



Bamfield Area Services Committee Meeting

Tuesday, January 23, 2024

Via Zoom

6:00 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/23-1-2024/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_w56MjcHqSx2mTdc1WczGfA#/

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| Introductions - Committee Members and Staff present in the Boardroom and via Zoom. | |
| 2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2024</u> | |
| 3. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 4. <u>DISCUSSION</u> | |
| a. Terms of Reference – H. Zenner, Manager of Administrative Services | 3-5 |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)</u> | |
| a. James Willock, Project Manager, Bamfield Community Affairs regarding Bamfield active transportation planning project. | 6-24 |
| b. Mandy Ross, Bamfield Coordinator, Wildlife BC regarding Bamfield bear area final report 2023. | |
| 6. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u> | |

7. **REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION** **25-26**
Bamfield Waste Hauling Services

THAT the Bamfield Services Committee recommend that the ACRD Board of Directors direct staff to proceed with the purchase of waste bins for East Bamfield and update the 2024-2028 Financial Plan accordingly.

8. **REPORTS**

- a. **Proposed Bamfield Sewer Collection Service Project – J. Brunn,** **27-37**
General Manager of Community Services

THAT the Bamfield Area Services Committee receives the report.

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

Questions/Comments from the public:

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at responses@acrd.bc.ca**

11. **ADJOURN**



Alberni-Clayoquot Regional District

Terms of Reference Bamfield Area Services Committee

1. Purpose

- 1.1 The Bamfield Area Services Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board of Directors pertaining to services for one or more of the following areas within the region: Huu-ay-aht First Nations, Uchucklesaht Tribe Government, and Bamfield.

2. Duties/Mandate

- 2.1 The Bamfield Area Services Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- Bamfield Waste Management
- Bamfield Community Parks
- Bamfield Volunteer Fire Department
- Bamfield Emergency Planning
- Bamfield Water System
- Proposed Services for one or more of the areas

- 2.2 The Committee will explore, consider, and make recommendations to the Board on possible future services within the areas defined in section 1.1.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services within the areas defined in section 1.1.

- 2.4 All Committee deliberations and recommendations to the Board will be guided by the ACRD's Strategic Plan.

3. Membership

- 3.1 Membership on the Committee is as follows:

- One (1) Director for Electoral Area "A" Bamfield, or their alternate
- One (1) Director appointed to the Board from the Huu-ay-aht First Nations, or their alternate

- One (1) Director appointed to the Board from the Uchucklesaht Tribe Government, or their alternate
- Four (4) Community Volunteers

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Directors appointment or elected term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.
- 4.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.

5. Committee Chair

- 5.1 The Committee Chair and Vice-Chair will be one of the ACRD Directors from the HUU-ay-aht First Nations, Uchucklesaht Tribe, or Bamfield via a vote conducted at the first meeting of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the Members of the Committee present.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedure Bylaw.

7. Reporting to the Board

- 7.1 The Committee Chair and/or Vice-Chair will report to the ACRD Board on the activities of the Committee.

7.2 Recommendations from the Committee to the ACRD Board must be adopted by the Committee prior to presentation to the ACRD Board.

8. Resources

8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.

8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	September 27, 2023
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BAMFIELD

ACTIVE TRANSPORTATION NETWORK PLAN

MARCH 2023

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1.0 Introduction

Background

Bamfield is a coastal community within Electoral Area A of the Alberni Clayoquot Regional District (ACRD). The community is comprised of a diverse population including, but not limited to, residents, the coastguard, educators, fishers, health services personnel, marine biologists, retailers, accommodation providers, students, food and beverage providers and marine services and charters providers, in addition to visitors. The community has a long maritime history and access by road only arrived in the 1960s.

Bamfield is separated by an inlet which presents a unique challenge for active transportation. Many residents work or live on one side of the inlet and are required to commute the 200 meters by some form of watercraft. Given the coastal geography and rich composition of the community, self-powered marine transportation is an important aspect of mobility for workers, students, and adventure tourists. However, the current infrastructure does not adequately support or encourage human-powered transportation between East and West Bamfield.

The West Bamfield community is located on Mills Peninsula which is only accessible by water or a rough 5 km hiking trail. The road network on the Peninsula is has only two main arteries that require residents and visitors to travel additional distances to access the West Bamfield communities and popular destinations such as Brady's Beach.

Active Transportation Opportunities

There are specific opportunities to encourage and support active transportation and reduce the reliance on motorized vehicles.

By Water – Providing kayak/canoe docking, launching, and boat storage facilities will dramatically improve the level of support for active transportation across the Bamfield Inlet. These facilities will reduce the reliance on motorized watercraft - both personal craft or water taxi. The Bamfield Active Transportation Network (ATN) Plan outlines the design of waterfront facilities on either side of the Inlet utilizing existing MoTI rights-of-way.

By Land – Providing new trails that intersect the existing road network in West Bamfield will encourage residents and visitors to walk between the West Bamfield communities. The Bamfield ATN Plan outlines new trails that will dramatically reduce pedestrian travel time and reduce the reliance on motorized vehicles.

Focus Areas

The Bamfield ATN Plan project focuses on 3 primary areas of activity: community engagement, land surveys, and facilities design. This document provides details and outcomes of these activities and will serve as a blueprint for future development.

UBC Collaboration

The design of the waterfront facilities, boardwalk & trails was conducted by graduate students from the UBC School of Architecture and Landscape Architecture (SALA) led by Associate Professor Joseph Dahmen. The UBC team conducted an onsite review of the proposed ATN sites and participated in community engagement during the research and design phases of the project. The final architectural designs are referenced in Appendix A.

Planning Process

- The Bamfield ATN Plan was developed between April 2021 and March 2023. The plan is based on input from residents, community stakeholders, best practices, ACRD policies, and District departments.
- A community engagement program was initiated February 2022 with a series of public meetings. An online survey was conducted in April 2022 and onsite community workshops were held in October 2022 with architecture students from the University of British Columbia.
- BC's Active Transportation Guide and all ages and abilities best practices informed the recommendations in the action plan for improvements for active transportation within the community.
- The final plan will be presented to the Bamfield community and delivered to the ACRD Directors in June 2023 for their consideration.

Plan Framework

This report summarizes the proposed kayak/canoe and pedestrian network for an enhanced active transportation network in the community.

Section 2.0 presents the Vision and Goals for the Bamfield ATN Plan.

Section 3.0 summarizes a regional policy review.

Section 4.0 summarizes the community engagement process.

Section 5.0 summarizes ATN design.

Section 6.0 summarizes land survey sketches

Section 7.0 identifies funding opportunities.

Project Team & Partners

The Bamfield ATN Planning Project was supported by the following project leads & partners:

- **James Willock: Project Lead** – Mr. Willock, a Bamfield resident, was the project lead and drafted the funding application for the Ministry of Transportation & Infrastructure ATN Planning grant. Mr. Willock volunteered his time to lead all project activities and prepare the final Bamfield ATN Plan.
- **Alberni Clayoquot Regional District** – The ACRD staff supported the project through the submission of ATN Planning Grant to MoTI. The ACRD Finance Department managed the project transactions which included receipt of the MoTI grant funds and distribution of payments for project expenses incurred for property surveys and architectural design.
- **Bamfield Community Affairs Society** – The BCAS provided seed funding through a community Grant-In-Aid project.
- **Bamfield Huu-ay-aht Community Forest** – the BHCF provided funding to match the contribution of the BCAS
- **UBC School of Architecture & Landscape Architecture** – The UBC team included 13 graduating students lead by Associate Prof. Joseph Dahmen

2.0 Vision & Goals

Vision

The recommendations within this plan are guided by the following vision:

The Bamfield residents recognize the unique challenges and opportunities for active transportation in the community. The community is committed to supporting residents and the natural environment by reducing its carbon footprint through providing infrastructure that encourages transportation alternatives. The Bamfield ATN Plan articulates one piece of the community's greater commitment towards developing a safe and connected transportation network that supports equitability, creates economic opportunities, and promotes healthy communities.

Goals

- Reduce motorized vehicle trips.
- Encourage self-powered transportation to and from school, work, and for leisure.
- Increase community interconnectivity.
- Support the Bamfield tourism economy.



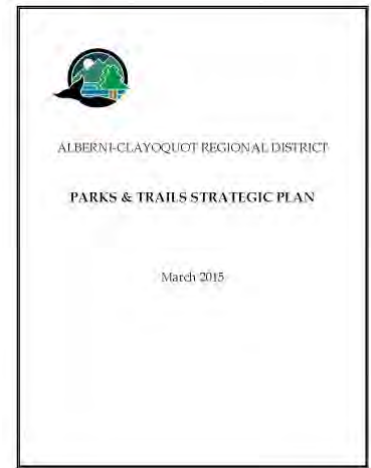
3.0 Policy Context

Multiple cycling transportation efforts for the West Coast are under development or have recently been completed. Local policy documents have provided guidance and context for the Cycling Network Plan. These include:

ACRD Parks & Trails Strategic Plan (2015)

The ACRD's Parks and Trails Strategic Plan provides a comprehensive plan to guide parks and trail development over the next ten years. This document supports cycling infrastructure as an important component of the regional parks and trails network. Specifically, the plan includes a Planning and Management Goal:

- 6.2.4 Goal 4: 10) that pedestrian, wheelchair, cycling, boater and equestrian trails and park linkages be developed through the region to encourage active modes of travel and to improve the quality of life and health of residents and visitors to the ACRD (p. 27).



