



REGULAR MEETING OF COUNCIL

George Fraser Community Room, Ucluelet Community Centre,
500 Matterson Drive, Ucluelet, and
Electronically via Zoom ([Ucluelet.ca/CouncilMeetings](https://ucluelet.ca/CouncilMeetings))
Tuesday, April 15, 2025 @ 4:00 PM

AGENDA

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1. CALL TO ORDER	
1.1. ACKNOWLEDGEMENT OF THE YUULU?I?ATH	
Council would like to acknowledge the Yuulu?i?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.	
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10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

10.1. Councillor Shawn Anderson

Deputy Mayor, April 1 - June 30, 2025

10.2. Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2025

10.3. Councillor Mark Maffei

Deputy Mayor, October 1 - December 31, 2025

10.4. Mayor Marilyn McEwen

11. QUESTION PERIOD

12. CLOSED SESSION

12.1. Procedural Motion to Move In-Camera

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;

13. ADJOURNMENT



SPECIAL COMMITTEE OF THE WHOLE MEETING OF COUNCIL

Held in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Thursday, December 12, 2024 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Hoar, Kennington, and Mafei
 Staff: Duane Lawrence, Chief Administrative Officer

Regrets:

1. CALL TO ORDER

The December 12, 2024 Special Committee of the Whole Meeting was called to order at 4:02 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

2. LATE ITEMS

There were no late items.

3. APPROVAL OF THE AGENDA

3.1 December 12, 2024 Special Committee of the Whole Agenda

2024.2040.COW *IT WAS MOVED AND SECONDED:*

***THAT** the December 12, 2024 Special Committee of the Whole Agenda be approved as presented.*

CARRIED.

4. REPORTS

4.1 Strategic Planning - Part III (Verbal Report)
Duane Lawrence, Chief Administrative Officer

Mr. Lawrence led a strategic planning workshop.

In this third and final Strategic Planning Workshop, the Committee

homed in on seven priorities: housing & affordability; infrastructure; governance & finance; environmental sustainability, climate and emergency resilience; intergovernmental and first nations relations; health, wellness & recreation; and economic development.

5. ADJOURNMENT

5.1 Procedural Motion to Adjourn

2024.2041.COW *IT WAS MOVED AND SECONDED:*

***THAT** the December 12, 2024 Special Committee of the Whole Meeting be adjourned.*

CARRIED.

The meeting was adjourned at 4:56 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



SPECIAL MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Thursday, December 19, 2024 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
Council: Councillors Anderson (via Zoom), Hoar, and Maftai (via Zoom)
Staff: Bruce Greig, Director of Community Planning
John Towgood, Municipal Planner
Nancy Owen, Executive Assistant

Regrets: Councillor Kennington

1. CALL TO ORDER

The December 19, 2024 Special Council meeting was called to order at 4:02 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were 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 AGENDA

3.1 December 19, 2024, Special Council Meeting

2024.2057.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the December 19, 2024 Special Council Meeting Agenda be adopted as presented.

CARRIED.

4. UNFINISHED BUSINESS

There was no unfinished business.

5. REPORTS

5.1 221 Minato Road (ERIF): OCP Amendment / Rezoning / Environmental DP

Bruce Greig, Director of Community Planning

Mr. Greig presented this report. He noted that the bylaws, housing agreement and covenant provided in the agenda package were not reviewed by the District's solicitors, and recommended that Council receive advice from the District's solicitors prior to committing to these documents. He outlined the bylaws and covenant recommended by staff and noted the alternative version of the bylaws and covenant proposed by the applicant (ERIF), published in the agenda package.

ERIF was given an opportunity to speak and in response to Council's questions, explained the need to move the project forward expeditiously. ERIF further addressed Council's questions pertaining to the alternative versions of the bylaws and covenant proposed by ERIF, and provided a synopsis of these documents.

In response to Council's questions, ERIF clarified the need for their employees to have access to the affordable housing units. ERIF employees would be subject to all qualifying requirements for these units. ERIF intends to hire locally for construction and manufacturing required for this development.

In response to Council's questions, staff clarified the reasons for delaying the phased development agreement is due to the urgency expressed to move to a Public Hearing. ERIF clarified that the covenant agreement commits it to constructing 60 units on Lots 1 and 2, prior to commencing construction on Lot 5. ERIF further clarified that it would be willing to build 100% of Lots 1 and 2 prior to commencing construction on Lot 5.

In response to Council's questions, ERIF clarified the homes to be built on Lot 5 would be built as residential with the ability for half of the homes to be rented as whole-home short-term vacation rentals. ERIF stated their willingness to change the whole-house vacation rental to primary residential with secondary vacation rental suites for the 11 units on Lot 3.

Council agreed to move forward with Option C of the report and proceed with the alternative version of the bylaws and covenant proposed by ERIF.

- 2024.2058.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council rescind second reading of District of Ucluelet Official
Community Plan Amendment Bylaw No. 1366, 2024.* CARRIED.
- 2024.2059.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council amend District of Ucluelet Official Community Plan Amendment
Bylaw No. 1366, 2024, to remove reference to Single Family Residential and
replace the Appendix A map to show that the proposed Lot 5 area would also
be changed to the Tourist Commercial / Residential designation.* CARRIED.
- 2024.2060.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council has considered the consultation requirements under Section
475 of the Local Government Act in relation to District of Ucluelet Official
Community Plan Amendment Bylaw No. 1366, 2024.* CARRIED.
- 2024.2061.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council is satisfied that consultation with owners of land affected by the
amendments in District of Ucluelet Official Community Plan Amendment Bylaw
No. 1366, 2024, as previously directed, is sufficient for the purpose of
consultation under Section 475 of the Local Government Act.* CARRIED.
- 2024.2062.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council has considered District of Ucluelet Official Community Plan
Amendment Bylaw No. 1366, 2024, in conjunction with the District of Ucluelet
Financial Plan.* CARRIED.
- 2024.2063.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council has considered District of Ucluelet Official Community Plan
Amendment Bylaw No. 1366, 2024, in conjunction with the Waste
Management Plan.* CARRIED.
- 2024.2064.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council give second reading to District of Ucluelet Official Community
Plan Amendment Bylaw No. 1366, 2024, as amended.* CARRIED.
- 2024.2065.SPECIAL *IT WAS MOVED AND SECONDED:
THAT Council give first and second reading to District of Ucluelet Zoning
Amendment Bylaw No. 1367, 2024.* CARRIED.
- 2024.2066.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council give first, second and third reading to District of Ucluelet Housing Agreement Bylaw No. 1368, 2024, as proposed by the applicant in Appendix I to the staff report 24-131.

CARRIED.

2024.2067.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council refer District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024, District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, and District of Ucluelet Housing Agreement Bylaw No. 1368, 2024, to a public hearing scheduled to be held January 21, 2025.

CARRIED.

2024.2068.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council indicate that approval of Official Community Plan Bylaw and Zoning Bylaw amendments would be subject to the owners of the property at 221 Minato Road registering a restrictive covenant on the title of the property, in accordance with the draft covenant attached as Appendix K to the staff report 24-131.

CARRIED.

2024.2069.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council authorize, at the time of registration of a new subdivision of the property as currently proposed, discharge of the existing covenant charges CB365207 and CA8532151 from the title of the property at 221 Minato Road.

CARRIED.

2024.2070.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council direct staff to prepare a report on the potential off-site servicing costs, potential for DCC “credits”, ability or limitations on the District offsetting servicing costs, and security or other commitments that the District could consider in servicing agreements for the development at 221 Minato Road.

CARRIED.

2024.2071.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT Council refer the bylaws and agreements to the municipal solicitors for review and advice on:

- a. the enforceability of the agreements; and,
- b. risk to the bylaws from legal challenge.

CARRIED.

6. ADJOURNMENT

6.1 Procedural Motion to Adjourn

2024.2072.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the December 19, 2024 Special Council Meeting be adjourned.

CARRIED.

The meeting was adjourned at 5:20 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



REGULAR MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Tuesday, January 14, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
Council: Councillors Anderson, Hoar (Via Zoom), Kennington (Via Zoom), and Maftai (Via Zoom)
Staff: Duane Lawrence, Chief Administrative Officer
Bruce Greig, Director of Community Planning
James MacIntosh, Director of Engineering Services
Joseph Rotenberg, Manager of Corporate Services
Rick Geddes, Fire Chief
Anneliese Neweduk, Planner
Nicole Morin, Building Inspector
Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The January 14, 2025 Regular Council Meeting was called to order at 4:01 PM.

1.1. ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2. NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

1.3. PROCEDURAL MOTION TO PERMIT MEMBERS TO ATTEND THE MEETING ELECTRONICALLY

2025.2025.REGULAR *IT WAS MOVED AND SECONDED:*

THAT section 10.5 of the Council Procedure Bylaw be suspended for the duration of the January 14, 2025 Regular Council Meeting so Councillors Hoar, Kennington and Maftai can all attend this meeting electronically.

CARRIED.

2. LATE ITEMS

2.1. Applicant's Written Submission Related to Zoning Amendment for 1959 Cynamocka Road

Fraser Macmillan, Applicant, 1959 Cynamocka Road

2.2. Protecting Taxpayers from Overspending on Local Government Construction

Chris Gardner, President and CEO, Independent Contractors and Business Association (ICBA)

2.3. Delegation: Dennis Morgan, Board Member, Raincoast Education Society

Re: Amphitrite House Occupancy

2025.2026.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 14, 2025 Regular Council Meeting agenda be amended by:

- adding the late item titled "Applicant's Written Submission Related to Zoning Amendment for 1959 Cynamocka Road" under agenda item 6.2;*
- also adding the late item titled "Protecting Taxpayers from Overspending on Local Government Construction" as agenda item 9.4.; and*
- adding the late item titled "Delegation: Dennis Morgan, Board Member, Raincoast Education Society" as agenda item 4.1.2.*

CARRIED.

3. APPROVAL OF THE AGENDA

3.1. January 14, 2025 Regular Council Meeting

2025.2027.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 14, 2025 Regular Council Meeting Agenda be adopted as amended.

CARRIED.

4. PUBLIC INPUT & DELEGATIONS

4.1 Delegations

**4.1.1. Sergeant Marc Jones, Ucluelet RCMP Detachment
Re: Quarterly Policing Report and Policing Priorities**

Sergeant Jones reported on policing activities in 2024 and introduced body worn cameras now being used by the officers in Ucluelet in a trial basis. He noted that the upcoming policing priorities are being considered for the fiscal year in 2025. He

requested that Council consider suggestions for policing priorities for the 2025 fiscal year.

**4.1.2. Delegation: Dennis Morgan, Board Member, Raincoast Education Society
Re: Amphitrite House Occupancy**

Councillor Maftai declared a conflict of interest and recused himself as he is the Executive Director of the Raincoast Society. He left the meeting at 4:24 PM.

Mr. Morgan, outlined their Memorandum of Understanding with the Wild Pacific Trail Society which allows them to access and use the the facility. He also provided details on the Lease Agreement with the District, to which the Raincoast Education Society is a party for the use of the Amphitrite House. He noted delays in the Amphitrite House being available for their programming, and its impact on their operations and an employee that they hired to work at the facility.

5. UNFINISHED BUSINESS

There was no unfinished business.

Councillor Maftai returned to open session at 4:31 PM after item 4.1.2. was dealt with.

6. BYLAWS

**6.1. District of Ucluelet Building Bylaw No. 1363, 2025
Nicole Morin, Municipal Inspector**

Bruce Greig, Director of Community Planning, presented this report.

2025.2028.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council gives first, second, and third reading to District of Ucluelet Building Bylaw No. 1363, 2025.*

CARRIED.

2025.2029.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council gives first, second, and third reading to District of Ucluelet Fees and Charges Amendment Bylaw No. 1364, 2025.*

CARRIED.

2025.2030.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council gives first, second, and third reading to District of Ucluelet Municipal Ticket Information Amendment Bylaw No. 1365, 2025.*

CARRIED.

6.2. Zoning Amendment for 1959 Cynamocka Road
Anneliese Neweduk, Planner

Bruce Greig, Director of Community Planning, presented this report.

2025.2031.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to give notice of first reading for District of Ucluelet Zoning Amendment Bylaw No. 1354, 2024.

CARRIED.

7. REPORTS

7.1. Joint Community Emergency Preparedness Fund Grant Application
Rick Geddes, Fire Chief

Chief Geddes presented this report.

In response to Council questions, the Chief noted that the Alberni-Clayoquot Regional District would administer this grant funding.

2025.2032.REGULAR *IT WAS MOVED AND SECONDED:*
THAT Council authorize the Alberni-Clayoquot Regional District to apply for, receive, and manage grant funding through the Union of BC Municipalities 2025 Community Emergency Preparedness Fund, on behalf of the District of Ucluelet for emergency services response supplies and equipment.

CARRIED.

8. NOTICE OF MOTION

There were no notices of motion.

9. INFORMATION ITEMS

9.1. Barkley Community Forest New Signage
Barkley Community Forest

9.2. Next Lieutenant Governor of British Columbia - Wendy Cocchia, C.M., O.B.C., LL.D.(Hon)
Office of the Lieutenant Governor

9.3. AVICC Joint Area Association Virtual Engagement Session
Association of Vancouver Island and Coastal Communities

10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

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

10.2. Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2025

10.3. Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2025

10.4. Councillor Mark Maftei

Deputy Mayor, October 1 - December 31, 2025

10.5. Mayor Marilyn McEwen

Mayor McEwen attended:

- the Barkley Community Forest Corporation meeting and Christmas lunch, and an Alberni-Clayoquot Regional District meeting on December 11th;
- the Sail Past on December 12th;
- the District of Ucluelet's Christmas party on December 13th;
- the Resort Community Collaborative meeting on December 16th;
- the Tourism Ucluelet Board meeting on December 18th; and
- the Tourism Ucluelet Board Retreat from January 10th to 12th, 2025.

