

DISTRICT OF UCLUELET
MINUTES OF THE SPECIAL COUNCIL MEETING
HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE
Wednesday, January 30, 2019 at 1:00 PM

Present: **Chair:** Mayor Noël
 Council: Councillors Cole, Hoar, Kemps, and McEwen
 Staff: Mark Boysen, Chief Administrative Officer
 Marlene Lagoa, Manager of Corporate Services
 Warren Cannon, Manager of Public Works
 Bruce Greig, Manager of Community Planning
 Abigail Fortune, Manager of Parks and Recreation
 Donna Monteith, Director of Finance

Regrets:

1. CALL TO ORDER

1.1 **Mayor Noël called the meeting to order at 1:00 PM.**

2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY

2.1 **Council would like to acknowledge the Yuułu?iŋ?ath First Nations on whose traditional territories the District of Ucluelet operates.**

3. ADDITIONS TO AGENDA

3.1 **There were no additions.**

4. APPROVAL OF AGENDA

4.1 **January 30, 2019 Special Agenda**

2017-001 **It was moved by Councillor McEwen and seconded by Councillor Hoar**
 THAT Council approve the January 30, 2019 Special Agenda as presented.
 CARRIED.

5. ADOPTION OF MINUTES

5.1 **January 16, 2019 Special Minutes**

2017-002 **It was moved by Councillor McEwen and seconded by Councillor Cole**
 THAT Council approve the January 16, 2019 Special Minutes as presented.
 CARRIED.

6. UNFINISHED BUSINESS

6.1 **There was no unfinished business.**

7. MAYOR'S ANNOUNCEMENTS

7.1 There were no announcements.

8. PUBLIC INPUT, DELEGATIONS & PETITIONS

8.1 Public Input

There were no members of the public present.

9. REPORTS

9.1 Early Budget Approvals

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen provided an overview of projects in the 2019-2023 Financial Plan, highlights included:

- There may be a need for a March 6, 2019 budget meeting depending on how strategic planning goes in late February.
- Open House has been scheduled for March 14, 2019.

Warren Cannon, Manager of Public Works, presented on early budget items and addressed Council's questions on the following:

Kennedy Lake Water Project

- Funds are for additional water filtration testing and does not include an updated project estimate.
- Mr. Boysen noted that there will be additional costs if the District was successful with the Kennedy Lake Water grant project.
- Mayor Noël asked that staff keep Council updated on the project so they can move it forward with other communities and levels of government.

SCADA

- Both water systems are on SCADA now and the reservoir will be brought online too.
- The purpose of the request is to upgrade the current system.
- The request is for the panel and connections and will become a capital asset.
- Goal is to have all systems on SCADA.
- The SCADA system that is being invested in has been planned to accommodate future additions to the system.
- Once in it purchased only need to budget for programming costs.

- Marlene Lagoa, Manager of Corporate Services, presented the Council Conferences budget and answered questions.
- Mayor Noël noted FCM Conference has not been attended by Ucluelet in the past; however, the District should attend this year

as we have been successful getting an FCM grant.

- Would like the CAO to also attend.
- Mayor will be representing the region as an ACRD Director.

2017-003

It was moved by Councillor Cole and seconded by Councillor Kemp

THAT Council approve the following 2019 projects, funded through sewer and water fees:

- *Kennedy Lake Water Project (\$50,000)*
- *SCADA Water (\$55,000)*
- *Bay Street Duplex Elimination (\$480,000)*

CARRIED.

2017-004

It was moved by Councillor Hoar and seconded by Councillor McEwen

THAT Council approve increasing the annual budget for Council attendance at conferences from \$30,000 to \$35,000 in the 2019-2023 Financial Plan.

CARRIED.

