

- page 13: the word "dumpt" should read "dump"
- page 17: point two under the Proposed Hard Surface Facility heading should read as follows:
 - *Current programming demands show that a new facility would:*
 - *accommodate existing demand at two currently aging and limited use facilities (723 hours at the Rec Hall and UAC Hall in 2019)*
 - *Growing demand at newer facilities (i.e. gymnastics); and*
 - *Allow for future growth.*

2020.017.SPECIAL **It was moved by Councillor Kemps and seconded by Councillor Hoar**
That Council adopts the February 20, 2020 Special Budget Meeting Minutes as amended.

CARRIED.

7. UNFINISHED BUSINESS

7.1 There was no unfinished business.

8. MAYOR'S ANNOUNCEMENTS

8.1 **Mayor Noël requested that Staff present funding options for the provision of funds for responding to COVID 19. Mark Boysn, Chief Administrative Officer, explained that surplus funds are available and recommended that Council direct Staff to set aside funds for dealing with COVID-19.**

2020.018.SPECIAL **It was moved by Mayor Noël and seconded by Councillor Kemps**
THAT Council allocates up to \$25,000 from the surplus reserve fund as COVID-19 emergency funds.

CARRIED.

9. PUBLIC INPUT, DELEGATIONS & PETITIONS

9.1 There were none.

10. CORRESPONDENCE

10.1 **Request for Budget Support for the West Coast NEST Regional Education Tourism Initiative**
Rebecca Hurwitz, Clayoquot Biosphere Trust, Executive Director

Council discussed the request from Clayoquot Biosphere Trust (CBT) to fund the West Coast NEST. They noted that they would like to see the NEST working in collaboration with other societies that are providing similar services and decided to decline to add this request for funding to

the 2020 budget.

10.2 Reporting and Request for Funding Letter from the Ucluelet Chamber of Commerce

Laurie Gherkie, Ucluelet Chamber of Commerce, President

Councillor Kemps recused herself at 2:10 PM due to a conflict of interest arising from her role as Executive Director of Chamber of Commerce.

Council discussed the request from the Chamber, including the following:

- The Chamber's request for funding in the amount of \$35,000 for 2020, 2021, and 2022.
- The suitability of the current location of the Chamber of Commerce office.
- How the current location is shared with Tourism Ucluelet.
- District funding of the Chamber projects to date.
- Current economic development funding available per year is \$35,000.

2020.019.SPECIAL It was moved by Mayor Noël and seconded by Councillor Hoar

THAT Council direct staff to report back to Council on options for the Chamber office lands including the use of economic development funds.

2020.020.SPECIAL It was moved by Mayor Noël and seconded by Councillor Hoar

THAT Council amend the previous motion made by the Mayor as follows:

THAT Council allots the Ucluelet Chamber of Commerce \$25,000 per year of the District of Ucluelet Economic Development Budget for the years 2020, 2021 and 2022;

THAT Council allocates \$10,000 per year of the District of Ucluelet Economic Development Budget for 2020, 2021 and 2022 for Staff to explore economic development options including the future location of Tourism Ucluelet; and,

THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet.

CARRIED.

2020.021.SPECIAL It was moved by Mayor Noël and seconded by Councillor Hoar

THAT Council allots the Ucluelet Chamber of Commerce \$25,000 per year of the District of Ucluelet Economic Development Budget for the years 2020, 2021 and 2022;

THAT Council allocates \$10,000 per year of the District of Ucluelet Economic Development Budget for 2020, 2021 and 2022 for Staff to explore economic development options including the future location of Tourism Ucluelet; and,

THAT Council directs Staff to present a report that explores options for the use of the \$10,000 allocated to explore economic development options including the future location of Tourism Ucluelet.

CARRIED.

11. LEGISLATION

11.1 Amended Single-Use Item Regulation Bylaw No. 1266, 2020 Joseph Rotenberg, Manager of Corporate Services

Joseph Rotenberg, Manager of Corporate Services, provided background information on proposed revisions to the Single-Use Item Regulation Bylaw No. 1266, 2020 which would prohibit polystyrene takeout containers and provide an exemption for the provision of plastic drinking straws to persons with diverse abilities / accessibility needs, upon request.

2020.022.SPECIAL It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve recommendation 1 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:

- 1. THAT third reading of "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" be rescinded.*

CARRIED.

2020.023.SPECIAL It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve recommendation 2 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:

- 2. THAT "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be revised to include a prohibition on polystyrene foam containers and an exemption for the provision of plastic drinking straws to persons with diverse abilities, upon request.*

CARRIED.

