



## Bamfield Area Services Committee Meeting

Tuesday, August 13, 2024

Zoom  
6:00 pm

### Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/13-8-2024/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_zg66GnS0TWirHeuyM7JUzw#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_zg66GnS0TWirHeuyM7JUzw#/registration)

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#### PAGE #

1. **CALL TO ORDER**

**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. **APPROVAL OF AGENDA**

*(motion to approve, including late items requires 2/3 majority vote)*

3. **DECLARATIONS**

*(conflict of interest)*

4. **MINUTES**

a. **Bamfield Area Services Committee Meeting held April 16, 2024**

3-6

*THAT the minutes of the Bamfield Area Services Committee meeting held on April 16, 2024 be adopted.*

5. **PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)**

- a. **Huu-ay-aht Group of Businesses, Chief Executive Officer, Patrick Schmidt, Request for public garbage pick-up at East Dock.**
- b. **Great Pacific Engineering, Civil Engineer, Brandon Powers, West Bamfield Submarine Watermain Update**

6. **CORRESPONDENCE FOR ACTION/INFORMATION**

7. **REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION** **7-11**  
Proposed West Bamfield Sewer Referendum Questions and Synopsis

*THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the West Bamfield Sewer Collection System referendum questions and synopsis as presented.*

- b. **REQUEST FOR DECISION** **12-16**  
Proposed East Bamfield Sewer Referendum Questions and Synopsis

*THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the East Bamfield Sewer Collection System referendum questions and synopsis as presented.*

8. **REPORTS**

- a. **Bamfield Waste Hauling Services Update – P. Eichelberger, Solid Waste Manager** **17-18**

*THAT the Bamfield Area Services Committee receives report a.*

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](mailto:responses@acrd.bc.ca)

11. **IN CAMERA**

12. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

13. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BAMFIELD AREA SERVICES COMMITTEE MEETING HELD ON TUESDAY, APRIL 16 2024, 6:00 PM

Zoom

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### DIRECTORS

**PRESENT:** Bob Beckett, Chairperson, Director, Electoral Area "A" (Bamfield)  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Christine Gruman, Community Volunteer  
Lisa Bye, Community Volunteer  
John Mass, Community Volunteer  
Bob Schmitt, Community Volunteer

**REGRETS:** John Jack, Chief Councillor, Huu-ay-aht First Nations

**STAFF PRESENT:** Jenny Brunn, General Manager of Community Services  
Heather Zenner, Manager of Administrative Services  
Paulo Eichelberger, Solid Waste Manager  
Eddie Kunderman, Operations Manager  
Michael McGregor, Lands & Resources Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/18-4-2024/>

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 6:00 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported 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. APPROVAL OF AGENDA

*MOVED:* J. Mass

*SECONDED:* L. Bye

*THAT the agenda be approved as circulated with the addition of a late item in Section 9 (a) discussion on next committee date.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Bamfield Area Services Committee Meeting Minutes – January 23, 2024**

*MOVED:* B. Schmitt

*SECONDED:* L. Bye

*THAT the minutes of the Bamfield Area Services Committee meeting held on January 23, 2024 be adopted and noted that John Jack has accepted the Vice-Chairperson role.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Bamfield Bear Aware Coordinator, Mandy Ross, Bamfield Bear Aware Program regarding the activities of the Bamfield Bear Aware Program for 2023.**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**a. Request for Decision regarding Eileen Scott Centennial Park Pavilion**

*MOVED:* J. Mass

*SECONDED:* C. Gruman

*THAT the Bamfield Area Services Committee refer the request to the next meeting of the Bamfield Parks Commission.*

**CARRIED**

**b. Request for Decision regarding Bamfield Free Tipping Fee Pilot Program**

*MOVED:* J. Mass

*SECONDED:* L. Bye

*THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve a permanent Bamfield Tipping Fee Voucher Policy.*

**CARRIED**

## 8. REPORTS

- a. **Proposed Bamfield Sewer Collection Service Project Update – J. Brunn, General Manager of Community Services**
- b. **Bamfield Water System 2023 Annual Report – E. Kunderman, Operations Manager**

*MOVED: B. Schmitt*

*SECONDED: C. Gruman*

*THAT the Bamfield Services Committee recommend delaying the proposed Bamfield Sewer Collection Service assent vote from mid-September to mid-November.*

**CARRIED**

*MOVED: B. Schmitt*

*SECONDED: J. Mass*

*THAT the Bamfield Area Services Committee receives reports a-b.*

**CARRIED**

## 9. LATE BUSINESS

- a. **Late Business**

Committee discussed potential dates for the next Bamfield Area Services Committee meeting. Staff will present options on the date of the next committee meeting through a poll to committee members.