Bamfield Official Community Plan (OCP)

Recognizing the limited interconnections of the West Bamfield road network, the Bamfield OCP identifies a key opportunity to encourage pedestrian transportation and reduce motorized transportation within the community. Trail policy within the OCP include:

- 16.2.4 Investigate community interest in obtaining new park spaces/trails in the following areas, and implement actions to obtain these lands if they are of interest to citizens in the Plan area:
 - b) Westminster Avenue right-of-way between Lots 31 and 32, Plan 942 in West Bamfield to be developed as a raised boardwalk



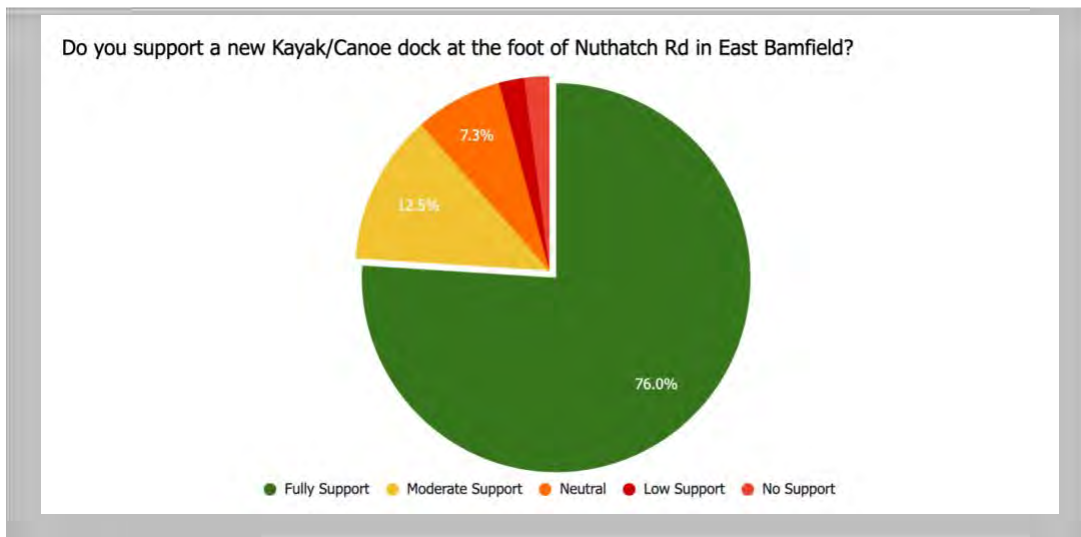
4.0 Community Engagement Summary

An engagement strategy was developed for the Bamfield Active Transportation Network that included an online survey, public presentations & design reviews, and site visits with residents, builders, architects, and landscape architects.

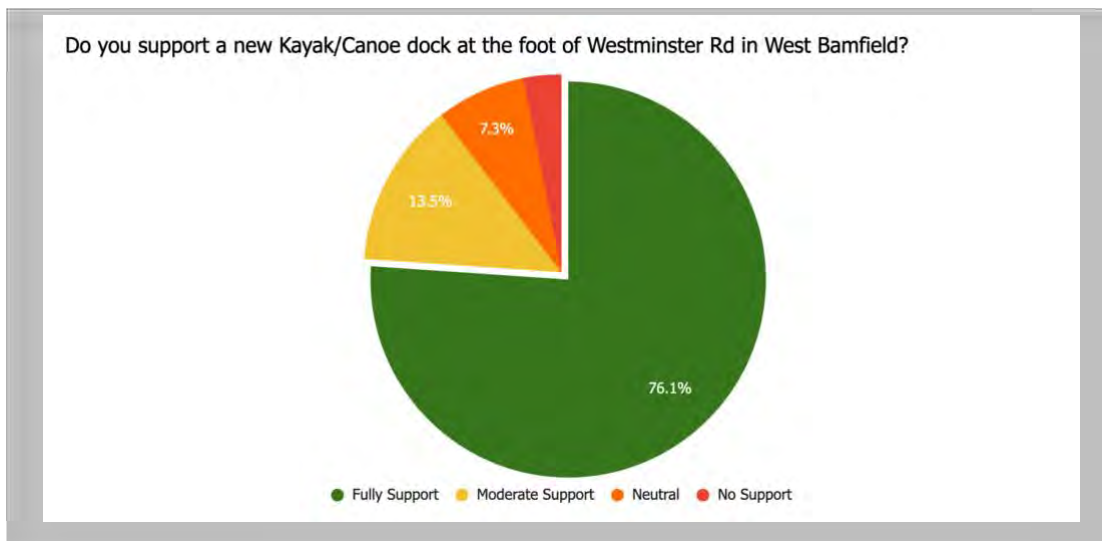
Public Survey (Online)

An online public survey was conducted in January 2022 to assess the community's interest in developing specific aspects of public infrastructure that would support and encourage self-powered modes of transportation. A Total of 97 residents completed the survey which represents 39% of the Bamfield population. The results indicate strong community support for the proposed ATN sites by residents or property owners.

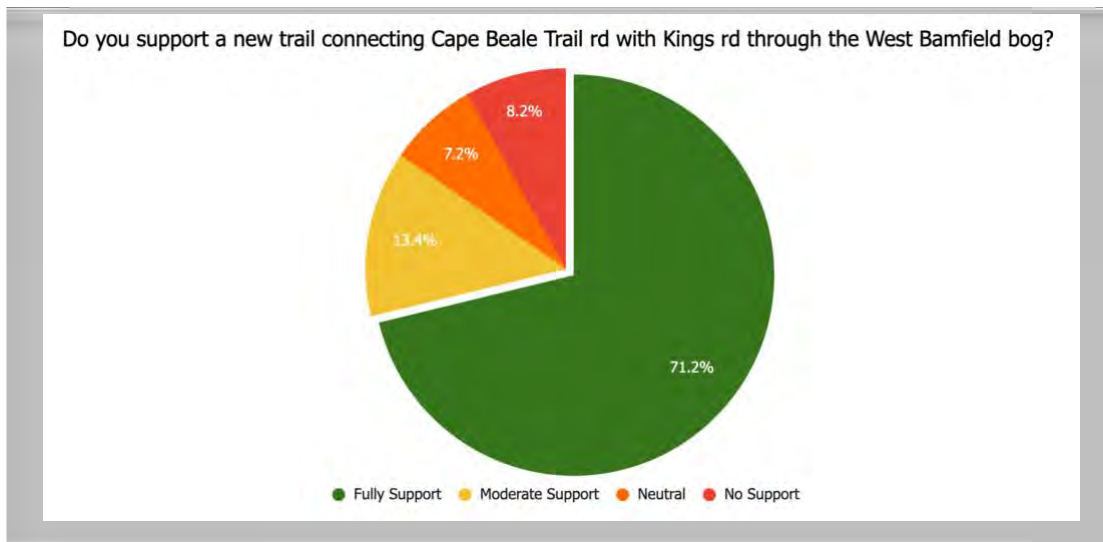
Nuthatch Dock Survey Question (East Bamfield)



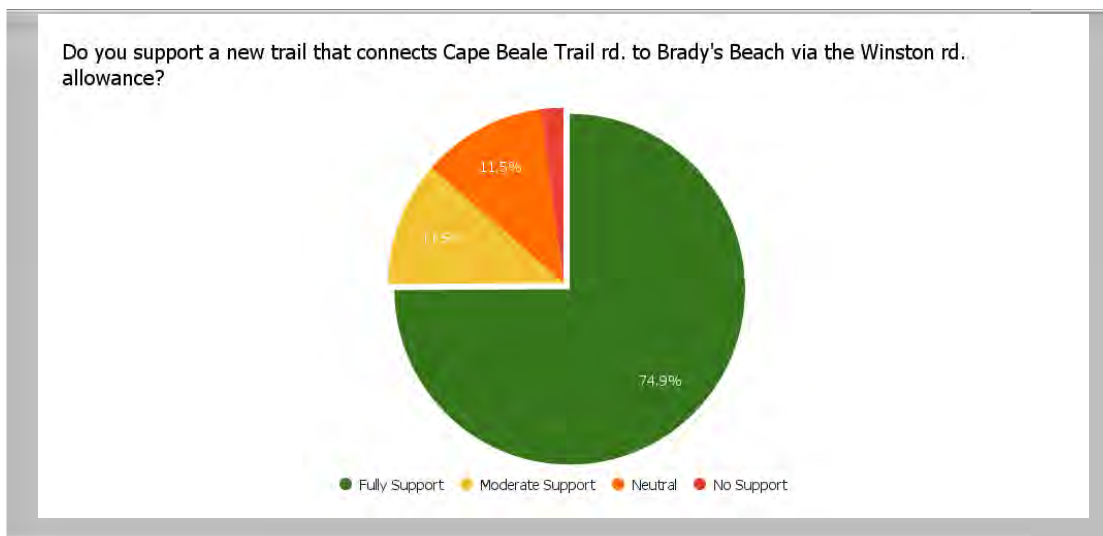
Westminster Dock Survey Question (West Bamfield)



Westminster Connector Trail Survey Question (West Bamfield)



Winston Trail Connector Question (West Bamfield)



Public Presentations

A series of preliminary public presentations were made in October & November 2021 at the monthly Bamfield Community Affairs meeting. These presentations provided the public with an overview of the ATN planning project and a summary of the ATN proposed sites and potential development that was within the scope of the ATN planning initiative.

5.0 Active Transportation Network Design

The proposed Bamfield ATN will improve human-powered connections between East & West Bamfield with ecologically integrated docks, trails, boat storage, and boardwalk. The project will encourage human powered transportation across the Bamfield Inlet, which separates the community, and Mills Peninsula

Bamfield Active Transportation Network

The network consists of new kayak/canoe dock facilities located at Nuthatch Rd (East Bamfield) and Westminster Rd. (West Bamfield). The network will also include a connector trail & bog boardwalk that will provide a new land connection on the Westminster right-of-way.