2020.024.SPECIAL It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve recommendation 3 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:

- 3. THAT "District of Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020" as amended, be given third reading.*

CARRIED.

2020.025.SPECIAL It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve recommendation 4 of legislation item, "Amended

Single-Use Item Regulation Bylaw No. 1266, 2020" which states:
4. *THAT a copy of the amended Ucluelet Single-Use Item Regulation Bylaw No. 1266, 2020 be sent to the Minister of Environment and Climate Change Strategy for approval.*

CARRIED.

2020.026.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**
THAT Council approve recommendation 5 of legislation item, "Amended Single-Use Item Regulation Bylaw No. 1266, 2020" which states:
5. *THAT an opportunity for representations from the public be provided before adoption.*

CARRIED.

12. REPORTS

12.1 Community Emergency Preparedness Fund - ESS Program Grant *Rick Geddes, Fire Chief*

Donna Monteith, Chief Financial Officer spoke to this report noting that the Fire Chief is applying to UBCM for a grant of \$25,000 that would provide funds for purchasing two Emergency Operation Centre (EOC) kits containing laptops, printers and peripherals, a replacement amateur radio kit and additional EOC staff training.

2020.027.SPECIAL **It was moved by Councillor McEwen and seconded by Councillor Hoar**
THAT Council approve recommendations 1 and 2 of legislation item, "Community Emergency Preparedness Fund - EOC Program Grant" which state:

1. *THAT Council supports the activities outlined in the District of Ucluelet's UBCM Emergency Operations Centres & Training Grant Application.*
2. *THAT Council provides overall grant management if the District of Ucluelet is awarded the UBCM Emergency Operations Centres & Training 2020 Grant.*

CARRIED.

12.2 Short Term Loan Authorization for Fleet Vehicle Purchase *Joseph Rotenberg, Manager of Corporate Services*

Donna Monteith, Chief Financial Officer, spoke to this report. She noted that the report recommends that Council authorize borrowing up to \$200,000 from the Municipal Finance Authority to purchase two pickup trucks, a bucket truck and a dump truck for the District of Ucluelet's vehicle fleet. She further noted that a 5 year loan of \$200,000 will require the annual debt payment of approximately \$42,000 to be incorporated into the 5 year financial plan, as well as the new operational costs for these vehicles if the old ones are not immediately pulled out of service.

2020.028.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen THAT Council approve recommendations 1 and 2 of legislation item, "Short Term Loan Authorization for Vehicle Purchases" which state:**

1. *THAT the Council of the District of Ucluelet authorizes up to \$200,000 be borrowed, under Section 175 of the Community Charter, from the Municipal Finance Authority, for the purpose of obtaining an equipment financing loan to purchase fleet vehicles; and*
2. *THAT the loan be repaid within 5 years, with no rights to renew.*

CARRIED.

12.3 Operating and Projects Review - Draft 5 Year Financial Plan Donna Monteith, Chief Financial Officer

Donna Monteith, Chief Financial Officer, spoke to this report. Ms. Monteith presented the proposed budget through a series of slides. The highlights included:

Proposed Tax Increase

Ms. Monteith presented this slide and noted the following:

- 4% overall tax increase is proposed for 2020, with the majority of project being funded by other sources.
- This does not include a 1% increase for asset management funding.
- Revised assessment rolls put out by BC Assessment in April 2020 could impact revenue projections.

There were no questions or comments from Council.

Summary of Draft Schedule A

Ms. Monteith presented a budget of \$10,974,762 and noted the following:

- Revenue and expenditure categories are broken down by percentage of total budget.
- The estimated two million dollar budget increase over last year is largely capital projects. Budget of \$10,974,762 is larger than last year which is accounted for by capital projects which are largely funded by non-municipal property tax.

There were no questions or comments from Council.

2020 Proposed Payroll Increases

Ms. Monteith presented these slides and noted the following:

- Council increase in payroll is based on the annual Consumer Price Index for BC, as required in bylaw No. 1226, 2017.
- CUPE Staff negotiated a 2% increase in their wages for 2020.

- Exempt Staff increases are in line with other small communities.

There were no questions or comments from Council.

Community Planning & Long Range Planning

Ms. Monteith presented these two slides and noted the following:

- Total revenue increase of 85% primarily due to grants and transfers.
- Total expense increase of 41% primarily due to staff and non capital projects which include carry-over projects like the flood mapping project costing \$150,000 and land use demand study costing \$120,000.

There were no questions or comments from Council.