11. QUESTION PERIOD

There were no questions or comments.

12. CLOSED SESSION

12.1. Procedural Motion to Permit Members to Attend the Closed Session Electronically.

2025.2033.REGULAR *IT WAS MOVED AND SECONDED:*

THAT section 10.6 of the Council Procedure Bylaw be temporarily suspended for the remainder of the January 14, 2025 Regular Council Meeting to allow Councillors Kennington, Hoar and Maftei to electronically attend the closed portion of this meeting.

CARRIED.

12.2. Procedural Motion to Move In-Camera

2025.2034.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 14, 2024 Regular Council Meeting be closed to the public pursuant to the following sections of the Community Charter:

- 90(1)(c) labour relations or other employee relations;
- 90(1)(e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
- 90(1)(g) litigation or potential litigation affecting the municipality; and
- 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 4:56 PM.

13. ADJOURNMENT

13.1. Council returned to open session at 6:58 PM, and rose and reported that Council adopted the following resolutions in closed session:

- THAT Council direct staff to present the draft Licence of Occupation over portions of Bay Street to Alliance Holdings for their review and execution as a long-term interim solution to legitimizing the existing encroachments of private buildings and gardens on the public road right-of-way adjacent to 1948 Bay Street.
- THAT Council indicate its support, subject to the normal necessary public process, for amending the zoning of the Alliance Holdings property at 1948 Bay Street to reflect its current residential use and indicate that this amendment is expected to be brought forward with other residential zoning amendments in the municipal workplan for 2025.

13.2. Procedural Motion to Adjourn

2025.2035.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 14, 2025, Regular Council Meeting be adjourned.

CARRIED.

The meeting was adjourned at 7:00 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



SPECIAL MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Tuesday, January 21, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
Council: Councillors Anderson, Hoar (via Zoom), Kennington (via Zoom), and Maftai (via Zoom)
Staff: Duane Lawrence, Chief Administrative Officer
Bruce Greig, Director of Community Planning
John Towgood, Municipal Planner
Anneliese Neweduk, Planner
Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The January 21, 2025, Special Council Meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

1.3 PROCEDURAL MOTION TO PERMIT MEMBERS TO ATTEND THE MEETING ELECTRONICALLY

2025.2025.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT section 10.5 of the Council Procedure Bylaw be suspended for the duration of the January 21, 2025 Special Council Meeting so Councillors Hoar, Kennington and Maftai can all attend this meeting electronically.

CARRIED.

2. LATE ITEMS

2.1 Additional Correspondence Related to Bylaw Nos. 1366, 2024, 1367, 2024 and 1368, 2024.

2025.2026.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the January 21, 2025 Special Council Meeting agenda be amended by:

- *adding the late item titled “Additional Correspondence Related to Bylaw Nos. 1366, 2024, 1367, 2024 and 1368, 2024” under agenda item 4.2.*

CARRIED.

3. APPROVAL OF AGENDA

3.1 January 21, 2025 Special Council Meeting

2025.2027.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the January 21, 2025 Special Council Meeting Agenda be adopted as amended.

CARRIED.

4. PUBLIC HEARINGS

District of Ucluelet Official Community Plan Bylaw No. 1366, 2024, District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, and District of Ucluelet Housing Agreement Bylaw No. 1368, 2024

(Location: 221 Minato Road; Legal Description: Lot 1, Plan EPP129243, District Lot 286, Clayoquot Land District, PID 032135084)

4.1 Related Documents

Mr. Greig presented a brief overview of each of the subject bylaws.

4.2 Related Written Correspondence

We received 20 correspondence items, including the late items. Seven residents spoke in favour of the development and thirteen residents were opposed and/or expressed concerns.

4.3 Applicant Presentation

The applicant, Joshua Hunt from ERIF, was given the opportunity to speak, and presented the background of how the project started and ERIF's methodology.

4.4 Public Input

Barb Schramm, Ucluelet resident, spoke in opposition expressing concerns on density, and environmental impacts of the mudflats and forest corridor.

Courtney Cullen, Ucluelet resident, spoke in support of the development.

Don Ferris, Ucluelet resident, spoke in opposition siting concerns for the environmental impacts and archeological concerns expressed by the First Nations.

Todd Evalina, Ucluelet resident, spoke in support of the development.

Natasha Barnard; Ucluelet resident, spoke in support of the development.

Dennis Morgan, Ucluelet resident, spoke in support of the development.

Joe Corlazzoli, Ucluelet resident, spoke in support of the development.

Bryan Pudney, Ucluelet resident, spoke in support of the development.

Laura Griffith-Cochrane, Ucluelet resident, spoke in opposition siting concerns for the environmental impacts on the mudflats, although is in favour of affordable housing, not at the expense of the environment.

Cindy Levine, Ucluelet resident, spoke in support of the development.

Cameron Beattie, Ucluelet resident, spoke in support of the development.

Chantal Gemmell, Ucluelet resident, spoke in support of the development with concern about the affordable and attainable housing staying in perpetuity.

Judy Gray, ACRD resident, spoke in support of the development.

Daryl Dorion, Ucluelet resident, spoke in support of the development, but not in favour of the trail near the mudflats.

Barb Beasley (zoom), Ucluelet resident, spoke in opposition in part pertaining to environmental impacts, the tsunami hazard zone restrictions within the OCP, and concerns that the 30 m tree buffer

is inadequate for the long-term integrity of the ecosystem and structural integrity of the buildings.

Murry Cole, Ucluelet resident, spoke in support of the development.

Chris Bozman, Ucluelet resident, spoke in support of the development.

Kevin Vanvouwerff, Ucluelet resident, spoke in support of the development.

Josh Jenkins, Ucluelet resident, spoke in support of the development. Chan

Erika Keen, Ucluelet resident, spoke in support of the development.

Dario Corlazzoli, Ucluelet resident, spoke in support of the development.

Nancy Lobaugh (zoom), Ucluelet resident, spoke in general support of the development with concerns regarding environmental impacts, archeologically sensitive areas and wildlife habitat.

Josh Denny (correspondence), Ucluelet resident, wrote in opposition siting concerns for removing the 30 m tree buffer and questions regarding the proposed housing affordability.

Markus Rannala (correspondence), Ucluelet business, wrote mostly in favour of the development with concerns for density and forest setbacks.

Tamara Summers (correspondence), Ucluelet business, wrote in favour of the development.

Samuel Vandervalk (correspondence), residence unknown, wrote in favour of the development.

Mark Fortune (correspondence), Ucluelet resident, wrote in opposition siting concerns for density, infrastructure demands, environmental impacts, and road safety.

Shane Hilder, Ucluelet resident, spoke in support of the development.

The Mayor closed the public hearing on District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024, District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, and District of Ucluelet Housing Agreement Bylaw No. 1368, 2024, at 6:55 PM.

5. ADJOURNMENT

5.1 Procedural Motion to Adjourn

2025.2028.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the January 21, 2025, Special Council Meeting be adjourned at 6:55 PM.

CARRIED.

CERTIFIED CORRECT:

Marilyn McEwen, Mayor

Corporate Officer

Deputy Corporate Officer

3. APPROVAL OF THE AGENDA

3.1 January 28, 2025 Regular Council Meeting

2025.2037.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 28, 2025 Regular Council Meeting Agenda be adopted as presented.

CARRIED.

4. CLOSED SESSION

4.1 *Procedural Motion to Move In-Camera:*

2025.2038.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 28, 2025 Regular Council Meeting be closed to the public pursuant to the following section 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 4:09 PM and returned to open session at 4:38 PM.

Councillor Maftai entered the meeting at 4:11 PM, while Council was in closed session.

5. UNFINISHED BUSINESS

There was no unfinished business.

6. BYLAWS

6.1 **Adoption of Updated District of Ucluelet Building Bylaw** *Nicole Morin, Municipal Inspector*

Bruce Greig, Director of Community Planning, presented this report.

2025.2039.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt to District of Ucluelet Building Bylaw No. 1363, 2025.

CARRIED.

2025.2040.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt District of Ucluelet Fees and Charges Amendment Bylaw No. 1364, 2025.

CARRIED.

2025.2041.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt District of Ucluelet Municipal Ticket Information Amendment Bylaw No. 1365, 2025.

CARRIED.

6.2 **221 Minato Road (ERIF): 3rd Reading of OCP Amendment &**

Rezoning Bylaws No. 1366, 2024 and 1367, 2024
Bruce Greig, Director of Community Planning

- 2025.2042.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council give third reading to District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024.*
CARRIED.
- 2025.2043.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council amend District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, to correct three typos in sections CD-6.4 and CD-6.9 of the bylaw.*
CARRIED.
- 2025.2044.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council give third reading to District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, as amended.*
CARRIED.
- 2025.2045.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council indicate that approval of District of Ucluelet Official Community Plan Amendment Bylaw No. 1366, 2024, and District of Ucluelet Zoning Amendment Bylaw No. 1367, 2024, would be subject to the owners of the property at 221 Minato Road registering a restrictive covenant on the title of the property, to ensure the development proceeds as proposed - to the satisfaction of Council - and direct staff to work with the municipal solicitors and the applicant to bring amended housing agreements and an amended restrictive covenant back for Council consideration at the earliest opportunity.*
CARRIED.

7. REPORTS

7.1 Resort Development Strategy Projects
Abby Fortune, Director of Community Services

- 2025.2046.REGULAR *IT WAS MOVED AND SECONDED:*
***THAT** Council direct staff to investigate and bring forward the following tourism projects for the 2025 to 2027 Resort Development Strategy for consideration:*
1. *Additional First Nations Projects*
 2. *Trail Projects*
 3. *Special Events*
 4. *Skatepark expansion*
 5. *WildSafeBC - staffing request*
 6. *Administration (event admin/conference)*
 7. *Village Green Event Space*
 8. *Peninsula Road Entrance to town*
 9. *Furnishings*
 10. *Amphitrite Park*

11. Village Green Revitalization

CARRIED.

**7.2 Notice of Land Disposition - Ministry of Citizen's Services Lease
Abby Fortune, Director of Community Services**

2025.2047.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council authorize staff to issue a public Notice of Property Disposition for a portion of Lot A, Plan VIP569363, District Lot 281, Clayoquot Land District, Except Plan VIP81535 and more commonly referred to as 500 Matterson Drive, office 144, to the Ministry of Citizen's Service (MCS), by way of lease, for a term of three years from April 1, 2025, to March 31, 2028 with an annual 2% increase in the amount of:

\$ 383.24 per month between April 1, 2025, to March 31, 2026,

\$ 390.90 per month between April 1, 2026, to March 31, 2027, and

\$ 398.72 per month between April 1, 2027, to March 31, 2028, plus GST.

CARRIED.

**7.3 Interim Deputy Corporate Officer and Freedom of Information and Privacy Protection Head
Duane Lawrence, Chief Administrative Officer**

2025.2048.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council appoint Ms. Nancy Owen as Interim Deputy Corporate Officer; and,

THAT Council appoint Mr. Duane Lawrence as the Freedom of Information and Privacy Protection

Head; and further,

THAT Council rescind the appointment of Joseph Rotenberg as Deputy Corporate Officer and Freedom of Information and Privacy Protection Head.

CARRIED.

8. NOTICE OF MOTION

There were no notices of motions.

9. CORRESPONDENCE

9.1 Request for Illumination of the District of Ucluelet Sign in Purple Lights on March 26th, 2025

Sonia Velji, BA, MPH, Provincial Manager of Programs and Services, BC Epilepsy Society

2025.2049.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council direct Staff to illuminate the District of Ucluelet sign at the Junction in purple on March 26th, 2025 to raise awareness about epilepsy.

CARRIED.

9.2 Proclamation of Crime Stoppers Month

Brian Cornborough, President Central Vancouver Island Crime Stoppers

10. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

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

Councillor Anderson attended:

- a Council to Council with Yuułuʔiłʔatḥ Government on January 16th; and
- the Missoula Children's Theatre show on January 18th.

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

Councillor Hoar attended the Council to Council with Yuułuʔiłʔatḥ Government on January 16th.

10.3 Councillor Ian Kennington
Deputy Mayor, July 1 - September 30, 2025

10.4 Councillor Mark Maffei
Deputy Mayor, October 1 - December 31, 2025

Councillor Maffei attended the Missoula Children's Theatre show on January 18th.

10.5 Mayor Marilyn McEwen

Mayor McEwen attended:

- the Alberni-Clayoquot Regional District (ACRD) Committee of the Whole meeting and later the ACRD Board meeting on January 15th;
- the Council to Council with Yuułuʔiłʔatḥ Government on January 16th; and
- the ACRD Inclusive Governance Workshop - Part II on January 23rd.

11. QUESTION PERIOD

11.1 Mayco Noel, Ucluelet Resident, addressed Council as the Chair of the local Food Bank and discussed challenges they are having with permitting, BC Hydro and construction project cost overruns.

