



## Bamfield Area Services Committee Meeting

Wednesday, March 5, 2025

Zoom  
6:00 pm

### Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/5-3-2025/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_aP--vObFRli7fUcWcVE-wA](https://acrd-bc-ca.zoom.us/webinar/register/WN_aP--vObFRli7fUcWcVE-wA)

	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
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.	
<b>2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2025</u></b>	
<b>3. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>4. <u>DECLARATIONS</u></b> <i>(conflict of interest)</i>	
<b>5. <u>MINUTES</u></b>	
a. <b>Bamfield Area Services Committee Meeting held October 15, 2024</b>	<b>4-6</b>
<i>THAT the minutes of the Bamfield Area Services Committee meeting held on October 15, 2024 be adopted.</i>	
b. <b>Bamfield Parks Commission Meeting Held February 6, 2025</b>	<b>7-10</b>
<i>THAT the minutes of the Bamfield Parks Commission meeting held on February 6, 2025 be received.</i>	

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

- a. **Amanda Ross presenting 2024 WildSafe BC Summary**

7. **REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION**

Annual Review - Bamfield Area Services Committee Terms of Reference, 2025 **11-15**

*THAT the Bamfield Area Services Committee re-confirm their Terms of Reference for 2025 as presented.*

- b. **REQUEST FOR DECISION**

Bamfield Community Sewer System Summary **16-18**

*THAT the Bamfield Area Service Committee recommend that the Alberni Clayoquot Regional District Board of Directors direct staff to continue the practice of referring concerns on direct discharge or failing septic systems to the appropriate Provincial authority for compliance.*

8. **REPORTS**

- a. Bamfield Parks Commission, Michael McGregor, Lands and Resources Coordinator, ACRD (Verbal)  
b. Parking – East Bamfield, Bob Beckett, Director, ACRD (Verbal)

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

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**

*Motion to close the meeting 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;*

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

13. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BAMFIELD AREA SERVICES COMMITTEE MEETING HELD ON TUESDAY, OCTOBER 15, 2024, 6:00PM

Zoom

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### DIRECTORS

#### PRESENT:

Bob Beckett, Chairperson, Director, Electoral Area "A" (Bamfield)  
John Jack, Chief Councillor, Huu-ay-aht First Nations  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
Lisa Bye, Community Volunteer  
John Mass, Community Volunteer  
Bob Schmitt, Community Volunteer

#### REGRETS:

Christine Gruman, Community Volunteer

#### STAFF PRESENT:

Eddie Kunderman, Operations Manager  
Heather Zenner, Manager of Administrative Services  
Paulo Eichelberger, Solid Waste Manager  
Michael McGregor, Lands & Resources Coordinator  
Jodie Frank, Solid Waste Project Coordinator

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/15-10-2024/>

### 1. CALL TO ORDER

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

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 amended moving the Solid Waste Management Plan presentation from 8(a) to 8(c).*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Bamfield Area Services Committee Meeting held August 13, 2024**

*MOVED: L. Bye*

*SECONDED: J. Mass*

*THAT the minutes of the Bamfield Area Services Committee meeting held on August 24, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

**8. REPORTS**

**a. Bamfield Parks Commission Meetings - M. McGregor (verbal)**

- Minutes for June 14, 2024
- Minutes for October 1, 2024

**b. West Bamfield Submarine Line Update- E. Kunderman (verbal)**

**c. Solid Waste Management Plan Draft Strategies – J. Frank (verbal)**

*MOVED: J. Jack*

*SECONDED: J. Mass*

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

**9. LATE BUSINESS**

**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. ADJOURN**

*MOVED: J. Mass*  
*SECONDED: L. Bye*

*THAT the meeting be adjourned at 7:11pm.*

**CARRIED**

Certified Correct:

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Bob Beckett,  
Chairperson

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Heather Zenner,  
Manager of Administrative Services



# Alberni-Clayoquot Regional District

## MINUTES OF THE BAMFIELD PARKS COMMISSION MEETING HELD ON THURSDAY, FEBRUARY 6, 2025, 5:00PM

Microsoft Teams

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### MEMBERS

**PRESENT:** Sheryl Mass, Community Volunteer  
Daniel Zayonc, Community Volunteer  
Andrea Butler, Community Volunteer

### REGRETS:

**STAFF PRESENT:** Michael McGregor, Lands & Resources Coordinator

### 1. CALL TO ORDER

The meeting was called to order at 5:00pm.

It was recognized that this meeting is being held throughout the Nuu-chah-nulth territories.