Recreation and Tourism

Ms. Monteith presented this slide and noted the following:

- Total sales of services increase of 30% with a total funding increase of 38% when this is combined with transfers from reserves/RMI funding.
- RMI funding is used to offset the costs related to events such as Whalefest, Edge to Edge Marathon and Ukee Days.
- Future considerations such as skatepark and basketball lights, Tourism Master Plan, and kayak launch at Alder Park have not been included in the 2020 budget.

Council comments and questions:

- Noted they would like to see a firm estimate on the basketball court and skatepark lighting.

Parks

Ms. Monteith presented these two slides and noted the following:

- The majority of the Park's budget is funded by taxes with the exception of \$7,000 received from the ACRD for maintenance of their portion of the bike path.
- Noted projects/capital discussions for 2020 as follows:
 - Edna Batchelor, \$18,600 as a carry over from 2019.
 - Aquarium Water Fountain install to happen in May.
 - \$10,000 from 2019 reserves towards the Wild Pacific Trail maintenance equipment. which includes an E-bike and tractor arm.
 - Flail mower is not included in the 2020 Budget.
 - \$15,000 for the cemetery.
 - Roy Vicker's sign - repair and refurbishment - year not designated.

Council comments and questions:

- Noted their support of Roy Vicker's sign repair and refurbishment and would like to see public engagement on relocation options when the time comes.
- Noted their support of installation of public water fountains.
- Is the Parks department taking over maintenance of the Wild Pacific Trail? Abby Fortune, Director of Parks and Recreation, answered in the affirmative and that the budgeted materials and supplies reflects this. Ms. Fortune also explained that the Parks Department is working with the Wild Pacific Trail Society to develop a maintenance plan for the next 3-5 years. The E-bike tractor arm and potentially a news parks labourer position will support implementation of this plan.
- Has Alder Park landscaping and erosion control been completed? Ms. Fortune answered that it has been completed, and further noted there will be a new path installed in Edna Batchelor Park that connects Holly Crescent and Bay Street.

Fire and Emergency Services

Ms. Monteith presented this slide and noted the following:

- 2% budgetary increase is being proposed.
- \$10,000 per year is being transferred into reserves for purchase of fire department vehicles.
- Budget maintains Captain Anderson's current level of hours per week as Training Officer.
- Member stipends up to a total of \$15,000 for the year.

There were no questions or comments from Council.

Corporate Services/Finance

Ms. Monteith presented these two slides and noted the following:

- In the past the MRDT funding that has flowed through to Tourism Ucluelet has been recorded as a clearing account, but is now recorded as revenue and expense for increased transparency.
- Quarterly top ups of MRDT funds go into the Affordable Housing Reserve Fund per Council's direction.
- \$35,000 has been allocated to economic development.
- Reduction in finance department administration costs is due to change in the way that the staff time is recorded.

Mr. Boysen noted that Council had previously reviewed the projects, with no changes.

There were no questions or comments from Council.

Information Technology

Mr. Boysen presented the slide and noted the following:

- Main proposed project for 2020 is replacement of existing phone system with IP Phone System which will result in annual cost savings of \$2,418 and modernize the District's phone system.

There were no questions or comments from Council.

Public Works

Ms. Monteith presented the slide and noted that 2019 actuals were added in for Council's review but the remainder of items were identical to the previous meeting.

There were no questions or comments from Council.

Public Works - 2020 Projects

Mr. Boysen presented the slide and noted that the projects were the same as those reviewed by Council in the previous budget meeting.

There were no questions or comments from Council.

Vehicle Fleet Review

Mr. Boysen presented the slide and noted that it was the same as the slide reviewed by Council in the previous budget meeting.

There were no question or comments from Council.

Small Craft Harbour

Mr. Boysen presented the slide and noted that it was the same as the slide reviewed by Council in the previous budget meeting, as well as meetings where they have acted as the Harbour Authority.

Ms. Monteith noted that the \$191,000 budgeted for projects is from the Harbour Reserve fund, not from taxation for 2020.

Water

Ms. Monteith presented these slides and noted the following:

- There had been a small change made from the water and sewer slide previously viewed by Council. She noted that the increase is related to the fleet for additional insurance, fuel and maintenance costs for new vehicles that will be in use.
- Overall increase of 8% in operating expenses.

Water Capacity and Filtration Improvements

Mr. Boysen presented the slide and noted the following:

- Adding to existing systems through a possible 2.6 million dollar loan which requires electoral approval via Alternative Approval Process or referendum.
 - The improvements will help to meet the needs of community in terms of future water capacity and filtration.
 - The loan will be discussed further at the upcoming Council meeting next week.
- Ucluelet's current water rates are modest and some increases will be required over the next five years.