12. CLOSED SESSION

12.1 Procedural Motion to Move In-Camera:

2025.2050.REGULAR *IT WAS MOVED AND CARRIED:*

THAT the January 28, 2025 Regular Council Meeting be closed to the public pursuant to the following section of the Community Charter:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and
- 90(1)(c) labour relations or other employee relations.

CARRIED.

13. ADJOURNMENT

13.1 Procedural Motion to Adjourn the Meeting

The meeting returned from closed session at 6:19 PM.

Council reported that Clare Stone has been appointed as an Alternate Director on the Clayoquot Biosphere Trust Board of Directors for a four-year term.

2025.2051.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the January 28, 2025 Regular Council Meeting be adjourned at 6:20 PM.

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



SPECIAL MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Thursday, January 30, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar (via Zoom), Kennington, and Maftai (via Zoom)
 Staff: Duane Lawrence, Chief Administrative Officer
 Jeffrey Cadman, Director of Finance
 Bruce Greig, Director of Community Planning
 Abby Fortune, Director of Community Services
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The January 30, 2025 Special Council Meeting was called to order at 4:01 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that the proceeding was 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 AGENDA

4. REPORTS

4.1 2025 - 2029 Draft Five-Year Financial Plan (Verbal Report with Accompanying Presentation)

Jeffrey Cadman, Director of Finance

Mr. Cadman presented this report of the draft 2025 - 2029 Five-Year Financial Plan.

2025.2029.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council authorize staff to execute the 2025 budget expenditures as presented at the January 30, 2025 council meeting.
CARRIED.

2025.2030.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to prepare the 2025-2029 Five-Year Financial Plan bylaw including a \$500,000 requisition in 2025.
CARRIED.

2025.2031.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to prepare the 2025 Tax Rates bylaw based on the budget outlined at the January 30, 2025 council meeting.
CARRIED.

2025.2032.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT Council direct staff to transfer \$1,500,000 from the Barkley Community Forest Reserve Fund to the Barkley Community Forest Legacy Reserve Fund.
CARRIED.

5. ADJOURNMENT

5.1 Procedural Motion to Adjourn

2025.2033.SPECIAL *IT WAS MOVED AND SECONDED:*
THAT the January 30, 2025, Special Council Meeting be adjourned at 4:57 PM.
CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor

CARRIED.

4.2 Procedural Motion to Move In-Camera:

THAT the February 5, 2025 Special Council Meeting be closed to the public pursuant to the following section of the Community Charter:

- **90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality; and**
- **90(1)(c) labour relations or other employee relations.**

4.3 Council returned to open session at 5:47 PM.

5. ADJOURNMENT

5.1 Procedural Motion to Adjourn

2025.2036.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the February 5, 2025 Special Council Meeting be adjourned AT 5:47 PM.

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



COMMITTEE OF THE WHOLE MEETING OF COUNCIL
Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Thursday, February 6, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
Council: Councillors Anderson, Hoar, and Kennington
Staff: Abby Fortune, Director of Community Services
Nancy Owen, Executive Assistant

Regrets: Councillor Maftai

1. CALL TO ORDER

The February 6, 2025 Committee of the Whole meeting was called to order at 4:01 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH
Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING
Audience members and delegates were advised that this proceeding is being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

2.1 Rachel Baker, Ucluelet Aquarium Society
Grant in Aid Application

2025.2025.COW *IT WAS MOVED AND SECONDED:*
THAT the February 6, 2025 Committee of the Whole agenda be amended by adding the late items titled "2024-12-10 Ucluelet Aquarium GIA Additional Documentation" and "2024-12-10 Ucluelet Aquarium GIA Budget" under agenda item 5.1.16.

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 Procedural Motions

2025.2026.COW *IT WAS MOVED AND SECONDED:*
***THAT** Council suspend section 18.3 of the Council Procedure Bylaw for the duration of this meeting to allow additional delegations.*
CARRIED.

2025.2027.COW *IT WAS MOVED AND SECONDED:*
***THAT** Council amend the February 6, 2025, Committee of the Whole Agenda by moving delegation item 5.1.8 to 5.1.1.*
CARRIED.

3.2 February 6, 2025 Committee of the Whole Meeting

2025.2028.COW *IT WAS MOVED AND SECONDED:*
***THAT** the February 6, 2025 Committee of the Whole Meeting Agenda be adopted as amended.*
CARRIED.

4. REPORTS

4.1 2025 Grants in Aid & In-Kind Contributions *Abigail K. Fortune, Director of Community Services*

Ms. Fortune provided a brief overview of this report.

5. PUBLIC INPUT AND DELEGATIONS

5.1 Delegations

Each delegation was given an opportunity to present their Grant in Aid and In-Kind application requests.

5.1.1 Laurie Hannah, Westcoast Community Resources Society *In-Kind Contribution Application*

5.1.2 Cris Martin, Food Bank on the Edge *In-Kind Contribution Application*

The applicant did not present.

5.1.3 Seika Anderson, Girl Guides of Canada *In-Kind Contribution Application*

The applicant did not present.

5.1.4 Elyse Goatcher-Bergmann, Ucluelet and Area Childcare Society *In-Kind Contribution Application*

The applicant did not present.

**5.1.5 Barb Gudbranson, Ucluelet & Area Historical Society
*In-Kind Contribution Application***

**5.1.6 Bernie Herbert, Ucluelet Junior Canadian Rangers
*In-Kind Contribution Application***

**5.1.7 Josh Jenkins, Ucluelet Chamber of Commerce
*In-Kind Contribution Application***

**5.1.8 Penny Jones, Ucluelet Racquet Sport Club
*In-Kind Contribution Application***

The applicant did not present.

**5.1.9 Kelly Deakin, Pacific Rim Rotary Club
*In-Kind Contribution Application***

**5.1.10 Kelly Deakin, Pacific Rim Arts Society
*In-Kind Contribution & Grant in Aid Application***

**5.1.11 Sarah Watt, Pacific Rim Whale Festival Society
*In-Kind Contribution & Grant in Aid Application***

The applicant did not present.

**5.1.12 Michelle Hall, Clayoquot Biosphere Trust
*Grant in Aid Application***

The applicant did not present.

**5.1.13 Tarni Jacobsen, Pacific Rim Hospice Society
*Grant in Aid Application***

**5.1.14 Mark Maftai, Raincoast Education Society
*Grant in Aid Application***

**5.1.15 Mandala Smulders, Redd Fish Restoration Society
*Grant in Aid Application***

The applicant did not present.

**5.1.16 Rachel Baker, Ucluelet Aquarium Society
*Grant in Aid Application***

**5.1.17 West Coast Multiplex Society
*Grant in Aid Application***

6. NOTICE OF MOTION

There were no notices of motion.

7. ADJOURNMENT

7.1 Procedural Motion to Adjourn

2025.2029.COW *IT WAS MOVED AND SECONDED:*

***THAT** the February 6, 2025, Committee of the Whole meeting be adjourned.*

CARRIED.

The meeting was adjourned at 5:08 PM.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



SPECIAL MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Friday, February 7, 2025 @ 10:30 AM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson, Hoar, Kennington, and Maftai (via Zoom)
 Staff: Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The February 7, 2025 Special Council meeting was closed to the public pursuant to Section 90(1)(a) of the Community Charter and was called to order at 10:33 AM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

2. APPROVAL OF AGENDA

2.1 February 7, 2025, Special Council Meeting

2025.2037.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT the February 7, 2025, Closed Council Meeting Agenda be adopted as presented.

CARRIED.

3. CLOSED SESSION

3.1 PROCEDURAL MOTION TO PERMIT MEMBERS TO ATTEND THE MEETING ELECTRONICALLY

2025.2038.SPECIAL *IT WAS MOVED AND SECONDED:*

THAT section 10.6 (b) of the Council Procedure Bylaw be waived for the remainder of this Council meeting to allow Councillor Maftai to attend the closed section of the meeting electronically.

CARRIED.

3.2 Procedural Motion to Move In-Camera:

2025.2039.SPECIAL **THAT** the February 7, 2025 Special Council Meeting be closed to the public pursuant to the following section of the Community Charter:

- 90(1)(a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality.

CARRIED.

Council returned to open session at 12:14 PM.

4. ADJOURNMENT

4.1 Procedural Motion to Adjourn

2025.2040.SPECIAL **IT WAS MOVED AND SECONDED:**

THAT the February 7, 2025 Special Council Meeting be adjourned at 12:14 PM.

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



REGULAR MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Tuesday, February 11, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
 Council: Councillors Anderson (via Zoom), Hoar, Kennington, and Maftai
 Staff: Duane Lawrence, Chief Administrative Officer
 Bruce Greig, Director of Community Planning
 Jeffrey Cadman, Director of Finance
 John Towgood, Municipal Planner
 Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

The February 11, 2025 Regular Council Meeting was called to order at 4:00 PM.

1.1 ACKNOWLEDGEMENT OF THE YUULU?IŁ?ATH

Council acknowledged the Yuulu?ił?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that this proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

2. LATE ITEMS

2.1 Correspondence Item - First Light Development

2025.2052.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the February 11, 2025 Regular Council Meeting agenda be amended by:*

- *adding a new heading "7B Correspondence" to include item "7B.1 Correspondence Item - First Light Development".*

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 February 11, 2025 Regular Council Meeting

2025.2053.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the February, 2025 Regular Council Meeting Agenda be adopted as amended.

CARRIED.

4. PUBLIC INPUT & DELEGATIONS

4.1. Delegations

**4.1.1 Colin Robinson, Clayoquot Biosphere Trust Society
Ucluelet and Regional Climate Planning Initiative**

Mr. Robinson provided an overview of the Regional Climate Adaptation and the status of the Climate Change Adaptation Plan.

5. UNFINISHED BUSINESS There was no unfinished business.

There was no unfinished business.

6. BYLAWS

**6.1 2025 - 2029 Five-Year Financial Plan
Jeffrey Cadman, Director of Finance**

2025.2054.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council gives first, second, and third reading to District of Ucluelet 2025 - 2029 Financial Plan Bylaw No. 1370, 2025.

CARRIED.

**6.2 Zoning Amendment for 1959 Cynamocka Road
Anneliese Neweduk, Planner**

Bruce Greig, Director of Community Planning, presented this report.

2025.2055.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council gives first, second, and third reading to District of Ucluelet Zoning Amendment Bylaw No. 1354, 2024.

CARRIED.

2025.2056.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council adopt the to District of Ucluelet Zoning Amendment Bylaw No. 1354, 2024.

CARRIED.

6.3 New Road Naming Bylaw

John Towgood, Municipal Planner

Bruce Greig, Director of Community Planning, presented this report.

2025.2057.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council gives first, second, and third reading to District of Ucluelet Road Naming Bylaw No. 1321, 2025.*

CARRIED.

2025.2058.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council direct staff to refer District of Ucluelet Road Naming Bylaw No. 1321, 2025, to the Yuułuʔiłʔatḥ Government for review and comment..*

CARRIED.

7. REPORTS

**7.1 Matterson Reservoir Property Non-Market Housing Development
John Towgood, Municipal Planner**

Bruce Greig, Director of Community Planning, presented this report. Ms. Katy Fabris, a representative from M'Akola Development Services provided an overview of the Grant Modeling Brief.

Council requested that staff bring forward another report to answer some additional questions prior to proceeding with a grant application to pursue the development of the subject municipally-owned lands.

2025.2059.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council direct staff to develop and bring forward a Zoning Bylaw amendment that would allow the Multi-Family housing uses proposed for the School District -70 lands and the Matterson Reservoir Property.*

CARRIED.

2025.2060.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council direct staff to work with School District 70 to develop a memorandum of understanding for a subdivision and land swap to facilitate the development of housing in the vicinity of the Matterson Reservoir Property.*

CARRIED.

2025.2061.REGULAR *IT WAS MOVED AND SECONDED:
THAT Council direct staff to engage a land surveyor to undertake the work necessary in preparation of plans for defining and registering the areas of the potential land swap, road dedication and development parcels.*

CARRIED.

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

Mr. Lawrence presented this report.

7.3 CORRESPONDENCE

7B.1 Correspondence Item - First Light Development

Council and staff discussed coordinating an information session with the buyers of the First Light Development in order to clarify some of their questions.

8. NOTICE OF MOTION

9. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

9.1 Councillor Shawn Anderson

Deputy Mayor, April 1 - June 30, 2025

9.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2025

9.3 Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2025

9.4 Councillor Mark Maffei

Deputy Mayor, October 1 - December 31, 2025

9.5 Mayor Marilyn McEwen

Mayor McEwen attended:

- an Alberni-Clayoquot Regional District Board Meeting on January 29th;
- the District of Ucluelet Budget Meeting and Open House on January 30th;
- a leadership meeting with MP Gord Johns and MLA Josie Osborne on February 5th to discuss the USA's tariff announcements; and
- a meeting with the Ekistics team on February 6th, regarding the proposed development on Hyphocus Island.

10. QUESTION PERIOD

There were no questions or comments.

11. CLOSED SESSION

11.1 PROCEDURAL MOTION TO PERMIT MEMBERS TO ATTEND THE MEETING ELECTRONICALLY

2025.2062.REGULAR

IT WAS MOVED AND SECONDED:

***THAT** section 10.6 (b) of the Council Procedure Bylaw be waived for the remainder of this Council meeting to allow Councillor Anderson to attend the closed section of the meeting electronically.*

CARRIED.

