Cariboo Regional District

CRD BOARD AGENDA



Article 45

Nothing in this Declaration may be construed as diminishing or extinguishing the rights indigenous peoples have now or may acquire in the future

From the United Nations Declaration on the Rights of Indigenous Peoples

CARIBOO REGIONAL DISTRICT

MEETING AGENDA

April 10, 2026

9:45 a.m.

Cariboo Regional District Board Room

Suite D - 180 Third Avenue North

Williams Lake, B.C.

Pages

1. CALL TO ORDER

(The meeting is scheduled to commence at 9:45 a.m.)

1.1 Adoption of Agenda

Corporate Vote - Unweighted

That the agenda be adopted as presented.

2. ADOPTION OF MINUTES

2.1 Minutes of the Cariboo Regional District Board Meeting - March 20, 2026 10 - 23

Corporate Vote - Unweighted

That the minutes of the Cariboo Regional District Board meeting held March 20, 2026, be adopted.

3. PLANNING BYLAWS FOR CONSIDERATION OF FIRST AND SECOND READING

3.1 Area A – Bylaw 5559 24 - 45

Stakeholder Vote – Unweighted – All Electoral Areas

1018 Maple Heights Rd.
Lot 7, District Lot 3140, Cariboo District, Plan 20235, Except Plan PGP44741
From Residential 2 (R2) zone to Service Commercial (C4) zone
(3360-20/20250052 – Backer) (Agent: Maureen Bunnah)
Director Audet

That Quesnel Fringe Area Zoning Amendment Bylaw No. 5559, 2026 be rejected as the proposed use is not in keeping with the neighbourhood character.

4. PLANNING BYLAWS FOR CONSIDERATION OF THIRD READING

4.1 Area K – Bylaw 5543

46 - 99

Stakeholder Vote – Unweighted – All Electoral Areas

5531 Chilcotin Hwy 20
Block C, Section 13, Township 58, Lillooet District
From Heavy Industrial (M3) zone to Special Exception RS 1-3 zone
(3360-20/20250066 - Tsilhqot'in Power Corporation) (Agent: Trevor Doyle)
Director Anderson

That Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025 be read a third time, this 10th day of April 2026.

5. DEVELOPMENT VARIANCE PERMIT APPLICATIONS

5.1 Area H – DVP20260008

100 - 129

Stakeholder Vote – Unweighted – All Electoral Areas

3774 Bowers Lake Rd
The South West ¼ of District Lot 2057, Lillooet District
(3090-20/20260008 – Megan Marshall and Jesse Groves) (Agent: Prime Quality Construction Inc. – Jamie Fletcher)

That the application for a Development Variance Permit pertaining to The South West ¼ of District Lot 2057, Lillooet District be approved subject to the following conditions:

i. The applicant offering to enter into and entering into a covenant to ensure that the CRD is not liable for any future consequences with respect to elevation of the agricultural building in relation to the watercourse.

ii. That the covenant be registered in priority to any financial charges on title.

iii. The construction of the proposed berm be completed according to Octo Engineering's report and that the berm be inspected by a qualified professional prior to final inspection of the proposed agricultural building.

Further, that the cost of preparation and registration of the covenant be borne by the applicant.

Further, that a Development Variance Permit be issued to vary Section 4.2 (c) (ii) of the South Cariboo Area Zoning Bylaw No. 3501, 1999 as follows:

That the required elevation above a watercourse be reduced from 3.0 m. (9.84 ft.) to 0.55 m. (1.8 ft.) to allow for the construction of a 1190.72 sq. m. (12,800 sq. ft.) agricultural building.

6. AGRICULTURAL LAND COMMISSION APPLICATIONS

6.1 Area C – ALRC20260007

130 - 213

Stakeholder Vote – Unweighted – All Electoral Areas

The North West ¼ of District Lot 6490, Cariboo District
(3015-20/C20260007 – Peter Coe and Susan Coe) (Agent: Holmes Mining Consultants Ltd. – Jason Koepke)
Director Massier

That the Provincial Agricultural Land Commission application for Soil and Fill Use pertaining to The North West ¼ of District Lot 6490, Cariboo District be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

6.2 Area H – ALRB20250051

214 - 271

Stakeholder Vote – Unweighted – All Electoral Areas

Yargueau Road
Lot, A District Lots 83 and 319, Cariboo District, Plan PGP40531, Except Plan EPP56753
(3015-20/B20250051 – AMBRUS INVESTMENTS Ltd.) (Agent: McElhanney Ltd. – Bryce Whitehouse)
Director Bachmeier

That the Provincial Agricultural Land Commission application for subdivision pertaining to Lot A, District Lots 83 and 319, Cariboo District, Plan PGP40531, Except Plan EPP56753 be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

7. DELEGATIONS/GUESTS

7.1 11:30 p.m. - NCLGA

272 - 278

Gladys Atrill, President and Terry Robert, Executive Director - North Central Local Government Association.

8. COMMUNITY SERVICES

8.1 NDIT Application – 108 Mile Ranch Community Association – Outdoor Washroom Facility

279 - 282

Corporate Vote - Unweighted

That the 108 Mile Ranch Community Association’s grant application to Northern Development Initiative Trust’s Community Places stream for $30,000 to install an outdoor washroom facility be supported for submission.

8.2 100 Mile Nordics Ski Society Community Works Funding (CWF) - Solar Panel Project and Enabling Agreement 283 - 290

Corporate Vote – Weighted

That the request from the 100 Mile Nordics Ski Society for up to $45,000 for the installation of solar panels at the 99 Mile Cross Country Ski Trails facility be approved from the 2026 Community Hall and Recreation Facilities Energy Efficiency and Water Conservation envelope of the Community Works Fund, and that the appropriate signatories be authorized to enter into the necessary contribution agreement.

8.3 Esler Sports Complex Access Road Project – Celtic Engineering Project Management and Coordinating Professional of Record Award of Contract 291 - 293

Corporate Vote - Weighted

That Procurement Policy No. 2023-9-32 be waived and a Project Management and Coordinating Professional of Record contract with Celtic Engineering Ltd. for the Esler Access Road Project with a term of March 2026 to October 2028 and a value of $330,750 plus applicable taxes be approved, and further, that the appropriate signatories be authorized to execute the agreement.

8.4 Year-Round Grant for Assistance Application from Alexis Creek Community Club 294 - 299

Corporate Vote - Unweighted

Action is the discretion of the Board.

8.5 Year-Round Grant for Assistance Application from the Big Creek Community Association 300 - 305

Corporate Vote - Unweighted

Action is at the discretion of the Board.

8.6 Year-Round Grant for Assistance Application from the Chimney Felker Lake Landholders Association 306 - 311

Corporate Vote - Unweighted

Action is at the discretion of the Board.

9. ADMINISTRATION

9.1 Forest Grove Fire Protection – Firehall Renovation Assent Vote 312 - 313

Corporate Vote - Unweighted

#1: That the Cariboo Regional District proceed to an assent vote (referendum) in July 2026 for borrowing to renovate the firehall for the Forest Grove Fire Protection Service.

#2: That Alice Johnston, Corporate Officer/Deputy CAO, be appointed Chief Election Officer, and Lore Schick, Deputy Corporate Officer/Executive Assistant, be appointed Deputy Chief Election Officer for the Forest Grove Fire Protection Service Firehall Renovation Assent Vote.

#3: That by an affirmative vote of at least 2/3rds of the votes cast, the Cariboo Regional District Board hereby provides that the participating area approval is to be obtained for the entire service area in the assent vote on Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026 and Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026.

#4: That the question to be put to the electors for the Forest Grove Fire Protection Service firehall renovation assent vote be as follows:

"Are you in favour of the Cariboo Regional District adopting:

- **Bylaw 5566:** to authorize the borrowing of up to $880,000 over 10 years to provide for the renovation of the existing firehall for the Forest Grove Fire Protection Service; and
- **Bylaw 5556:** to increase the service's annual taxation limit to a maximum of $1.4475/$1,000 of assessed property value or $548,808, whichever is higher?

(This borrowing will result in an estimated total annual parcel tax of $141 per parcel.)"

9.2 NCLGA Resolution – Improved Access to Publicly Funded Mental Health Services – Consideration of Co-Sponsorship 314 - 318

Corporate Vote - Unweighted

Action at the discretion of the Board.

