



## Bamfield Area Services Committee Meeting

Tuesday, October 7, 2025

Zoom  
6:00 PM

### Regular Agenda

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Watch the meeting live at: <https://www.acrd.bc.ca/events/7-10-2025/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_22VGhPdARsa8vtAlERy7hg#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_22VGhPdARsa8vtAlERy7hg#/registration)

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	<b>PAGE #</b>
<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 via Zoom.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest)</i>	
<b>4. <u>MINUTES</u></b>	
a. <b>Bamfield Area Services Committee Meeting held June 3, 2025</b>	<b>3-5</b>
<i>THAT the minutes of the Bamfield Area Services Committee meeting held on June 3, 2025 be adopted.</i>	
b. <b>Bamfield Parks Commission Meeting held September 8, 2025</b>	<b>6-8</b>
<i>THAT the minutes of the Bamfield Parks Commission meeting held on September 8, 2025 be received.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10-minute maximum)</u></b>	

6. **CORRESPONDENCE FOR ACTION/INFORMATION**

7. **REQUEST FOR DECISIONS**

a. **REQUEST FOR DECISION**

Bamfield Transfer Station Operator Contract Award

**9-11**

*THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors award the Bamfield Transfer Station Recycling Coordinator three (3) year contract to Patrick McNamara, in an amount starting at \$24,000.00 and subject to annual adjustments based on CPI.*

8. **REPORTS**

a. **Emergency Operation Centre – Verbal Update – Karen Freethy**

b. **Submarine Line Project – Verbal Update – Eddie Kunderman**

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

9. **LATE BUSINESS**

10. **QUESTION PERIOD**

Questions/Comments from the public:

- 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) (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*

*Motion to close the meeting to the public as per the Freedom of Information and Protection of Privacy Act, section(s):*

*ii. 21 (1) (c) (i) of FOIPPA: harm significantly the competitive position or interfere significantly with the negotiating position of the third party.*

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

13. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BAMFIELD AREA SERVICES COMMITTEE MEETING

HELD ON June 3, 2025, 6:00 pm

Zoom

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### DIRECTORS

**PRESENT:** Bob Beckett, Chairperson, Director, Electoral Area “A” (Bamfield)  
Moriah Cootes, Councillor, Uchucklesaht Tribe Government  
John Mass, Community Volunteer  
Bob Schmitt, Community Volunteer

**REGRETS:** John Jack, Chief Councillor, Huu-ay-aht First Nations  
Christine Gruman, Community Volunteer  
Lisa Bye, Community Volunteer

**STAFF PRESENT:** Jenny Brunn, General Manager of Community Services  
Eddie Kunderman, Operations Manager  
Heather Zenner, Manager of Administrative Services  
Karen Freethy, Protective Services Manager  
Mike Irg, General Manager of Planning and Development

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/3-6-2025/>

### 1. CALL TO ORDER

The Chair called the meeting to order at 6:02 pm.

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

### 2. APPROVAL OF AGENDA

*MOVED: B. Schmitt*

*SECONDED: J. Mass*

*THAT the agenda be approved as amended to move agenda item 8(b) Bamfield Water Interruption verbal update in front of agenda item 5(a), and to move agenda item 5(b) West Bamfield Submarine Waterline to follow the Water Interruption verbal update.*

**CARRIED**

### 3. DECLARATIONS

### 4. MINUTES

a. Bamfield Area Services Committee Minutes – March 5, 2025

*MOVED: J. Mass*  
*SECONDED: M. Cootes*

*THAT the minutes of the Bamfield Area Services Committee meeting held on March 5, 2025 be adopted.*

**CARRIED**

**5. REPORTS**

- b. Bamfield Water Interruption May 24-25 Verbal Update – K. Freethy and E. Kunderman

Karen Freethy, Protective Services Manager and Eddie Kunderman, Operations Manager provided an update on the water interruption in the Bamfield Water System that recently occurred in Bamfield the weekend of May 24 – 25, 2025.

**6. PETITIONS, DELEGATIONS & PRESENTATIONS**

- b. **Update on West Bamfield Submarine Waterline, Brandon Powers, Great Pacific**

Brandon Powers, Civil Engineer from Great Pacific provided an update on the West Bamfield Submarine Waterline. Currently working on permitting with Department of Fisheries and Oceans. Anticipate waterline replacements will occur in October 2025 during an appropriate tidal window.