11.2 Procedural Motion to Move In-Camera

2025.2063.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the February 11, 2025 Regular Council Meeting be closed to the public pursuant to the following section of the Community Charter:*

- *90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;*

CARRIED.

Council returned to open session at 6:19 PM.

12. ADJOURNMENT

12.1 Procedural Motion to Adjourn

2025.2064.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the February 11, 2025 Regular Council Meeting be adjourned at 6:19 PM.*

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



REGULAR MEETING OF COUNCIL

Held Electronically and in the George Fraser Community Room,
Ucluelet Community Centre, 500 Matterson Drive, Ucluelet
Tuesday, February 25, 2025 @ 4:00 PM

MINUTES

Present: **Chair:** Mayor McEwen
Council: Councillors Anderson (via Zoom), Hoar (via Zoom), Kennington, and Maftei
Staff: Duane Lawrence, Chief Administrative Officer
Bruce Greig, Director of Community Planning
Abby Fortune, Director of Community Services
Jeffrey Cadman, Director of Finance
Nancy Owen, Executive Assistant

Regrets:

1. CALL TO ORDER

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

1.1 ACKNOWLEDGEMENT OF THE YUULU?IL?ATH

Council acknowledged the Yuulu?il?ath, on whose traditional territories the District of Ucluelet operates.

1.2 NOTICE OF VIDEO RECORDING

Audience members and delegates were advised that this proceeding was being video recorded and broadcast on YouTube and Zoom, which may store data on foreign servers.

1.3 PROCEDURAL MOTION TO PERMIT MEMBERS TO ATTEND THE MEETING ELECTRONICALLY

2025.2065.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council suspend sections 10.5 (ii) and 10.6. (b) of the Council Procedure Bylaw until December 31, 2025, to allow Councillors to:

- *attend more than four in-person Council meetings electronically; and*
- *to allow Councillors to attend in-person Closed Council meetings electronically.*

CARRIED.

2. LATE ITEMS

**2.1 Matterson Reservoir Property Non-Market Housing Development
Bruce Greig, Director of Community Planning**

2.2 Additional Budget Feedback Correspondence

2.3 Additional Budget Feedback Correspondence 2

2.4 Correspondence Related to Matterson Reservoir Property Non-Market Housing Development

2025.2066.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council amend the February 25, 2025 Regular Council Meeting by:

- Adding the Late Item titled “Matterson Reservoir Property Non-Market Housing Development” as item 6.1. under Unfinished Business;*
- Adding the Late Item “Additional Budget Feedback Correspondence” to item 7.1.;*
- Adding the Late Item “Additional Budget Feedback Correspondence 2” to item 7.1.; and*
- Adding the Late Item “Correspondence Related to Matterson Reservoir Property Non-Market Housing Development” to item 6.1.*

CARRIED.

2.5 PROCEDURAL MOTION TO ADD A LATE ITEM TO THE CLOSED AGENDA

2025.2067.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the following section be added under item 14.1.:

- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.*

CARRIED.

3. APPROVAL OF THE AGENDA

3.1 February 25, 2025, Regular Council Meeting Agenda

2025.2068.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the February 25, 2025, Regular Council Meeting Agenda be adopted as amended.

CARRIED.

4. ADOPTION OF MINUTES

4.1 November 5, 2024, Regular Committee of the Whole Meeting Minutes

2025.2069.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the November 5, 2024, Regular Committee of the Whole Meeting Minutes be adopted as presented.

CARRIED.

4.2 November 12, 2024, Regular Council Meeting Minutes

2025.2070.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the November 12, 2024, Regular Council Meeting Minutes be adopted as presented.

CARRIED.

4.3 November 26, 2024, Regular Council Meeting Minutes

2025.2071.REGULAR *IT WAS MOVED AND SECONDED:*

THAT the November 26, 2024, Regular Council Meeting Minutes be adopted as presented.

CARRIED.

5. PUBLIC INPUT & DELEGATIONS

5.1 Procedural motion to allow for more than 2 delegations.

2025.2072.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council suspend section 18.3 of the Council Procedure Bylaw for the duration of this meeting to allow additional delegations.

CARRIED.

5.1 Delegations

**Dr. Charmaine Enns, Medical Health Officer, Island Health
Re: MHO Report on Community Impacts of Alcohol**

Dr. Enns presented a report on the community impacts of alcohol and provided key strategies that communities could implement for improvement.

**Daniel Sailland, Chief Administrative Officer and Shane Koren, Manager of Financial Services, Alberni-Clayoquot Regional District (ACRD)
Re: Draft Financial Plan**

Mr. Sailland and Mr. Koren presented the ACRD's 2025 - 2029 Draft Financial Plan, to be adopted by March 31st, 2025.

**Michelle Hall, Donor Relations & Biosphere Centre Campaign, Clayoquot Biosphere Trust
Re: Grants in Aid - UNESCO Biosphere Region 25th Celebration**

Ms. Hall provided an update on the upcoming Biosphere Region

Community Celebration as the society will be celebrating its 25th year in the region.

**Jill McQuaid, Housing Manager and Laurie Hannah,
Executive Director, Westcoast Community Resources
Society**

Re: Affordable Housing and WCRS

Ms. McQuaid and Ms. Hannah provided an update on their transitional housing program.

6. UNFINISHED BUSINESS

6.1 Matterson Reservoir Property Non-Market Housing Development Bruce Greig, Director of Community Planning

2025.2073.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council direct staff to develop and issue a Request for Expressions of Interest for a non-profit housing partner and a grant submission to the Community Housing Fund for the development and operation of a 50-unit affordable housing project on the future Lot A of the Matterson Reservoir Property.

CARRIED.

7. BYLAWS

7.1 Five-Year Financial Plan Bylaw - Adoption Jeffrey Cadman, Director of Finance

Council took a five minute break at 6:06 PM and returned to session at 6:15 PM.

Council recommended that the bylaw be postponed for adoption until the ongoing public feedback period comes to a close on March 10th, 2025.

8. REPORTS

8.1 Ucluelet Aquarium Society - Public Washrooms Management Abby Fortune, Director of Community Services

Ms. Fortune provided a brief overview of this report.

2025.2074.REGULAR *IT WAS MOVED AND SECONDED:*

THAT Council authorize the Ucluelet Aquarium Society to assume the management and operations of the public washrooms in the Ucluelet Aquarium building, subject to the establishment of a facilities agreement which establishes continued general public access requirements.

CARRIED.

9. NOTICE OF MOTION

There were no notices of motion.

10. CORRESPONDENCE

10.1 Ucluelet and Area Historical Society - Japanese Canadian Heritage Pavilion

Jacqueline Chamberland, Project Administrator

Council directed staff to obtain more information as to the cost of the build and report back what the permitting costs would be.

10.2 Signage Request: 4 Way Stop, Wildlife, No Fish Cleaning
Sandy Corlazzoli, Ucluelet Resident

Council referred this item to staff to come back with recommendations.

11. INFORMATION ITEMS

11.1 Monthly Policing Report - January 2025

Sergeant Marc Jones, Ucluelet RCMP Detachment

12. MAYOR'S ANNOUNCEMENTS AND COUNCIL COMMITTEE REPORTS

12.1 Councillor Shawn Anderson

Deputy Mayor, April 1 - June 30, 2025

12.2 Councillor Jennifer Hoar

Deputy Mayor, January 1 - March 31, 2025

12.3 Councillor Ian Kennington

Deputy Mayor, July 1 - September 30, 2025

12.4 Councillor Mark Maffei

Deputy Mayor, October 1 - December 31, 2025

12.5 Mayor Marilyn McEwen

Mayor McEwen attended:

- the Alberni-Clayoquot Regional District's Budget and Board Meetings on February 12th;
- a meeting with North Island College on February 13th;
- the West Coast Transit Committee meeting and a Lot 13 meeting on February 19th;
- a leadership meeting with MP Gord Johns and MLA Josie Osborne, and the Historical Society's event on February 20th.

13. QUESTION PERIOD

Matt Harbidge, Project Manager for the Ucluelet Historical Society wanted to answer earlier questions. Council confirmed that staff will contact the society for the requested information.

14. CLOSED SESSION

14.1 Procedural Motion to Move In-Camera

2025.2075.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the February 25, 2025, Regular Council Meeting be closed to the public pursuant to the following sections of the Community Charter:*

- 90(1)(c) labour relations or other employee relations;*
- 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and*
- 90(2)(b) the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

CARRIED.

Council returned to open session at 7:53 PM

15. ADJOURNMENT

15.1 Procedural Motion to Adjourn

2025.2076.REGULAR *IT WAS MOVED AND SECONDED:*

***THAT** the February 25, 2025 Regular Council Meeting be adjourned at 7:53 PM.*

CARRIED.

CERTIFIED CORRECT:

Duane Lawrence, Corporate Officer

Marilyn McEwen, Mayor



REPORT TO COUNCIL

Council Meeting: April 15, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JEFFREY CADMAN, DIRECTOR OF FINANCE

FILE NO: 3900-25 BYLAW 1371

SUBJECT: FIVE-YEAR FINANCIAL PLAN AND TAX RATE BYLAWS

REPORT NO: 25-43

ATTACHMENT(S): APPENDIX A - UCLUELET ANNUAL TAX RATES BYLAW No. 1371, 2025

RECOMMENDATION(S):

THAT Council give first, second and third reading to *District of Ucluelet Annual Tax Rates Bylaw No. 1371, 2025*.

BACKGROUND:

Tax Rates Bylaw

Section 197 of the *Community Charter* states:

- 197 (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for*
- a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and*
 - b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.*

The required tax levy for the District is established by the Financial Plan Bylaw. The levy amount is applied to the revised assessment roll and determines the levy amount allocated to property owners by property class and assessed value. The revised roll was issued in March 2025 and incorporates any assessment appeals that have been resolved since January 2025.

Property owners should note a variety of factors influence the assessment values on which final tax rates are based and the impact on individual properties will vary.

The same allocation process is used to allocate the dollar values levied by the Regional and Hospital Districts, and the Library. Other jurisdictions levy by issuing the rates directly. These are not included in this bylaw as they have already been established under provincial legislation. They include the School Tax, Policing, Municipal Finance Authority, and BC Assessment.

In accordance with the *Community Charter*, a municipality must annually adopt their financial plan and tax rates bylaw by May 15 of each year.

The proposed Annual Tax Rates Bylaw No. 1371, 2025 would replace the current Tax Rates bylaw from 2024.

POLICY OR LEGISLATIVE IMPACTS:

The 2025 Annual Tax Rates Bylaw enables the District of Ucluelet to meet the obligation of levying and collecting taxes for other bodies.

Respectfully submitted: Jeffrey Cadman, Director of Finance

Approved by: Richard Harding, Interim CAO

DISTRICT OF UCLUELET

Bylaw No. 1371, 2025

A Bylaw for the Levying of Taxation Rates for Municipal, Debt, Regional Library, Regional Hospital, and Regional District Purposes for the year 2025

WHEREAS Section 197 of the *Community Charter* requires that a Council must adopt a bylaw to impose rates on all taxable land and improvements for the current year;

NOW THEREFORE the Council of the District of Ucluelet, in open meeting assembled, enacts as follows:

Title

1. This bylaw may be cited for all purposes as "**District of Ucluelet Annual Tax Rates Bylaw No. 1371, 2025**".

Enactment

2. The following taxes rates are hereby imposed and levied for the year 2025:
 - I. General Municipal Purposes - For all lawful General Municipal purposes of the municipality on the value of land and improvements taxable for general municipal purposes, rates appearing in Column I of Schedule "A" attached hereto and forming a part of this bylaw.
 - II. Regional District Purposes - For purposes of the Alberni-Clayoquot Regional District on the value of land and improvements taxable for regional district purposes, rates appearing in Column II of Schedule "A" attached hereto and forming a part of this bylaw.
 - III. Regional Hospital District - For Hospital purposes on the value of land and improvements taxable for regional hospital district purposes, rates appearing in Column III of Schedule "A" attached hereto and forming a part of this bylaw.
 - IV. Library - For Library purposes on the value of land and improvements taxable for regional library purposes, rates appearing in Column IV of Schedule "A", attached hereto and forming a part of this bylaw.

Effective Date

3. The rates and taxes shall be considered to have been imposed on and from the first day of January 2025.

Terms of Payment and Penalties

4. The aforementioned rates and taxes shall be due and payable on or before July 2, 2025 at the municipal office of the District of Ucluelet, at Ucluelet in the Province of British Columbia.
4. There shall be added to the unpaid taxes levied for the year 2025, in respect of each

parcel of land and improvements thereon on the real property tax roll, ten percent (10%) of the amount unpaid as of the second day of July 2025.

READ A FIRST TIME this th day of **April, 2025**.

READ A SECOND TIME this th day of **April, 2025**.

READ A THIRD TIME this th day of **April, 2025**.

ADOPTED this th day of **April, 2025**.

CERTIFIED CORRECT; " District of Ucluelet Annual Tax Rates Bylaw No. 1371, 2025".

