMI)+ Grant
(awaiting funding announcement)

Workplan

Initiate project work in Spring 2020.



Project #2 – Amphitrite Centre

Requested Funds \$250,000 (Community Forest)

Workplan

Initiate project work in Spring 2020, could include:

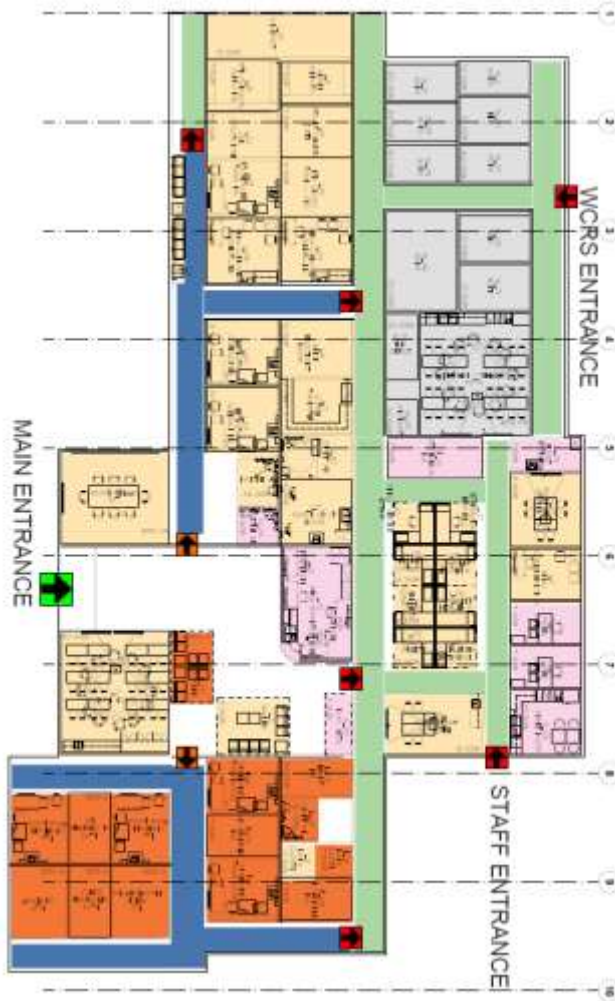
- Independent assessment of building condition.
- Engage DFO on facility upgrades.
- Review of space by Urban Systems & architect.
- Develop workplan and timeline for facility.
- Preliminary clean up and maintenance work.

Recommendation to Council in March Budget Meeting

\$250,000 allocated to preliminary work for Amphitrite Centre. Funds for projects will be approved by Council prior to use.



Ucluelet Health Centre



Ucluelet Health Centre Phase 1 Project

Allocated Funds	\$60,000
Feasibility Project	\$56,000
Invoiced to end of 2019	\$15,651

Work Completed

- Preliminary engagement with Island Health.
- Engagement with stakeholders.
- Preliminary building planning and site options at UCC.

Remaining Tasks

- Presentation to Council on preliminary options.
- Refinement of options.
- Cost consultant analysis.

Phase 2 cost estimates will be determined later in 2020.

Staff have identified the Matterson Corridor as preferable for other locations.



Resort Development Strategy

RMI 2019-2021

	2019	2020	2021	Total RMI
Anticipated Spending				
2018 Carry forward projects				
Safe Zone Kiosks	57,659			57,659
WPT Connector Trail	22,785			22,785
Lightkeepers House	60,000			60,000
Cedar Road Visitors Hub	133,925			133,925
Banners	3,534			3,534
Terrace Beach Access	60,000			60,000
Alder Rd Park	3,017			3,017
Chamber – washrooms/signage	8,000			8,000
St. Jacques - accessible	20,000			20,000
Tourism Infrastructure, Amenities, or Capital Purchases:				
Amphitrite Point Lands Project		151,500	151,500	303,000
Village Green Improvements	50,000	200,000	150,000	400,000
Cedar Road Visitors Hub 1/2	100,000			100,000
Electric Vehicle Charging Station		82,000		82,000
Heritage Sign	3,000	3,000	3,000	9,000
Peninsula Blvd Upgrade	40,000	100,000		140,000
Public Art Process			35,573	35,573
Sub Total	561,920	536,500	340,073	1,438,493
Tourism Services, Programs or Events:				
Ukee Days	10,000	20,000	20,000	50,000
Edge to Edge Marathon	10,000	20,000	20,000	50,000
Pacific Rim Whale Festival				
Pacific Rim Whale Festival	10,000	20,000	20,000	50,000
Rip Curl Pro	2,000	2,000	2,000	6,000
Sub Total	32,000	62,000	62,000	156,000
Administration:				
Program staff	8,000	8,000	8,000	24,000
Travel to Spring RCC	2,000	2,000	2,000	6,000
Sub Total	10,000	10,000	10,000	30,000
Total Spending:	603,920	608,500	412,073	1,624,493
Carry forward (if any):	295,787	50,411	0	