10. INFORMATION ITEMS

10.1 2020 Invasive Plant Summary 319 - 322

10.2 Agricultural Land Commission - Staffing and Budget Pressures 323 - 324

10.3 City of Abbotsford - Support Ltrs - Proposed UBCM Resolutions 2026 325 - 329

10.4 City of Dawson Creek - Support Letter - Improved Access to Publicly Funded Mental Health 330 - 333

10.5 City of Williams Lake - R.I.S.E. Society - Non-Profit Initiative 334 - 334

10.6 CN Right-Of-Way Vegetation Management 2026 335 - 338

10.7 Curbside Adjacency Agreement between the Regional District and the City of Williams Lake 339 - 355

10.8 Rural Refuse Report - January to March 2026 356 - 358

10.9 Squamish-Lillooet Regional District - Sustainable Provincial Funding Model for Search and Rescue 359 - 360

10.10 TNRD - Support for City of Kamloops - Heritage Conservation Act 361 - 362

10.11 UBCM - 2025 NR107 Leaves of Absence - FCM Support 363 - 363

10.12 North Cariboo Joint Advisory Minutes - March 17, 2026 364 - 366

10.13 Central Cariboo Joint Committee Minutes - April 1, 2026 367 - 370

11. COMMITTEE/COMMISSION RECOMMENDATIONS

11.1 Community Engagement Sessions Policy 371 - 374

Corporate Vote - Unweighted

That the following recommendation from the Policy Committee on March 19, 2026, be endorsed:

That the draft Community Engagement Sessions Policy be endorsed as attached, replacing the Board on the Road Meetings Policy (2024-1-3).

11.2 CRD Graphic Standards Manual Policy 375 - 397

Corporate Vote - Unweighted

That the following recommendation from the Policy Committee on March 19, 2026, be endorsed:

That the Cariboo Regional District Graphic Standards Manual Policy be endorsed as attached.

11.3 CRD Privacy Management Program Policy - Amendment 398 - 425

Corporate Vote - Unweighted

That the following recommendation from the Policy Committee on March 19, 2026, be endorsed:

That the amendment to the Privacy Management Program Policy be approved.

11.4 Indoor Multi-Use Facility Working Group 426 - 429

Corporate Vote - Unweighted

That the following recommendation from the Central Cariboo Joint Committee on April 1, 2026, be endorsed:

That Mayor Rathor and Stacey Miranda from the City of Williams Lake, and Director Neufeld and Darron Campbell from the Cariboo Regional District be appointed to a Working Group for the development of an Indoor Multi-Use Facility in the Central Cariboo.

11.5 Virtual Streaming and Recording Options for North Cariboo Joint Advisory Committee Meetings 430 - 435

Corporate Vote - Unweighted

Consider and vote on the following resolution:

"That the following recommendation from the North Cariboo Joint Advisory Committee held February 10, 2026, be endorsed:

That the North Cariboo Joint Advisory Committee direct staff to implement recording and posting of Joint Advisory Committee meetings on the City of Quesnel website."

11.6 R.I.S.E Society 436 - 443

Corporate Vote - Unweighted

That the following recommendation from the Central Cariboo Joint Committee on April 1, 2026, be endorsed:

That a letter of support be provided to the R.I.S.E Society from the Cariboo Regional District.

11.7 Update to Remuneration of Election Officials Policy 444 - 449

Corporate Vote - Unweighted

That the following recommendation from the Policy Committee on March 19, 2026, be endorsed:

That Policy #02-04B-5(6) Remuneration for Election Officers/Officials be endorsed as amended to increase the flat rate paid to election officials from $330/$230 to $375/$275 reflecting current minimum wage requirements in BC.

12. BYLAWS FOR CONSIDERATION OF THREE READINGS

12.1 Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026 450 - 454

Corporate Vote - Unweighted

That Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026 be read a first, second, and third time this 10th day of April 2026.

12.2 Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026 455 - 458

Corporate Vote - Weighted

That Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026 be read a first, second, and third time this 10th day of April 2026.

13. BYLAWS FOR CONSIDERATION OF THREE READINGS AND ADOPTION

13.1 Map Services and Fees Bylaw No. 5568, 2026 459 - 464

Corporate Vote – Weighted

#1: That Map Services and Fees Bylaw No. 5568, 2026 be read a first, second, and third time this 10th day of April 2026.

#2: That Map Services and Fees Bylaw No. 5568, 2026 be adopted this 10th day of April 2026.

14. BYLAWS FOR CONSIDERATION OF ADOPTION

14.1 Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026 465 - 469

Corporate Vote - Unweighted

That Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026 be adopted this 10th day of April 2026.

15. DIRECTORS' REQUESTS, REPORTS AND APPOINTMENTS

Provides the opportunity to share learnings from attendance at conferences, etc.

15.1 Guide Outfitters of BC - 60th Anniversary Conference 470 - 470

15.2 Request from Director Forseth – ALC and TRU 471 - 472

Corporate Vote - Unweighted

Action at the discretion of the Board.

16. DIRECTORS' ROUNDTABLE

The Directors may provide any brief updates at this time.

17. ADJOURNMENT

Corporate Vote - Unweighted

That the meeting of Cariboo Regional District Board be adjourned at (TIME) p.m., April 10, 2026.

CARIBOO REGIONAL DISTRICT

BOARD MINUTES

March 20, 2026
10:12 a.m.
Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.

PRESENT: Chair M. Wagner, Vice Chair M. Neufeld, Director N. Audet, Director B. Bachmeier, Director J. Massier, Director S. Forseth, Director M. LeBourdais, Director A. Richmond, Director J. Glassford, Director T. Pare, Director B. Anderson, Director E. de Vries, Director E. Coleman, Director S. Rathor, Director M. Pinkney, Director R. Paull

STAFF: M. Daly, Chief Administrative Officer, A. Johnston, Corporate Officer/Deputy CAO, K. Erickson, Chief Financial Officer, L. Schick, Deputy Corporate Officer/Executive Assistant, K. Chatten, Manager of Communications, S. Masun, Manager of Intergovernmental Relations, N. Whitehead, Manager of Planning Services, G. Hilliard, Recording Secretary, T. Giroday, Recording Secretary

1. CALL TO ORDER

1.1 Adoption of Agenda

Corporate Vote - Unweighted

2026-03-01
Moved Director Pare
Seconded Director Rathor

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Cariboo Regional District Board Meeting - February 27, 2026

Corporate Vote - Unweighted

2026-03-02
Moved Director Anderson
Seconded Director LeBourdais

That the minutes of the Cariboo Regional District Board meeting held February 27, 2026, be adopted.

Carried

3. PLANNING BYLAWS FOR CONSIDERATION OF FIRST AND SECOND READING

3.1 Area D – Bylaws 5552 and 5553

Stakeholder Vote – Unweighted – All Electoral Areas

1830 Fox Mountain Road
Lot 1, District Lot 8820, Cariboo District, Plan 18967
From Rural Residential 1 designation to Rural Residential 2 designation
From Rural 1 (RR 1) zone to Rural 2 (RR 2) zone
(3360-20/20250057 – Bernier) (Agent: Exton and Dodge Land Surveying Inc. – Veronica Meister)
Director Forseth

2026-03-03
Moved Director Forseth
Seconded Director LeBourdais

That Williams Lake Fringe Area Official Community Plan Amendment Bylaw No. 5552, 2026 be given first and second reading.

Carried

2026-03-04
Moved Director Forseth
Seconded Director LeBourdais

That Williams Lake Fringe and 150 Mile House Area Zoning Amendment Bylaw No. 5553, 2026 be given first and second reading, and that adoption be subject to the following conditions:

i. Adoption of the Williams Lake Fringe Area Official Community Plan Amendment Bylaw No. 5552, 2026.

ii. The applicant offering to enter into and entering into a Section 219 covenant to ensure compliance with the CRD Shoreland Management Policy with respect to sewage disposal.

iii. The applicant offering to enter into and entering into a Wildfire Interface covenant encouraging land owners to use Fire Smart wildfire mitigation practices for building construction and land management on the subject property.

iv. The applicant offering to enter into and entering into an agriculture covenant to ensure compliance with the provisions of the CRD Agricultural Policy with respect to fencing and buffering of the eastern property line;

Further, that the cost of registration of the shoreland management covenant and wildfire covenant be borne by the applicant.

Further, that staff be directed to schedule a public hearing prior to consideration of third reading.

Carried

3.2 Area L – Bylaws 5549 and 5550

The agent, Nigel Hemingway with Cariboo Geographic Systems, spoke to the application.

Stakeholder Vote – Unweighted – All Electoral Areas

8649 Boultbee Rd.
Lot 17, District Lot 1311, Lillooet District, Plan 15323 and
Lot A, District Lot 1311 and 1312, Lillooet District, Plan KAP56052
From Lakefront Residential and Rural Residential 2 designation to Rural

Residential 3 designation
From Residential 1 (R 1) and Rural 2 (RR 2) zone to Rural 3 (RR 3) zone
(3360-20/20250071 – Bonter and King) (Agent: Cariboo Geographic Systems – Nigel Hemingway)
Director de Vries

2026-03-05
Moved Director de Vries
Seconded Director Richmond

That Interlakes Area Official Community Plan Amendment Bylaw No. 5549, 2025 be read a first and second time this 20th day of March 2026.