Marilyn McEwen
Mayor

Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Corporate Officer

Schedule "A"

"District of Ucluelet Annual Tax Rates Bylaw No. 1371, 2025"

		I	II	III	IV
Class	Class Name	General Municipal	Alberni- Clayoquot Regional District	Regional Hospital District	Library
1	Residential	3.42958	0.531732	0.128567	0.117434
2	Utilities	31.29488	1.861063	0.449984	1.071587
3	Supportive Housing	3.42958	0.531732	0.571010	0.117434
4	Major Industry	12.00353	1.807890	0.437128	0.411020
5	Light Industry	18.16041	1.807890	0.437128	0.621843
6	Commercial	12.51795	1.302744	0.314989	0.428635
7	Managed Forest Lands	3.45379	0.531732	0.571010	0.457418
8	Recreational	14.40422	0.531732	0.128567	0.457418

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES

FILE NO: 4200-20

REPORT NO: 25- 41

SUBJECT: PUBLIC NOTICE BYLAW

ATTACHMENT(S): N/A

RECOMMENDATION(S):

THAT Council give first, second and third reading to *District of Ucluelet Public Notice Bylaw No.1377, 2025*.

BACKGROUND:

The Community Charter and Local Government Act require local governments to provide advance public notice of matters of public interest, such as public meetings, elections, public hearings and the disposition of land. These Acts outline the minimum content and delivery requirements for public notice. However, they do not restrict the use of alternative methods or the inclusion of additional information that local government may choose to use to notify their communities.

As of February 28, 2022, new public notice requirements under Section 94 of the Community Charter offer local government two options for providing notice:

Option 1. continue to use the default publication requirements of publishing in a newspaper once each week for two consecutive weeks; or,

Option 2. adopt a bylaw to allow for alternative methods of publication (i.e., a public notice bylaw).

During discussions between staff and consultants regarding the public notice requirements for the upcoming by-election, it was recommended that the District pass a public notice bylaw to reduce reliance on newspapers for fulfilling the statutory public notice requirements.

To ensure the compliance with statutory requirements for the upcoming byelection and to improve flexibility and accessibility for future public notices, staff proposes a change to the delivery method for statutory notifications. The proposed approach will include posting statutory notifications on the District's website at www.ucluelet.ca and using the UKEE MAIL email subscription service.

Respectfully submitted: Ed Chow, Manager of Corporate Services

Approved by: Richard Harding, Interim CAO

DISTRICT OF UCLUELET

Bylaw No. 1377, 2025

A bylaw to provide for an alternative means of publishing a notice.

WHEREAS pursuant to section 94.2 of the Community Charter, the District of Ucluelet may adopt a Bylaw to provide an alternative means of publishing public notice;

AND WHEREAS pursuant to section 94.2 of the Community Charter and section 2 of the Public Notice Regulation, B.C. Reg. 52/2022, the District of Ucluelet considers the means of publication set by this Bylaw to be reliable, suitable for providing notices, and accessible;

NOW THEREFORE the council of the District of Ucluelet, in open meeting assembled, enacts as follows;

1. This bylaw may be known and cited for all purposes as the “District of Ucluelet Public Notice Bylaw No. 1377, 2025”.
2. That the means of publication for public notice requirements under the Community Charter, Local Government Act, or any other enactment maybe given by the following methods:
 - (i) electronically by posting the notice on the District of Ucluelet website; and
 - (ii) electronically by distributing the notice through the District of Ucluelet email subscription service UKEE MAIL.
3. That the public notice posting places means:
 - (i) the notice board at the District’s office; and
 - (ii) the notice board at the Ucluelet Community Center.

READ A FIRST TIME this ** day of ***, 20**..

READ A SECOND TIME this ** day of ***, 20**.

READ A THIRD TIME this ** day of ***, 20**..

ADOPTED this ** day of ***, 20**.

CERTIFIED CORRECT; "District of Ucluelet Public Notice Bylaw No. 1377, 2025".

Marilyn McEwen
Mayor

Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Corporate Officer

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES

FILE NO: 8400-20

REPORT NO: 25- 42

SUBJECT: TRAFFIC AND PARKING BYLAW

ATTACHMENT(S): N/A

RECOMMENDATION(S):

THAT Council give first, second and third reading to *District of Ucluelet Traffic and Parking Bylaw No.1376, 2025*.

BACKGROUND:

To prepare for the launch of the parking program, staff engaged Young Anderson to conduct a legal review of the draft amendment to the District’s Traffic and Parking bylaw. During this review, it became evident that there are significant issues with the existing bylaw (passed in 2004, amended in 2006 and 2009) that are hard to fix through amendments (e.g., conflicting provisions, outdated languages, or misalignments with current needs). To further amend the bylaw would lead to a fragmented, disjointed document, and create confusion for enforcement and compliance.

Legal counsel recommended a complete overhaul of the current bylaw. Repealing the bylaw and replacing it with a new bylaw allows a thorough review of potential legal issues and ensures consistency with modern legal frameworks. Constantly amending the current bylaw can be time consuming and expensive, especially if each amendment introduces more complexity or requires significant administrative oversight. A new bylaw can resolve many of these issues upfront.

In summary, while amending a bylaw is often a quicker and less disruptive approach, in this case, repealing and replacing it can lead to a clearer and more effective legal framework that is better suited to current needs and challenges. A new bylaw also provides an opportunity to use consistent, modern language and terminology, which can eliminate ambiguities and make the document easier to enforce.

The goal is still to go live with the new parking program by May1 of this year. Staff are working on an overall communications plan that will include notices, updating the District website, parking online software access and will host Information session for stakeholders and another for the general public the afternoon and evening of April 16 at UCC.

Respectfully submitted: Ed Chow, Manager of Corporate Services

Approved by: Richard Harding, Interim CAO

DISTRICT OF UCLUELET

Bylaw No. 1376, 2025

A bylaw to regulate traffic and parking in the District of Ucluelet

WHEREAS the *Community Charter*, the *Transportation Act* and the *Motor Vehicle Act* authorize a local government to regulate, prohibit and impose requirements in relation to Traffic and Parking;

NOW THEREFORE the Council of the District of Ucluelet, in open meeting assembled, enacts as follows;

1. **INTERPETATION**

1. This Bylaw may be cited as the “**Traffic and Parking Bylaw No. 1376, 2025**”.
2. The District of Ucluelet “Traffic and Parking Bylaw No. 948, 2004” and amendments thereto are hereby repealed.

2. **EXEMPTIONS**

1. This Bylaw does not apply to Emergency Vehicles.
2. Notwithstanding anything elsewhere contained in this Bylaw, the provisions relating to the Stopping or Parking of Vehicles do not apply to:
 - a) Vehicles used in conjunction with the servicing of public utilities including telephone systems, electric systems, natural gas systems and cablevision systems;
 - b) District and other government Vehicles; or
 - c) towing service Vehicles,

while such Vehicles are actually engaged in works of necessity on a Street requiring them to be Stopped or Parked.

3. Drivers of Vehicles referred to in section 2.2 shall take reasonable measures to provide caution to the public when those Vehicles are Parked or Stopped on the Street.
4. This Bylaw does not apply to provincial public highways as defined in the *Transportation Act*.

3. **DEFINITIONS**

In this Bylaw:

“**Angle Parking**” means the Parking of a Vehicle other than parallel to the Curb.

“**Boulevard**” means the area between the Street and the adjacent property line, including

the Sidewalk.

“Bylaw Enforcement Officer” has the meaning set out in section 5(1) of this Bylaw.

“Commercial Trailer” means a Trailer having a Gross Vehicle Weight of more than 700 kilograms, but does not include a Recreational Vehicle.

“Commercial Vehicle” means a Vehicle that is defined as a “Commercial Vehicle” under the *Commercial Transportation Act* and licensed as such, or any Vehicle not so licensed but which is used for the collection or delivery, or both, of goods, wares, merchandise, or other commodity in the ordinary course of a business undertaking, and displaying a valid decal or plate issued by a municipality for the purpose of identifying a Commercial Vehicle.

“Construction Vehicle” means a Commercial Vehicle that is at any time used to deliver construction materials or equipment, or used to do construction work.

“Crosswalk” means:

- a) a portion of the Street distinctly indicated for pedestrian crossing by signs, lines or other markings on the surface; or
- b) the portion of a Street at an intersection that is included within the connection of the lateral lines of the Sidewalks on the opposite sides of the Street, or within the extension of the lateral lines of the Sidewalk on one side of the Street, measured from the Curb or, in the absence of a Curb, the edge of the Street.

“Curb” means the portion of the Boulevard that borders on the Street.

“Cycle” means a device having any number of wheels that is propelled by human power and on which a person may ride, and includes a motor assisted Cycle but does not include any device that is gas powered, a skate board, roller skates or inline roller blades.

“Derelict Vehicle” means a Vehicle that is inoperable, partially or totally disassembled, substantially damaged, wrecked, dilapidated, abandoned, unregistered and/or unlicensed for the current year or parts thereof.

“Disabled Zone” means a parking zone identified by a disabled parking sign.

“Emergency Vehicles” mean Vehicles:

- a) carrying rescue or first aid equipment where there is an emergency justifying a rate of speed in excess of any maximum rate of speed provided for in the *Motor Vehicle Act*;
- b) driven by a member of a fire department in the discharge of their duties; and
- c) driven by a Peace Officer in the discharge of their duties.

“Engineer” means the Director of Engineering or their delegate.

“Gross Vehicle Weight” means the combined weight of the Vehicle without the load plus the weight of any load thereon.

“Owner”, as applied to a Vehicle, means:

- a) the person who holds the legal title of the Vehicle,
- b) a person who is a conditional vendee, a lessee or a mortgagor, and is entitled to be in possession of the Vehicle, or
- c) the person in whose name the Vehicle is registered.

“Park” means the standing of a Vehicle upon a Street, whether occupied or not, except when the Vehicle is standing temporarily for the purpose of loading or unloading the Vehicle while it is actively being loaded or unloaded.

“Parking Permit” means a document issued by the District which grants permission to Park a Vehicle in a Pay Parking Zone.

“Pay Parking Zone” means the areas designated by this Bylaw that require a Parking Permit to Park within.

“Peace Officer” means a police officer or other person employed for the preservation and maintenance of the public peace.

“Permanent Resident” means a person that occupies their residence for a period of greater than six months within a calendar year.

“Permit” means a document issued by a Bylaw Enforcement Officer pursuant to this Bylaw.

“Recreational Vehicle” means:

- a) a Vehicle or Trailer designed, used or intended to be used primarily for accommodation during travel or recreation; and
- b) a boat or other vessel that is intended for use on water.

“Sidewalk” means that portion of the Boulevard improved for the use of pedestrians.

“Stop” means:

- a) when required, a complete cessation from movement, and
- b) when prohibited, the stopping or standing of a Vehicle, whether occupied or not, except when necessary to avoid conflict with other Traffic or to comply with the directions of a Bylaw Enforcement Officer or Traffic Control Device.

“Street” includes every:

- a) highway as defined in the *Transportation Act*;
- b) road, street, lane or right of way that is designated for or used by the general public for the passage of Vehicles;

- c) passageway to a private place to which the public, for the purpose of Parking or servicing Vehicles, has access or is invited; and
- d) every other place to which the public has access for Parking, including any District owned parking lot.

“Superintendent” means the Manager of Operations or their delegate.

“Traffic” includes pedestrians, Vehicles, cycles, ridden or herded animals, and other conveyances, either singly or together, while using a Street to travel.

“Traffic Control Device” means a sign, signal, line, meter, marking, space, barrier or device, placed or erected by authority of the Minister of Transportation and Highways, the Council of the District, the Engineer/Superintended or a person authorized by any of them to exercise that authority, for the guidance, regulation, warning, direction, or prohibition of Traffic.

“Trailer” means a Vehicle without motor power designed to be drawn by or used in conjunction with a motor Vehicle but does not include an implement of husbandry or a sidecar attached to a motorcycle.

“Vehicle” means a device in, on or by which a person or thing is or may be transported or drawn on a Street, except a device designed to be moved by human power or used exclusively on stationary rails or tracks.

4. GENERAL POWERS OF ENGINEER & SUPERINTENDENT

1. The Engineer and Superintendent are authorized to locate, establish and maintain upon any Street or Boulevard such Traffic Control Devices as may be deemed necessary for the regulation, direction, control, or prohibition of Traffic.
2. The District Engineer and Superintendent are authorized to, at their discretion, temporarily close any Street for any of the following purposes:
 - a) construction, maintenance, or both, of any Street or Boulevard, or anything ancillary to any of them;
 - b) installation, maintenance or removal of utilities;
 - c) construction of buildings on abutting properties if, in the opinion of the Engineer or Superintendent, such closure, occupation, or both, is desirable to facilitate such construction or is necessary to protect the public during such construction;
 - d) a parade, festival, or block party; and
 - e) temporary Parking of Construction Vehicles, Trailers or containers on a Street pursuant to a Permit.
3. The Engineer and Superintendent are authorized, at their discretion, to give written authorization to any person otherwise in violation of the Stopping and Parking regulations contained in this Bylaw.

5. DESIGNATION & GENERAL POWERS OF BYLAW ENFORCEMENT OFFICERS

1. For the purposes of this Bylaw, a Bylaw Enforcement Officer includes:
 - a) any person appointed by the District to enforce its bylaws;
 - b) the Engineer;
 - c) the Superintendent;
 - d) the Chief Administrative Officer; and
 - e) Peace Officers.

