



Alberni-Clayoquot Regional District

MINUTES OF THE BAMFIELD PARKS COMMISSION MEETING HELD ON MONDAY, SEPTEMBER 8, 2025, 4:00 PM

Microsoft Teams

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:

Lyndsey Page,
Community Services Coordinator