Carried

2026-03-06
Moved Director de Vries
Seconded Director Glassford

That South Cariboo Area Zoning Amendment Bylaw No. 5550, 2025 be read a first and second time this 20th day of March, 2026 and that adoption be subject to the following conditions:

1. Adoption of the Interlakes Area Official Community Plan Amendment Bylaw No. 5549, 2025
2. The applicant offering to enter into and entering into a Section 219 covenant to ensure compliance with the CRD Shoreland Management Policy with respect to sewage disposal.

Further, that the cost of registration of the CRD Shoreland Management Policy covenant be borne by the applicant.

Further, that staff be directed to schedule a public hearing prior to consideration of third reading.

Carried

4. AGRICULTURAL LAND COMMISSION APPLICATIONS

4.1 Area H – ALRH20250043

Stakeholder Vote – Unweighted – All Electoral Areas

4836 Jewell Rd
Lot 1, District Lots 2953 and 2954, Lillooet District, Plan 29793, Except Plans 32585, 37271, KAP79216 and KAP84073
(3015-20/H20250043 – United Concrete & Gravel Ltd) (Agent: Sonoran Resource Management Ltd. – Ty Jasper)
Director Wagner

2026-03-07
Moved Chair Wagner
Seconded Director Glassford

That the Provincial Agricultural Land Commission application for removal of soil pertaining to Lot 1, District Lots 2953 and 2954, Lillooet District, Plan 29793, Except Plans 32585, 37271, KAP79216 and KAP84073 be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

Carried

4.2 Area A – ALRA20250072

Stakeholder Vote – Unweighted – All Electoral Areas

2255 Kersley-Dale Landing Rd
District Lot 6733, Cariboo District
(3015-20/A20250072 – Fredrik Magnuson and Burnadette Magnuson)
Director Audet

2026-03-08
Moved Director Audet
Seconded Director LeBourdais

That the Provincial Agricultural Land Commission application for placement of fill pertaining to District Lot 6733, Cariboo District be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

Carried

5. COMMUNITY SERVICES

5.1 NDIT Application – Mountain Spruce Community Centre Society – Community Park Signage

Corporate Vote - Unweighted

2026-03-09
Moved Director de Vries
Seconded Director Pare

That the Mountain Spruce Community Centre Society grant application to Northern Development Initiative Trust's Community Places stream for $29,621 to replace and modernize the existing park sign be supported for submission.

Carried

5.2 Year-Round Grant for Assistance Application from the McLeese Lake Meals with Heart Society

Corporate Vote - Unweighted

2026-03-10
Moved Director Forseth
Seconded Director Anderson

That a Grant for Assistance in the amount of $1,000 from Electoral Area D be provided to the McLeese Lake Meals with Heart Society to assist with costs for kitchen rental from January until the end of May.

Carried

5.3 Year-Round Grant for Assistance Application from the Eagle View 4D Barrel Races

Corporate Vote - Unweighted

2026-03-11
Moved Director Neufeld
Seconded Director Richmond

That a Grant for Assistance in the amount of $1,000 from Electoral Area E be provided to the Eagle View 4D Barrel Races to assist with costs for the 2026 Horsin' Around in the Cariboo event.

Carried

6. COMMUNICATIONS

6.1 Repeal of Emergency Notification System Use Policy

Corporate Vote - Unweighted

2026-03-12
Moved Director Pare
Seconded Director Neufeld

That the Emergency Notification System Use Policy endorsed on October 18, 2024, be repealed and replaced with an internal administrative policy.

Carried

6.2 Bouchie Lake Sewer System Feasibility Public Engagement Report

Corporate Vote - Unweighted

2026-03-13
Moved Director Bachmeier
Seconded Director Glassford

That the Board not proceed further with planning for the Bouchie Lake Sewer System project based on the results of the community engagement process.

Carried

7. FINANCE

7.1 Monthly Expenditures Board Summary Report and Mastercard Summary Report - February 2026

Corporate Vote - Unweighted

2026-03-14
Moved Director Glassford
Seconded Director Richmond

That the Monthly Expenditures Board Summary Report and Mastercard Summary Report for the month of February 2026, in the amount of

$2,768,561.83, consisting of $56,840.38 paid by cheque, $2,587,965.24 paid through electronic funds, and $123,756.21 paid by Mastercard, be ratified.

Carried

8. ADMINISTRATION

8.1 Appointment of CEO and DCEO for 2026 General Local Elections

Corporate Vote - Unweighted

2026-03-15
Moved Director Bachmeier
Seconded Director Audet

That pursuant to section 58(1) of the *Local Government Act*, Alice Johnston, Corporate Officer/Deputy CAO, be appointed Chief Election Officer for conducting the 2026 general local election with power to appoint other election officials as required, and that Lore Schick, Deputy Corporate Officer/Executive Assistant, be appointed Deputy Chief Election Officer.

Carried

8.2 Invitation from the City of Quesnel to Co-Host the 2028 NCLGA AGM and Convention

Corporate Vote - Unweighted

2026-03-16
Moved Director Audet
Seconded Director Bachmeier

That the City of Quesnel be notified that the CRD accepts the invitation to co-host the 2028 North Central Local Government Association's Annual General Meeting and Convention.

Carried

The meeting recessed at 10:43 a.m.

The meeting reconvened at 10:52 a.m.

9. INFORMATION ITEMS

10. COMMITTEE/COMMISSION RECOMMENDATIONS

10.1 Report of Naming Rights Policy

Stakeholder Vote - Weighted - Electoral Area D, E F and City of Williams Lake

2026-03-17
Moved Director LeBourdais
Seconded Director Neufeld

That the following recommendation from the Central Cariboo Joint Committee on February 25, 2026, be endorsed:

That staff move forward with developing a draft naming rights policy for consideration at a future Central Cariboo Joint Committee meeting.

Carried

10.2 Amended Draft Memorandum of Understanding for Emergency Management Coordination with Nazko First Nation

Corporate Vote - Unweighted

2026-03-18
Moved Director Pare
Seconded Director de Vries

That the following recommendation from the Indigenous Relations Committee meeting on March 6, 2026, be endorsed:

That the amended draft Memorandum of Understanding between Nazko First Nation and the Cariboo Regional District to strengthen emergency management coordination be endorsed as presented.

Carried

10.3 Cariboo Road Conditions

Corporate Vote - Unweighted

2026-03-19
Moved Director Bachmeier
Seconded Director Glassford

That the following recommendation from the Committee of the Whole meeting on March 19, 2026, be endorsed as amended:

That the CRD's next steps in addressing the issue of unacceptable road conditions be as follows:

1) Request a meeting with the Deputy Minister of Transportation and Infrastructure during the CAO/Chair convention in Victoria;

2) Send a letter to a selection of northern UBCM members, requesting support for the CRD's resolution on the need for improved road conditions, and ask if they wish to include Indigenous communities in the effort to secure infrastructure funding and prioritization;

3) Request a meeting with the Deputy Minister of Transportation and Infrastructure at UBCM with CRD member municipalities.

Carried

11. BYLAWS FOR CONSIDERATION OF THREE READINGS

11.1 Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026

Corporate Vote - Unweighted

2026-03-20
Moved Director Forseth
Seconded Director LeBourdais

That Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026 be read a first, second, and third time this 20th day of March 2026.

Carried

12. BYLAWS FOR CONSIDERATION OF THREE READINGS AND ADOPTION

12.1 Cariboo Regional District 2026 – 2030 Five Year Financial Plan Bylaw No. 5555, 2026

Corporate Vote - Weighted

2026-03-21
Moved Director Glassford
Seconded Director de Vries

That Cariboo Regional District 2026 – 2030 Five Year Financial Plan Bylaw No. 5555, 2026, be read a first, second, and third time this 20th day of March 2026.

Carried

CONTRARY TO THE MOTION: Director Forseth

2026-03-22
Moved Director LeBourdais
Seconded Director Richmond

That Cariboo Regional District 2026 – 2030 Five Year Financial Plan Bylaw No. 5555, 2026 be adopted this 20th day of March 2026.

Carried

CONTRARY TO THE MOTION: Director Forseth

12.2 Cariboo Regional District Water Rates Bylaw No. 5563, 2026

Stakeholder Vote – Weighted – Electoral Areas A, E, G, H, K & L

2026-03-23
Moved Director de Vries
Seconded Director Audet

That Cariboo Regional District Water Rates Bylaw No. 5563, 2026 be read a first, second and third time, this 20th day of March 2026.

Carried

2026-03-24
Moved Director Richmond
Seconded Director de Vries

That Cariboo Regional District Water Rates Bylaw No. 5563, 2026 be adopted, this 20th day of March 2026.