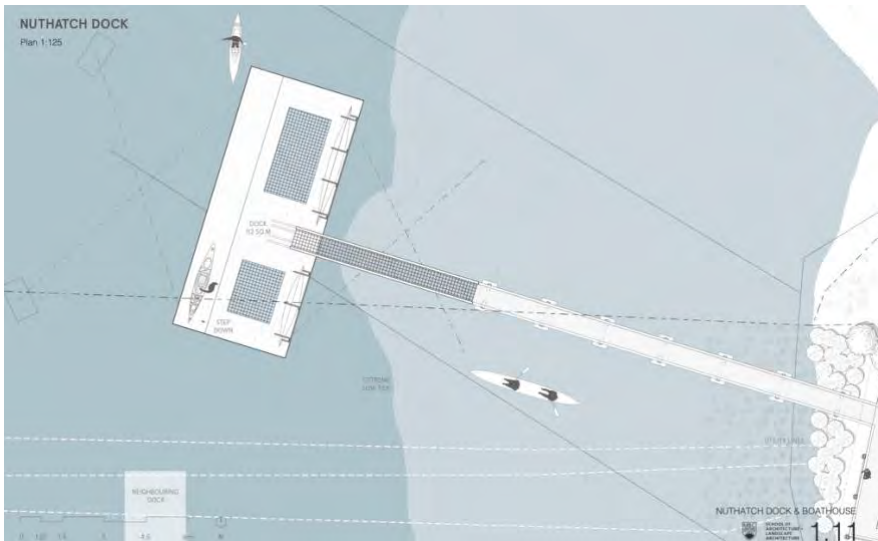
The following sub-sections provide an overview of the three primary project sites and two secondary sites. The Nuthatch Dock, Westminster Dock, and Westminster Trail are the primary focus of the ATN plan. Secondary sites include additional community connector trails at West Park and Winston Road in West Bamfield

PRIMARY SITE 1: NUTHATCH Public Dock & Launch Design (East Bamfield)

The Nuthatch site in East Bamfield will serve as a primary kayak/canoe launch & dock facility to support residents that commute between East & West Bamfield. The site provides easy access to key public facilities such as the Bamfield Community School, Bamfield Fire Hall, and the Bamfield Community Hall (currently under development).

The site will also serve as a launch point for adventure tourists that wish to access the Deer Group islands for multiday camping trips. The site will consist of a dock, approach ramp, and a vehicle loading area. Boat racks will be provided on the dock for short term storage. A building/shelter is also included in the site design for future consideration. The structure would provide shelter from the weather, additional boat rack storage, and covered benches with a view of the harbor.

Please refer to design document **UBC BATN Design 2022.pdf** in Appendix A for details on the site design.



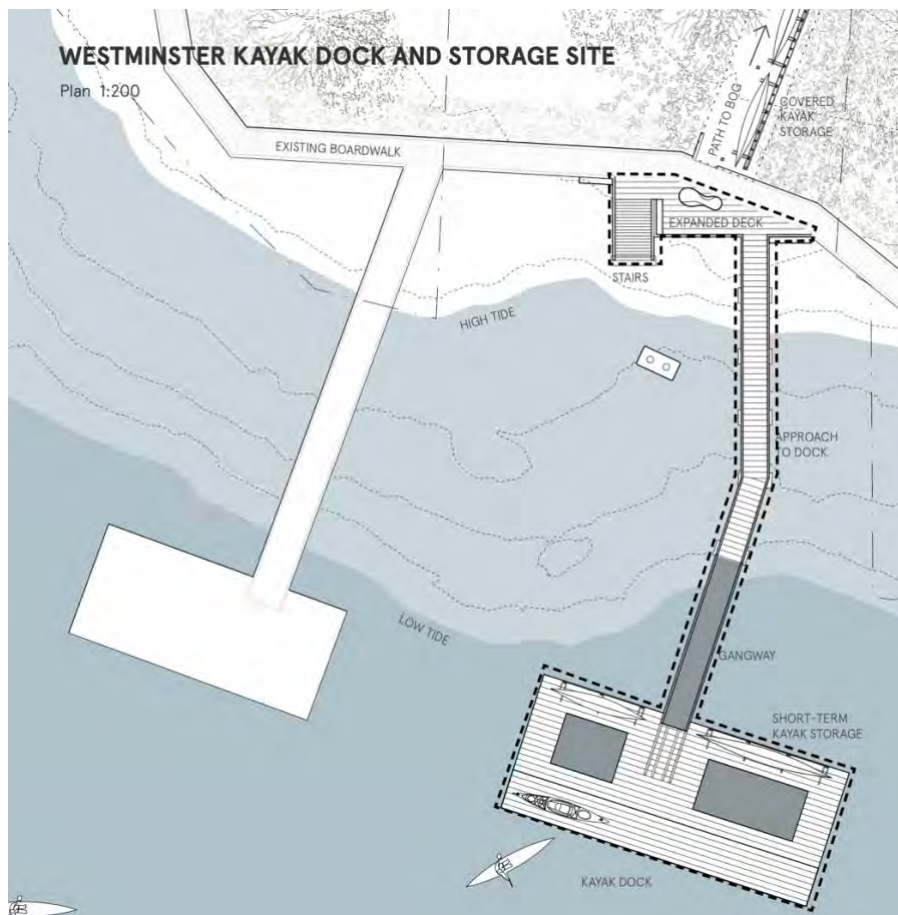
Nuthatch Public Dock

- Kayak/Canoe Dock
- Boat Racks
- Dock Ramp/Approach
- Shelter w/ Racks
- Loading area / Parking
- Transfer point to West Bamfield

Easy access to East Bamfield public school, community hall, and fire station.

PRIMARY SITE 2: WESTMINSTER Public Dock Design (West Bamfield)

The Westminster dock site serves as a counter terminus to the Nuthatch site in East Bamfield. The site will serve as a primary kayak/canoe dock facility to support residents that commute between East & West Bamfield. The site provides easy access to key public transportation infrastructure such as the Bamfield Boardwalk which connects all of the shoreline residents and businesses in West Bamfield. This community dock would also provide a through-path to the Westminster Rd. and the proposed Westminster Connector trail for residents and visitors to access the West Bamfield neighbourhoods and Brady's Beach. The site will consist of a dock, approach ramp, and boat racks will be provided on the dock for short term storage.



Westminster Public Dock

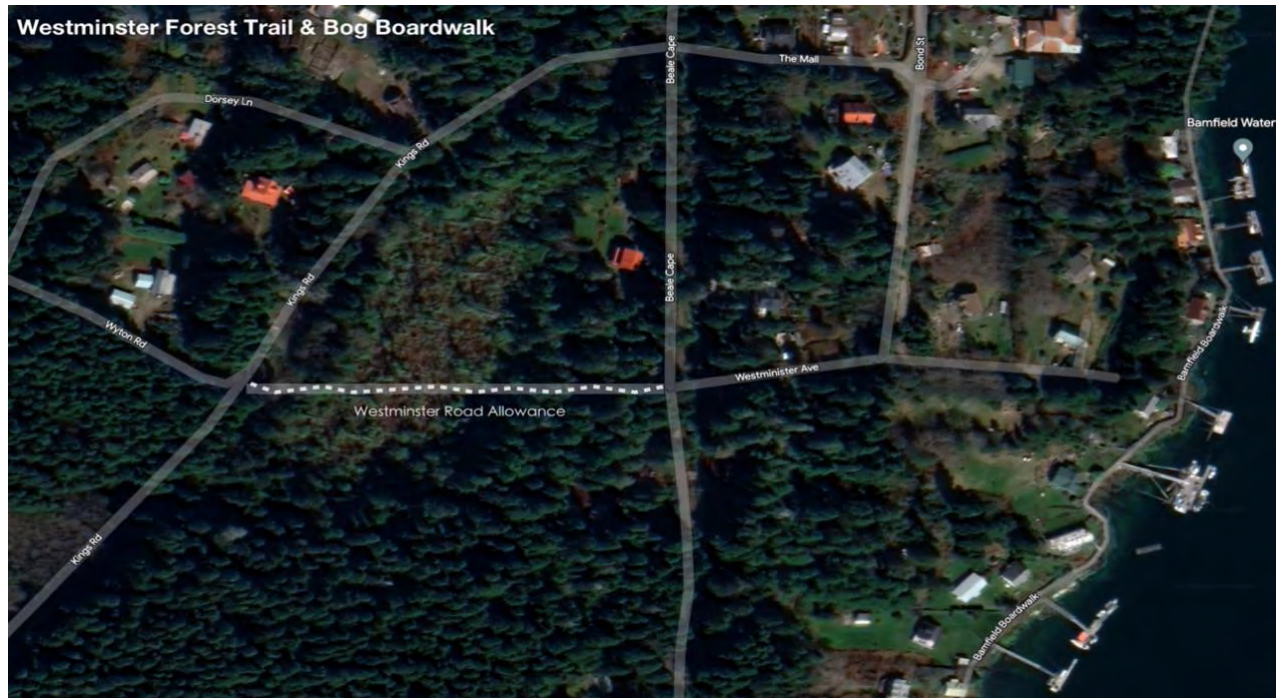
- Kayak/Canoe Dock
- Boat Racks
- Transfer point to East Bamfield, Bog Trail, Brady's Beach

Connects to boardwalk that provides public access to homes & businesses along the waterfront.

