

**DISTRICT OF UCLUELET**  
**MINUTES OF THE SPECIAL COUNCIL MEETING**  
**HELD IN THE GEORGE FRASER ROOM, 500 MATTERSON DRIVE**  
**Thursday, January 21, 2021 at 2:00 PM**

Present:       **Chair:**           Mayor Noël  
                  **Council:**       Councillors Cole, Hoar, Kemps, and McEwen (All Councillors Via Zoom)  
                  **Staff:**           Mark Boysen, Chief Administrative Officer (Via Zoom)  
                          Donna Monteith, Chief Financial Officer (Via Zoom)  
                          Bruce Greig, Manager of Community Planning (Via Zoom)  
                          Warren Cannon, Manager of Operations (Via Zoom)  
                          Abby Fortune, Manager of Recreation & Tourism (Via Zoom)  
                          Joey Rotenberg, Manager of Community Planning  
                          Nicole Morin, Corporate / Planning Clerk

Regrets:

**1. CALL TO ORDER**

The meeting was called to order 2:00 PM.

**2. ACKNOWLEDGEMENT OF FIRST NATIONS TERRITORY**

Council would like to acknowledge the Yuułu?it?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 YouTube and Zoom, which may store data on foreign servers.

**4. ADDITIONS TO AGENDA**

There were no additions to the Agenda.

**5. APPROVAL OF AGENDA**

**5.1 January 21, 2021, Special Council Meeting Agenda.**

2021.2021.SPECIAL   **It was moved by Councillor McEwen and seconded by Councillor Kemps**  
***THAT Council adopt the January 21, 2021, Special Meeting Agenda as***  
***presented.***

CARRIED.

**6. MAYOR'S ANNOUNCEMENTS**

There were no Mayor's announcements.

## 7. PUBLIC INPUT

- There were no questions via Zoom.
- There were no questions via email.

## 8. REPORTS

### 8.1 Presentation and Discussion of 2021 Projects

The department managers presented the status of 2020 department projects and the proposed 2021 projects.

#### Public Realm Projects

Mark Boysen, Chief Administrative Officer, reported on the status, funding sources, budget, work completed, and next steps for the 2019-2021 Public Realm Projects. These projects include:

- Downtown Core (Village Green) Revitalization;
- Peninsula Road Revitalization;
- Cedar Road Parking Hub;
- Ucluelet Health Centre;
- Amphitrite Centre;
- Amphitrite House; and,
- Water's Edge Pathway.

#### Public Works - 2021 Projects

Warren Cannon, Manager of Public Works, provided a status update on 2020 Public Works Projects and presented the 2021 Projects. He noted that there is no new funding request of Council related to these projects. The projects discussed were as follows:

- Matterson Road Upgrades;
- 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; and,
- Sanitary Sewer Auxiliary Power.

Donna Monteith, Chief Financial Officer, provided details of the "Water Filtration Project" since its timeline has changed. She explained that Council has approved this project, and grant funding has been applied for. She also noted that Council approved a 4.5% increase to water fees

for the next five years in order to fund our share of the project which amounts to 2.6 million dollars. A bylaw to increase these fees is forthcoming.

Councillor Kemps left the meeting at 2:30 PM due to technical issues.

#### Parks Department

Warren Cannon, Manager of Public Works, provided a status update on 2020 Parks Projects and presented the 2021 Parks Projects, their costs, and potential funding sources.

Councillor Kemps returned to the meeting at 2:42 PM.

The 2021 Parks projects include:

- Edna Bachelor Park path;
- Cemetery expansion;
- Washroom and trails/parks planning; and,
- Planning and design for the Wild Pacific Trail (Lighthouse Loop Storm Drainage).

#### Fleet Plan

Mr. Cannon and Ms. Monteith reviewed the fleet plan. It schedules for the replacement of District vehicles over the next five years and outlines associated costs and funding sources. The plan recommends the purchase of the following vehicles in 2021:

- a small garbage truck to cut back on the waste handling;
- a new bylaw truck for the additional proposed Bylaw Enforcement position;
- a new janitorial van; and,
- the replacement of one electric vehicle.

Council discussed the climate impacts of replacing an electric vehicle with a gas vehicle and recommended investigating electric or hybrid options. Council discussed scheduling solutions that could address the need for the additional bylaw vehicle.

#### Fire and Emergency Services

Rick Geddes, Fire Chief, outlined the projects completed in 2020, the proposed 2021 projects, and projects carried over from 2020, along with their estimated costs and potential funding sources. The proposed 2021 projects are as follows:

- Roof for ESS trailer and shipping container;
- Fire Hall feasibility study;
- Evacuation Route Plan (dependant on UBCM grant application); and,
- EOC and ESS grant applications as they arise (UBCM).

Mr. Geddes also identified potential future projects, including two additional tsunami sirens and the replacement of the firehall roof.

### Community Planning

Bruce Greig, Manager of Community Planning, outlined the projects completed in 2020

as well as the proposed 2021 projects and projects carried over from 2020 along with their estimated costs and potential funding sources. The proposed 2021 projects are as follows:

- OCP Bylaw Adoption;
- Residential Zoning amendments (B&B's/accessory cottages/etc.);
- Flood Plain Bylaw; and,
- Affordable Housing Needs Assessment.