Community Planning

Long-Range Planning

2019 Carry-Over Projects to 2020

Phase 1

- OCP Bylaw Adoption
- Flood Risk Assessment & Mapping - \$150,000 (Grant)
- Land-Use Demand Study (w/ Tofino) - \$120,000 (Multiple Sources)

Phase 2

- Affordable Housing Needs Assessment (w/Tofino) - \$25,000 (EcDev 2018)
- Development Cost Charges (DCC) Bylaw Update - \$18,500 (Carryover)

Projects Proposed for 2020

- Secondary Suites/Dwelling Project
- Subdivision & Development Servicing Standards Bylaw - \$25,000 (Carryover)



Community Planning

Bylaw and Lands Projects

2020 Ongoing Bylaw Projects

- Raven Motel (2088 Peninsula Road)
- Hillside Manufactured Home Park (1293 Peninsula Road)
- Pacific Rim Charters (354 Forbes Road)
- UHS Noise Complaints (1743 Cedar Road)

2020 Ongoing Lands Projects

- Cedar Road Parking access paths.
- Wild Pacific Trail lands in several locations.
- Confidential land discussions for March 2020 budget meeting.



Recreation and Tourism

2019 Completed Projects

- UCC Capacitor Spring 2020 install - \$20,000
- New Public Washroom Chamber of Commerce - \$7,000 (RMI)
- Wild Pacific Connector(Marine Drive – He-Tin-Kis - Spring Cove) - \$225,000 (ICE-T & RMI)
- Heritage sign complete, install at Spring Cove - \$3,000

Project Discussions for 2020

- Future of the PRVC (Pacific Rim Visitors Centre) – Parks Canada Kiosks Project
- AVICC 2021 Planning
- Junction sign hardwire electric - \$5,500
- E-Bike Policy partnership with Tofino - \$16,000 (\$8,000 each)
- Wayfinding - \$15,200 (\$7,600 from 2019)
- Heritage Sign - \$3,000 (RMI)
- Bear Smart gap analysis (Staff report)

Future Considerations

- Skatepark and basketball court lights - \$150,000 (materials \$100,000 Musco)
- Tourism Master Plan
- Kayak Launch at Alder Park – 2021 consideration.



Parks Department



2019 Completed Projects

- Alder Road Park - \$10,000 (RMI)
- St. Jacques Park - \$83,750(RMI, New Horizons)
- Edna Bachelor Park Swing Install - \$12,400
- Office at Works Yard - \$25,000

Project/Capital Discussions for 2020

- Edna Bachelor - \$18,600 (carry-over)
- Aquarium Water Fountain install in May
- Wild Pacific Trail Maintenance Equipment
Ebike, tractor arm - \$11,000

- Cemetery - \$15,000
- Walk behind aerator - \$4,000
- Repair and Refurbish Roy Vickers sign
- Flail mower 2021 - \$60,000



Fire and Emergency Services

2019 Completed Projects

- Emergency Operations Centre Training
- Initiation of the Tsunami Warning System Sirens Project - \$60,000
- Amphitrite Emergency Kiosk #1 - \$63,600 for 2 (RMI)

2020 Proposed Projects

- Completion of Tsunami Warning System Sirens (April 2020)
- Tugwell Emergency Kiosk #2 install (Spring 2020)
- Fire Hall code compliance and EOC relocation - \$15,000
- Continuation of prioritizing firefighter safety including Firefighter Air Management Program
- EOC and ESS grant applications (UBCM)