PRIMARY SITE 3:

WESTMINSTER Connector Trail & Boardwalk (West Bamfield)

The Westminster trail & boardwalk will connect the two main arteries of West Bamfield - Kings rd. and Cape Beal Trail rd. The pedestrian trail includes forested sections and a raised boardwalk the traverses the Westminster Bog. The trail, identified in Bamfield’s Official Community Plan (2014), will provide a vital connection between the separated neighbourhoods of West Bamfield and provide a pedestrian short-cut to Brady’s Beach. This route generates the highest volume of traffic in the community. The trail will reduce the distance for pedestrians by 300 meters which will encourage residents and visitors to travel on foot rather than motorized vehicle.



Westminster Forest Trail & Boardwalk

- 400 meter forest trail & boardwalk
- Connects Cape Beale Trail Rd to Kings Rd.
- Reduces pedestrian travel by 300 meters
- Utilizes Westminster Rd. Ministry of Transport and Infrastructure (MoTI) right-of-way

Boardwalk Design



SECONDARY SITE 1:

WINSTON Connector Trail (Long Term)

A trail along the Winston right-of-way is being considered to provide a pedestrian route that crosses the West Bamfield peninsula (aka Mills Peninsula). This new forest trail would provide a pedestrian route to connect the southern portion of West Bamfield and provide easy access to Brady’s Beach from Bamfield inlet. This connector trail will reduce the road walking distance by 1.0 km and encourage residents and visitors to avoid using motorized transport.



Winston Connector Trail

- 600m Forest Trail
- Connects Cape Beal Trail Rd. to Brady’s Beach
- Reduces pedestrian travel by 1.0 km
- Utilizes MoTI right-of-way
- Connects West Bamfield Community

SECONDARY SITE 2:

West Park Connector / Scotts Lane (West Bamfield)

The trail will provide a vital connection between two popular community parks in West Bamfield. West Park is currently undergoing a revitalization and the new trail along Scotts Lane right-of-way will provide a connection to the larger, oceanside ACRD community park which is adjacent to Scotts Lane.



West Park Connector / Scotts Lane Trail

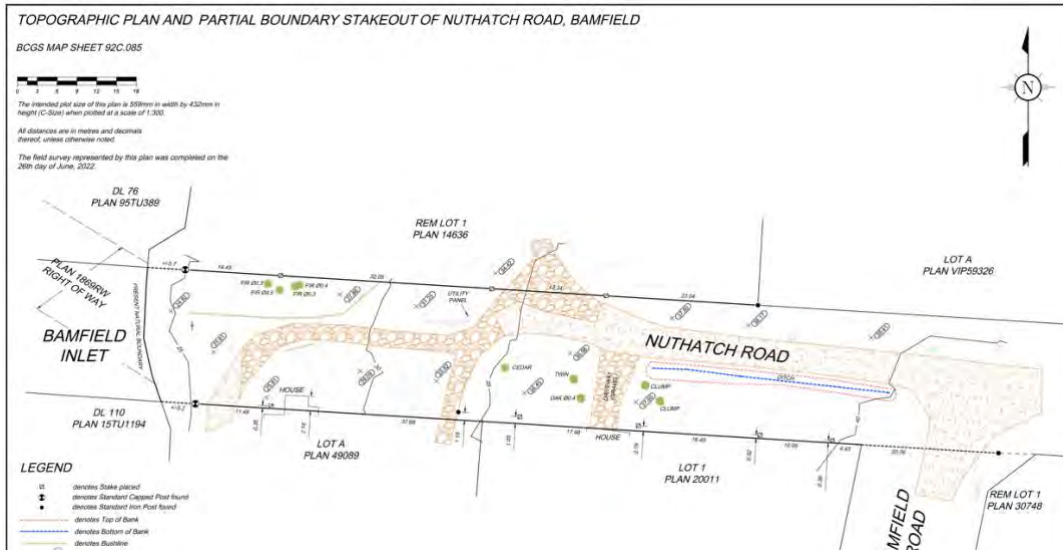
- 20m Forest/bush Connector Trail
- Connects West Park to Adjacent ACRD Community Park
- Utilizes MoTI right-of-way

6.0 Land Surveys

Land surveys were conducted on all 5 project sites to verify the boundaries of MoTI rights-of-way and adjoining private properties. This work was performed by Polaris Land Surveying Inc (Victoria, BC) in June 2022. Please refer to Appendix B ATN Land Surveys for official survey documents. The following summary provides an overview of the surveys:

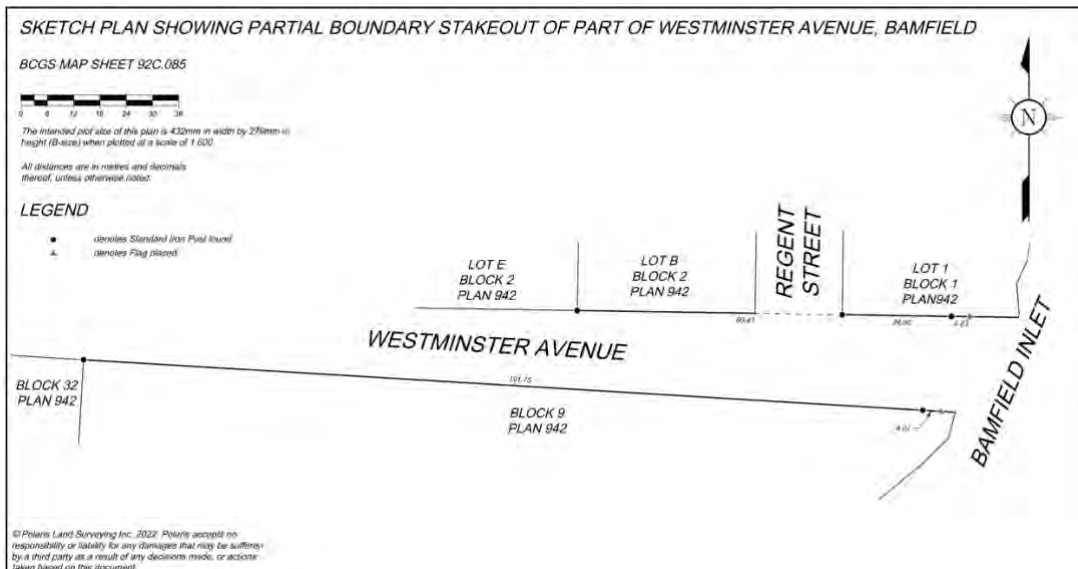
Nuthatch Dock/Launch (East Bamfield).

This topographic survey verified the boundaries of the Nuthatch Right-of-way where it connects to Bamfield Harbour. A proposed project would occupy an 80-meter extension of the existing road.



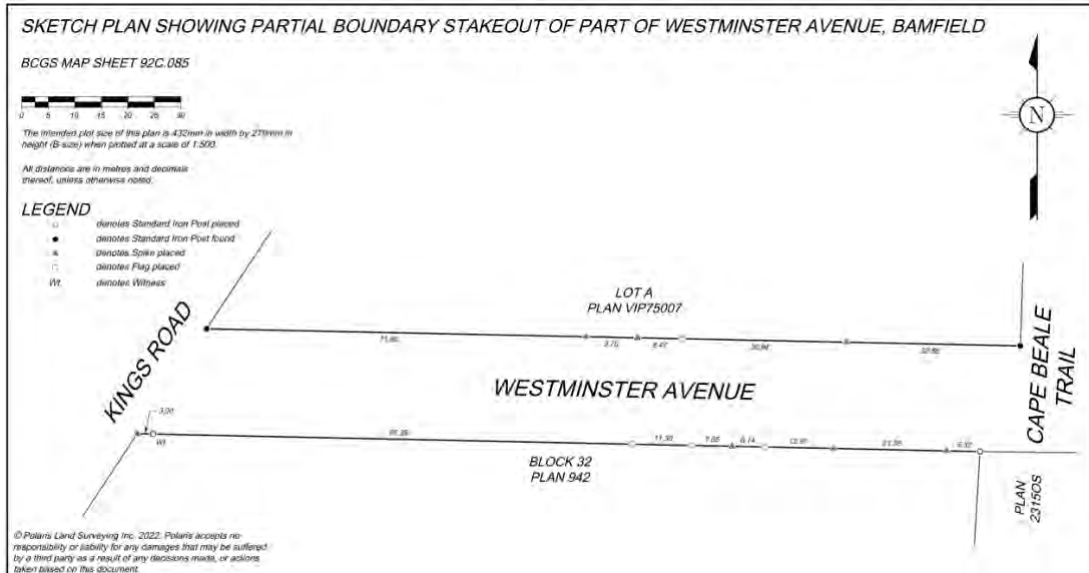
Westminster Dock (West Bamfield).

This survey verified the boundaries of Westminster Rd where it joins the West Bamfield boardwalk at the waterfront.