- a. **East Bamfield Parking, Nikki Schneider, Ministry of Transportation and Transit**

Nikki Schneider, Operations Manager with Ministry of Transportation and Transit and Mike Irg, General Manager of Planning and Development led a discussion on parking concerns in East Bamfield. Committee discussed the concerns with lack of parking in East Bamfield. Comments regarding safety, impact of West Side Development on East side parking. Committee discussed running a parking service by ACRD, which would first require the creation of a parking service (funded by the taxpayers). Ministry staff clarified that they cannot collect parking fees for parking on Ministry Right-of-Way. Ministry can't delegate this authority to ACRD, therefore any parking service would be required to be placed on private land allowing for fees to be collected.

**7. REPORTS CONTINUED**

- a. East Bamfield Parking Update, Maps and Verbal Update – M. Irg

Committee will take photos of problem areas and send to Mike Irg (where parking signs could be installed, location of existing paid parking lots, where barriers would be beneficial to prevent unsafe parking). John Mass and Bob Schmitt have offered to meet with Ministry staff who will be in town next week.

c. **Bamfield Water System 2024 Annual Report**

Eddie Kunderman, Operations Manager provided an overview of the Bamfield Water System 2024 Annual Report. Committee discussed contribution to capital and the funding gap, as well as the desire for a reservoir on the West Side.

d. **Bamfield Waste Management Service and Cost Analysis**

Jenny Brunn, General Manager of Community Services provided an overview of the Bamfield Waste Management Services and Cost Analysis. Discussed alternative ways to deal with waste in West Bamfield as well as with transient operators. Discussion regarding commercial business and how they deal with their waste. ACRD can request that commercial businesses provide a waste management plan by way of bylaw, further exploration on this issue is required.

*MOVED: B. Schmitt*

*SECONDED: J. Mass*

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

**CARRIED**

8. **CORRESPONDENCE FOR ACTION/INFORMATION**

9. **REQUEST FOR DECISIONS**

10. **LATE BUSINESS**

11. **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 the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

12. **ADJOURN**

*THAT the meeting was adjourned at 8:11 pm.*

**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 MONDAY, SEPTEMBER 8, 2025, 4:00 PM

Microsoft Teams

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**MEMBERS** Daniel Zayonc  
**PRESENT:** Sheryl Mass  
Andrea Butler  
Jodie Thomson

**STAFF PRESENT:** Michael McGregor, Land and Resources Coordinator  
Lyndsey Page, Community Services Coordinator

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 4:11 PM.

The Chairperson recognized the meeting is being held throughout the Nuuchahnulth territories.

### 2. APPROVAL OF AGENDA

The agenda was approved.

### 3. MINUTES

Approval of June 2, 2025, meeting minutes.

### 4. DISCUSSION

#### a. **Parks Commission Membership – Michael McGregor**

No formal applications or inquiries have been received regarding the recruitment of new commission members. It was noted that meetings remain open to the public for anyone interested in attending prior to applying. Michael will continue to chair the meetings until a new chair is appointed.

#### b. **Double Payment of Invoice – Sheryl Mass**

The commission discussed an issue involving a duplicate invoice payment. An invoice had been paid twice, and the error was discovered several months later. The contractor was contacted and provided proof of the duplicate payment. They offered to repay only half, citing financial

hardship in returning the full amount. Daniel declared a conflict of interest and abstained from voting. The ACRD supports the standard practice that any overpayments should be repaid in full. Further discussion will take place, with the possibility of offering a payment plan.

**c. Memorial Tree Structure – Sheryl Mass**

The commission discussed the memorial tree structure and related infrastructure. The estimated cost for repairs, including labor, is under \$2,000. As the structure is on park property and considered unsafe, it must either be repaired or closed off. There is no formal agreement with the Memorial Tree Society, so the structure is now regarded as a Bamfield Parks asset. The commission will proceed with finding a contractor to complete the necessary repairs.

**d. Public Washrooms**

The commission discussed the need for improved public washroom facilities. It was noted that during power outages, the community is left without functioning washrooms. The need to revamp showers was highlighted, and Andrea recommended reviewing the septic system. Michael emphasized the importance of first developing a preferred vision, followed by identifying grant opportunities. Questions were raised about whether funding is accessible for public bathrooms, and Michael agreed to investigate potential options. It was also noted that showers had to be locked during a recent power outage, resulting in vandalism to the doors, which now require replacement.