## 10. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

## 11. IN-CAMERA

*MOVED: M. Cootes*

*SECONDED: L. Bye*

*THAT the meeting be closed to the public as per the Community Charter, section(s):*

- i. 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 regional district or another position appointed by the regional district*

**CARRIED**

The meeting was closed to the public at 7:51 pm.

The meeting was re-opened to the public at 8:18 pm.

**12. REPORT OUT – RECOMMENDATIONS FROM IN-CAMERA**

**13. ADJOURN**

*MOVED: J. Mass*

*SECONDED: B. Schmitt*

*THAT the meeting be adjourned at 8:20 pm.*

**CARRIED**

Certified Correct:

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Bob Beckett,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



**To:** Bamfield Area Services Committee

**From:** Cynthia Dick, General Manager of Administrative Services

**Date:** August 13, 2024

**Subject:** Proposed West Bamfield Sewer Referendum Questions and Synopsis

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**Recommendation:**

***THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the West Bamfield Sewer Collection System referendum questions and synopsis as presented.***

**Desired Outcome:**

For the Bamfield Area Services Committee to provide feedback for the West Bamfield Sewer Collection System referendum questions and synopsis prior to being presented to the ACRD Board of Directors for approval.

**Summary:**

A regional district has broad authority to operate any service it considers necessary or desirable for all or a portion of the regional district. To operate most services, the regional district Board must pass a service establishing bylaw, as required by the *Local Government Act*. A referendum, also referred to as assent voting, is commonly used to secure elector approval for long-term borrowing, and to establish new services. Except in the case of voting conducted by more than one local government, no special procedures are required to establish a question for assent voting. It is recommended, that the Governing Body establishes the question either by resolution of the Board or by bylaw.

**Background:**

At the November 23, 2022, Board of Directors meeting the following resolution was passed:

*“THAT the Alberni-Clayoquot Regional District Board of Directors support proceeding with a service assent process for the implementation of a liquid waste connection service for the Community of Bamfield.”*

Over the past year, extensive engagement with the community and partner groups has occurred including a public survey, two in-person open houses, a tour of the treatment plan, four virtual open-

houses, a mail-out, and presentations and response to questions through the Community Affairs Group. A number of FAQs and information packages have been created and hard copies made available locally which can be found on the ACRD's lets connect page at [www.letsconnectacrd.ca/bamfield-sewer-project](http://www.letsconnectacrd.ca/bamfield-sewer-project) along with recordings of the virtual sessions and other supportive materials and information. An additional mail-out, in-person open house and virtual open house are slated for September 2024. Early engagement determined that there is interest from the community for establishing new services through a referendum process because of the benefits that could be realized but the high estimated costs has resulted in that support being contingent on receiving grant funding.

The first step in the referendum process is for the Board to consider giving three readings to the West Bamfield Sewer Collection Establishing Bylaw (Bylaw No. E1066) and the West Bamfield Sewer Collection System Loan Authorization Bylaw (Bylaw No. F1164). This step was completed at the ACRD Board of Directors meeting that was held on July 24, 2024, and the bylaws were sent to the Inspector of Municipalities with the Ministry of Municipal Affairs for approval. Approval can take approximately 4-6 weeks and once received the Election Officials must proceed with the referendum within 80 days. Election Officials are anticipating that the referendum will take place in November 2024, however, will need to await approval until a date can be set. If the referendum received approval by the electorate, then the bylaws will be brought back to the ACRD Board of Directors for consideration of adoption.

Staff will present a report to the Directors at the August 28, 2024, Board of Directors meeting for the Board to consider the referendum questions and synopsis of the bylaws to be used in the referendum to determine consent of the electors within the service area.

#### **Time Requirements – Staff & Elected Officials:**

A substantial amount of staff time is required for both the referendum process and to oversee the project. The staff time required to run a referendum includes approximately 200 hours of administration time plus approximately 235 hours of poll clerk time to run two advance votes and one general voting day.