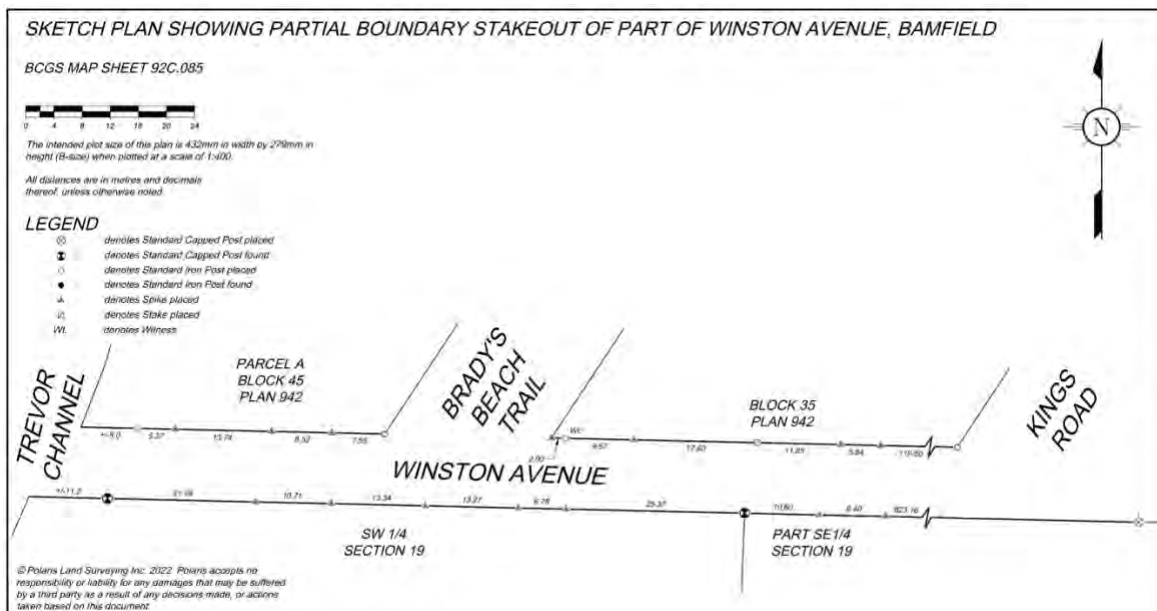
Westminster Connector Trail & Boardwalk (West Bamfield).

This survey verified the boundaries of Westminster right-of-way between Kings Rd. and Cape Beal Trail Rd. Survey pins were placed at both road junctions and survey stakes and tape were used to outline the boundaries of Westminster between the road junctions.



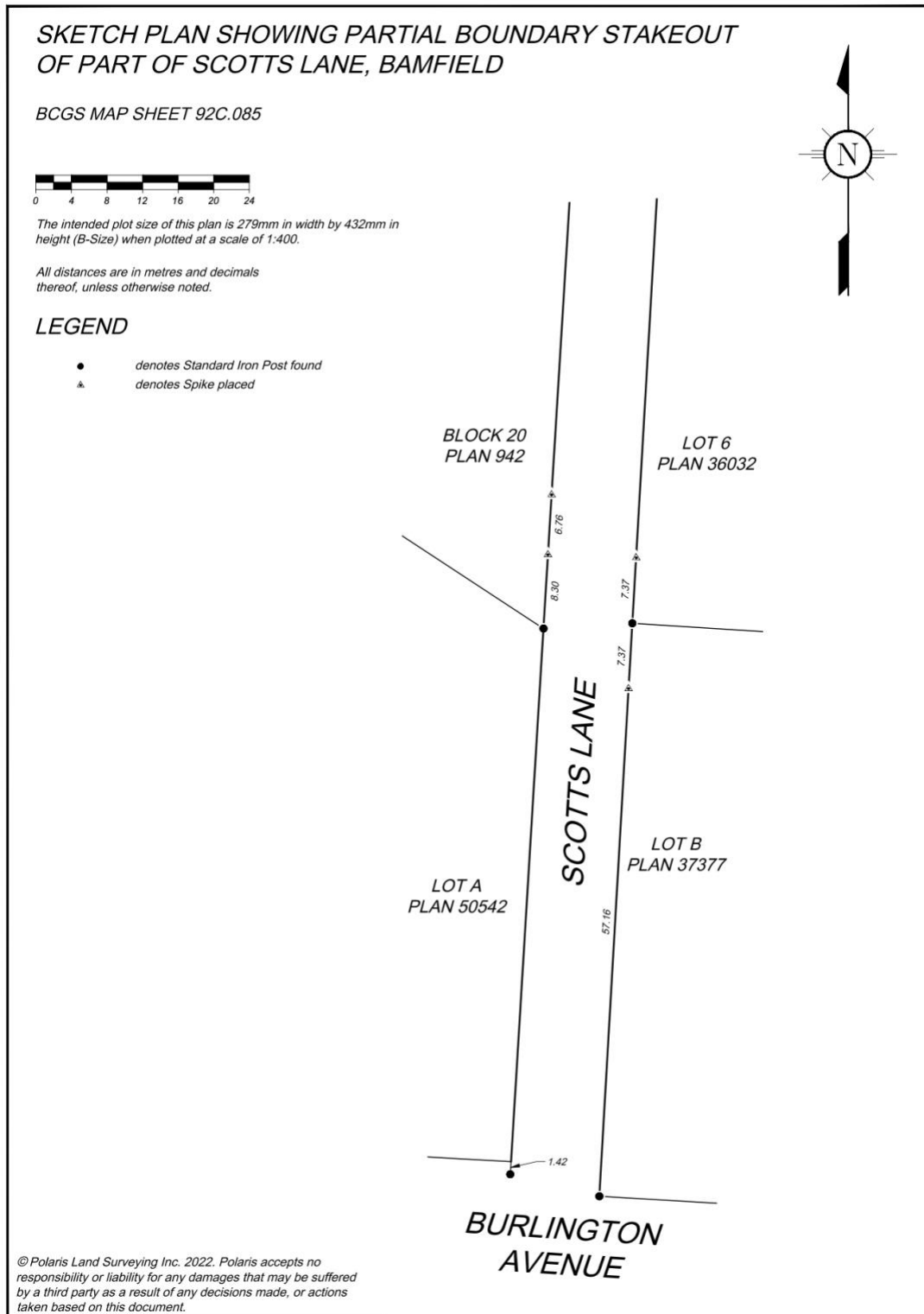
Winston Connector Trail (West Bamfield).

This survey verified the intersection points at the junction of Brady's Beach Trail Rd. and the Winston Right-of-way. Additional pins and markings were placed along the 30 meters of Winston Rd to confirm the road boundaries on the approach to Brady's Beach Trail Rd.



West Park Connector Trail / Scott's Lane (West Bamfield).

This survey verified the boundaries of a 40 meter section of the Scott's Lane right-of-way that connects Bamfield West Park with an adjacent ACRD community park.



7.0 Action Plan

PRIMARY SITE 1: NUTHATCH Public Dock & Launch Design (East Bamfield)	
1. Submit application for a “License of Occupation” from Ministry of Transportation and Infrastructure	Short Term
2. Submit application for a water lot license from Province of BC to support community kayak/canoe dock	Short Term
3. Obtain construction estimates for 10m road upgrade for vehicle access to Nuthatch launch facility	Short Term
4. Obtain construction estimates for dock & approach ramp development.	Short Term
5. Obtain construction estimates for boat shelter facility.	Medium Term
6. Draft cost estimates for site landscaping	Medium Term
PRIMARY SITE 2: WESTMINSTER Public Dock (West Bamfield)	
7. Submit application for a “License of Occupation” from Ministry of Transportation and Infrastructure.	Short Term
8. Submit application for a water lot license from Province of BC to support community kayak/canoe dock.	Short Term
9. Obtain construction estimates for dock & approach ramp development	
10. Install pedestrian traffic counter at Westminster Rd & Boardwalk to capture current traffic volumes	Short Term
PRIMARY SITE 3: WESTMINSTER Connector Trail & Boardwalk (West Bamfield)	
11. Submit application for a “License of Occupation” from Ministry of Transportation and Infrastructure.	Short Term
12. Obtain trail construction estimates for forested section of the Westminster Right-of-way.	Short Term
13. Obtain construction estimates for the raised boardwalk section of the connector trail.	Short Term
14. Install vehicle traffic counter at Westminster Rd & Kings road to capture existing vehicle traffic volume.	

SECONDARY SITE 1: WINSTON Connector Trail (West Bamfield)	
15. Determine the development plans of the adjoining private property owners that may involve new road construction on the Winston Right-of-way.	Short Term
16. Conduct geotechnical assessment of the evaluated junction of Winston Rd & Brady's Beach Trail Rd. to determine feasibility of public staircase construction.	Medium Term
17. Obtain trail construction estimates for forested section of the Winston Right-of-way and public staircase at Brady's Beach Trail rd. junction.	Medium Term
SECONDARY SITE 2: West Park Connector / Scott's Land Trail (West Bamfield)	
18. Construct connector trail between West Park & adjacent ACRD Community Park	Completed

8.0 Funding

Ministry of Transportation & Infrastructure – Active Transportation Network Development Grant

The B.C. Active Transportation Infrastructure Grants Program provides cost-sharing opportunities for network planning grants and infrastructure grants. Funding from these grant programs support the development of active transportation infrastructure for all ages and abilities. This grant program closely aligns with the active network design outlined in this planning document.

Bamfield Community Affairs Society – Grant in Aid

Project seed funding could be provided by Bamfield Community Affairs which supports local projects through local tax requisition. The intention for these funds is to secure the material and resources necessary to execute projects that will benefit the community as an activity, resource, physical asset or asset improvement.

Bamfield Huu-ay-aht Community Forest Society Grant Program



Project seed funding could be provided by Bamfield Huu-ay-aht Community Forest which provides initial capital required by an outside grant or will match funds for applicable crowd sourced projects. Eligible projects will benefit the community economically, environmentally, or culturally, and will either have been approved for a non BHCF grant or be locally crowd funded (go-fund-me)

9.0 Appendix A – Document Attachments

The output of the Bamfield Active Network Planning project is reflected in 2 primary areas:

- 1) Land surveys to confirm boundaries of several MoTI rights-of-way, and
- 2) Architectural design of the trails, docks, boardwalk, and supporting facilities.

