



REGULAR MEETING OF COUNCIL

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

Tuesday, April 15, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, and Maftai
 Staff: Richard Harding, Chief Administrative Officer
 Jeff Cadman, Director of Finance
 Bruce Greig, Director of Community Planning
 James MacIntosh, Director of Engineering Services
 Ed Chow, Manager of Corporate Services

Regrets:

1. CALL TO ORDER

The April 15, 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 April 15, 2025, Regular Meeting Agenda

2025.2095.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the April 15, 2025, Regular Council Meeting Agenda be adopted as presented.

CARRIED.

4. ADOPTION OF MINUTES

4.1 December 12, 2024 Special Committee of the Whole Meeting Minutes

2025.2096.REGULAR *IT WAS MOVED AND SECONDED:
THAT the December 12, 2024, Special Committee of the Whole Meeting Minutes be adopted as presented.*

CARRIED.

4.2 December 19, 2024, Special Council Meeting

2025.2097.REGULAR *IT WAS MOVED AND SECONDED:
THAT the December 19, 2024, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

4.3 January 14, 2025, Regular Council Meeting

2025.2098.REGULAR *IT WAS MOVED AND SECONDED:
THAT the January 14, 2025, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

4.4 January 21, 2025, Special Council Meeting

2025.2099.REGULAR *IT WAS MOVED AND SECONDED:
THAT the January 21, 2025, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

4.5 January 28, 2025, Regular Council Meeting

2025.2100.REGULAR *IT WAS MOVED AND SECONDED:
THAT the January 28, 2025, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

4.6 January 30, 2025, Special Council Meeting

2025.2101.REGULAR *IT WAS MOVED AND SECONDED:
THAT the January 30, 2025, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

4.7 February 5, 2025 Special Council Meeting

2025.2102.REGULAR *IT WAS MOVED AND SECONDED:
THAT the February 5, 2025, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

4.8 February 6, 2025, Committee of the Whole Meeting

2025.2103.REGULAR *IT WAS MOVED AND SECONDED:
THAT the February 6, 2025, Committee of the Whole Meeting Minutes be adopted as presented.*

CARRIED.

4.9 February 7, 2025, Special Council Meeting

2025.2104.REGULAR *IT WAS MOVED AND SECONDED:
THAT the February 7, 2025, Special Council Meeting Minutes be adopted as presented.*

CARRIED.

4.10 February 11, 2025, Regular Council Meeting

2025.2105.REGULAR *IT WAS MOVED AND SECONDED:
THAT the February 11, 2025, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

4.11 February 25, 2025, Regular Council Meeting

2025.2106.REGULAR *IT WAS MOVED AND SECONDED:
THAT the February 25, 2025, Regular Council Meeting Minutes be adopted as presented.*

CARRIED.

5. UNFINISHED BUSINESS

There were no unfinished business.

6. BYLAWS

6.1 Taxation Rates Bylaw

Jeffrey Cadman, Director of Finance

2025.2107.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council give first, second and third reading to District of Ucluelet Annual Tax Rates Bylaw No. 1371, 2025.*

CARRIED.

6.2 Public Notice Bylaw

Ed Chow, Manager of Corporate Services

2025.2108.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council give first, second and third reading to District of Ucluelet Public Notice Bylaw No. 1377, 2025.*

CARRIED.

6.3 Traffic and Parking Bylaw
Ed Chow, Manager of Corporate Services

2025.2109.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council give first, second and third reading to District of Ucluelet*
Traffic and Parking Bylaw No.1376, 2025.

CARRIED.

7. REPORTS

7.1 Appointment of Corporate Officer
Richard Harding, Interim CAO

2025.2110.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council appoint Mr. Ed Chow as the Corporate Officer for the*
District; and,
***THAT** Council rescind the appointment of Mr. Duane Lawrence as the*
Corporate Officer for the District.

CARRIED.

7.2 Appointments of Election Officials
Ed Chow, Manager of Corporate Services

2025.2111.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council, pursuant to Section 58(1) and (2) of the Local Government*
Act, appoint Mark Brown of Panneton & Associates Ltd. as Chief Election
Officer for the purpose of conducting the 2025 By-Election effective April
15, 2025, with the power to appoint other election officials as required for
the administration and conduct of the 2025 By-Election; and
***THAT** Ed Chow, Manager of Corporate Services and Kelly Wharton of*
Panneton & Associates Ltd., be appointed as Deputy Chief Election Officer
for the 2025 By-election, effective April 15, 2025.