9.2 Planning & Development Projects

Bruce Greig, Manager of Community Planning

Bruce Greig, Manger of Community Planning, provided an overview of planning and development projects, highlights included:

- Moving the affordable housing needs assessment to 2020 to do it in partnership with Tofino. The project was approved yesterday at Tofino's budget meeting. Once the assessment is complete the DCC Bylaw can come together quickly.
- The land use study is a project that may be done in conjunction with the affordable housing needs assessment or with the regional district.
- Clarified that a portion of MRDT funds are being transferred to a housing reserve fund.
- Council asked about the terms of the housing reserve fund. CAO Boysen noted there is a bylaw that was setup.
- The draft OCP will be coming back to Council later this spring.
- The cost of updating bylaws relates to hiring a consultant to prepare specialized bylaws. For example, the land use demand study cost is to hire a specialized land economist.
- Asked why road design is not consistent around town: Mr. Greig responded, the bylaw was last updated in 1989. There will be public engagement opportunity with the new bylaw.
- Concern was expressed with delaying work on affordable housing until 2020.
- Mr. Greig said the assessment will look at the entire spectrum of housing and demographics to identify the gaps of how many housing units are needed to meet the community's needs. It will also help with applying for grants. There is a struggle between

short term rentals and long-term housing in our residential neighbourhoods.

- Secondary detached dwellings: it will require adoption of an amendment to the zoning bylaw to allow it.
- A report is coming to Council in the next couple of weeks looking at where short term rentals are in residential zones.
- The province has mandated housing needs assessments as a new requirement for adopting the OCP. It will likely result in an amendment to the OCP after 2020.

9.3 Parks & Recreation Projects

Abigail Fortune, Manager of Parks & Recreation

Abigail Fortune, Manager of Parks & Recreation, presented the parks and recreation projects, highlights included:

- Age friendly resource hub project has resulted in a website.
- Alder Road Park: waiting for grass to grow, bench dedication and installation this spring. There is a potential for phase 2 as part of public realm projects with a kayak launch.
- Ucluelet Community Centre Capacitor installed on heat pump to reduce electrical costs.
- Parks office at Public Works Yard: Money in last year's budget to purchase a Ryco trailer for the Parks office.
- Banner program: design work is complete and purchased. \$3400 is being carried over from 2018 for the installation. In the future may look at establishing more banners in town.
- Spring Cove is 90% complete and the District received funding from ICBC.
- St. Jacques Park: additional landscaping work in 2019 including a labyrinth.
- Public washroom at Chamber is just waiting on an automatic locking door handle to be installed.
- Big Beach Accessible Pathway, funded from RMI, is a challenge. It was looked at last year, but they couldn't find anything feasible. Staff are continuing to examine different options.

Staff addressed Council's question on the following:

- St. Jacques Park Funding: Original was \$63,750 with 75% federal grant funding with remaining balance being covered by RMI. An additional \$20,000 from RMI was needed to upgrade original plan - created a proper raised pathway, added a parking lot area, and resolved drainage issues.
- Issues with accessible pathways, including the one at Little Beach. One option is to build a concrete wall.
- Clearing of pathways at the beaches: The District's responsibility is clearing till the end of that pathway.

- District bought an accessible mat and will try and put it in this summer at Little Beach.
- Additional storage at Ucluelet Community Centre: one of the struggles identified by Mayor Noël is storage. The District should look at creating an additional dry storage space around the back side of the building. CAO Mark Boysen noted looking at use of space will be part of the facilities asset management plan and can fall into that discussion.
- Backup Generator at Ucluelet Community Centre: One of the two spaces with green fencing is for a generator. It can be hooked up – we just need the unit. CAO Mark Boysen noted that if we have enough information about costing we can bring that to the February 20th meeting for discussion.

9.4 Public Works Projects

Warren Cannon, Manager of Public Works

Warren Cannon, Manager of Public Works, presented the Public Works budget, highlights included:

- Marine Drive – water drainage, grubbing and new water hydrant being carried over to 2019.
- Cedar Road – survey work done last year; includes water, sewer and storm; and the moving of washrooms at Tugwell.
- Fleet – fleet analysis will be conducted, and new vehicles acquired in next six months.

Staff addressed Council's question on the following:

- The Cedar Road Hub is anticipated to be ready for the summer.
- Suggestion for Cedar Road Hub is to divert traffic from Peninsula and then exit onto Cedar Road.
- Signage for Cedar Road Hub – not planned for this initial phase. Long-term the District is looking at a pedestrian right-of-way to Peninsula Road.
- CAO Boysen noted that staff are looking at two phases for the Hub project as it is not ideal for motor homes. The goal by the summer is to have some cars and washrooms. Phase 2 is a significant cost and want to see what use is like in the first year with the option of additional concrete work.
- Council expressed concerns with signage being crucial because of the hidden entrance.