The following documents accompany the Bamfield Active Transportation Network Plan:

 <p>POLARIS LAND SURVEYING INC. - SINCE 2001 -</p>	<p>Polaris Land Survey Sketches – BATN Project.PDF October 2022, 5 Pages</p> <p>Survey sketches provided by Polaris resulting from field survey work.</p>
	<p>UBC BATN Design.pdf December 2022, 54 Pages</p> <p>Concept proposal prepared by: UBC School of Architecture and Landscape Architecture.</p>



To: Bamfield Services Committee
From: Paulo Eichelberger, Solid Waste Manager
Date: January 23, 2024
Subject: Bamfield Waste Hauling Services

Recommendation:

THAT the Bamfield Services Committee recommend that the ACRD Board of Directors direct staff to proceed with the purchase of waste bins for East Bamfield and update the 2024-2028 Financial Plan accordingly.

Desired Outcome:

To establish sustainable waste servicing options on the East side of Bamfield.

Summary:

The Alberni-Clayoquot Regional District (ACRD) coordinates solid waste collection services on the East side of Bamfield including the East Bamfield Transfer Station, Anacla (Huu-ay-aht First Nation (HFN)), the Huu-ay-aht Group of Business (HGB) and the Bamfield Marine Science Centre (BMSC) through a consolidated contract for waste collection. This contract provides bin rental and tipping of twenty-four 6-yard bear-resistant garbage bins. The frequency of collection is bi-weekly in the winter and weekly in the summer. The ACRD invoices monthly each of the participating organizations for their portion of the contract costs and funds the Transfer Station servicing costs through the Alberni Valley and Bamfield Waste Service.

A Request for Proposal (RFP) was issued in August 2023 to replace the expiring Waste Management Services contract. Unfortunately, no submissions were received, resulting in staff contacting potential service providers directly and negotiating a one-year extension with Waste Management to continue providing this service ending on November 30, 2024. While the service contract has been extended with no disruption to service, it has resulted in increase in pricing of 21% (\$168,000, up from \$132,000).

Staff also reached out to local haulers in Port Alberni to inquire why bids weren't submitted. One of the biggest challenges identified was that a company had to provide and maintain the 6-yard bins as part of the contract. This would be a large investment for a small company with guarantee for only a 3-year servicing contract. Staff have since investigated the cost of purchasing and maintaining the Bamfield

waste bins as ACRD assets for both a cost savings and to encourage more local and smaller service providers to bid on this contract.

Staff have begun conversations with HFN staff on the potential for their organization to provide this service locally. This would require capital investments (purchase of a truck) and staffing requirements from their organization. ACRD staff are continuing to discuss options with HFN and working to facilitate a meeting with Indigenous Zero Waste Technical Advisory Group (IZWTAG) as there may be funding and training opportunities available.

Time Requirements – Staff & Elected Officials:

If the purchase of bins is supported by the Committee and Board, staff will undertake a Tender process for the purchase and delivery of bins, which we are hopeful will be in place by late summer, allowing a new services contract for only bin servicing to also be issued in late summer and awarded in order to take over for the current servicing extension before the end of November. The following estimated ACRD time requirements are needed to undertake these activities:

- Procurement Coordinator – (8 hours) project support as needed.
- Solid Waste Manager – (5 hours) Research, contract review and project oversight.

Financial:

The estimated cost to purchase thirty bins is \$110,000. This includes twenty-four bins plus six critical spares as contingency. The useful lifespan of waste bins is approximately 15 years, resulting in a fully amortized cost of \$7,333 per year. Repair and maintenance costs for bins are anticipated to be within \$2,500 resulting in a total annual cost of under \$10,000 for owning waste bins.

This is expected to result in reduced annual servicing costs of at least \$45,000 annually.

2024 Budget for Waste Hauling	Operating Budget	Capital Cost
Existing Services with rental bins	\$168,480	0
Existing Services with ACRD owned bins	\$120,000	\$110,000

Strategic Plan Implications:

This project aligns with Strategic Focus Area #2 - To manage our infrastructure to ensure maintaining high level of services.

Submitted by: *Jenny Brunn*
 Jenny Brunn, General Manager of Community Services

Reviewed by: *Cynthia Dick*
 Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
 Daniel Sailland, MBA, Chief Administrative Officer



To: Bamfield Services Committee

From: Jennifer Brunn, General Manager of Community Services

Date: January 24, 2024

Subject: Proposed Bamfield Sewer Collection Service Project

In Spring 2022, staff began investigating the development of a Liquid Waste Management Plan (LWMP) for the community of Bamfield, following budget adoption which allocated \$150,000 from the Community Works Grant Program. Staff developed a working group with staff from Huu-ay-aht First Nations (HFN) and enlisted Urban Systems to support this project. Following consultation with the Ministry of Environment (MoE) it became clear that a service assent process would be a more successful route to addressing the current needs and opportunities in Bamfield and if unsuccessful, efforts could be shifted towards the LWMP development. In November 2022, the ACRD Board supported proceeding with a service assent process for the implementation of a sewer collection service for the Community of Bamfield.

Since this time, the project has progressed and completed the following activities:

- Confirmed HFN plant capacity, connection ability and desired sewer extension areas.
- Identified options for service delivery model including role for ACRD and HFN in operation and management of treatment, collection, billing/administration.
- Outlined potential service areas including needs and costs.
- Ongoing engagement with MoE, and
- Community Engagement:
 - Creation of a Lets Connect Webpage with extensive project background information
 - Presentation to the Community Affairs Group
 - Public Survey in Summer 2023 to get preliminary feedback from the community
 - Open House in Bamfield in November 2023, what we heard summary attached.
 - Info Sheet and FAQ documents created in December 2023, attached.

Initial public engagement has refined the scope of a proposed service area to East Bamfield (with the potential for future expansion). It has also shown that there is support and interest for a potential service, which means that we will continue to detail out a potential service with a service establishment bylaw to be voted on by referendum by the residents within the proposed service area. There is still significant public engagement to be undertaken prior to a referendum, but it is likely that a referendum could be held in Bamfield by late spring/early summer.

Upcoming steps and engagement planned for this project are:

- Open House and Tours of HFN Wastewater plant in Bamfield on Sunday January 28th, 2024 to present information provided in recent info package and answer questions from the community.
- Follow-up FAQs to be created if a significant number of new questions are raised at open house.
- Info Package on proposed service details and establishment bylaw to be created and shared.
- Anticipated presentation to Community Affairs and Online Open House.
- Creation of an Info Package on the assent process – who can vote, when will it happen and all referendum related questions.
- Final Open House in the Community (potentially one online as well) to answer questions prior to referendum.
- Referendum on Service Establishment Bylaw.

Staff will continue to update the Bamfield Services Committee on the project progress at upcoming meetings.

Submitted by: *Jenny Brunn*
Jennifer Brunn, General Manager of Community Services

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

Approved by: *Daniel Sailland*
Daniel Sailland, MBA, Chief Administrative Officer

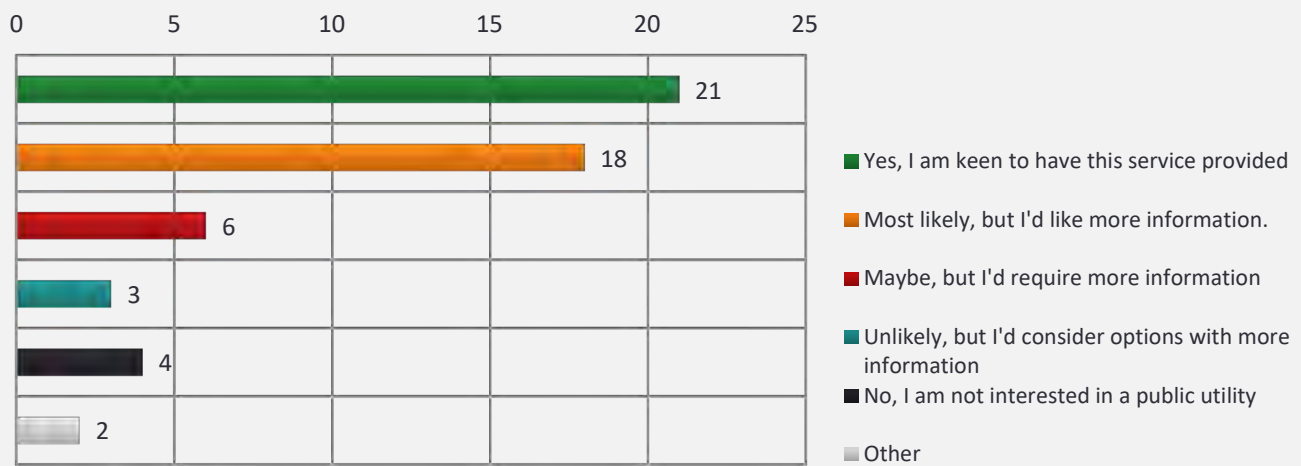


WHAT WE HEARD SUMMARY

Early Input Opportunity

The ACRD and Huu-ay-aht First Nations are exploring the benefits, community interests, and process of connecting the community of Bamfield to Huu-ay-aht First Nations' new Wastewater Treatment Plant. The ACRD has a goal this year to learn more about the level of support for a wastewater service in Bamfield. This process will assess the community's level of interest. As first step in this learning process the ACRD hosted an early input opportunity on the project's dedicated project page found on [Let's Connect ACRD](#). This early input opportunity indicated -

72% of respondents are keen, or most likely keen, to have a public utility manage their wastewater



Community Planning Workshop and Open House

On November 9, 2023, the ACRD hosted a **Community Planning Workshop & Open House**. The team working most closely with this project attended the event and discussed the potential for this community connection project with residents and participants of these workshops. Community members were invited to share input specific to a potential wastewater service through discussions with staff or by providing input directly onto engagement boards. This is a summary of the input received during this event.