**e. Grappler Wharf: Tenure and Improvements**

The environmental report has been completed but has not yet been shared with the province. Additional survey work is required, which will involve another trip to Bamfield. The final survey must be submitted to the Land Surveyors Office before everything can be finalized for the lease agreement in February. The commission also briefly discussed the possibility of installing lights at the dock.

**f. Signage Improvements**

The commission discussed signage for the park. Andrea confirmed that she obtained a quote for wooden signs and sent it to Michael, who will review it and determine next steps, as grant funds are available for signage. Andrea also noted that the signage installed at the boat launch has been well received, with no complaints reported.

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

7. **LATE BUSINESS**

8. **ADJOURN**

*The meeting adjourned at 5:15 pm.*

Prepared By:

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Lyndsey Page,  
Community Services Coordinator



**To:** Bamfield Area Services Committee

**From:** Tanya Carothers – Solid Waste Manager  
Brenda Sauve – Solid Waste Coordinator

**Meeting Date:** October 7, 2025

**Subject:** Bamfield Transfer Station Operator Contract Award

**Recommendation:**

***THAT the Bamfield Area Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors award the Bamfield Transfer Station Recycling Coordinator three (3) year contract to Patrick McNamara, in an amount starting at \$24,000.00 and subject to annual adjustments based on CPI.***

**Desired Outcome:**

For the Bamfield Transfer Station Operator Contract to be awarded to Patrick McNamara with a three (3) year term beginning October 1, 2025.

**Summary:**

The Bamfield Transfer Station is located on the East Side of Bamfield. The Waste Recycling Contractor is responsible for maintaining the Transfer Station in a clean, safe, and organized condition. This includes conducting weekly infrastructure inspections, performing minor repairs (including electric fencing), and ensuring all waste, metal, and recyclables are properly sorted and contained. The contractor must also manage the re-use shed, coordinate with haulers for material pick-up, and monitor waste volumes to recommend adjustments to collection schedules. Signage must be maintained, and any replacements are coordinated with the ACRD.

In addition to operational duties, the contractor plays a key role in public engagement and education. They are expected to guide customers on proper disposal practices, support recycling education, and report common sorting issues to the ACRD. Professional conduct is essential at all times, with an emphasis on courteous communication and collaboration with organizations like WildSafe BC to minimize wildlife conflicts.

**Background:**

In June 2025, ACRD staff issued a Request for Proposal (RFP) from qualified and experienced individuals

and firms to provide the ACRD with Waste and Recycling Services at the Bamfield Transfer Station (BTS).

Two submissions were received from Patrick McNamara and Euroworld Corp. The bids were evaluated based on specific criteria, including experience and ability to meet service requirements.

Proponent	Contract Value	Mandatory Requirements Met	Evaluation Score (out of 100)
Patrick McNamara	\$106,920.00 (\$35,640 annually)	Yes	95.25
Euroworld Corp.	\$1,516,320.00 (\$505,440 annually)	Yes	41.50

The proposal from the existing contractor, Mr. McNamara, met all the requirements outlined in the RFP and was substantially lower in cost than Euroworld Corp. After reviewing the submission with Mr. McNamara including evaluation of his proposed work items and explaining constraints on the available budget, Mr. McNamara offered to continue operating BTS at a similar service level and to extend the current annual contract price of \$24,000 plus annual adjustments for CPI. It is recommended that Mr. McNamara be awarded the contract for BTS operations.

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

There will be approximately 4 hours of staff time required for negotiation, preparation and administration to award and execute this contract.

#### **Financial:**

The previous contract for this work was awarded at \$24,000 per year (\$2,000/month). This contract was extended for six months and expires on September 30, 2025. Prior to 2022 the contract rate paid was \$990/month.

The proposed contract becomes effective in October 2025 and starts at \$2,000 per month/\$24,000 annually (excluding GST). The contract amount will be adjusted annually to account for CPI. Out-of-scope work will be billed at \$30.00 per hour for the duration of the contract. This amount is within the approved ACRD 2025-2029 Financial Plan.

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

2.0 Managing our Assets and Infrastructure.

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

The total three-year contract amount will be \$72,000 plus annual CPI adjustments. An RFP was issued for the project to comply with the ACRD's Purchasing Policy which requires a Tender (or similar public offering) if the expected value of a contract exceeds \$35,000.

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