Carried

12.3 Cariboo Regional District Sewer Rates Bylaw No. 5564, 2026

Stakeholder Vote – Weighted – Electoral Areas A, D, G & K

2026-03-25
Moved Director Forseth
Seconded Director Audet

That Cariboo Regional District Sewer Rates Bylaw No. 5564, 2026 be read a first, second and third time, this 20th day of March 2026.

Carried

2026-03-26
Moved Director Forseth
Seconded Director Audet

That Cariboo Regional District Sewer Rates Bylaw No. 5564, 2026 be adopted, this 20th day of March 2026.

Carried

12.4 Cariboo Regional District Freedom of Information and Protection of Privacy Bylaw No. 5567, 2026

Corporate Vote - Unweighted

2026-03-27
Moved Director Pare
Seconded Director Massier

That Freedom of Information and Protection of Privacy Bylaw No. 5567, 2026 be read a first, second and third time, this 20th day of March 2026.

Carried

2026-03-28
Moved Director Massier
Seconded Director Richmond

That Freedom of Information and Protection of Privacy Bylaw No. 5567, 2026 be adopted, this 20th day of March 2026.

Carried

13. BYLAWS FOR CONSIDERATION OF ADOPTION

13.1 Horse Lake Water System Loan Authorization Bylaw No. 5511, 2025

Corporate Vote - Weighted

2026-03-29
Moved Director de Vries
Seconded Director Glassford

That Horse Lake Water System Loan Authorization Bylaw No. 5511, 2025 be adopted this 20th day of March 2026.

Carried

14. DIRECTORS' REQUESTS, REPORTS AND APPOINTMENTS

14.1 North Central Local Government Association (NCLGA) Board Representative for 2026

Corporate Vote - Unweighted

2026-03-30
Moved Director Richmond
Seconded Director Anderson

That Director de Vries be appointed as the Cariboo Regional District's representative to the North Central Local Government Association Board for 2026, and that Director Bachmeier be appointed as the Cariboo Regional District's alternate representative to the North Central Local Government Association Board for 2026.

Carried

15. DIRECTORS' ROUNDTABLE

The Directors may provide any brief updates at this time.

16. ADJOURNMENT

Corporate Vote - Unweighted

2026-03-31
Moved Director Forseth
Seconded Director Bachmeier

That the meeting of Cariboo Regional District Board be adjourned at 11:55 a.m. March 20, 2026.

Carried

_____

Chair

_____

Corporate Officer

AGENDA ITEM SUMMARY

Date: 01/04/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3360-20/20250052

Short Summary:

Area A – Bylaw 5559
1018 Maple Heights Rd.
Lot 7, District Lot 3140, Cariboo District, Plan 20235, Except Plan PGP44741
From Residential 2 (R2) zone to Service Commercial (C4) zone
(3360-20/20250052 – Backer) (Agent: Maureen Bunnah)
Director Audet

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

That Quesnel Fringe Area Zoning Amendment Bylaw No. 5559, 2026 be rejected as the proposed use is not in keeping with the neighbourhood character.

Planning Application Information Sheet

Application Type: Rezoning
File Number: 3360-20/20250052
Bylaw(s): Quesnel Fringe Area Zoning Amendment Bylaw No. 5559, 2026.
Electoral Area: A
Date of Referral: February 10, 2026
Date of Application: September 15, 2025

Property Owner's Name(s): Edward Backer

Applicant's Name: Maureen Bunnah

SECTION 1: Property Summary

Legal Description(s): Lot 7, District Lot 3140, Cariboo District, Plan 20235 Except Plan PGP44741

Property Size(s): 0.18 ha (0.45 ac)

Area of Application: 0.18 ha (0.45 ac)

Location: 1018 Maple Heights Rd

Current Designation:
Highway Service Commercial

Min. Lot Size Permitted:
N/A

Current Zoning:
Residential 2 (R 2)

Min. Lot Size Permitted:
1,114 square metres (11,991 square feet)

Proposed Zoning:
Service Commercial (C 4)

Min. Lot Size Permitted:
1,600 square metres (17,223 square feet)

Proposal: The applicant is proposing to rezone the subject property from Residential 2 (R 2) to Service Commercial (C 4) to legalize an existing commercial self storage facility.

The rezoning application is a result of bylaw enforcement action for the unlawful use of the property as a commercial self storage facility. An approved Highway 97 Corridor Development Permit for form and character is required prior to adoption. All of the storage units have been placed without an approved building permit or development permit.

No. and size of Proposed Lots: N/A - none proposed

Existing Buildings: Mobile home with additions - 202.90 sq m (2184 sq ft)
15 shipping containers - 14.86 sq m (160 sq ft) each
3 wood storage structures between shipping containers - ranging in size from 18.58 sq m (200 sq ft) to 22.30 sq m (240 sq ft)

Proposed Buildings: No new buildings proposed

Road Name: Maple Heights Rd
Road Type: Paved
Within the influence of a Controlled Access Highway: Cariboo HWY 97
Services Available:

Within the confines of the Agricultural Land Reserve: No

Required to comply with the Shoreland Management Policy: N/A
Name of Lake/Contributing River: N/A
Lake Classification: N/A

Within Development Permit Area: Yes
Development Permit Area Name: Highway 97 Corridor Development Permit

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	032 , Residential Dwelling with Suite	0.21 ha (0.51 ac)
(b) South	000 , Single Family Dwelling	0.24 ha (0.6 ac)
(c) East	201 , Vacant IC&I	0.28 ha (0.7 ac)
(d) West	000 , Single Family Dwelling	0.31 ha (0.76 ac)
	000 , Single Family Dwelling	0.30 ha (0.75 ac)

PLANNING COMMENTS

Background:

It is proposed to rezone the 0.18 ha (0.45 ac) subject property to legalize an unlawfully constructed commercial self-storage facility. The subject property is currently zoned Residential 2 (R 2) in the Quesnel Fringe Area Zoning Bylaw No. 3504, 1999 and is designated Highway Service Commercial in the Quesnel Fringe Area Official Community Plan 4844, 2013 as shown in Appendix B.

The applicant has requested to rezone the subject property from Residential 2 (R 2) to Service Commercial (C 4). The proposed zone is consistent with the current Official Community Plan designation. The property currently contains a 202.90 sq m (2184 sq ft) mobile home, 15 shipping containers that are 14.86 sq m (160 sq ft) each and 3 wood storage structures between the shipping containers ranging in size from 18.58 sq m (200 sq ft) to 22.30 sq m (240 sq ft). The shipping containers and wood storage structures between the shipping containers are being used as the commercial self-storage facility.

The rezoning application is a result of bylaw enforcement action that began in July 2025 for the unlawful use of the property as a commercial self-storage facility. All of the storage units have been placed without an approved building permit or an approved Highway 97 Corridor Development Permit for form and character.

Location & Surroundings:

The subject property is located at 1018 Maple Heights Rd. It is relatively flat and covered in grass with some trees and part of the property is covered in gravel. The subject property is surrounded mainly by residential properties ranging in size from 0.13 ha (0.32 ac) – 0.44 ha (1.08 ac) with commercial properties to the east, however the commercial properties front Jade St and Highway 97.

CRD Regulations and Policies:

3504- Quesnel Fringe Area Zoning Bylaw, 1999.

5.4 Service Commercial (C 4) Zone

5.4.1 Uses Permitted
v) mini-storage or self-storage facility;

Quesnel Fringe Area Official Community Plan Bylaw 4844, 2013.

7.3 Highway Service Commercial Policies

7.3.10 Support a high standard of design along the Highway 97 gateway to the Quesnel with the establishment of a Highway 97 Corridor Development Permit Area to provide guidelines for the form and character of development. The Development Permit Area is designated in Figure 6.1 with guidelines provided in Section 6.4.

7.3.12 Land uses on the Highway 97 Corridor should demonstrate:

- compatibility with the surrounding environment and land uses

Rationale for Recommendations:

Planning staff are not supportive of the proposed rezoning to legalize an existing commercial self-storage facility. While the lot is designated Highway Service Commercial and the use of the property as a commercial self-storage facility is consistent with the existing Official Community Plan designation, the use is not in keeping with the neighbourhood character. Staff note that commercial uses on other properties designated Highway Service Commercial in the surrounding area are focused to the east of the property, along Highway 97.

Many of the properties on Maple Heights Road and much of the surrounding area are used for residential purposes and most only contain single-family dwellings and other buildings and structures associated with residential use. The intended use of the subject property is not compatible with the surrounding land uses as required in section 7.3.12 of the Official Community Plan. The use of the property as a commercial self-storage facility has the potential to increase traffic volume beyond what is typical on a residential street. Further, staff note access to the storage facility is through the neighbouring property. The subject property does not contain direct access to the storage units.

The rezoning application is a result of Bylaw Enforcement action that was triggered by a Bylaw Enforcement complaint. This demonstrates the use is already having a negative impact on the neighbourhood. Further, staff note there are structures approximately 1.2 metres (4 feet) from the northern interior side yard lot line. The minimum interior side yard setback for a property zoned Service Commercial (C 4) is 6 metres (19.69 feet) when abutting a residentially zoned property.