Participant comments shaped the following discussion themes:



Potential Costs and Financial Impacts

There was a clear desire for more details related to long-term operation and maintenance costs, and upfront capital costs. In addition, there were questions about how cost escalation may be controlled. A desire for the service and connection fees to be affordable for the community was also mentioned.

Potential benefits were also identified by participants including anticipated cost savings to upgrade water lines at the time of connecting to the sewer service.



Potential Disruptions to Properties



Concerns were also mentioned such as anticipated disruptions as well questions related to treatment of existing septic systems if a property connects to a centralized sewer service. Other comments indicated that decommissioning a septic system may be a benefit as it would result in less long-term responsibility to individual property owners. Other logistics related to implementation and connections such as prolonged power loss risks for operating systems and the wastewater plant itself, and required equipment for individual properties such as pump chambers, lift stations, gravity feeds.

Governance



There were voiced concerns around how the treatment plant and sewer service could be most effectively governed. Concerns around “giving up control” by decommissioning septic systems were also identified both as a benefit and a concern.

Environmental Concerns and Benefits



Environmental concerns and benefits were also identified including concerns for those properties that are currently discharging directly to the inlet. There was a desire to see further regulation or enforcement for these property owners. There was expressed interest in connecting waterfront properties first, however, interest was greatest in the downtown area as described below.

Housing Needs

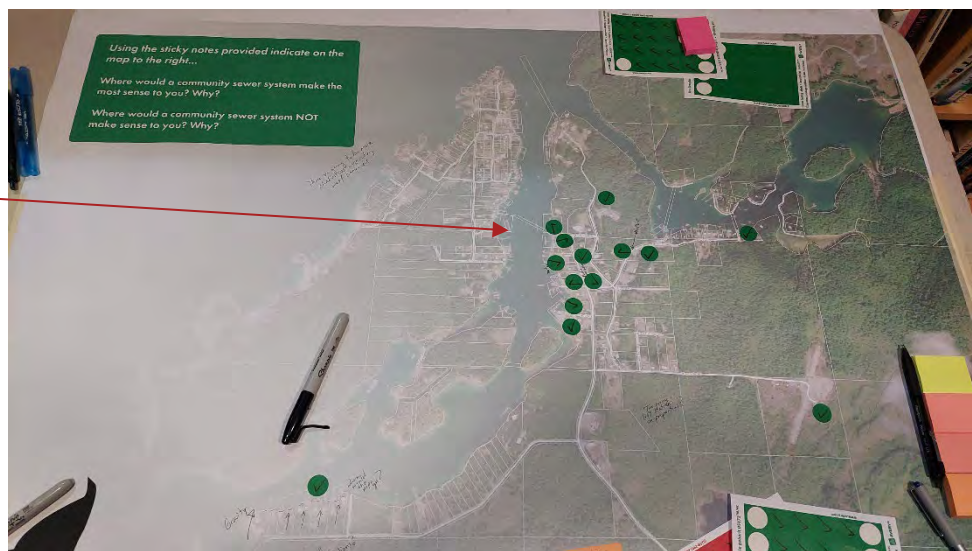


The desire to address housing issues was also mentioned. It is assumed that this relates to the potential to accommodate different forms of housing if a sewer service were established (such as multi-unit housing, subdividing lots, etc.) with some input indicating a desire to “do it now” as a proactive measure before development activity occurs.

Potential Service Area

A distinct sewer service area has not yet been established; however, residents were asked to indicate where they thought a sewer service should be provided. Workshop attendees indicated a fairly central service area in East Bamfield with the highest proportion of responses north of Hull Road, East of Rocky Lane, and in proximity to Nuthatch Road. This interest indicates community priorities are likely to lie in East Bamfield.

The Green dots on the map indicate areas where people are supportive of the project.



Engagement Preferences

Participants were asked to indicate their preferred methods for receiving additional information about this process and how they can provide input throughout. The most preferred methods included communications through the Bamfield Community Affairs Society, and through use of the Bamfield Corkboard (Facebook). It is also clear that the community appreciates opportunities to discuss and learn more about this process in-person. Options for virtual events are assumed to be desired for those residents who may not be present in the community at the time of in-person events.

Next Steps

Input indicated clear interest in learning more about the impacts and potential benefits of this potential service. The project team looks forward to sharing information as it is made available. The preferred engagement methods as identified by the community will be used throughout this process and we look forward to sharing more information and hearing more from the community this winter.

For More Information:

www.letsconnectacrd.ca/bamfield-sewer-project



Bamfield Sewer Connection Community Interest Project



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

PROJECT OVERVIEW

The Alberni Clayoquot Regional District (ACRD) and Huu-ay-aht First Nations are exploring the benefits, community interests, and process of connecting the community of Bamfield to Huu-ay-aht First Nation’s new Wastewater Treatment Plant (WWTP). Huu-ay-aht’s WWTP was completed in 2022 and has capacity to support the community of Bamfield.

PROJECT TIMELINE

1. Background Studies: In 2022 the ACRD completed technical work to better understand specific needs of the community of Bamfield to connect a sewer system and assess the feasibility of this connection.

2. Engagement with Partner Groups: The ACRD and Huu-ay-aht First Nations have engaged Bamfield Community Affairs Society, Bamfield Marine Sciences Centre, as well as applicable Ministries.

3. Community Engagement: An early input opportunity was made available to the public in June, 2023. This input helped us understand community interests, concerns, and overarching questions shared with the project team. On November 9, 2023 members of the ACRD’s project team attended the Bamfield Community Planning Engagement event. This provided another opportunity to hear directly from members of the community and better understand concerns and questions to help inform future stages of work and information sharing. We will be back in Bamfield to discuss the project with resident in the new year.

4. Summary of Recommendations and Findings: We will share what we heard through all phases of engagement and how this input will be used to inform project outcomes.

5. Defining a Sewer Service Area & Confirming Costs: The ACRD will confirm a sewer service area, determine applicable grant opportunities, and confirm costs based off the information gathered through engagement and technical studies.

6. Community Update and Information Sharing: All information related to the proposed sewer service will be shared with the community. There will be opportunities to ask questions and learn more at this point.

7. Decisions Making: The decision to create a sewer service area in Bamfield will be made through an assent vote process (referendum). The community will choose whether the proposal will move forward or not.



WHY DO WE NEED A REGIONAL SEWER SERVICE?



BENEFIT TO RESIDENTS

Connecting to a central system creates capacity for future growth in the Bamfield area and centralizes the service.



AGING AND NON EXISTENT INFRASTRUCTURE

Septic infrastructure is changing and some residences discharge directly into the inlet. Regulations have changed and costs to upgrade systems have increased.



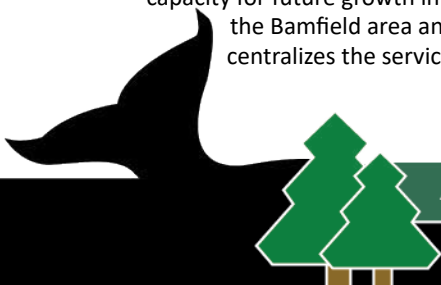
IMPACTS TO INDUSTRY

Contamination in Bamfield inlet is threatening shellfish farming and recreational tourism.



RISK TO BAMFIELD INLET

Water quality in the inlet poses environmental and public safety risks.



WHAT DOES THE CURRENT SYSTEM LOOK LIKE?

Inadequate septic systems have been identified as a core contributor to the deteriorating water quality in the Bamfield Inlet. Currently residents of Bamfield either have a septic system or are discharging directly into Bamfield Inlet. Direct discharges and improperly operating septic systems have been identified as a major concern and will be required to be addressed in the future whether that is through connection to a central system or replacement with functioning individual systems.

SEPTIC

- *Septic systems place the maintenance burden and costs on the homeowner*
- *Need to be replaced over time*
- *Failing and deteriorating systems pose public health and environmental risk*
- *Regulations are changing and increasing to ensure proper maintenance. 'Business as usual' is no longer an option*

SEWER

- *Maintenance responsibility is shared between ACRD, HFN, and homeowners*
- *Space currently being occupied by septic components may be made available for other uses*
- *Decreased risks to the environment as treatment discharge exceeds regulatory requirements*
- *Costs of infrastructure are eligible for grant funding and can be amortized over time, making financing more accessible for homeowners*

WHAT AREAS OF BAMFIELD WILL BE CONNECTED TO HUU-AY-AHT FIRST NATIONS' NEW WASTE-WATER TREATMENT PLANT?

The potential sewer service area is shown below and includes a large portion of east Bamfield. The exact extents of the sewer service area will be determined through future community engagement.