2. A Bylaw Enforcement Officer is authorized and empowered to:
 - a) inspect, compel, and require that all the regulations and provisions prescribed in this Bylaw are carried out;
 - b) cause any Vehicle that is Parked or Stopped in contravention of this Bylaw to be removed and stored;
 - c) issue bylaw offence notices on any Vehicle that is Parked or Stopped in contravention of this Bylaw;
 - d) issue bylaw offence notices to individuals committing an offence under this Bylaw;
 - e) determine whether a Vehicle has been abandoned and, if satisfied that a Vehicle has been abandoned, the Bylaw Enforcement Officer may cause the Vehicle to be removed and disposed of pursuant to any applicable provincial statute and/or regulation in force at that time;
 - f) seize any merchandise, Vehicle, fuel, chattel or wares of any nature found to be unlawfully occupying a portion of a Street, Boulevard or other public place, and may cause such object to be removed, detained or impounded; and
 - g) order the alteration, painting, tearing down or removal of any sign or advertisement, erected or maintained on or over any Street or Boulevard, and in the exercise of this authority no compensations shall be paid to any person for loss or damage resulting from the alteration, repainting, tearing down, or removal of any sign or advertisement placed upon or over any Street or Boulevard.

6. STOPPING OR PARKING OF VEHICLES

Parking Prohibitions

1. No person shall Stop or Park a Vehicle:
 - a) on a Boulevard or Sidewalk;
 - b) in a Pay Parking Zone without a Parking Permit, except for Construction Vehicles or Commercial Vehicles with the sole purpose of making deliveries;

- c) within a fire lane or other right of way designated for the passage of Emergency Vehicles;
- d) in contravention of a Traffic Control Device;
- e) against the direction of travel for that portion of the Street;
- f) so that it impedes the normal flow of Traffic;
- g) in such a manner that any part of the Vehicle extends into the Street beyond the lines or markings indicating the limit of the Parking spaces on that section of the Street;
- h) in a Disabled Zone, unless the Vehicle displays a valid permit issued by the Social Planning and Research Council of British Columbia;
- i) overnight in a District owned parking area, except with written authorization from a Bylaw Enforcement Officer; or
- j) on any Street:
 - i. for a continuous period exceeding 24 hours, unless the Owner or operator of the Vehicle is a Permanent Resident of the District;
 - ii. for a continuous period exceeding 72 hours;
 - iii. for the purpose of greasing or repairing a Vehicle, except where such repairs are necessitated by an emergency;
 - iv. within 1.5 meters (5 feet) of a perpendicular Street;
 - v. within 6 meters (20 feet) of the approach to a stop sign;
 - vi. within 5 meters (15 feet) of a fire hydrant, measured from the point on the Curb which is closest to the fire hydrant; or
 - vii. within 6 meters (20 feet) of the approach to a Crosswalk.

2. No person shall:

- a) abandon a Vehicle upon a Street;
- b) occupy a Vehicle as living quarters while it is Parked on a Street;
- c) Stop or Park a Vehicle or Trailer on any Street without current number plates;
- d) Stop or Park an unlicensed Vehicle on any Street;
- e) Stop or Park a Recreational Vehicle on any Street for more than four consecutive hours;
- f) Stop or Park any Vehicle with a licensed Gross Vehicle Weight of over 4,600 kilograms (10,000 pounds), except Recreational Vehicles, on any Street for more than two consecutive hours; or
- g) Stop or Park any Vehicle with a licensed Gross Vehicle Weight of over 13,600 kilograms (30,000 pounds) on any Street for more than two consecutive hours.

Manner of Parking

3. No person shall Stop or Park a Vehicle other than parallel to the Curb on a Street, except where signs or markings indicate that Angle Parking is permitted, in which case the Vehicle shall be Parked at the angle to the Curb indicated by such signs or markings, and parallel to and between such markings and as close to the Curb as practicable, but in no case greater than 30 centimeters (12 inches) from the Curb.
4. Where parking spaces have been marked on any Street for parallel Parking, no person shall Park any Vehicle other than between the lines or markings indicating the limits of a single parking space, except in the case of a Vehicle being of greater length than that of a single parking space, but in no case shall a Vehicle occupy or encroach upon more than two parking spaces.
5. Where parallel Parking is permitted, Vehicles shall be Parked with wheels nearest the Boulevard positioned parallel to the Street and, where there is a Curb, within 30 centimeters (12 inches) of the Curb.

Commercial Vehicle and Commercial Trailer Parking

6. No person shall Park a Commercial Trailer on any Street:
 - a) when attached to a Vehicle, for more than two consecutive hours, except when the Vehicle is delivering or picking up goods, merchandise or other things; or
 - b) when not attached to a Vehicle, except with a Permit.
7. Commercial Trailers of any weight and Commercial Vehicles in excess of 6000 kilograms (13,200 pounds) Gross Vehicle Weight shall only be Parked on Streets abutting Commercially or Industrially zoned property.

Derelict Vehicles

8. No person shall Park a Derelict Vehicle:
 - a) on public property; or
 - b) on private property in view of the general public.
9. Derelict Vehicles shall be declared a nuisance and be towed and impounded as follows:
 - a) Derelict Vehicles on public property may be towed immediately;
 - b) the Owner of a Derelict Vehicle on private property will be issued a 14-day notice to remove the Derelict Vehicle from the property;
 - c) if the Derelict Vehicle is not removed or enclosed within the 14-day notice period, a Bylaw Enforcement Officer may authorize a towing service to remove and impound the Vehicle; and
 - d) all fines, fees and costs associated with the removal, impoundment and disposal of a Derelict Vehicle shall be recovered from the last registered Owner of the Derelict Vehicle.

7. PAY PARKING

1. All Streets in the District are designated as Pay Parking Zones.
2. Pay Parking Zones are in effect year-round, unless otherwise specified in this Bylaw.
3. The fees for Parking Permits are provided in Schedule “B”. Fees shall be paid through the District’s pay parking platform.
4. The following documents may be utilized to verify any eligibility requirements for Parking Permits set out in this Bylaw;
 - a) BC Drivers License;
 - b) Vehicle registration;
 - c) tenancy agreement;
 - d) letter of employment;
 - e) property tax bill;
 - f) utility bill (phone, hydro, etc.);
 - g) District of Ucluelet Business Licence;
 - h) fleet insurance; or
 - i) any other document issued by an institution that shows the person’s name and street address.

Complimentary Parking Permits for Permanent Residents

5. Vehicles may be eligible for a complimentary Parking Permit, provided:
 - a) the Vehicle is registered to a Permanent Resident of:
 - i. the District of Ucluelet;
 - ii. Yuułuʔiłʔatḥ;
 - iii. Toquaht Nation;
 - iv. ARCD Area ‘C’ – South Longbeach;
 - v. Tla-o-qui-aht Nation;
 - vi. Ahousaht; or
 - vii. Hesquiaht; and
 - b) the Vehicle is registered on the District pay parking platform.

Complimentary Parking Permits for Temporary Residents

6. Temporary residents of the District of Ucluelet may be eligible for a complimentary Parking Permit for their Vehicle, provided:
 - a) they have temporary employment or a volunteer position located within the District for a period greater than 2 months; and
 - b) their Vehicle is registered on the District pay parking platform.

Annual Parking Permits

7. Permanent Residents of Tofino or the Alberni Clayoquot Regional District Area C (excluding South Long Beach) may be eligible for an annual Parking Permit for their Vehicle, provided:
 - a) the Vehicle is registered to them; and
 - b) the Vehicle is registered on the District pay parking platform.

Annual Commercial Vehicle Parking Permits

8. A Commercial Vehicle may be eligible for an annual Parking Permit provided that:
 - a) the Commercial Vehicle is registered to a business holding a valid business licence issued by the District; and
 - b) the Commercial Vehicle is registered on the District pay parking platform.

8. STREET USAGE

Pedestrians

1. No person shall stand or assemble on any Street or Sidewalk so as to obstruct Traffic or prevent other persons from using the Street or Sidewalk.

Regulation of Cycles, Skateboards, and Roller Blades

2. Unless the context otherwise requires, a person operating a Cycle on a Street has all the rights and is subject to all the duties that any Vehicle operator has under this Bylaw.
3. Any person operating a skateboard, rollerblades or other similar equipment or apparatus associated with such equipment, shall yield the right of way and shall not obstruct Traffic or prevent other persons from using the area.

Vehicle Regulations

4. Except as authorized by a Permit, no person shall drive or operate on a Street:
 - a) a Vehicle loaded so that any part of the load extends beyond the sides of the Vehicle, or more than 185cm beyond the back of the Vehicle;
 - b) a Vehicle having wheels or tracks constructed or equipped with projecting spikes, cleats, ribs, clamps, flanges, lugs, or other attachments or projections which extend beyond the tread, traction surface or smooth surface of the wheel, tread or track, excluding tire chains of reasonable proportions when required for safety;
 - c) a Vehicle that is dropping, sifting, leaking or losing any of its load;
 - d) a Vehicle with any load unless the load or any covering thereon is securely fastened so as to prevent the covering or load from becoming loose, detached, or in any manner hazardous to other users of the Street; or

- e) a Vehicle having a greater Gross Vehicle Weight, axle load or tire load than the limits of weights and loads prescribed in the *Commercial Transport Act*, or having greater dimensions with or without load, or a greater number of Vehicles coupled together than is prescribed in the said regulations.

General

5. No person shall remove any notice affixed or placed on a Vehicle by a Bylaw Enforcement Officer, except the Owner or operator of such Vehicle.
6. No person shall camp overnight on any Street or in any public area, other than those areas approved for overnight camping.
7. No person shall remove, alter, deface, cover up or damage a Traffic Control Device.
8. Except as specifically authorized by a resolution of Council or by bylaw, no person acting in the course of that person's business, shall place or cause or permit to be placed by any person in their employ or under their control, any fuel, merchandise, chattel or wares of any nature on any Street or Boulevard, or to conduct business from a Vehicle Parked on any Street.

9. FINES AND PENALTIES

1. Every person who violates any of the provisions of this Bylaw or who suffers or permits anything to be done in contravention of this Bylaw, or who neglects or refrains from doing anything required to be done under the provisions of this Bylaw, shall be guilty of an offence punishable on summary conviction and liable to a fine of not more than two thousand dollars (\$2,000.00) and costs (including the costs of the committal and conveyance to the place of imprisonment) for each offence, and in default of payment therefore, to imprisonment of a term not exceeding six months in jail.
2. Each day that the violation is permitted to exist shall constitute a separate offence.

Bylaw Offence Notices

3. The penalty applicable to each first offence against this Bylaw shall be \$30.00, and the penalty applicable to each second and subsequent offence shall be \$50.00, unless otherwise stated in Schedule "A". A reduction will be offered to \$20.00 for each first offence, and \$40.00 for each second and subsequent offence should the penalty be paid within 72 hours, unless otherwise stated in Schedule "A".

Impoundment of Vehicles

4. Any Vehicle unlawfully occupying any Street or public place may, upon the order of a Bylaw Enforcement Officer, be removed to an impoundment lot, and such Vehicle will not be released to its Owner until the costs of the removal and impoundment are paid, established per agreement between the District and its towing agent.
5. If a Vehicle that has been impounded is not claimed by its Owner within thirty-one days of being given a notice of the impoundment, the Vehicle may be sold at public

auction. Any monies received on the Vehicles sale shall be applied to the cost of the sale, impoundment, storage, and removal fees. In the event of a surplus, the monies will be sent to the registered Owner by registered mail at the address shown for such Owner in the records of the Superintendent of Motor Vehicles.

Disposal of Objects

6. After the expiration of thirty-one days from the date of seizure of an object, the Engineer or Superintendent is authorized to sell the object by auction and the proceeds of the sale shall be the property of the District.
7. The District may recover fees, costs, and expenses for removal, detention, impounding and storage of an object seized, in any court in competent jurisdiction or by sale of the object at public auction.
8. Where, in the opinion of the Engineer or Superintendent, it is impractical to dispose of a seized object by public auction, the Engineer or Superintendent may dispose of the object in any way deemed fit and recover the cost of such disposal from the Owner of the object by court action.

Liability for Damages and Costs

9. In addition to all other penalties herein provided, any person causing damage to any Street or Boulevard, or any person being the Owner or operator of a Vehicle that has caused damage to any Street or Boulevard, shall be responsible for the cost of repairing such damage.

10. SEVERABILITY

If any court of competent jurisdiction declares any phrase, sentence or section of this Bylaw invalid, the invalid portion shall be severed and the severance shall not affect the validity of the remainder.

READ A FIRST TIME this ** day of ***, 20**.

READ A SECOND TIME this ** day of ***, 20**.

READ A THIRD TIME this ** day of ***, 20**.

ADOPTED this ** day of ***, 20**.

CERTIFIED CORRECT; "District of Ucluelet Traffic and Parking Bylaw No. 1376, 2025".