#### **Financial:**

The maximum in the establishing bylaw as well as the borrowing amount in the loan authorization bylaw is based on \$1,500 per parcel. This maximum has been set based on the feedback heard during the community engagement sessions. If this referendum is successful, approximately 9.6 million dollars in grant funding will need to be secured prior to construction. If the grant funding is not obtained and construction started within 5 years of the date of adoption of the loan authorization bylaw then the bylaw expires, and a new public assent process must be conducted.

In addition to the \$1,500 annual parcel tax amount for the construction of the infrastructure, the annual user fees for the operating costs are estimated to be \$1,500. Therefore, the estimated cost per parcel for an active service within the new service area is approximately \$3,000 per year.

The estimated cost for the two referendums combined is approximately \$16,000. This will be paid for by the grant funding allocated to this project.

#### **Strategic Plan Implications:**

There is no direct link to the 2024-2027 Strategic Plan however the proposed service does align with priority 1.2 Sustainable land use planning and growth.

**Policy or Legislation:**

*The Local Government Act and Community Charter applies to the creation of services and loan authorization bylaws.* The following sections of legislation apply to this process:

- Part 10 – Regional Districts: Service Structure and Establishing Bylaws – of the *Local Government Act* applies to the development of this service establishing bylaw.
- Part 4- Assent Voting of the *Local Government Act* applies to the referendum process.
- Sections 406 and 407 of the *Local Government Act* as well as Section 179 of the *Community Charter* applies to the loan authorization bylaw.

Submitted by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

Reviewed/  
Approved by: Teri Fong  
Teri Fong, CPA, CGA, Chief Financial Officer

**West Bamfield Sewer Collection Service – Draft Referendum Question**

Are you in favour of the Alberni-Clayoquot Regional District adopting the following bylaws:

1. E1066, West Bamfield Sewer Collection System Service Establishment, which will permit the Regional District to establish and operate a sewer collection system in West Bamfield with an annual requisition not to exceed the greater of \$195,000 or \$2.208 per \$1,000 of net taxable value of land and improvements, to be recovered by parcel tax; and
  
2. F1164, West Bamfield Sewer Collection System Loan Authorization, which will permit the Regional District to borrow up to \$2,400,000 over a period not exceeding 20 years in order to finance the construction of a sewer collection system in West Bamfield?

Yes

No

**Alberni-Clayoquot Regional District**  
**Synopsis of Bylaws E1066 and F1164**

**Bylaw E1066, West Bamfield Sewer Collection System Service Establishment, 2024**

The intent of Bylaw E1066 is to establish a service for the purpose of creating and operating a sewer collection service in a portion of Electoral Area “A” (Bamfield), known as West Bamfield.

The maximum amount that may be requisitioned annually for this service shall not exceed \$195,000 or \$2.208 per \$1,000 of net taxable value of land and improvements, whichever is greater. The annual costs of providing the service will be recovered by parcel tax.

**Bylaw F1164, West Bamfield Sewer Collection System Loan Authorization, 2024**

The intent of Bylaw F1164 is to authorize the Regional District to borrow a maximum of \$2,400,000 over a term not to exceed 20 years in order to finance the construction of a sewer collection system in West Bamfield.

Bylaws E1066 and F1164 may be viewed on the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or at the Regional District Office during regular office hours, 3008 Fifth Avenue, Port Alberni, BC. This synopsis is not an interpretation of the Bylaws.



**To:** Bamfield Area Services Committee

**From:** Cynthia Dick, General Manager of Administrative Services

**Date:** August 13, 2024

**Subject:** Proposed East Bamfield Sewer Referendum Questions and Synopsis

**Recommendation:**

***THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the East Bamfield Sewer Collection System referendum questions and synopsis as presented.***

**Desired Outcome:**

For the Bamfield Area Services Committee to provide feedback to the East Bamfield Sewer Collection System referendum questions and synopsis prior to being presented to the ACRD Board of Directors for approval.

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A regional district has broad authority to operate any service it considers necessary or desirable for all or a portion of the regional district. To operate most services, the regional district Board must pass a service establishing bylaw, as required by the *Local Government Act*. A referendum, also referred to as assent voting, is commonly used to secure elector approval for long-term borrowing, and to establish new services. Except in the case of voting conducted by more than one local government, no special procedures are required to establish a question for assent voting. It is recommended, that the Governing Body establishes the question either by resolution of the Board or by bylaw.