The Chief Building Official (CBO) has responded acknowledging the subject property is currently in non-compliance with the applicable bylaws, including but not limited to a non-permitted use, setbacks, construction without required building permits and absence of an occupancy permit. If the rezoning application is approved, the structures will require building permits. Further, the CBO notes bringing the development into compliance would present several challenges, including demonstrating structural adequacy of the shipping containers for a storage occupancy through engineered design, addressing setbacks where structures appear located near property lines, and meeting spatial separation requirements under the BC Building Code.

The Ministry of Transportation and Transit (MOTT) has responded stating no concerns with the proposal, however, if large equipment and shipping containers are to be brought to the subject property or the adjacent property, a commercial access permit is required.

The Electoral Area 'A' Advisory Planning Commission (APC) has responded with a recommendation for rejection.

In summary, planning staff are not supportive of the proposed rezoning to legalize the unlawfully constructed commercial self-storage facility. The proposal is not in keeping with the neighbourhood character and the size of the parcel is not conducive to a commercial self-storage facility.

Should the application continue to move forward, compliance with the Highway 97 Corridor Development Permit requirements for form and character is required. Should the Board reject the application as recommended, Bylaw Enforcement staff will be enabled to continue enforcement action on the property.

Recommendation:

That Quesnel Fringe Area Zoning Amendment Bylaw No. 5559, 2026 be rejected as the proposed use is not in keeping with the neighbourhood character.

REFERRAL COMMENTS

Ministry of Transportation and Transit: February 10, 2026
The Ministry of Transportation and Transit (MoTT) has no concerns with the above application proposal. However, if the Owner hauls the large equipments and shipping containers at the noted or adjacent property, they will be required to apply for a commercial access permit off of MoTT roads through us.

Advisory Planning Commission: February 18, 2026
See attached

CRD – Chief Building Official: March 30, 2026
The subject property is currently in non-compliance with applicable bylaws, including but not limited to non-permitted use (commercial self-storage), construction without required building permits, absence of an occupancy permit, and setbacks. Unpermitted structures include multiple shipping containers and accessory structures.

The structures constructed without applicable permits will require building permits. Bringing the development into compliance would present several challenges, including demonstrating structural adequacy of the shipping containers for a storage occupancy through engineered design, addressing setbacks where structures appear located near property lines, and meeting spatial separation requirements under the BC Building Code 2024.

No further comments at this time.

ATTACHMENTS

Appendix A: Bylaw 5559
Appendix B: General Map
Appendix C: Specific Map
Appendix D: Orthographic Map
Other: Applicant's Supporting Documentation
Advisory Planning Commission Comments

CARIBOO REGIONAL DISTRICT

BYLAW NO. 5559

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend Bylaw No. 3504, being the "Quesnel Fringe Area Zoning Bylaw No. 3504, 1999".

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a Zoning bylaw after a public hearing and upon the affirmative vote of the Directors.

WHEREAS an application has been received to rezone property.

NOW, THEREFORE, the Board of Directors of the Cariboo Regional District, duly assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as the "Quesnel Fringe Area Zoning Amendment Bylaw No. 5559, 2026".

2. AMENDMENT

Bylaw No. 3504 of the Cariboo Regional District is amended by:

i) rezoning Lot 7, District Lot 3140, Cariboo District, Plan 20235, Except Plan PGP44741 from Residential 2 (R 2) zone to Service Commercial (C 4) zone; and

ii) amending Schedule “C” accordingly.