Marilyn McEwen
Mayor

Corporate Officer

THE CORPORATE SEAL of the
District of Ucluelet was hereto
affixed in the presence of:

Corporate Officer

Bylaw No. 1376, 2025

Schedule "A"

Offence	Section	Fine – First Offence	If paid within 72 hours	Fine – 2nd and Each Subsequent Offence	If paid within 72 hours
Stop or Park on Boulevard or Sidewalk	6(1)(a)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park in a Pay Parking Zone without a Parking Permit	6(1)(b)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park in a fire lane	6(1)(c)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park in contravention of Traffic Control Device	6(1)(d)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park against the direction of travel	6(1)(e)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park to impede	6(1)(f)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park extending into Street	6(1)(g)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park in Disabled Zone	6(1)(h)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park overnight	6(1)(i), 8(6)	\$30.00	\$20.00	\$50.00	\$40.00
Stop or Park in contravention	6(1)(j)	\$30.00	\$20.00	\$50.00	\$40.00
Abandon Vehicle	6(2)(a)	\$100.00	\$60.00	\$200.00	\$150.00
Park unlicensed Vehicle on Street	6(2)(d)	\$100.00	\$60.00	\$200.00	\$150.00
Recreational Vehicle exceeding four-hour parking	6(2)(e)	\$30.00	\$20.00	\$50.00	\$40.00
Gross weight	6(2)(f)	\$30.00	\$20.00	\$50.00	\$40.00
Gross weight	6(2)(g)	\$30.00	\$20.00	\$50.00	\$40.00
Prohibited Manner of Parking	6(3),(4) & (5)	\$30.00	\$20.00	\$50.00	\$40.00
Parking Commercial Trailer over 2 Hours	6(6)(a)	\$30.00	\$20.00	\$50.00	\$40.00
Park Unattached Commercial Trailer on Street Without Permit	6(6)(b)	\$100.00	\$60.00	\$200.00	\$150.00
Park a Commercial Vehicle	6(7)	\$100.00	\$60.00	\$200.0	\$150.00

in excess of 6000 kg or a Commercial Trailer on a Street abutting property zoned any other zone than Commercial or Industrial					
Park Derelict Vehicle on public property	6(8)(a)	\$100.00	\$60.00	\$200.00	\$150.00
Park Derelict Vehicle on private property in view of general public	6(8)(b)	\$100.00	\$60.00	\$200.00	\$150.00
Obstructing Street or Sidewalk	8(1)	\$30.00	\$20.00	\$50.00	\$40.00
Interference with Pedestrians	8(3)	\$30.00	\$20.00	\$50.00	\$40.00
Overloaded Passenger Vehicle	8(4)(a)	\$30.00	\$20.00	\$50.00	\$40.00
Operating Vehicles with Tracks, Cleats, Ribs, Clamps, Flanges, Lugs, etc., on Street	8(4)(b)	\$500.00	\$400.00	\$1,000.00	\$800.00
Vehicle Dropping, Leaking, Shifting Load	8(4)(c)	\$250.00	\$200.00	\$500.00	\$400.00
Insecurely Fastened Cover on Load	8(4)(d)	\$100.00	\$60.00	\$200.00	\$150.00
Vehicles Overweight/Dimension/Co upled	8(4)(e)	\$250.00	\$200.00	\$500.00	\$400.00
Removal of Posted Notice on Vehicle	8(5)	\$250.00	\$200.00	\$500.00	\$400.00
Remove, Alter, Deface, Cover, Damage Traffic Control Device	8(7)	\$100.00	\$60.00	\$200.00	\$150.00
Conduct business from a Vehicle or place merchandise on any Street	8(8)	\$250.00	\$200.00	\$500.00	\$400.00

Bylaw No. 1376, 2025

Schedule "B"

Type of Vehicle	Length of Stay	Fee
Vehicle (excluding Commercial Vehicles and Recreational Vehicles)	1-Day	\$10.00
Vehicle (excluding Commercial Vehicles and Recreational Vehicles)	3-Days	\$27.00
Vehicle (excluding Commercial Vehicles and Recreational Vehicles)	5-Days	\$45.00
Vehicle (excluding Commercial Vehicles and Recreational Vehicles)	7-Days	\$60.00
Vehicle (excluding Commercial Vehicles and Recreational Vehicles)	Annual	\$50.00
Recreational Vehicle	1-Day	\$15.00
Recreational Vehicle	3-Days	\$40.00
Recreational Vehicle	5-Days	\$65.00
Recreational Vehicle	7-Days	\$90.00
Commercial Vehicle	Annual	\$50.00



REPORT TO COUNCIL

Council Meeting: April 15, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: RICHARD HARDING, INTERIM CAO

FILE NO: 2600-20

SUBJECT: CORPORATE OFFICER

REPORT NO: 25-39

ATTACHMENT(S): n/a

RECOMMENDATION(S):

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.

BACKGROUND:

The District's previous Chief Administrative Officer (CAO) also held the role of Corporate Officer. To align with best practices followed by other municipalities, I recommend that Council appoint Mr. Ed Chow, Manager of Corporate Services, as the District's Corporate Officer.

Additionally, I suggest that Council consider appointing the Corporate Services Coordinator as the District's Deputy Corporate Officer once the position is filled.

In light of the retirement of former CAO Mr. Duane Lawrence, it is also appropriate for Council to rescind his appointment as Corporate Officer.

Respectfully submitted: Richard Harding, Interim CAO

FROM: ED CHOW, MANAGER OF CORPORATE SERVICES

FILE NO: 4200-20

REPORT NO: 25- 40

SUBJECT: APPOINTMENT OF CHIEF ELECTION OFFICER AND DEPUTY CHIEF ELECTION OFFICER

ATTACHMENT(S): N/A

RECOMMENDATION(S):

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.

BACKGROUND:

Council approved the proposal from Panneton & Associates to provide by-election services for the District on March 25, 2025. Work is already underway to review the District's election-related documents, including bylaws, policies, procedures, and forms.

Once Council appoints Mr. Mark Brown as the District's Chief Election Officer (CEO), he will be able to officially carry out his duties, including issuing public notice of the nomination period. Following the deadline for challenging nominations, if more than one candidate is confirmed for the vacant Councillor seat, the CEO will declare that an election by voting is required. Should an election by voting be required, staff have already secured the Ucluelet Community Centre (UCC) for both the general voting day on June 28, 2025, and the advance voting day on June 18, 2025.

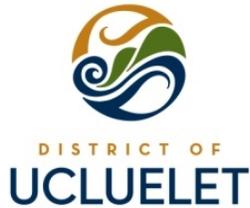
The Chief Election Officer (CEO) will be primarily responsible for overseeing the election. In accordance with section. 59 (2)(d) of the *Local Government Act*, the Deputy Chief Election Officers (DCEO) may take the lead on all logistical aspects of the election, in consultation with the CEO.

The DCEO duties include assisting the Chief Election Officer in all aspects of coordinating and conducting the Elections, including but not limited to:

- Ensuring all required election procedures are observed and enforced
- Hiring, assigning, and training of election day staff
- Ordering and preparing supplies for the voting locations
- Preparation of advertisements and information materials
- Preparing statistics and reports
- Acting for the Chief Election Officer in his/her absence

Respectfully submitted: Ed Chow, Manager of Corporate Services

Approved by: Richard Harding, Interim CAO



REPORT TO COUNCIL

Council Meeting: April 15, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE NO: 5330-20

SUBJECT: AWARD OF CONTRACT – WATER TREATMENT UPGRADES: BUILDING SUPPLY PACKAGE

REPORT NO: 25-44

ATTACHMENT(S): APPENDIX A – TENDER RESULTS

RECOMMENDATION(S):

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.

BACKGROUND:

As part of the Water Treatment Upgrades capital program, the District of Ucluelet issued a competitive tender for the supply and erection of a pre-engineered building. This building will house new treatment infrastructure and will be located near the junction of Highway 4 and the Pacific Rim Highway. The intent of this procurement is to secure the building supply as a standalone line item in advance, allowing for its coordination with the broader treatment plant design and construction. The resulting supply contract will be novated to the future general contractor who will be responsible for integrating the building into the overall project delivery.

The tender closed on March 6, 2025. Six bids were received and reviewed by the District's engineering consultant, McElhanney Ltd., for completeness and compliance. One submission was deemed non-compliant due to changes to the mandatory bid irrevocability period. The lowest compliant bid was submitted by JCI Buildings Ltd. in the amount of \$1,130,000 plus GST.

This supply item is being funded through a combination of municipal reserves and external grant funding, and the total cost remains within the previously allocated capital budget.

ANALYSIS OF OPTIONS:

Option A – Award Contract to Lowest Compliant Bidder (JCI Buildings Ltd.)

Proceeding with the award to JCI Buildings Ltd. at \$1,130,000.00 plus GST enables the District to secure a key long-lead item in advance of finalizing the general contract for the full facility. JCI has met all tender requirements and brings the necessary experience and capacity to deliver the

supply package. This approach ensures the building will be available on schedule for installation during the main construction phase.

Option B – Reject All Bids and Re-Tender

Reissuing the tender could provide an opportunity to revise specifications or negotiate new terms. However, it would delay procurement of the building and could jeopardize the construction timeline or alignment with other components.

A	Award Contract to Lowest Compliant Bidder (JCI Buildings Ltd.)	<u>Pros</u>	<ul style="list-style-type: none"> • Secures a critical component early in the process • Competitive pricing and compliant bid • Supports project schedule and integration with general contract
		<u>Cons</u>	<ul style="list-style-type: none"> • Minor risk remains for coordination challenges during novation
		<u>Implications</u>	<ul style="list-style-type: none"> • Keeps the overall capital program on track • Maintains funding alignment and project phasing
B	Reject All Bids and Re-Tender	<u>Pros</u>	<ul style="list-style-type: none"> • Opportunity to reassess or refine specifications
		<u>Cons</u>	<ul style="list-style-type: none"> • Delays procurement of a key component • Risk of increased pricing and potential funding misalignment
		<u>Implications</u>	<ul style="list-style-type: none"> • Increased administrative burden and timeline uncertainty • Potential to disrupt coordination with general contractor scope
		<u>Suggested Motion</u>	THAT Council decline to award the contract at this time and direct staff to revise and re-issue the tender for the pre-engineered building supply package, with adjustments as deemed necessary to scope, specifications, or procurement timing.

POLICY OR LEGISLATIVE IMPACTS:

N/A

NEXT STEPS:

- Notify the successful and unsuccessful bidders.
- Finalize and execute the supply contract with JCI Buildings Ltd.
- Coordinate the contract novation to the selected general contractor for the full water treatment plant project.
- Monitor fabrication and delivery schedule to ensure integration with overall construction timelines.

Respectfully submitted: James Macintosh, Director of Engineering Services

Approved by: Richard Harding, Interim CAO

April 2, 2025

District of Ucluelet
200 Main Street
Ucluelet, BC V0R 3A0
Attention: James Macintosh, Director of Engineering

Re: Water Treatment Upgrades – Building Supply: Tender Report

1. Background

The purpose of this tender is to secure services for the design, supply, and erection of a pre-engineered building for a new water treatment plant which will be located near the junction of Highway 4 and Pacific Rim Highway. The supply contract is to be novated to the future general contractor to coordinate the actual construction of the building in coordination with the balance of the treatment plant works.

2. Tender Review

Tenders for the above referenced project closed at McElhanney's office on Thursday, March 6, 2025, at 2:00PM. Tenders were not publicly opened. Six (6) submissions were received as follows:

Table 1: Tender Pricing Received

Contractor	Tendered Price (Corrected)	Compliant Tender
MBG Buildings Inc.	\$926,700.00 (plus GST)	No ¹
JCI Buildings Ltd.	\$1,130,000.00 (plus GST)	Yes
Powerhouse Management Group Inc.	\$1,209,128.67 (plus GST)	Yes
Echelon Creative Inc.	\$1,393,092.00 (plus GST)	Yes
Liberty Steel Buildings Inc.	\$1,452,933.00 (plus GST)	Yes
Jim Dent Construction Ltd.	\$1,835,244.95 (plus GST)	Yes

Notes:

1. The District may wish to obtain a legal opinion to confirm whether the bid is compliant or not. However, based on our review, the bid documents specify a mandatory irrevocability period (15 days noted vs specified 60 days), and any modification or removal of this term constitutes **material non-compliance** and should be considered non-compliant.

McElhanney

1 – 1351 Estevan Road, Nanaimo BC Canada V9S 3Y3
Tel. 250-716-3336 | Fax. 1-855-407-3895 | www.mcelhanney.com

We have reviewed the received tenders for compliance with tender requirements and note the following:

- All tenders acknowledged receipt of Addendum 1, 2, 3
- All tenders included a description of Comparable Work Experience
- All tenders included a description of Subcontractors & Suppliers
- All tenders provided the required Bid Bond
- One (1) tender has been considered non-compliant as they have modified the mandatory irrevocability period (MGB Buildings Inc.)

The lowest-priced compliant tender was submitted by **JCI Buildings Ltd.** For your information we have included a copy of our tender comparison spreadsheet ([Appendix A](#)) as well as our tender document check summary ([Appendix B](#)).

Should the District of Ucluelet have the sufficient funds for this portion of the project, we recommend that the District award a supply contract to **JCI Buildings Ltd.** for the tendered amount of **\$1,130,000** plus GST. Additionally, it is recommended that the District of Ucluelet include a 25% contingency for this portion of the project to account for unforeseen issues and potential tariff-related price impacts. The estimated costs are outlined below.

3. Supply Contract Budget Summary

We have provided a summary of the anticipated budget allocated to this portion of the project based on the tender results and the recommended project contingency (25%).

Table 2: Budget Summary

Item	Budget Based on Recommended Tender
Tender Price	\$1,130,000.00
Sub-Total	\$1,130,000.00
Contingency (25%)	\$282,500.00
Total (Excluding GST)	\$1,412,500.00
GST (5%)	\$70,625.00
Total	\$1,483,125.00
Previous Estimate for Budgeting (Excluding GST)	\$1,650,000.00



4. Closure

We trust this provides the information required at this time. If you have any questions, please do not hesitate to contact me.

Yours truly,

McElhanney Ltd.

Sean O'Connor

Sean O'Connor, P. Eng.