Council questions and comments:

- When will water rate increases come before Council? Ms. Monteith noted that once the Five Year Financial Plan and associated bylaws are passed, the fees and charges bylaw will be updated and be brought to Council for review.

Sewer

Ms. Monteith presented the slide and noted the following:

- It is the same as the slide presented to Council in the previous budget meeting except the small increase related to fleet.
- Overall increase of 8% in operating expenses.
- Lagoon has been completed and the final reporting has been submitted.
- The Director or Engineering Services salary is to be split between water and sewer fees, not new taxes.

There were no questions or comments from Council.

Public Realm Project Summary

Mr. Boysen presented the slide and noted the following:

- Summary of all multi-year projects underway and in planning stages as well as a breakdown of their funding sources.

There were no questions or comments from Council.

Asset Management Review

Mr. Boysen presented the slide and noted the following:

- The goal is to reach a sustainable funding model to allow the District to maximize asset usage and plan for long term replacement.
- Asset management plan will assist the District in qualifying for

provincial and federal grants.

There were no questions or comments from Council.

Facilities Condition Assessment, Tugwell Field Planning Project, Proposed Hard Surface Facility and Proposed Use of Community Forest Funds

Mr. Boysen presented these four slides and noted the following:

- Each District facility has been rated to determine how much money will need to be invested to bring facilities back up to an acceptable condition, as well as their current replacement costs, in order help Council decide if it is worth investing in these facilities for the long term.
- Tugwell Field Planning Project slide had been reviewed before by Council. The hard surface facility located there could allow for lighting to be installed for winter sports, such as soccer.

Council questions and comments:

- Council asked about the items included on the Tugwell Field Planning slide, what is the yellow block? Ms. Fortune noted that this slide is a preliminary rendering and the location of facilities could change. It is the Ambulance station in the current rendering. Staff would like to put a proper report together for Council's review, and to prepare for grant opportunities.
- If we spend the proposed funds for the Community Forest Funds and put the remainder into an endowment fund how much money would we have to spend on things such as grants in aid? Ms. Monteith answered that this has been suggested before and that non-profits use these vehicles to earn money, but is not sure if this option is available to local government. She suggests that Council could direct Staff to provide a report about investment options.
- Council discussed the importance of preserving the Community Forest Funds for future Council, noting support for preserving funds in the amount of \$1,000,000, and having returns from the investment of the money reinvested back into the fund.

Potential Property Tax Impact

Ms. Monteith presented this slide and noted the following:

- Residential Single Family 2020 municipal property tax increase of 4.03%
- Business municipal property tax increase of 4.01%
- The 5 Year Financial Plan and Tax Rates Bylaws will receive first and second reading on April 14th, with Public Presentation on April 15th and third reading on April 28th.

- Public feedback will be gathered and Council can amend the Bylaws prior to passing them.
- The Bylaws must be passed prior to May 15th.

Council questions and comments:

- Community Forest Funds are important and would like to see a portion of them preserved.

2020.029.SPECIAL **It was moved by Councillor Hoar and seconded by Councillor McEwen**

That Council direct Staff to provide a report on options for investing the remaining Community Forest Funds that have not been allocated for the 2020 budget.

CARRIED.

13. OTHER BUSINESS

13.1 There was no other business.

14. QUESTION PERIOD

14.1

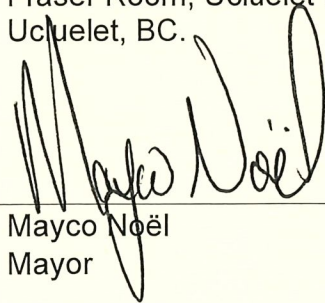
Jens Heyduck, resident, spoke to Council about his concerns related to the COVID-19. He discussed his situation related to his tourism-based businesses and asked if Council has plans for alleviating the impact of COVID-19 on the community of Ucluelet.

Council responded that the situation is quickly evolving, and that they have put a contingency fund in place to assist the District in responding to COVID-19. They noted that there is currently a provincial program in place for deferral of property taxes. They noted that they will monitor the situation and keep in touch with residents.

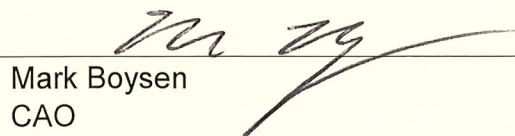
15. ADJOURNMENT

15.1 Mayor Noël adjourned the meeting at 3:50 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Thursday, March 12, 2020 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Mark Boysen
CAO