Future Considerations

- Emergency generators for UCC and School - \$180,000 est. for each



Vehicle Fleet Review

Vehicle Make and Year	Replacement Year	Replacement	Replacement Cost (new)	2019 Purchase	2020 Purchase
2002 Chevy PU	2020	Ford F-150			\$ 40,000
1995 GMC Cube Van	2019	Ford F-550		\$99,750	
2001 Ford Dump 1 Ton	2020	Ford Dump 1 Ton			\$ 54,000
n/a new purchase	2035	Bucket Truck			\$ 60,000
2012 Ford F150 PU	2030		\$50,000		
2008 Canyon PU	2025		\$50,000		
1991 International Dump 4Ton	2022		\$150,000		
2008 Ford Ranger PU	2025	Ford Ranger	\$50,000		
1986 GMC Minipump	n/a		n/a		
2008 GMC Sierra PU	2025		\$46,000		
1998 Chevrolet 3/4 Ton PU – Parks	2020	Ford Ranger			\$ 46,000
2011 Electric – Parks	2022		\$35,000		
2011 Electric – Parks	2023		\$35,000		
2019 Chevy Colorado - Parks	2034			\$44,560	
2008 Ford Ranger – Bylaw	2025		\$40,000		
2017 Freightliner - Engine 1	2035		\$650,000		
2001 Volvo - Engine 2	2025		\$650,000		
2007 Freightliner - Rescue 1	2035		\$500,000		
2014 UVFD Command Truck - Dodge	2034		\$50,000	\$35,310	

2019 Purchases - \$179,620

2020 Purchase request – \$200,000 (5 year loan – annual payment budgeted)

Vehicle equipment storage will be considered in future facility planning.



Harbour

2019 Completed Projects

- Upgrade to WiFi System - \$3,000
- Commercial Dryer - \$2,700
- Life Jacket Boards with 8 Life Jackets - \$1,200
- Parking Lot Paint - \$1,800