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There is no direct link to the 2024-2027 Strategic Plan however the proposed service does align with priority 1.2 Sustainable land use planning and growth.

**Policy or Legislation:**

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The following sections of legislation apply to this process:

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- Part 4- Assent Voting of the *Local Government Act* applies to the referendum process.
- Sections 406 and 407 of the *Local Government Act* as well as Section 179 of the *Community Charter* applies to the loan authorization bylaw.

Submitted by: Cynthia Dick  
Cynthia Dick, General Manager of Administrative Services

Reviewed/  
Approved by: Teri Fong  
Teri Fong, CPA, CGA, Chief Financial Officer

**East Bamfield Sewer Collection Service – Draft Referendum Question**

Are you in favour of the Alberni-Clayoquot Regional District adopting the following bylaws:

1. E1065, East Bamfield Sewer Collection System Service Establishment, which will permit the Regional District to establish and operate a sewer collection system in East Bamfield with an annual requisition not to exceed the greater of \$127,500 or \$2.117 per \$1,000 of net taxable value of land and improvements, to be recovered by parcel tax; and
  
2. F1163, East Bamfield Sewer Collection System Loan Authorization, which will permit the Regional District to borrow up to \$1,500,000 over a period not exceeding 20 years in order to finance the construction of sewer collection system in East Bamfield?

Yes

No

**Alberni-Clayoquot Regional District**  
**Synopsis of Bylaws E1065 and F1163**

**Bylaw E1065, East Bamfield Sewer Collection System Service Establishment, 2024**

The intent of Bylaw E1065 is to establish a service for the purpose of creating and operating a sewer collection service in a portion of Electoral Area “A” (Bamfield), known as East Bamfield.

The maximum amount that may be requisitioned annually for this service shall not exceed \$127,500 or \$2.117 per \$1,000 of net taxable value of land and improvements, whichever is greater. The annual costs of providing the service will be recovered by parcel tax.

**Bylaw F1163, East Bamfield Sewer Collection System Loan Authorization, 2024**

The intent of Bylaw F1163 is to authorize the Regional District to borrow a maximum of \$1,500,000 over a term not to exceed 20 years in order to finance the construction of a sewer collection system in East Bamfield.

Bylaws E1065 and F1163 may be viewed on the Regional District website at [www.acrd.bc.ca](http://www.acrd.bc.ca) or at the Regional District Office during regular office hours, 3008 Fifth Avenue, Port Alberni, BC. This synopsis is not an interpretation of the Bylaws.



**To:** Bamfield Area Services Committee

**From:** Paulo Eichelberger, Solid Waste Manager

**Meeting Date:** August 13, 2024

**Subject:** Bamfield Waste Bin & Hauling Services Update

**Background:**

Since the last update regarding Bamfield Waste Hauling Services in January (attached), the following activities have begun or are underway:

**1. Bin Procurement**

Through a competitive procurement process, Environmental Metal Works (EMW) was awarded the bid to build and deliver the bins to Bamfield at a cost of \$87,246. Bin fabrication is currently underway, and the units are scheduled for delivery in fall 2024. Once delivered, the bins will remain in storage until November 2024. This step ensures that all necessary equipment is in place and ready for the transition to the new waste hauling service.

**2. Waste Hauling Contract**

A request for proposal (RFP) was issued to secure waste hauling services for East Bamfield and Anacla and deploy the new bins. The RFP closed on July 31, 2024. Staff are currently evaluating the bids that were received and will bring a recommendation for award to the Regional Board for consideration on August 28, 2024. The timeline for the RFP process and subsequent activities is as follows:

- **Award for waste hauling services:** August 28, 2024
- **Bin delivery to Bamfield for storage:** mid-September 2024
- **Communications to area residents and users:** mid-October 2024
- **New waste hauling service begins:** December 1, 2024

Upon the completion of the RFP process and the award of the contract, communications will be issued to local residents and user groups. The messaging/engagement will outline what to expect as we transition to the new waste hauling contract in December. This proactive approach ensures that all stakeholders are informed and prepared for the changes coming at the end of November.

The objective of these efforts is to improve the efficiency and reliability of waste hauling services in Bamfield and Anacla, ensuring that waste management needs for the communities are met effectively. The transition period will be carefully managed to minimize any disruptions to service.

Submitted by: Paulo Eichelberger  
Paulo Eichelberger, Solid Waste Manager

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

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