READ A FIRST TIME THIS _____ DAY OF _____, 2026

READ A SECOND TIME THIS _____ DAY OF _____, 2026

A PUBLIC HEARING WAS HELD ON THE _____ DAY OF _____, 2026

READ A THIRD TIME THIS _____ DAY OF _____, 2026

APPROVED UNDER THE "TRANSPORTATION ACT" THIS _____ DAY OF _____, 2026

_____

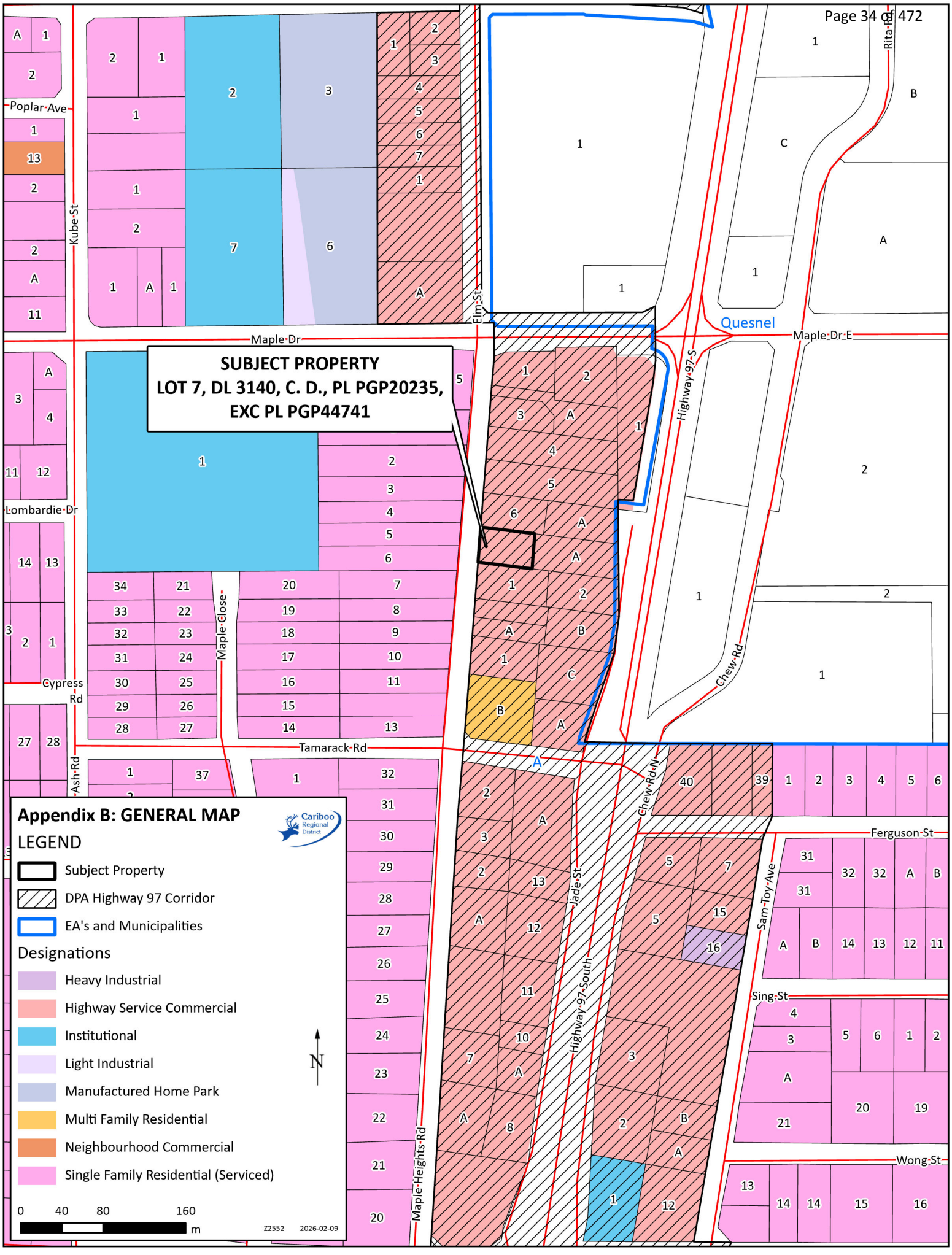
ADOPTED THIS _____ DAY OF _____, 2026

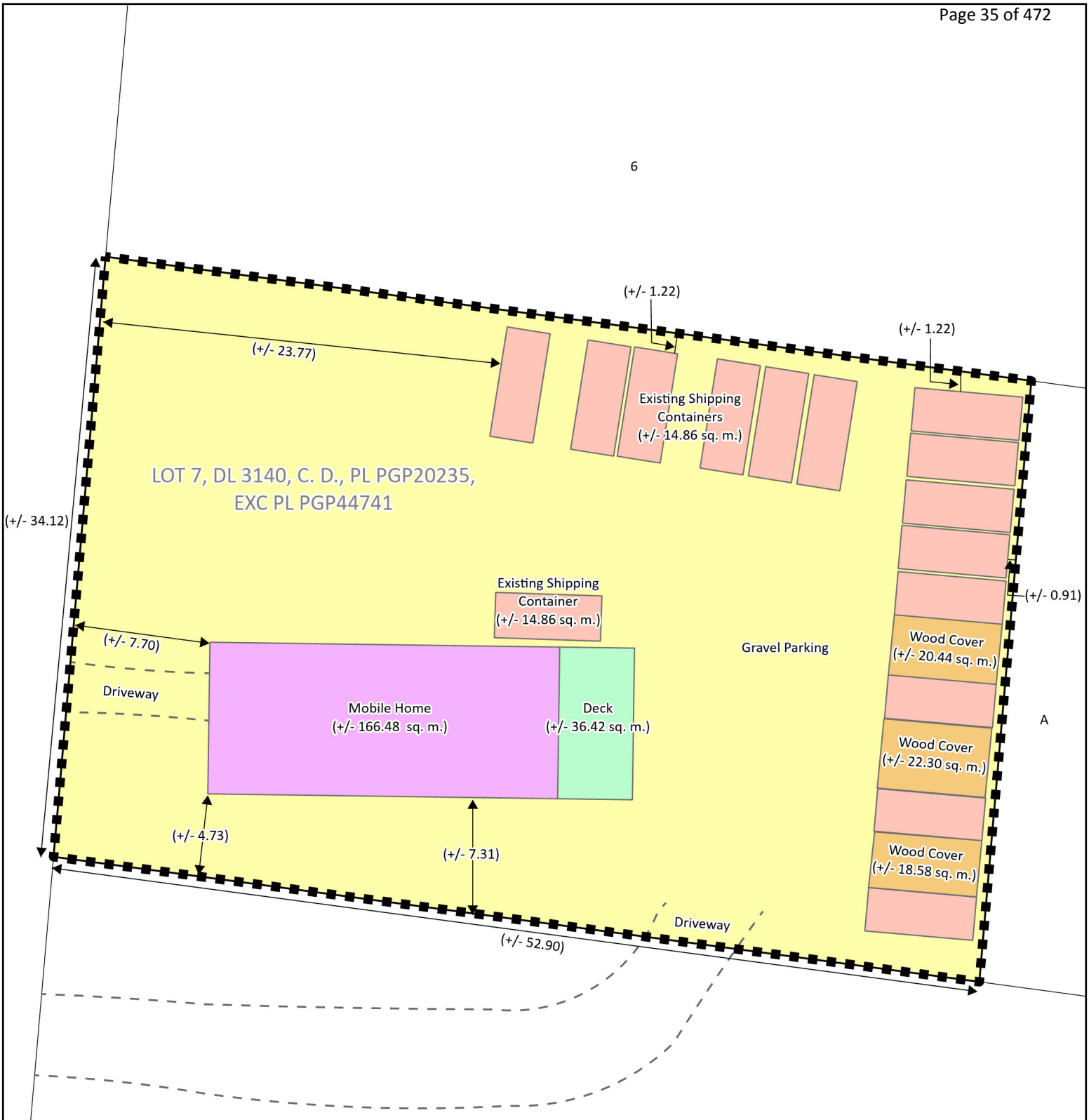
_____
Chair

_____
Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5559 cited as the "Quesnel Fringe Area Zoning Amendment Bylaw No. 5559, 2026", as adopted by the Cariboo Regional District Board on the _____ day of _____, 2026.

_____
Corporate Officer


SUBJECT PROPERTY
LOT 7, DL 3140, C. D., PL PGP20235,
EXC PL PGP44741
Poplar Ave
Kube St
Maple Dr
Elm St
Quesnel
Maple Dr E
Highway 97 S
Rita Rd
Lombardie Dr
Maple Close
Cypress Rd
Tamarack Rd
Ash Rd
Chew Rd
Chew Rd N
Jade St
Highway 97 South
Maple Heights Rd
Ferguson St
Sam Toy Ave
Sing St
Wong St
Appendix B: GENERAL MAP
LEGEND
Subject Property
DPA Highway 97 Corridor
EA's and Municipalities
Designations
Heavy Industrial
Highway Service Commercial
Institutional
Light Industrial
Manufactured Home Park
Multi Family Residential
Neighbourhood Commercial
Single Family Residential (Serviced)
N
0 40 80 160
m
Z2552 2026-02-09



Appendix C: SPECIFIC MAP

LEGEND

Subject Property

Proposed Service Commercial (C4) Zone

MEASUREMENTS ARE METRIC

N

Z2552

0 5 10 20 m

2026-02-04

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.



Appendix D: GENERAL MAP ORTHO

LEGEND

Subject Property

N

0 5 10 20 m

Z2552 2026-02-04

Describe the existing use of the subject property and all buildings: Rental

Describe the proposed use of the subject property and all buildings: mini storage business

Describe the reasons in support for the application: Non Invasive, sea cans are not permanent. This property borders on commercial property

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): Has a Lilac hedge

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): No lakes or streams.

Services Currently Existing or Readily Available to the Property (check applicable area)

** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☒	☐	☐	☐
Telephone	☐	☐	☒	☐
Community Water System	☐	☐	☐	☐
Community Sewer System	☒	☐	☐	☐
Sewage Disposal System	☐	☐	☐	☐
Well	☒	☐	☐	☐
Other (please specify)	☐	☐	☐	☐

DEVELOPMENT PLAN

Please find enclosed the Development Plan for Property 1018 Maple Heights Road Quesnel B.C. V2J 3X3

Lot 7, District Lot 3140, Cariboo District, Plan 20235, Except Plan PGP44741

PID: 008-782-369

Mr. Backer, would like to continue with his business idea; a rezoning of the property needs to be completed.

I am requesting that this property be rezoned from residential to commercial. The proposed plan is to operate a mini storage business. The property is currently zoned R2. This property sits beside another property zoned commercial.

Objectives:

To maximize the efficient use of the property.

The development of the property is not harming the environment and is safe to the surrounding population. There is no high traffic usage or noise. The property is free of geotechnical and environmental hazards. The storage units hold household goods, and the containers themselves are fire resistant and are not in the wildfire designated areas to which they would not have an impact. This ensures public health and safety.

There is no environmental impact regarding use of water or cause any air quality issues.

The development does not impact any neighboring agriculture or resource-based uses.

This proposal meets the requirements for modern suburban commercial development. Also, it is aligned with the current Official Community Plan designation of Highway Service Commercial.

The plan for storage units is a service for local and travelling public (relocating and in need of storage). There is another storage facility 1 ½ blocks from the 1018 property site. Existing sea cans will be maintained.

No heavy transport trucks of semi-trailers will be permitted for daily operations; it is limited to standard passenger vehicles and light duty commercial vehicles. This minimizes noise and traffic disruption to residential neighbours.

The site holds 15 sea cans that currently exist per site map. They measure 20 ft long and 8 ft wide. The containers are not permanent structures and do not leave any major footprint.

There are no buildings being built.

The property currently sits off Maple Heights Road and to the north is Maple Drive. To the south is Tamarack Avenue. Both Roads lead to Highway 97 to the east.

As part of industrial expansion for the Highway 97 corridor, this falls into warehousing and storage. Highway 97 is a very busy corridor. Storage sometimes for the general public is difficult to get. This is not a huge operation and is not consuming a huge space. The way the site is set up, it is well maintained and you can't really see that it exists. This is a service to the community and for us it helps with a rising economy and also we hire people as needed.

The development proposed does not impact the environment or building of permanent structures, it is dealing with moveable containers on skids. There is ample room for loading of vehicles. There is not much traffic or noise. This is growth and moving forward as we are becoming more known for a place to retire or grow a family.

I don't know how much more to elaborate as it is a simple plan and self-explanatory.








SESU 212411 5
22G1
CWWU 214129 8
22G1


SESU 217308 5
2261
M.G.W.
TARE
NET
CU.CAP.
SESU 209826 9
22G1
M.G.W.
TARE
NET
CU.CAP.


ALL HAUL
255-HAUL
PORTABLE STORAGE
CWWU 214129
2261
MAX.GR.
NET
DOGU 204818 4
2261
MAX.GR.
TARE
NET
CU.CAP.

Zoning: R2 Residential

6 containers 4 ft from fence

78 ft

52.900

9 10 11 Seacans 12 13 14

13 ft

sea can 4 ft from fence

1 2 3 4 5 6 Seacans 7 8

All sea cans are 8 x 20 ft
8' wide 20' long

doors face south

sea cans 3ft from fence

doors face west

11 ft wood cover + door

12 ft wood cover, no door

10 ft wood cover, no door

Planter

Remainder 7
Plan 20235

15 Seacan

door faces East

34.122

7.7

Driveway

covered trailer with addition

House

Deck

28 ft

64 ft

14 ft

4 steps

Gravel
Parking

A
Plan PGP44741

34.120

Planter

4.73

24 ft

52.900

Planter

Driveway

D L 3 1 4 0

1
Plan 28145

LEGEND

All distances are in metres and decimals thereof.