9.5 Emergency Services Projects

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the Emergency Services projects, highlights included:

- At an in-camera meeting Council approved a new Fire Chief position which will be posted shortly.
- Tsunami Kiosk at Amphitrite has been installed at Amphitrite. There is a budget to install another one in Tugwell Park in 2019.
- Emergency sirens testing was conducted in 2018. Installation of sirens donated by the City of Port Alberni will take place in 2019 and cost \$40, 000
- Flood Risk Assessment & Mapping grant for 100% funding is due February 22. A report will be coming to Council at the February 20th meeting for approval.

Staff addressed Council's question on the following:

- Tsunami signage and kiosk - Coast Smart signage is now up. No other signage planned at this time. Future signage will depend on recommendations from the Ucluelet Emergency Network and the new Fire Chief.

9.6 Harbour Projects

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the Harbour projects, highlights included:

- Harbour Manager is responsible for overseeing the projects.
- Projects are paid for from the Harbour Reserve Fund.
- 2018 projects include an updated security camera system, upper deck replacement of planks, and railing paint.
- 2019 Projects totalling \$8,700 to upgrade WiFi, commercial dryer, life jacket board with 8 life jackets, and parking lot painting.

Staff addressed Council's question on the following:

- Discussion on maintenance tasks and whether they are the responsibility of the Harbour Manager, and whether the cost would be covered from operating or reserves.
- Council would like to see improvements to signage, general upkeep and painting. They would like to be asked what they would like to see.
- Washrooms are hitting the end of life.
- The sign at the small craft harbour needs to be replaced.
- Council discussed the value of security cameras for protecting municipal assets.
- CAO to report back on whether 52 Steps has security cameras. Council is concerned about a boat that is being used for staff accommodation. There is no security camera at the boat launch.

9.7 Corporate Services/Finance Projects

Marlene Lagoa, Manager of Corporate Services

CAO Mark Boysen presented the Corporate Services and Finance projects, highlights included:

- FCM funded Climate Action Plan coming to Council next month.
- Community Health Care Facility Feasibility was budgeted for \$30,000. Had a recent meeting with Island Health staff last week and there is interest on a partnership.
- WaterWorth software is being completed in 2019.
- In 2019 another \$15,250 to update and complete new budgeting software.
- Webcasting report will be coming to Council next month.

9.8 Public Realm Projects

Mark Boysen, Chief Administrative Officer

CAO Mark Boysen presented the public realm projects, highlights included:

- Barkley Community Forest survey results for existing and potential public realm initiatives.
- Summary of current funding estimates from Gas Tax, RMI, community forest, reserve funds, and grants.

Staff addressed Council's question on the following:

- There is no expiry date on the use of Gas Tax funds.
- CAO Boysen will provide Council with more information on what Gas Tax will and won't fund.

10. OTHER BUSINESS

10.1 There was no other business.

11. QUESTION PERIOD

11.1 S. Mole

- **Noted she was in support of the life-jackets and signage at the harbour.**
- **Council discussed potential safety concerns and noted that life-jackets will need to be replaced regularly.**

12. CLOSED SESSION

12.1 *Procedural Motion to Move In-Camera:*

2017-005

It was moved by Councillor Hoar and seconded by Councillor Cole

THAT the meeting be closed to the public in order to address agenda items under Sections 90(1)(g), 90(1)(i), and 90(1)(k) of the Community .

CARRIED.

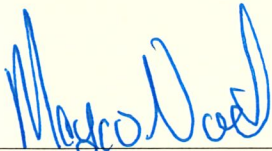
12.2 Mayor Noël suspended the regular meeting at 3:07 PM and moved in-camera at 3:18 PM.

12.3 Mayor Noël adjourned the in-camera meeting at 5:20 PM and resumed the open meeting.

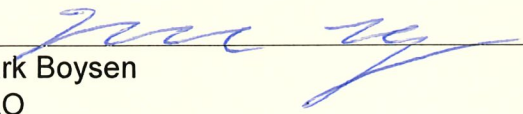
13. ADJOURNMENT

13.1 Mayor Noël adjourned the meeting at 5:20 PM.

CERTIFIED CORRECT: Minutes of the Special Council Meeting held on Wednesday, January 30, 2019 at 1:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



Mayco Noël
Mayor



Mark Boysen
CAO