



## 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:**

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Marilyn McEwen, Mayor

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Corporate Officer