CARRIED.

7.3 Contract Award - Water Treatment Plant Upgrades: Building Supply
Package
James Macintosh, Director of Engineering Services

2025.2112.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council authorize the Mayor and Corporate Officer to enter into a*
contract with JCI Buildings Ltd. for the supply of a pre-engineered building
for the Water Treatment Upgrades project, in the amount of \$1,130,000
plus GST.

CARRIED.

7.4 Contract Award - Water Treatment Plant Upgrades: Filter Supply Package

James Macintosh, Director of Engineering Services

2025.2113.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council authorize the Mayor and Corporate Officer to enter into a contract with AWC Water Solutions Ltd. for the supply of a municipal water filtration system for the Lost Shoe Creek Aquifer (LSCA) Water Treatment Plant in the amount of \$1,460,000 plus GST.

CARRIED.

8. NOTICE OF MOTION

There was no notice of motion.

9. CORRESPONDENCE

9.1 Cannabis Taxation Sharing & Municipal - Owned Cannabis Retail Stores

9.2 Tonight's Council Meeting

10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

10.1 Mayor Marilyn McEwen

Mayor McEwen:

- spoke to receiving notice regarding business license renewals, which must be completed by May 1. The notice was sent via Ukee mail and is also posted on the website.
- mentioned that two open houses are scheduled regarding the new pay parking program.

10.2 Councillor Shawn Anderson
Deputy Mayor, April 1 - June 30, 2025

Councillor Anderson:

- spoke to his attendance at the 2025 Association of Vancouver Island and Coastal Communities (AVICC) AGM and Convention and participation in the community healthcare discussion.

10.3 Councillor Jennifer Hoar
Deputy Mayor, January 1 - March 31, 2025

Councillor Hoar:

- reported on her attendance at a planning workshop.
- spoke to her attendance at the AVICC AGM and Convention and the Community Healthcare discussion.

- further discussed attending a smaller workshop on redefining regional and community economic development, which was chaired by the Island Economic Trust.

10.4 Councillor Mark Maftei

Deputy Mayor, October 1 - December 31, 2025

Councillor Maftei:

- spoke to his attendance at the AVICC AGM and Convention and their participation in four presentations on public health themes.

10.5 Mayor Marilyn McEwen

Mayor McEwen:

- Spoke to attending the March 26, 2025 Alberni-Clayoquot Regional District Board meeting via Zoom, where the board adopted their 5-year financial plan.
- Attended the Senior's lunch at Forest Glen on March 31, 2025, with Senior's Advocate Dan Levitt in attendance.
- Participated in the April 3, 2025 Resort Community Collaborative Mayors meeting
- Attended the April 3, 2025 Tourism Ucluelet meeting at BlackRock.
- Met with the individual conducting the service review on April 3, 2025.
- Attended the April 4, 2025 regular tariff response meetings on Teams.
- On April 9, 2025, participated in both the Barkley Community Forest Corporation Board meeting and the Alberni-Clayoquot Regional District Board meeting.
- Attended the Tourism Ucluelet AGM at BlackRock on April 9, 2025.
- Spoke to her participation in the AVICC AGM and Convention from April 10-13, 2025.

11. QUESTION PERIOD

There were no questions or comments.

12. CLOSED SESSION

12.1 Procedural Motion to Move In-Camera

2025.2114.REGULAR *IT WAS MOVED AND SECONDED:*

THAT *the April 15, 2025, Regular Council Meeting be closed to the public pursuant to the following sections of the Community Charter:*

90(1)(i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

CARRIED.

The meeting was closed to the public at 5:15 PM.
Council returned to open session at 6:07 PM.

13. ADJOURNMENT

13.1 Procedural Motion to Adjourn

2025.2115.REGULAR *IT WAS MOVED AND SECONDED:*

THAT *the April 15, 2025, Regular Council Meeting be adjourned at 6:07 PM*

CARRIED.

CERTIFIED CORRECT:

Marilyn McEwen, Mayor

Corporate Officer