Project Manager

Attachments:

- **Appendix A – Tender Comparison**
- **Appendix B – Tender Document Check Summary**





REPORT TO COUNCIL

Council Meeting: April 15, 2025

500 Matterson Drive, Ucluelet, BC V0R 3A0

FROM: JAMES MACINTOSH, DIRECTOR OF ENGINEERING SERVICES

FILE No: 5330-20

SUBJECT: AWARD OF CONTRACT – WATER TREATMENT UPGRADES: FILTERS SUPPLY PACKAGE

REPORT No: 25-45

ATTACHMENT(S): APPENDIX A – TENDER RESULTS

RECOMMENDATION(S):

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.

BACKGROUND:

The District of Ucluelet issued a Request for Proposals (RFP) to select a supply contractor for the design, manufacture, and delivery of a municipal water filtration system for the Lost Shoe Creek Aquifer Water Treatment Plant. The scope includes support during commissioning and provision of after-sales services. The selected contract will be novated to the future general contractor for coordination with construction of the treatment plant.

The RFP closed on March 10, 2025, and six qualifying proposals were evaluated for technical merit, schedule, vendor experience, innovation, and cost. Three additional submissions were disqualified due to unsuitable system configurations. The proposal submitted by AWC Water Solutions Ltd. received the highest score and was determined to provide the best combination of technical performance, proven experience, schedule reliability, and cost value.

AWC's approach features four slightly larger filters that meet capacity requirements with fewer units, while maintaining sufficient residual capacity to support the backwash process. Their team has demonstrated responsiveness and enthusiasm for delivering this project and has engaged constructively in follow-up communications. Their proposal also included several optional components that are recommended for inclusion to enhance performance and long-term value.

The total supply contract amount is \$1,460,000 plus GST, including selected optional items. Funding for this component is allocated through municipal reserves and external grant contributions.

ANALYSIS OF OPTIONS:

Option A – Award Contract to AWC Water Solutions Ltd.

This option involves proceeding with the recommended award to AWC Water Solutions Ltd., the highest-ranked proponent under the RFP evaluation. Their proposal meets all technical requirements, offers innovative efficiency gains, and includes value-added options to support long-term system reliability.

Option B – Re-Issue the RFP or Select a Lower-Ranked Proponent

Council could direct staff to re-issue the RFP or select an alternative proponent. While this might appear to offer cost savings in some cases, the lower-ranked proposals either did not meet the project requirements or would introduce substantial additional costs for building modifications or operational limitations.

A	Award Contract to AWC Water Solutions Ltd.	<u>Pros</u>	<ul style="list-style-type: none"> • Best-scoring and most technically appropriate proposal • Innovative approach with operational efficiencies (fewer filters, same capacity) • Responsive vendor with strong experience and after-sales support • Total project cost within allocated budget
		<u>Cons</u>	<ul style="list-style-type: none"> • Some risk remains for unforeseen challenges during delivery or integration
		<u>Implications</u>	<ul style="list-style-type: none"> • Project remains on schedule • Optimized equipment layout fits within the proposed building footprint • Funding strategy preserved with no additional budget pressure
B	Re-Issue the RFP or Select a Lower-Ranked Proponent	<u>Pros</u>	<ul style="list-style-type: none"> • Opportunity to re-negotiate terms or invite revised bids
		<u>Cons</u>	<ul style="list-style-type: none"> • Delays project schedule and may risk grant funding timelines • Higher long-term costs due to increased footprint or operating inefficiencies • Reduced overall value and technical compatibility
		<u>Implications</u>	<ul style="list-style-type: none"> • Increased administrative burden and uncertainty • Potential misalignment with broader water treatment plant construction timeline
		<u>Suggested Motion</u>	<p>THAT Council decline to award the filter supply contract at this time and direct staff to either re-issue the Request for Proposals or negotiate with an alternate proponent, with consideration given to technical suitability, cost implications, and project constraints.</p>

POLICY OR LEGISLATIVE IMPACTS:

N/A

NEXT STEPS:

- Notify the selected and non-selected proponents.
- Finalize and execute the supply contract with AWC Water Solutions Ltd.
- Coordinate with project design and building contractor to align equipment integration.
- Proceed with procurement, shipping, and commissioning planning as part of the treatment plant schedule.

Respectfully submitted: James Macintosh, Director of Engineering Services

Approved by: Richard Harding, Interim CAO

April 4, 2025

District of Ucluelet
200 Main Street
Ucluelet, BC V0R 3A0
Attention: James Macintosh, Director of Engineering

Re: Water Treatment Upgrades – Filter Supply (LSCA Greensand Filtration System): RFP Evaluation Report

1. Background

The purpose of this Request for Proposals (RFP) is to select a supply contractor to design, supply, ship, and provide support for the commissioning and after sales support of a municipal water filtration system for the Lost Shoe Creek Aquifer (LCSA) Water Treatment Plant. The selected supply contract will be novated to the future general contractor, who will oversee the construction of the building in coordination with the remaining treatment plant works.

2. Tender Review

The RFP for the above referenced project closed on Monday, March 10, 2025, at 2:00PM. Proposals were not publicly opened. Six (6) submissions were received & evaluated as follows:

Table 1: RFP Evaluation Scores

Ranking	Supply Contractor	Proposal Evaluation Score
1	AWC Water Solutions Ltd.	83.6
2	Flowpoint Environmental Systems	75.0
3	Universal Filter Group Inc.	68.9
4	Continental Carbon Group Inc.	67.5
5	Napier-Reid Ltd.	60.7
6	AdEdge Water Technologies	58.5

Three (3) additional submissions were received however the proposed solutions were not considered suitable and therefore they were not included in the detailed evaluation process. Summary of additional submissions not considered in detailed evaluation:

Table 2: Additional Submission Received

Ranking	Supply Contractor	Proposal Evaluation Score
-	BI Pure Water Inc	N/A ¹
-	Culligan Water	N/A ¹
-	Delco Water	N/A ¹

Note 1: This solution requires more filters than can fit within the proposed building, necessitating additional costs for expanded housing. As a result, it is not a suitable option.

The highest ranked proposal was submitted by **AWC Water Solutions Ltd.** Based on our detailed evaluation they provide the best combination of optimal solution, proven experience, schedule, and commercial cost. For your information we have included a copy of our RFP Comparison & Evaluation Spreadsheet (**Appendix A**) as well as our RFP Cost Comparison Spreadsheet (**Appendix B**).

Should the District of Ucluelet have the sufficient funds for this portion of the project, we recommend that the District award a supply contract to **AWC Water Solutions Ltd** for the amount of **\$1,460,000.00** plus GST (including recommended optional items). Additionally, it is recommended that the District of Ucluelet include a 20% contingency for this portion of the project to account for unforeseen issues. The estimated costs are outlined below.

3. Supply Contract Budget Summary

We have provided a summary of the anticipated budget allocated to this portion of the project based on the RFP quote, recommended optional works, and the recommended project contingency (20%).

Table 3: Budget Summary

Item	Budget Estimate
Quoted Price	\$1,359,000.00
Optional - Air Scour Blower Pkg (Duty + Standby) - Add	\$33,000.00
Optional - Raw Water Backwash Connection - Add	\$30,500.00
Optional - Additional 12-Month Warranty - To be Reviewed	-
Optimization Service (Allowance)	\$37,500.00
Sub-Total	\$1,460,000.00
Contingency (20%)	\$292,000.00
Total (Excluding GST)	\$1,752,000.00



4. Closure

We trust this recommendation and the information provided meet your current needs. Should you have any questions or require further clarification, please do not hesitate to contact me.

Yours truly,
McElhanney Ltd.

Sean O'Connor

Sean O'Connor, P. Eng.
Project Manager

Attachments:

- **Appendix A – RFP Comparison & Evaluation Spreadsheet**
- **Appendix B – RFP Cost Comparison Spreadsheet**



March 20th, 2025

Mayor and Council
Municipalities of BC
via email

Dear Mayor and Council,

RE: Cannabis Taxation Sharing & Municipal-Owned Cannabis Retail Stores

The Village of Daajing Giids is sharing with you the attached letter from David Hume the Assistant Deputy Minister & Liquor and Cannabis Regulation Branch as we believe it is important to ensure that all municipal leaders are informed about this ongoing dialogue and are able to consider the implications and opportunities for your municipality.

The letter arose from the Village of Daajing Giids' 2023 Union of BC Municipalities (UBCM) advocacy efforts with regard to Cannabis Taxation Revenue sharing with municipalities. The Village requested a general update on this topic from the Minister of Finance based on a recommendation from the 2021 Local Government Financial Resiliency report "seeking targeted consumption tax that provides local government a share of provincial cannabis taxation revenue". With minimal update on taxation revenue sharing from the Province, the question of municipally-owned cannabis stores as a source of revenue for local governments was briefly discussed with then Minister of Public Safety & Solicitor General Mike Farnworth.

The attached letter outlines the province's position and provides clarity on issues related to municipal eligibility for cannabis retail store licenses. We encourage you to review the document and consider not only the revenue possibilities but also the opportunity to ensure responsible distribution and community oversight for your municipality.

Sincerely,



Her Worship,
Mayor Lisa Pineault

Village of Daajing Giids

PO Box 580, 903A Oceanview Drive V0T1S0

Email: mayor@daajinggiids.ca | Web: <https://daajinggiids.ca/>

VIA EMAIL

Ref: 674406

February 5, 2025

Her Worship Lisa Pineault
Village of Daajing Giids
903A Oceanview Drive
Daajing Giids, B.C. V0T 1S0
Email: Office@daajinggiids.ca

Dear Mayor Pineault:

I am writing to follow up with you on a letter sent from former Minister, Mike Farnworth, on February 5, 2024, regarding municipality-owned cannabis retail stores. As the General Manager (GM) of the Liquor and Cannabis Regulation Branch (LCRB), I oversee the province's liquor and cannabis regulations, including the administration of cannabis licences and authorizations. Through sound policy and regulation, the LCRB's mission is to enable vibrant liquor and cannabis industries, while ensuring public health and safety.

I would like to thank the delegation from the Village of Daajing Giids for your interest in the cannabis industry and for seeking clarification on whether a municipality is eligible to hold a Cannabis Retail Store (CRS) licence. I appreciate your patience while we reviewed this matter.

The *Cannabis Control and Licensing Act* authorizes the GM to issue a CRS licence to an individual, partnership, corporation or Indigenous nation. In B.C., the legal definition of a corporation includes a municipality or other incorporated bodies. Therefore, the GM is authorized to issue a CRS licence to a municipality if the municipality meets all licensing requirements.

If you are interested in applying for a CRS licence, you can submit an application through the LCRB's licensing portal: <https://justice.gov.bc.ca/lcrb/>.

More information on how to apply is on the LCRB's "Apply for a cannabis Retail Store licence" webpage: <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/cannabis-licences/apply-cannabis-licence/apply-for-a-cannabis-retail-store-licence>.

.../2

Her Worship Lisa Pineault
Page 2

If you have more questions about the application process, please reach out to Karina Isdahl, Licensing Manager at Karina.Isdahl@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to be 'DH', with a long horizontal flourish extending to the right.

David Hume
Assistant Deputy Minister and General Manager
Liquor and Cannabis Regulation Branch
Ministry of Public Safety and Solicitor General
www.gov.bc.ca/lcrb

pc: Janet Donald, Executive Director, LCRB (Janet.Donald@gov.bc.ca)
Pamala Renwick, Executive Director and Deputy General Manager of Licensing
(Pamala.Renwick@gov.bc.ca)

Keely Mullane

From: Mayco Noel [REDACTED]
Sent: March 26, 2025 1:24 PM
To: Info Ucluelet
Subject: Tonight's Council Meeting – Dysfunction Is Costing Us

[External]

Mayor and Council,

Tonight's meeting didn't just miss the mark—it highlighted a growing and dangerous pattern in how this municipality is being managed.

We saw valuable time and energy spent debating a \$273 grant-in-aid shortfall, while eight staff members—many likely on overtime—sat in the room. That discussion alone may have cost taxpayers over \$2,000 in wages, not to mention the hours of staff time building a report that should've never landed in front of Council to begin with. That's not due process—it's wasteful, and it shows a lack of big-picture thinking.

At the same time, I witnessed a councillor get called out and shut down by the Mayor—not once, but twice. That wasn't procedural management, it was dismissive. Especially on matters as important as development timelines and community impact. A point of order and a motion to continue the discussion should have been allowed. Cutting off a councillor mid-topic sends a message that respectful debate and community concerns are optional.

We also had a staff report with questionable accuracy, a temporary use permit with unnecessary hang-ups, and timelines that are now dictated by vacation schedules. That's not how service delivery works. Important items need to move with urgency—application on Monday, decision by Friday. Instead, we're waiting on people to return from holidays or to finish another round of internal admin. That's not acceptable.

But here's what's most concerning: no one is putting motions on the table. Council shrugs. The conversation moves on. And the status quo continues—despite everyone knowing it's broken.

If Council doesn't challenge what's being put in front of them, then you're not leading—you're just reacting. Meanwhile, the public is left wondering who's actually steering the ship.

I don't write this letter lightly. Frankly, I hate having to write it at all. But the lack of momentum, accountability, and real leadership is something many in this community are seeing—and feeling—more and more.

The excuses need to stop. The timelines need to tighten. The leadership needs to return.

Respectfully,

Mayco Noël

Resident, community advocate and entrepreneur