2020 Proposed Projects

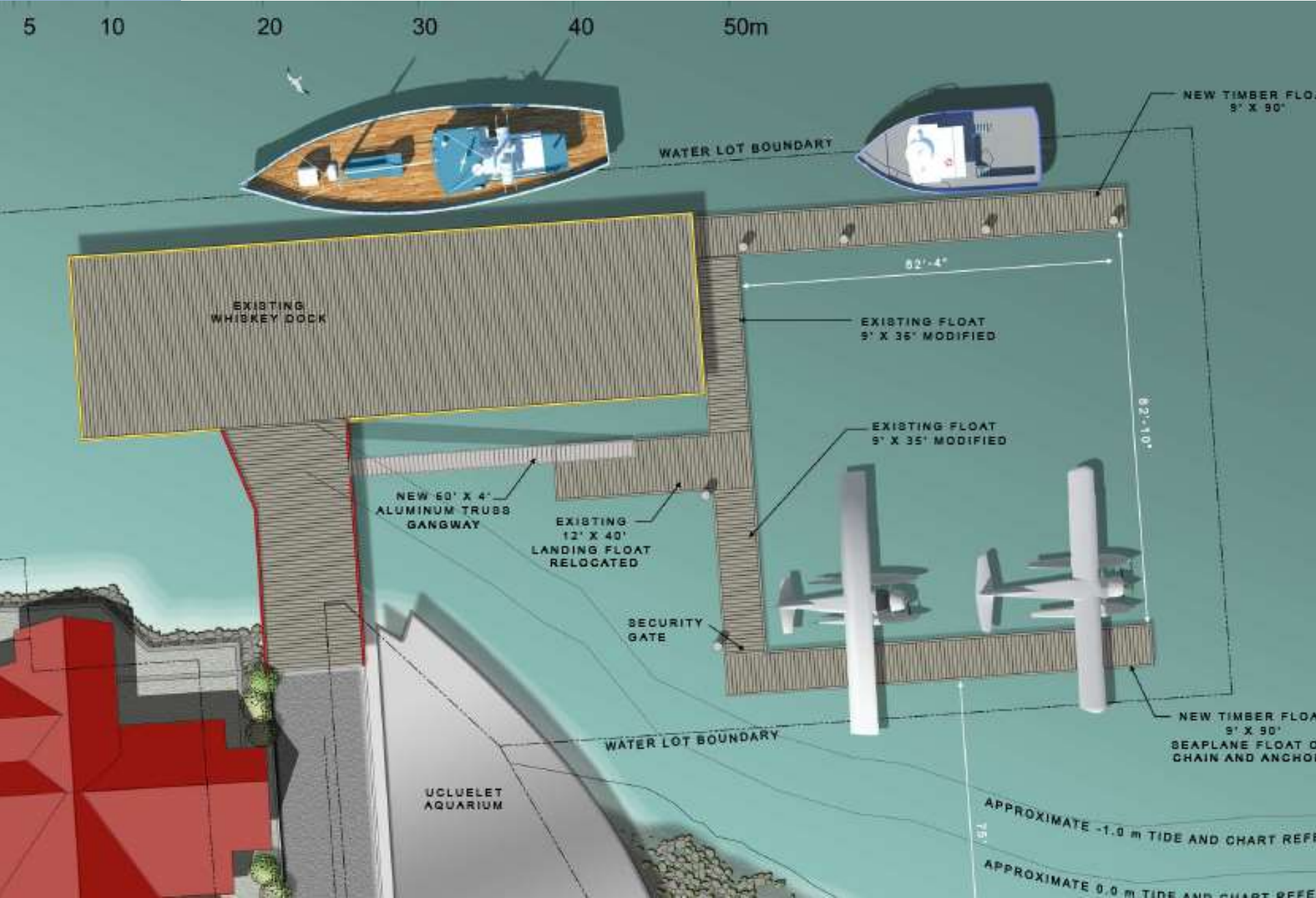


- Harbour Master Plan - \$30,000
- New pilings at Whiskey Dock - \$44,000
- SCH Beautification - \$10,000
- Cleaning Station Education Signage - \$10,000
- Boat launch improvements - \$10,000 (Design and estimate)
- Defibrillator for SCH - \$2,000
- Harbour Master boat - \$20,000
- Water's Edge gazebo walkway - \$65,000

Total: \$191,000

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





Additional Items

2020 Additional Discussions and Staff Recommendations

1. Seasonal Town Cleanup (\$10,000 annual budget).
 - Staff propose new drop off day. Recreation department developing plan.
2. Water stations installed in town for visitors and residents.
 - \$12,000 for two new stations.
3. 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/Finance

2019 Completed Projects

- Strategic Plan 2019-2023 Completed
- New Budgeting Software Completion (\$15,250)
- Webcasting Implemented
- WaterWorth Implementation

2019 Carry Forward Projects



- Bylaw/Policy Gap Analysis
- Asset Management Implementation
- Climate Adaptation Plan Draft Near Completion



- Ucluelet Health Centre project

2020 Proposed Projects

- Redesign of annual report to match Strategic Plan - \$3,000
- Indigenous Awareness training by Sarah Robinson - \$3,000
- SewerWorth Implementation - \$2,700

(Projects funded through operating budgets)



Information Technology

2019 Completed Projects

- Upgraded Website Content and Design via ICET Funded Economic Development Project
- Migrated Website to Canadian Server and Computers off Windows 8
- Rebuilt Server
- Implemented Cloud Based Server Backup

2019 Carry Forward Projects

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

2020 Proposed Projects

- *Existing Phone System Replacement (\$10,000 - \$20,000 one time cost) or an IP Phone System Could be Implemented*
- Institute IP Phones (\$2,418 annually savings)
- Provide IP Phone Training to Staff and Purchase and Integrate Hardware (\$5,110 One Time Cost)
- Enhance Mobile and Online Security (\$6,000 annual)
- Enhanced Remote Server Access Security (\$2,160 annual)

Future Projects

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



Sustainability and Climate Action

Commitments Made

100% Renewable Energy Plan adopted in 2019

80% reduction in GHGs and 100% renewable energy by 2050

Actions Underway

Transportation

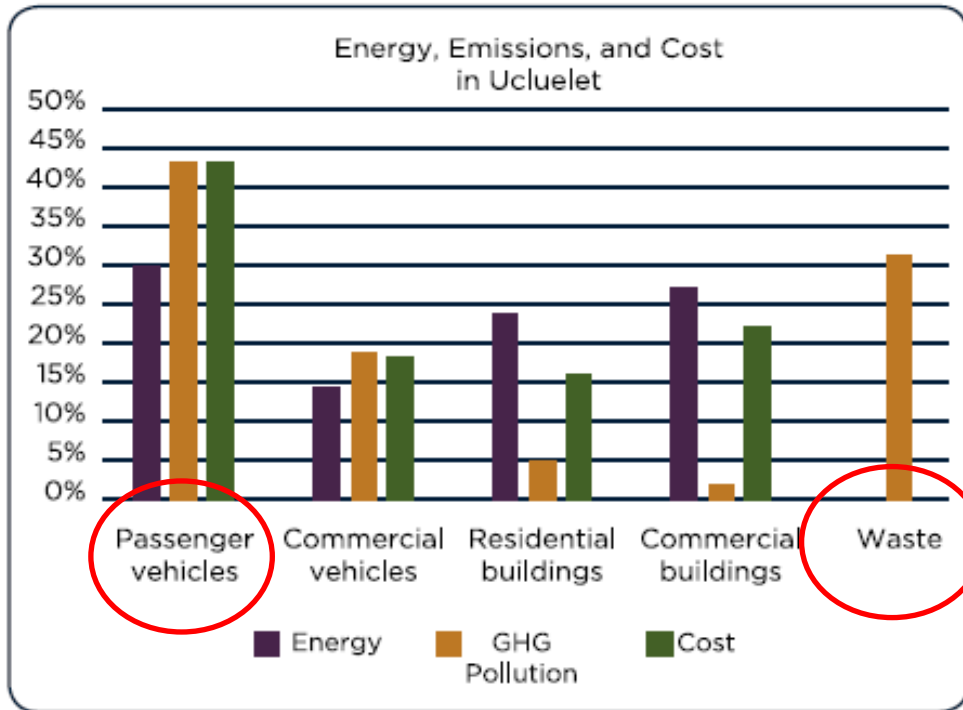
- Transit on the West Coast 2021.
- Peninsula Road design improvements 2021.
- EV charging installations in 2020 (RMI).
- District fleet improvements 2020.