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

### 2. APPROVAL OF AGENDA

*The agenda was approved as circulated.*

### 3. DECLARATIONS

### 4. MINUTES

#### a. **Bamfield Parks Commission Meeting held October 1, 2024**

*The minutes of the Bamfield Parks Commission meeting held on October 1, 2024 were adopted as amended.*

### 5. DISCUSSION

- **Parks Commission**
  - *Formal recruitment of new members*
  - *Remaining committee members to share and help recruit.*

- *Next meeting: Can we do a morning meeting? Earlier is better in the morning. le: 8am start*
- *Proposal for new meeting schedule: Every 2 months going forward. - agreed*
- *Sheryl's term as board chair is up in March.*
- *Next meeting will be discussion on the future of board members and chair responsibilities*

- **E. Scott 2025 update**

- *New roof is on and debris is cleaned up*
- *Water leak within ceiling at park building. Insulation got soaked which Daniel pulled out. Water breaks every year, should find a long-term solution.*
- *Malcolm has dismantled and burnt the boards at Smiley Rink.*
- *Will be pressure washing and cleanup the cement pad.*
- *Lots of wind damage at E. Scott park this winter*
- *Aaron Bradley asked about working on the expansion of trailer parking lot. Has proposal but has not shared it yet.*
- *Potential of electronic parking systems*
- *Can the parking app be used for boats as well?*
- *Parking at the launch is all set up, waiting on the signage.*
- *Graphics Factory can contact Mike when the parking signs are complete.*
- *Bathrooms are in poor condition. Need to look at renovation for new sinks and counters.*
- *Facility septic field is not functioning well. Look at septic inspection/condition assessment.*
- *Andrea will look into inspection*

- **E. Scott Pavillion project**

- *Louis and Torrence are working together to propose a budget and plan.*
- *Torrence would take on the project manager role*
- *This project has \$19,808 in available funds. Parks Commission has also dedicated 5k and has spent some funds to remove old pavilion*

- **West Side 2025 Update**

- *New shed has become available. This is intended to store equipment*
- *Community forest wood has been cleaned up.*
- *Cougars Pass*
- *Will we move forward with a plan to protect it as a green space*
- *We believe it is declined.*
- ***Motion: It is our understanding that the application has been declined or withdrawn and we would like to proceed with our previous motion.***

- **Grappler Wharf: Tenure and Improvements (Mike)**



- *Current quotes are not broken out for the gangway and will require trimming down.*
- *Will quote out to other parties as well.*
  
- **Smiley Rink Update (Mike)**
  - *Find a solution to keep it as a cement slab for the kids to play on*
  - *Currently Feels inviting as is*
  - *Basketball has become a very popular sport and this is a great spot for offering that option. It would be good to have a larger corral area.*
  - *If we do chainlink we would need to install a higher area behind the hoops.*
  - *Don't really need two hoops, one is probably good enough*
  - *Have existing chainlink fencing equipment*
  - *As long as it's safe we are not in a hurry for any changes this summer.*
  - *Will continue to create a plan to develop ideas for creating the space that best suits the community.*
  - *Add this item to grant list*
  
- **Website Update (Mike)**
  - *ACRD website team has created a clone of the existing [www.bamfieldparks.ca](http://www.bamfieldparks.ca) website.*
  - *Mike will dedicate time to update this and make some changes to make the appropriate changes then share with the rest of the group.*
  - *No preference in switch over timing. Either summer or fall*

## 6. PETITIONS, DELEGATIONS & PRESENTATIONS

## 7. CORRESPONDENCE FOR ACTION/INFORMATION

## 8. REQUEST FOR DECISIONS

## 9. REPORTS

## 10. LATE BUSINESS

### ***Memorial tree society update***

- *No formal agreement between the parks commission and society*
- *Society doesn't have any funds or capacity to dedicate to maintenance or upkeep for benches/pavilion*
- *Is only concerned with memorial tree*
- *Planks are in poor shape and will require funds from parks for upkeep.*

### **Staffing:**

- *The parks commission will be conducting a zoom interview to fill the Park Manager position.*

- asked Jailene if she would be able to do training for new manager.
- Canada works grant has been applied for to fund a park attendant position (Needs to be under 30)

- **Tax increase:** Increase to Bamfield Parks Service in 2025 budget is associated with the required survey and environmental works.

**11. QUESTION PERIOD**

**12. ADJOURN**

*The meeting was adjourned at pm.*



**To:** Bamfield Area Services Committee

**From:** Heather Zenner, Manager of Administrative Services

**Meeting Date:** March 5, 2025

**Subject:** Annual Review – Bamfield Area Services Committee Terms of Reference, 2025

**Recommendation:**

***THAT the Bamfield Area Services Committee re-confirm their Terms of Reference for 2025 as presented.***

**Desired Outcome:**

To review and re-confirm the terms of reference for the Bamfield Area Services Committee for 2025.