### RMI Funded Projects

Abby Fortune, Manager of Recreation and Tourism, outlined the projects the proposed 2021 projects and projects carried over from 2020 along with their costs. The proposed 2021 projects are:

- Heritage Sign;
- Wayfinding
- Bi-lingual Road Signs;
- Kayak Launch at Alder Park (design and install); and,
- Pathway Access from Cedar Road Parking Hub to main thoroughfares.

Staff are seeking feedback from Council regarding the scope of the town beautification plan project. Council noted that the plan should address Christmas lights and green space.

Mr. Boysen noted that Discussions with Tourism Ucluelet regarding improvements to the Visitor Centre at the junction of Highway 4 and the Ucluelet/Tofino Highway are underway. Discussions are related to improved traffic flows on the property and connection to the multi-use path.

Council discussed RMI funding for festivals and asked if virtual festivals like Whale Fest 2021 would be eligible? Ms. Fortune clarified that virtual events qualify as the Provincial Government supports finding COVID safe ways of hosting events.

### Recreation and Tourism

Ms. Fortune outlined the projects completed in 2020 and proposed 2021 projects along with estimated costs and funding sources. The proposed

2021 projects include:

- Tourism Master Plan;
- Install of Water Fountain;
- Hard Sports Surface Facility Planning;
- Junction Entrance Sign Upgrade & Lighting;
- Lighting - Skatepark and basketball court light; and,
- Lighthouse Loop upgrades – redesign.

Ms. Fortune detailed potential lighting solutions for the Skateboard Park. Ms. Fortune also outlined proposed future projects, their costs, and potential funding sources:

- Emergency generator for UCC
- Additional Storage UCC
- Daycare Extension
- Future of the Pacific Rim Visitors Centre – planning & design; and,
- Town Beautification Plan – scope to be determined

#### Harbour Projects

Ms. Fortune noted that these projects are funded through Harbour revenues and will be reviewed by the Harbour Authority in February. She outlined the projects completed in 2020, 2020 projects carried over to 2021 and proposed 2021 projects along with estimated costs. 2021 proposed projects include:

- New pilings at Whiskey Dock;
- Ongoing Small Craft Harbour beautification;
- Washrooms painting and upgrades;
- Asphalt pathways; and,
- Water's Edge walkway.

#### Corporate Services/Finance

Donna Monteith, Chief Financial Officer, noted the projects completed in 2020, the proposed 2021 projects, and projects carried over from 2020, along with their costs and funding sources. The proposed 2021 projects are:

- Asset Management – Facilities Master Plan - \$20,000;
- SewerWorth implementation completion;
- Bi-Monthly Mayor's radio address;
- Policy updates/additions;
- Bylaw reviews/updates; and,
- Records management system review, redesign, and initial implementation.

#### Information and Technology

Joey Rotenberg, Manager of Corporate Services, noted the projects completed in 2020. He explained that the 2021 proposed project is to install refurbished servers for the Ucluelet Community and the District Office in the Fire Hall.

#### Sustainability and Climate Action

Mark Boysen, Chief Administrative Officer, outlined the District sustainability and climate action commitments and provided a status update.

#### Proposed Use of Barkley Community Forest Funds

Mark Boysen, Chief Administrative Officer, outlined the projects funded by Community Forest revenues in 2019 and 2020. He also noted the funds allocated for 2021 projects and requested that Council consider allocating \$50,000 to support 2021 Tugwell Recreation Facility planning.

Ms. Monteith noted that she would provide a report about setting up an endowment type fund for Barkley Community Forest revenues at a future Council meeting.

Ms. Monteith then outlined the next steps in the budget process and encouraged the public to submit budget feedback by email to [communityinput@ucluelet.ca](mailto:communityinput@ucluelet.ca). She noted that all input would be forwarded to Council and published in the April 27, 2021, Regular Meeting Agenda.

Council discussed the importance of supporting the expansion of Forest Glenn.

## **9. OTHER BUSINESS**

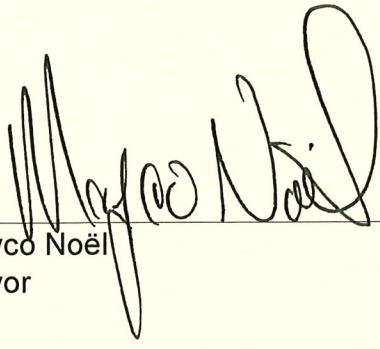
## **10. QUESTION PERIOD**

- There were no questions via Zoom.
- There were no questions via email.

## **11. ADJOURNMENT**

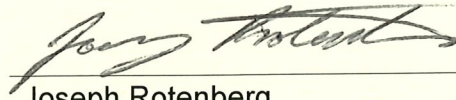
The meeting was adjourned at 4:33 PM.

**CERTIFIED CORRECT:** Minutes of the Special Council Meeting held on Thursday, January 21, 2021 at 2:00 pm in the George Fraser Room, Ucluelet Community Centre 500 Matterson Road, Ucluelet, BC.



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Mayco Noël  
Mayor



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Joseph Rotenberg  
Corporate Officer