Waste

- Residential and commercial composting services in 2021.
- Single-Use plastics bylaw update 2020.
- Water fountains installed in town 2020-2021.
- Proposed elimination of Spring Clean Up Day.

Other Actions

- Step Code building code improvements 2020.
- Draft Climate Adaptation Plan Spring 2020.
- Flood risk assessment and mapping 2020.
- Tourism Ucluelet Green Plan.



Facilities Condition Assessment



Asset Name	Address	FCI	RI	Replacement Value
Seaplane Base Recreation Hall	160 Seaplane Base Rd,	1.02	1.19	\$1,379,446.74
Ucluelet Athletic Club	1510 Peninsula Rd,	0.64	0.98	\$670,305.46
Public Works Shop 1	2070 Peninsula Rd,	0.42	0.85	\$584,615.34
Fire Hall	1520 Peninsula Rd	0.20	0.48	\$1,021,002.89
Municipal Office	200 Main Street,	0.20	0.37	\$1,163,821.45
Ucluelet Community Centre	500 Matterson Dr	0.08	0.08	\$6,099,761.83
Public Works Garage	2070 Peninsula Road,	0.03	0.03	\$231,419.78
Public Works Shop 2 - Trailer	2070 Peninsula Rd,	0.00	0.00	\$106,830.22
Public Works Trailer Office	2070 Peninsula Rd,	0.00	0.00	\$324,386.74

FCI (Facility Condition Index) is an industry-standard metric that objectively measures the current condition of a facility to meet basic replacement needs.

RI (Requirements Index) is the total cost of addressing all requirements divided by the current replacement value. Requirements (Deficiencies) includes deferred maintenance, code issues, functional deficiencies, and capital improvements.



Tugwell Field Planning Project



Proposed Hard Surface Facility

1. **Originally identified as a priority by residents in a 2018 Community Forest Survey.**
2. **Current programming demands show that a new facility would:**
 - a) Accommodate existing demand at two current aging and limited use facilities;
- 723 hours Rec Hall and UAC Hall in 2019.
 - b) Growing demand at newer facilities (i.e. gymnastics); and
 - c) Allow for future growth.
3. **Facility condition assessment show that investment in the two aging facilities is a costly investment in buildings that have programming limitations.**
4. **Tugwell has been identified by staff as a positive location option for several reasons:**
 1. High-ground emergency location.
 2. Future center of town.
 3. Good partner location potential for the Ucluelet Food Bank
5. **Decision must be reconciled with other asset management priorities.**



Proposed Use of Community Forest Funds

Year	Project Allocation	Funds
2019 Approved	Tsunami Sirens	\$40,000
	Health Centre Feasibility Study	\$30,000
2020 Considerations	Amphitrite Centre	\$250,000
	Affordable Housing Funds	\$500,000
	Tugwell Recreation Facility	\$1,000,000
	Emergency Generator	\$180,000
Remaining Funds		\$1,000,000



Water Capacity and Filtration Improvements

Water Filtration Project includes:

1. Filtration at Bay Street treatment plan (2021-2022)
2. Filtration at Well Field (2023-2024)
3. 3rd Reservoir (2025)

Funding

- 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 each year for 5 years.
- Typical homeowner water bill will increase annually from \$300 to \$374 in 2024.

Council Motions required for February 26th Grant Application.



Summary of Council Motion Requests for Today

1. February 26th Water Filtration Grant Application.

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

THAT Council supports the project and commits to its share up to \$2,600,000 of the project.

2. Cedar Road Parking Hub

THAT Council allocates \$150,000 of Gas Tax funds to implement improvements to Cedar Road Parking Hub.



January 23, 2020 Meeting

Follow Up Items

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.



Next Steps

March 12, 2020 @ 2:00pm Budget Meeting

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

April 15, 2020 @ 5:00pm Public Presentation

