



## **REGULAR MEETING OF COUNCIL**

Held Electronically and in the George Fraser Community Room,  
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet

**Tuesday, March 25, 2025 @ 4:00 PM**

### **MINUTES**

Present:      **Chair:**            Mayor McEwen  
                 **Council:**        Councillors Anderson, Hoar, and Maftai  
                 **Staff:**            Duane Lawrence, Chief Administrative Officer  
                            Jeff Cadman, Director of Finance  
                            Bruce Greig, Director of Community Planning  
                            Abby Fortune, Director of Community Services  
                            James MacIntosh, Director of Engineering Services  
                            Ed Chow, Manager of Corporate Services  
                            Nancy Owen, Executive Assistant

Regrets:

#### **1. CALL TO ORDER**

The March 25, 2025, Regular Council Meeting was called to order at 4:00 PM.

##### **1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH**

**Council would like to acknowledge the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.**

##### **1.2 NOTICE OF VIDEO RECORDING**

**Audience members and delegates are advised that this proceeding is 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 THE AGENDA**

##### **3.1 March 25, 2025, Regular Council Meeting Agenda**

2025.2086.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT*** the March 25, 2025, Regular Council Meeting Agenda be adopted as presented.

CARRIED.

#### 4. ADOPTION OF MINUTES

##### 4.1 December 10, 2024 Regular Council Meeting Minutes

2025.2087.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT*** the December 10, 2025, Regular Council Meeting Minutes be adopted as presented.

CARRIED.

#### 5. PUBLIC INPUT & DELEGATIONS

##### 5.1 Delegations

**Joshua Hunt, ERIF**

**Re: 221 Minato Road Submission**

The delegate updated Council about the status of the 221 Minato Road project.

#### 6. UNFINISHED BUSINESS

There was no unfinished business.

#### 7. REPORTS

##### 7.1 2025 By-election

***Ed Chow, Manager of Corporate Services***

2025.2088.REGULAR *IT WAS MOVED AND SECOND:*

***THAT*** Council approve the proposal from Panneton & Associates to provide by-election services for the District's upcoming by-election for the vacant Councillor seat.

CARRIED.

##### 7.2 ADU Covenant Authorization - 238 Matterson Drive

***Maddie Haynes, Planning Assistant***

2025.2089.REGULAR *IT WAS MOVED AND SECOND:*

***THAT*** Council authorize the Mayor and Corporate Officer to execute the Section 219 restrictive covenant for 238 Matterson Drive for registration at the Land Title Office.

CARRIED.

##### 7.3 Zoning Amendment, Development Permit, and Variances for 1351 Eber Road

***Anneliese Neweduk, Planner***

2025.2090.REGULAR *IT WAS MOVED AND SECOND:*

**THAT** Council direct staff to give notice of first reading for District of Ucluelet Zoning Amendment Bylaw No. 1369, 2025, and  
**THAT** Council direct staff to give statutory notice to receive input on Development Variance Permit 24-06.

CARRIED.

**7.4 Design Contract, Sanitary Sewer Projects**  
**James Macintosh, Director of Engineering Services**

2025.2091.REGULAR IT WAS MOVED AND SECOND:

**THAT** Council authorize the Mayor and Corporate Officer to execute a contract between the District of Ucluelet and Koers & Associates for \$260,000 plus GST for the design of sanitary sewer projects 1, 2, 4, 5, and 6 as outlined in report number 25-35.

CARRIED.

**7.5 2025 Grants In Aid and In-kind Contributions Award**  
**Abby Fortune, Director of Community Services**

**Councillor Maftei declared conflict of interest and log off the council meeting at 4:57pm.**

2025.2092.REGULAR IT WAS MOVED AND SECOND:

**THAT** Council approve the Grants in Aid for 2025 as outlined in Appendix A, 'Schedule of 2025 Grants in Aid and Council Contribution Requests' attached to staff report No. 25-34. Regarding the In-Kind contributions, Council directed staff to reduce the total In-Kind contributions by \$275, with the reduction applied proportionally to each applicant.

CARRIED.

Mayor McEwen recessed the meeting at 5:03 p.m.  
Mayor McEwen reconvened the meeting at 5:08 p.m.  
Councillor Maftei logged back on the council meeting at 5:08pm.

**8. INFORMATION ITEMS**

**8.1 Parks & Recreation Master Plan**  
**Abby Fortune, Director of Community Services**

Stephen Slawuta from RCS Strategies discussed the work plan of the Parks & Recreation Master Plan with Council.

**8.2 Council Strategic Priorities Update**  
**Duane Lawrence, CAO**

CAO Duane Lawrence provided a quarterly update on Council's strategic priorities.

**8.3 Ucluelet Parking Program**  
***Duane Lawrence, CAO***

CAO Duane Lawrence provided an updated overview of the parking program to Council.

**8.4 RCMP Monthly Policing Report February 2025**  
***Marc Jones, Sergeant, Ucluelet RCMP Detachment***

February 2025's RCMP Ucluelet Detachment Report was presented to Council for review.

**9. NOTICE OF MOTION**

There was no notice of motion.

**10. CORRESPONDENCE**

**10.1 Water Flushing**  
***Lara Kemps, Black Rock Resort***

**10.2 A Summary of Federal Capital Investments within Your Jurisdiction**  
***Gord Johns, MP, Courtenay-Alberni***

**10.3 Feedback Requested: Reforming the Local Government Act - A Roadmap**  
***Ben Geselbracht, AVICC President, Councillor, City of Nanaimo***

**11. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS**

**11.1 Mayor McEwen expressed her gratitude to CAO Duane Lawrence for his dedicated service to the community and wished him a happy and fulfilling retirement.**

**Mayor McEwen also announced that interim CAO Richard Harding will begin his role on March 31, 2025.**

**Additionally, Mayor McEwen thanked Executive Assistant Nancy Owen for her invaluable contributions to the community and wished her all the best in her future endeavors.**

**11.2 Councillor Shawn Anderson**

- met with Coast, a Non-Profit organization, on blue economy initiative; and**
- attended LGLA forum leadership academy; and**
- attended March 18, 2025, Special Council meeting; and**

- attended Alberni Clayoquot health network meeting on March 19; and
- attended a lot 13 meeting on March 19.

**11.3 Councillor Jennifer Hoar**

- attended LGLA forum leadership academy.

**11.4 Councillor Mark Maftai**

- expressed gratitude to everyone for attending the grand opening of the Amphitrite House and contributing to the success of the project.

**11.5 Mayor McEwen**

- met with Coast, a Non-Profit organization, on blue economy initiative; and
- attended LGLA forum leadership academy; and
- attended Chowder Chowdown on March 16; and
- attended March 18 Special Council meeting; and
- attended ACRD COTW meeting on March 19.

**12. QUESTION PERIOD**

- 12.1 Dario Corlazzoli, a member of the audience, addressed Council regarding the 211 Minato Road project.**

**13. ADJOURNMENT**

**13.1 Procedural Motion to Adjourn**

2025.2093.REGULAR *T WAS MOVED AND SECONDED:*

*THAT the March 25, 2025, Regular Council Meeting be adjourned at 6:05PM.*

CARRIED.

**CERTIFIED CORRECT:**

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Marilyn McEwen, Mayor

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Corporate Officer