**Background:**

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a committee.

The Bamfield Area Services Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to ACRD services within the following regions: Huu-ay-aht First Nations, Uchucklesaht Tribe Government, and Bamfield. Services include; Waste Management, Community Parks, Fire Department, Emergency Planning, Water, and proposed services.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

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

Less than one hour of staff time to review the Terms of Reference.

**Financial:**

N/A

**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

*Local Government Act* and ACRD Procedures Bylaw applies.

Submitted by: Heather Zenner  
Heather Zenner, MA, Manager of Administrative Services

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

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



## 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.

<b>Approved by the ACRD Board:</b>	September 27, 2023
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**To:** Bamfield Area Services Committee  
**From:** Eddie Kunderman, Operations Manager  
**Meeting Date:** March 5, 2025  
**Subject:** Bamfield Community Sewer System Summary

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**Purpose:**

***THAT the Bamfield Area Service Committee recommend that the Alberni-Clayoquot Regional District Board of Directors direct staff to continue the practice of referring concerns on direct discharge or failing septic systems to the appropriate Provincial authority for compliance.***

**Summary:**

In the Fall of 2024, Bamfield residents voted not to proceed with the creation of a community sewer service and, as such, individual on-site septic systems will remain as the primary way of managing sewage for residents in Bamfield. Staff will continue to pass along any concerns on direct discharges or systems not operating properly to the Health Authority and/or Ministry of Environment.

**Background:**

Staff began working on the creation of a Liquid Waste Management Plan for Bamfield with Huu-ay-aht First Nations (HFN) and Urban Systems in 2022. After a meeting with the Ministry of Environment early on in the project, the focus was shifted towards a service assent vote due to the existence of the HFN treatment plant and the ability for utilizing that pre-existing plant.

Staff then worked with HFN and Urban Systems on an in-depth public engagement process including multiple in-person and online engagement sessions, as well as the distribution of information through social media, mail-outs, printed materials in the community and on the ACRD engagement website. This extended engagement period allowed all questions raised to be answered and ensured that the necessary information was conveyed to the Bamfield residents to allow them to make an informed vote.

In November 2024, the ACRD held a service assent vote for the implementation of a community sewer system with Bamfield residents voting no by a significant margin. As such, individual on-site septic systems will remain as the primary method of sewage disposal for Bamfield and this will be reflected in the soon to be completed Bamfield Development Plan.



Despite the decision to not move forward with this service, community concerns remain about some properties with septic systems that are either not operating properly or are direct discharging into the Bamfield Inlet. Some Regional Districts have established local bylaws to regulate the maintenance of onsite sewage systems (CRD and CSRD). However, the Province currently has applicable regulations for both small household's systems and larger wastewater systems that apply to all systems in Bamfield.

The Sewage System Regulation (SSR) applies to household septic systems and authorizes local Health Authorities to investigate and ensure compliance with the SSR through the use of orders, fines and court injunctions. ACRD Staff have met with staff at Island Health to discuss the concerns with direct discharge and failing systems in Bamfield. They outlined the process for reporting concerns and the graduated approach they use for investigation and compliance when they receive a complaint or report of a failed system. These reports can come through the ACRD or directly from local residents, and the source of the reports are kept anonymous.

The Municipal Wastewater Regulation applies to systems discharging over 5000 gallons/day and authorizes Ministry of Environment staff to conduct inspections and apply administrative penalties. Ministry staff will investigate systems based on individual permit compliance or in response to a complaint. They also maintain a public database of all inspection and administrative penalty decisions that they have levied.

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

ACRD staff will continue to rely on to the existing provincial regulations and work with appropriate Ministry staff to ensure both existing and new development meet legislation. This staff time is included as part of the planning department's regular development and building permit review and approval process.

#### **Financial:**

This project was funded through a Provincial Infrastructure and Planning Grant as well as the Community Works Fund Grant Program. The total project cost including engineering studies, engagement and a referendum was \$133,034 dollars spent over a three year period. There have been no additional resources allocated to this project in the 2025-2029 Financial Plan and no further action is planned.

#### **Alignment with Strategic Plan:**

This aligns with Strategic Priority 1.0, Planning for a Resilient and Liveable Region.

#### **Policy or Legislation:**

The Provincial Sewage System Regulation and Municipal Wastewater Regulation sets out requirements for the design, installation, and maintenance of sewage systems in British Columbia.

#### **Options Considered:**

If the Bamfield Area Services Committee would like to investigate the establishment of a local bylaw to regulate the maintenance of onsite sewage systems, staff could look at creating a bylaw through either

the current rural planning service or the establishment of a new service. However, the time required to investigate and report back on these options is expected to be significant and would not be able to be added to the work plan until 2026.

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