- Culvert
- Gravel Driveway
- Edge of pavement
- Asphalt Driveway
- P — Overhead Hydro
- X — Fence
- Service Pole
- Tree
- Lilac Bush

NOTES:

Tree symbols are not drawn to scale.

Lot dimensions are derived from Plan PGP44741.

This Plan was prepared for planning purposes, and is for the exclusive use of Maureen Bunnah. The signatory accepts no responsibility or liability for any damages that may be suffered by a third party as a result of reproduction, transmission or alteration to this documents without the consent of the signatory.

Offsets shown on this plan are not to be used to re-establish property lines or corners.

Offset measurements are to the siding of the building and are perpendicular to the property line.

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Drawn October 29, 2025
according to field survey conducted on October 27, 2025.

Certified Correct this 7th day of November, 2025

BRITISH COLUMBIA
VERONICA ANNE MEISTER
LAND SURVEYOR

THIS DOCUMENT IS NOT VALID UNLESS DIGITALLY AUTHENTICATED

EXTON AND DODGE
LAND SURVEYING INC.
133 BORLAND STREET
WILLIAMS LAKE, B.C.
V2G 1R1
(250) 392-7111

FILE No. 25163 Dwg. 1

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: 18 February 2026
Start Time: 10.05
Location of Meeting: CRD office, Quesnel

File Number: 3360-20/20250052
Application Type: Rezoning
Electoral Area: A
Legal Description: Lot 7, District Lot 3140, Cariboo District, Plan 20235 Except Plan PGP44741
Property Location: 1018 Maple Heights Rd

ATTENDANCE

Present:
Chair: Doug Service
Members: Dave Maffat, Maj. Sales, Susan Timms

Recording Secretary: Susan Timms
Owners/Agent: Edward Bachus (Applicant Maureen Bunnah)
☐Contacted but declined to attend (Invited ... did not show)

Absent: Roy Dosophy, Brad. Arnoldus

Also Present:
Electoral Area Director: Coralee Oakes, Interim Director
Staff Support: JM

RESOLUTION

THAT application with File Number 3360-20/20250052 be **SUPPORTED / REJECTED**
for the following reasons:

1)

2)

For: 0 Against: 4

CARRIED/DEFEATED
Application REJECTED

Termination: 10:15
That the meeting terminate.
Moved: Simon Turner
Seconded: Mary Sayes

CARRIED

Time:

[redacted]
Recording Secretary

[redacted]
Chair

AGENDA ITEM SUMMARY

Date: 02/04/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3360-20/20250066

Short Summary:

Area K – Bylaw 5543
5531 Chilcotin Hwy 20
Block C, Section 13, Township 58, Lillooet District
From Heavy Industrial (M 3) zone to Special Exception RS 1-3 zone
(3360-20/20250066 - Tsilhqot'in Power Corporation) (Agent: Trevor Doyle)
Director Anderson

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

This bylaw is being brought forward for consideration of third reading following the March 25, 2026 public hearing.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

That Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025 be read a third time, this 10th day of April 2026.

Planning Application Information Sheet

Application Type: Rezoning
File Number: 3360-20/20250066
Bylaw(s): Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025
Electoral Area: K
Date of Referral: December 11, 2025
Date of Application: November 19, 2025

Property Owner's Name(s): Tsilhqot'in Power Corporation

Applicant's Name: Trevor Doyle

SECTION 1: Property Summary

Legal Description(s): Block C, Section 13, Township 58, Lillooet District

Property Size(s): 30 ha. (74.13 ac.)

Area of Application: 22.2 ha. (54.86 ac.)

Location: 5531 Chilcotin Hwy 20

Current Designation: n/a	**Min. Lot Size Permitted:** n/a
Current Zoning: Heavy Industrial (M 3)	**Min. Lot Size Permitted:** n/a
Proposed Zoning: Special Exception RS 1-3	**Min. Lot Size Permitted:** 2,000 sq. m. (21,528 sq. ft.)

Proposal: The applicant is proposing rezoning a portion of the property for a supportive post-treatment and transitional housing facility including therapeutic programing. The proposal includes 21 detached housing units at 44.62 sq.m. (480.23 sq. ft.) one of which will be for staff, a mess hall 84.73 sq.m. (912 sq. ft.), a riding arena 1486.45 sq.m. (16,000 sq. ft.), and public toilets 13.39 sq. m. (144 sq. ft.). The current zoning for the fenced solar farm will continue to be Heavy Industrial (M 3). The riding arena will be used for equine assisted therapy programming.

No. and size of Proposed Lots: no new proposed lots

Existing Buildings: none

Proposed Buildings: Post treatment housing- 10 units - 44.62 sq. m. (480.23 sq. ft.)
Transitional housing - 10 units - 44.62 sq. m. (480.23 sq. ft.)
Staff housing - 1 unit - 44.62 sq. m. (480.23 sq. ft.)
Mess hall - 84.73 sq. m. (912 sq. ft.)
Riding arena - 1486.45 sq. m. (16,000 sq. ft.)
Public toilets - 13.39 sq. m. (144 sq. ft.)

Road Name: Chilcotin Hwy 20
Road Type: Paved
Within the influence of a Controlled Access Highway: N/A
Services Available: All units have a 300 gallon water storage system. Applicant is currently finalizing design for water supply system.

Within the confines of the Agricultural Land Reserve: No

Required to comply with the Shoreland Management Policy: Yes - Septic Only
Name of Lake/Contributing River: n/a
Lake Classification: N/A

Within Development Permit Area: No

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	crown land	91.14 ha. (225.21 ac.)
(b) South	crown land	n/a
(c) East	crown land	91.14 ha. (225.21 ac.)
(d) West	Sawmill	104.73 ha. (258.8 ac.)

PLANNING COMMENTS

Background:

A proposal to rezone a portion of a property located east of Hanceville has been received by planning staff. The subject property is 30 ha. (74.13 ac.) in size while the portion proposed to be rezoned is 22.2 ha. (54.86 ac.). The lot is currently zoned as Heavy Industrial (M 3) in the Chilcotin Area Rural Land Use Bylaw No. 3500, 1999. The applicant has applied to rezone the 22.2 ha. (54.86 ac.) portion of the property to Special Exception RS 1-3 to permit a community care facility. The remaining M 3 portion will allow for the existing industrial solar farm to maintain compliance with the Rural Land Use Bylaw.

This proposal would create a new zone that will allow for staff accommodation, agricultural operations in addition to a community care facility and the uses that are permitted in the Settlement Area 1 (RS 1) zone in the Chilcotin Area Rural Land Use Bylaw 3500, 1999.

The applicant for this proposal, Tŝilhqot'in National Government staff, intends to develop inclusive transitional housing that supports holistic healing and wellness. The applicant states the proposal is a part of a holistic recovery model; wellness, recovery, transitional housing, and supportive housing will take place on the site. The proposed activities to take place at the site includes engaging elders to integrate cultural components, Tŝilhqot'in talent and skills programing, construction of sweat lodges and a culturally refined menu. As a part of the proposal, equine therapy/ equine assisted learning will also take place on the site. Detox and residential treatment will not take place on the site.

Red Road Recovery will be the operator of the site. The organization operates four other sites within the province.

The proposed development also focuses on self-sufficiency and environmental stewardship.

The proposed dwelling units are intended to utilize solar power and are designed to be energy efficient.

The total proposed development includes 21 housing units, 44.62 sq. m. (480.23 sq. ft.) one of which will be for staff, a mess hall 84.73 sq. m. (912 sq. ft.), a riding arena 1486.45 sq. m. (16,000 sq. ft.), and public toilets 13.39 sq. m. (144 sq. ft.). The riding arena included is intended to be used for equine therapy in conjunction with the proposed supportive housing and services.

Staff note some development work has begun on the property as this is a significant priority for the landowner and applicant.

Location and Surrounding:

The subject property is located approximately 8km east of Hanceville (Lee's Corner) and 33 km west of Riske Creek. The lot is primarily flat and located on the crest of Lee's Hill with no lakes or streams. South of the lot there is a steep slope towards the Chilcotin River approximately 2 km away.

CRD Regulations and Policies:

2.0 Broad objectives

2.3 To accommodate community facilities, residential, commercial, and industrial development in a manner that will not intrude upon the established rural lifestyle, add unnecessary strain to the existing transportation network, or conflict with agricultural and forest resource areas.

3.2 Community Facilities

It is the policy of the Board to encourage the location of community facilities in the existing settlement areas and thereby assist in better defining and establishing those settlement areas as centres for community growth and development, as well as limited service centres for the outlying rural areas.