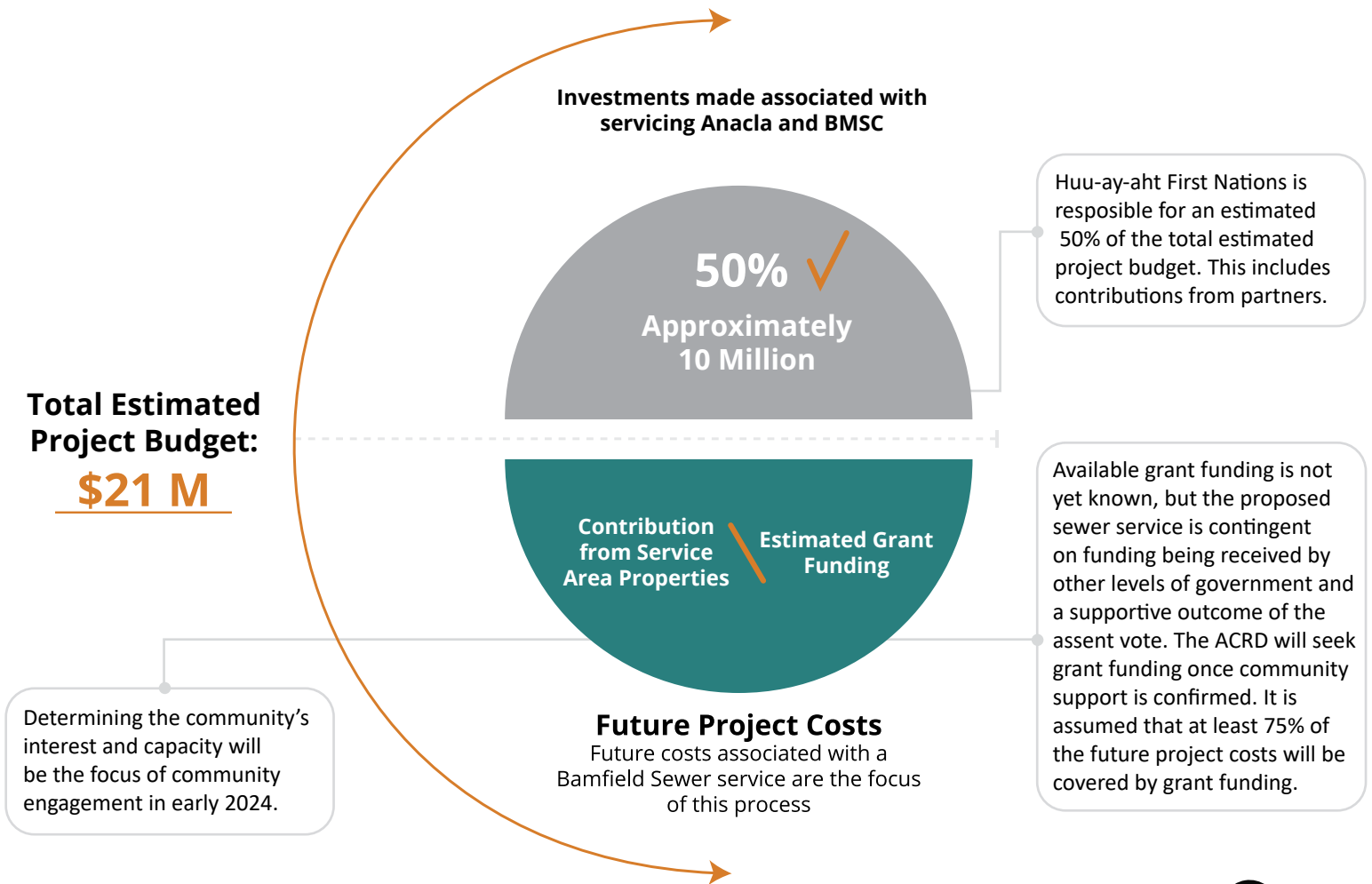
The west side of the community has been excluded at this time due to the high costs associated with a pump station and forcemain installation across Bamfield Inlet along with the capacity in the HUU-ay-aht WWTP. West Bamfield may be considered as a future sewer service expansion area, but not as part of this upcoming assent/referendum process.



The map to the right shows the areas of Bamfield **that are being considered** as part of the initial service. Future service expansion may be considered to serve other areas of the community. **The service area shown here has been influenced by the input opportunities outlined above.**

PROJECT CAPITAL COSTS

This project is complex in both design and funding. The amounts below provide an overview of estimated expected costs and amounts paid to date by partner groups.



Estimated per lot costs based on a single family home

Yearly Costs

These costs will be determined once a service area is confirmed through a later stage of this process.

- Operations and maintenance on regional and local infrastructure
- Typically charged on a yearly basis

Private Lot Costs

\$10,000 - \$35,000

- Works completed by the lot owner on private property and varies greatly due to size of lots and location of existing buildings and residences to property lines
- Includes the connection to the new sewer service at property line
- Includes the decommissioning of existing septic fields

Regional Infrastructure

\$10,000 - \$15,000
Estimated Costs

- These costs may be financed over a specified period, and could allow flexibility to make annual payments. These details are not yet confirmed
- Estimates are dependent on amount of grant funding secured

Costs assuming 75% grant funding.



FREQUENTLY ASKED QUESTIONS

Q: How will the decision of whether to create a centralized wastewater service for Bamfield be made?

A: This decision will ultimately be made through an assent vote process. Assent voting will allow electors to vote (through a referendum) on whether or not the proposal will move forward. The only people who will be able to vote in the referendum are those within the proposed service area.

More details will be shared before the assent vote is scheduled. A bylaw will be prepared before the assent vote, which will provide all required details and supporting information for community members participating in the vote.

As we continue to work on this process, we are seeking your input to inform the details of the service area before it is proposed.

Q: What are the costs going to be and how will they be paid?

A: Property owners will be required to pay to connect their property to the service, in addition to paying a share of the regional infrastructure costs. These costs will vary from property to property. An opportunity to better understand the individual impacts to each property will be provided before the assent vote process.

The cost for designing and constructing a sewer collection system in East Bamfield is currently estimated at \$11 million. The exact cost will be identified once the final boundaries for the service area are defined and grant funding is secured. The ACRD anticipates approximately 75 per cent of costs to be covered by grant funding.

Q: Other projects in Bamfield have exceeded costs. How will you ensure that costs do not escalate for this project?

A: We are accounting for project inflation in all our capital planning and basing our assumptions on current economic conditions. Risks associated with other cost escalations will be mitigated through strategic project management, appropriate contingencies, and best practices for cost controls. The potential for cost overruns may be lessened due to improvements made to Bamfield Main Road, which improves logistics for projects of this nature.

The conditions of the assent vote will contain the maximum amount of money that can be raised through taxation for the construction and operation of the proposed sewer service. If the costs increase above this maximum amount, additional grant funding would be required or else it would trigger another public approval process for the additional costs. If construction is not started within five years of an assent vote, an additional assent process would be required.



Q: If approved, how long will it take for my home to be connected to the centralized service? And when will homeowners need to start paying?

A: Timing, cost and implementation details are not known at this point. Timelines will be dependent on several factors, which includes securing external grant funding from senior government. However, if construction is not started within five years of an approved assent vote, another assent process will be required.

There are several steps to be taken in the process before these aspects are confirmed. Our next round of engagement will focus on these details.

Q: Can the wastewater treatment plant and associated equipment continue to function during extended power outages? What about individual properties?

A: HFN's existing wastewater treatment plant can function during power outages with the use of backup diesel generators. Lift stations, and other equipment for a centralized system, would be similarly designed to function in the event of an extended power outage.

Each property within the service area (once it is defined) will have different backup power requirements. We recognize that some properties currently have large generators and are already well-suited to run during an extended power outage. Other properties may be required to upgrade their existing backup power source.

Q: What will this process look like for my property?

A: The individual connection requirements will vary from property to property, and an opportunity to better understand each property's specific impacts will be provided before the assent vote process. Once the service area has been defined, we will share information about individual property connections and challenges, such as terrain and slope, likely equipment requirements, processes for decommissioning existing septic systems, etc. We recognize the complexity of this work and will support the community by providing as much information as possible throughout winter and spring 2024.

Q: What happens if homeowners are not willing to connect to the centralized sewer service and it is approved?

A: In similar processes, homeowners have been required to connect to the service being developed. To ensure cost efficiency, and to meet the environmental and safety goals of the project, opting out may not be an option. However, ACRD would like to understand level of support and concerns from residents before determining this approach.

Q: What is the capacity of the existing wastewater treatment plant? How much is available to serve the community of Bamfield?

A: The current discharge licence for Huu-ay-aht First Nations' Wastewater Treatment Plant allows the discharge of 400m³/day. Approximately 50% of this capacity is allocated for Anacla and the Bamfield Marine Science Centre.





Q: What are the requirements for properties that are not within the potential sewer service area but who are not appropriately treating their wastewater such as those directly discharging into the inlet, or operating failing or deteriorating septic systems?

A: Ministries and other levels of government who have authority over the waterways will continue to be engaged as part of this process. Direct discharges and improperly operating septic systems were identified as a major concern in the community and will need to be addressed in the future, whether that is through connection to a central system or replacement with functioning individual systems.

It is the goal of the ACRD to have safe and environmentally considerate sewer services for all Bamfield properties.

Q: Will the community have input over how wastewater service is run?

A: Yes, if a centralized wastewater service is constructed, we anticipate that the collection system would be operated by ACRD. The service would have similar input and oversight from the community like the current water system in Bamfield, which has a committee that is consulted on with the annual report, long range plans and annual budget processes. An advisory committee would also be established for this potential sewer service.

The wastewater treatment plant will continue to be run by Huu-ay-aht First Nations.

Q: What happens if the community does not support this initiative and it does not move ahead?

A: If the community votes “no,” then nothing will change, and the community will continue to use the existing homeowner septic services. However, direct discharges and improperly operating septic systems will need to be addressed. Should this service not proceed, the ACRD will work to address current issues and mitigate further risks. This would likely include working with Island Health, the Province, and other partners to introduce septic regulatory measures.

Q: How can I stay up to date on this process?

A: Throughout the entire sewer service process, information will continue to be provided through the [Let's Connect ACRD](#) project page. We strongly recommend registering so that you can stay updated of project milestones and upcoming events. We will also be posting notices and updates on the “Bamfield Corkboard” Facebook page to notify the community of any updates on the [Let's Connect ACRD](#) project page.

As part of our engagement process, members of the project team will be in Bamfield in early 2024, to understand concerns and seek input on the details required for the sewer service and associated bylaw. The bylaw and its contents will be the focus of the assent vote. The project team will strive to make these details as clear as possible for all electors.