3.3 Residential

c) to allow for a range of lot sizes and uses for rural and rural residential type developments, where appropriate, and to minimize conflicts with agricultural operations;

3.9 Energy and Conservation

3.9.5 Encourage the planning, design and construction strategies to minimize greenhouse gas emissions.

3.9.6 Encourage developers to follow best practices in sustainable development – seeking out leading edge technologies and minimizing the impact on existing infrastructure (e.g. permeable parking lots; stormwater detention ponds, solar orientation etc.).

Interim Housing Needs Report, 2024

Table 4: 5-, 10-, and 20-Year HNR Method Housing Need Estimates, Electoral Areas J and K Combined

COMPONENT	DETAIL	5-YEAR	10-YEAR	20-YEAR
A	Extreme Core Housing Need	1.4	2.8	5.5
B	Person Experiencing Homelessness	5.2	7.8	10.5
C	Suppressed Household Formation	20.8	41.7	83.3
D	Anticipated Household Growth	28.7	45.8	55.8
E	Rental Vacancy Rate Adjustment	0.6	1.2	2.4
	Total	**57**	**99**	**158**

Proposed
8.7.3.3 Special Exception RS 1- 3 Zone

Notwithstanding any other provisions of this bylaw to the contrary, on lands zoned RS 1-3, may also include:

i) Agricultural operations, including horticulture, silviculture, livestock, intensive livestock operations, stockyard, beekeeping and aquaculture;
ii) an accessory dwelling unit or units for the accommodation of a caretaker or staff members of the permitted non-residential uses.
iii) a horse boarding centre, provided that the stables do not have more than 40 stalls and the facility does not contain a racetrack licensed by the British Columbia Racing Commission;

but excluding

i) a mobile home park.

All other provisions of the RS 1 zone shall apply

Rationale for Recommendations:

Planning staff are supportive of the application subject to approval of conditions discussed below.

Based on the proposed location of the development it is unlikely to have an impact on nearby properties. The closest occupied property is 3.5 km southwest of the lot however, by road the closest occupied lot is 9.5 km away.

The applicant has supplied reports from qualified professionals. A report from OCTO Engineering states the requirements for a sewerage system that is capable of accommodating the waste from the proposed development. An environmental site assessment has also been provided by Terrawest. Importantly, no site contamination was identified by the authors.

A report on water quantity is expected to be provided once completed. Prior to the establishment of the water related infrastructure the dwelling units have a 300-gallon water storage tank that can be utilized if necessary.

The proposed parking areas for the development total approximately 1149 sq. m., far greater than what is required in the Rural Land Use Bylaw parking regulations. Additionally, the applicant has indicated the parking area is not intended for those utilizing the community care facility but will be used by staff and visiting professionals.

The proposal aligns with multiple policies outlined in the Chilcotin Area Rural Land Use Bylaw. Objective 2.3 of the Chilcotin Area Rural Land Use Bylaw is to accommodate community facilities, residential, commercial, and industrial development in a manner that will not intrude upon the established rural lifestyle. The development is located in an area that is far enough away from residences that the direct impacts area unlikely. Its location also allows it to serve the Chilcotin area which currently has a high demand for traditional and post treatment housing. The location will allow those who attend to maintain connection to the rural community.

Policy 3.3 of the Chilcotin Area Rural Land Use Bylaw states that development should allow for a range of lot sizes and uses for rural and rural residential type developments, where appropriate, and to minimize conflicts with agricultural operations. A demand for housing in areas J and K specifically non-market housing is shown in the Central Cariboo – Williams Lake Interim Housing Needs Report. It is important to note that those who require non-market housing and supportive services are often required to relocate to larger centres where housing and services may be available in limited capacity. This development will serve more than those currently located in areas J and K as there are currently limited services available in the entire Central Cariboo and Chilcotin.

The applicant states that there is a shortage of transitional and supportive housing in the Chilcotin and Cariboo regions. The proposed development is intended to provide “culturally grounded solution that keeps individuals connected to the community”.

Planning staff recognize that United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) is relevant in the assessment of this proposal. Article 21 (1) states “Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocational training and retraining, housing, sanitation, health and social security.” Article 23 states “Indigenous peoples have the right to determine and develop priorities and strategies for exercising their right to development. In particular, Indigenous peoples have the right to be actively involved in developing and determining health, housing and other economic and social programmes affecting them and, as far as possible, to administer such programmes through their own institutions.” Article 24 (1) states “Indigenous peoples have the right to their traditional medicines and to maintain their health practices, including the conservation of their vital medicinal plants, animals and minerals. Indigenous individuals also have the right to access, without any discrimination, to all social and health services.” Article 29 (3) says “states

shall also take effective measures to ensure, as needed, that programmes for monitoring, maintaining and restoring the health of indigenous peoples, as developed and implemented by the peoples affected by such materials, are duly implemented."

The proposed development will also align with policies in the RLUB for energy and conservation. The applicant has stated that the proposed dwelling units are designed to be energy efficient and is intended to utilize solar power. This aligns with policy 3.9.6 of the Chilcotin Area Rural Land Use Bylaw.

The Ministry of Transportation and Transit (MOTT) has no concerns with the rezoning application.

The Ministry of Water, Land and Resource Stewardship (MWLRS) has provided comments on this application stating that they have no objections.

The Interior Health Authority (IHA) has provided comments on this application stating no objections.

The Electoral Area 'K' Advisory Planning Commission (APC) has provided comments in support of the application. They have stated that it is desirable to "down zone" the property from heavy industrial, that there is a recognized need for this type of project, and that the project is well planned.

In summary, planning staff are supportive of the proposed rezoning application.
The applicant will be required to comply with the CRD Shoreland Management Policy with respect to sewerage disposal due to the location of an unnamed waterbody located less than 250 m to the north of the lot.

That Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025 be read a first and second time this February 6, 2025. Further, that adoption be subject to the following:

i. The applicant offering to enter into and entering into a Section 219 covenant to ensure compliance with the CRD Shoreland Management Policy with respect to sewage disposal.

Further, that the cost of registration of the shoreland management covenant be borne by the applicant.

REFERRAL COMMENTS

Health Authority: January 26, 2026
No objection

Ministry of Transportation and Infrastructure: January 9, 2026
The Ministry of Transportation has no concerns with the application.

Advisory Planning Commission: January 6, 2026
See attached

Ministry of Land, Water and Resource Stewardship: January 6, 2026
Because it is private property and fairly disturbed land, WLRS do not have any objection with the rezoning. The property of interest overlaps with the following:

- Mule Deer Winter Range, topographic buffer and habitat
- Flammulated owl habitat
- Riparian Management Area, management zone

BOARD ACTION

February 6, 2026:
That Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025 be read a first and second time this February 6, 2026. Further, that adoption be subject to the following:

i. The applicant offering to enter into and entering into a Section 219 covenant to ensure compliance with the CRD Shoreland Management Policy with respect to sewage disposal.

Further, that the cost of registration of the shoreland management covenant be borne by the applicant.

ATTACHMENTS

Appendix A: Bylaw 5543
Appendix B: General Map

Appendix C:	Specific Map
Appendix D:	Orthographic Map
Other:	Applicant's Supporting Documentation
	Advisory Planning Commission Comments
	Public Hearing Results

CARIBOO REGIONAL DISTRICT

BYLAW NO. 5543

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend Bylaw No. 3500, being the "Chilcotin Area Rural Land Use Bylaw No. 3500, 1999".

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a Rural Land Use bylaw after a public hearing and upon the affirmative vote of the Directors.

WHEREAS an application has been received to rezone property.

NOW, THEREFORE, the Board of Directors of the Cariboo Regional District, duly assembled, hereby enacts as follows:

1. CITATION

This bylaw may be cited for all purposes as the "Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025".

2. AMENDMENT

Bylaw No. 3500 of the Cariboo Regional District is amended by:

A) Inserting Section 8.7.3.3 as follows:

Special Exception RS 1-3 (3360-20/20250066)

Notwithstanding any other provisions of this bylaw to the contrary, on lands zoned RS 1-3, uses may also include:

i) Agricultural operations, including horticulture, silviculture, livestock, intensive livestock operations, stockyard, beekeeping and aquaculture;

ii) an accessory dwelling unit or units for the accommodation of a caretaker or staff members of the permitted non-residential uses;

iii) a horse boarding centre, provided that the stables do not have more than 40 stalls and the facility does not contain a racetrack licensed by the British Columbia Racing Commission;

but must not include:

i) a mobile home park

All other provisions of the RS 1 zone shall apply.

B) rezoning part of Block C, Section 13, Township 58, Lillooet District from Heavy Industrial (M 3) to Special Exception RS 1-3 as shown on attached Schedule "A";

C) amending Schedule "C" accordingly.

READ A FIRST TIME THIS 6th DAY OF February, 2026.

READ A SECOND TIME THIS 6th DAY OF February, 2026.

A PUBLIC HEARING WAS HELD ON THE 25th DAY OF March, 2026.

READ A THIRD TIME THIS _____ DAY OF _____, 2026.

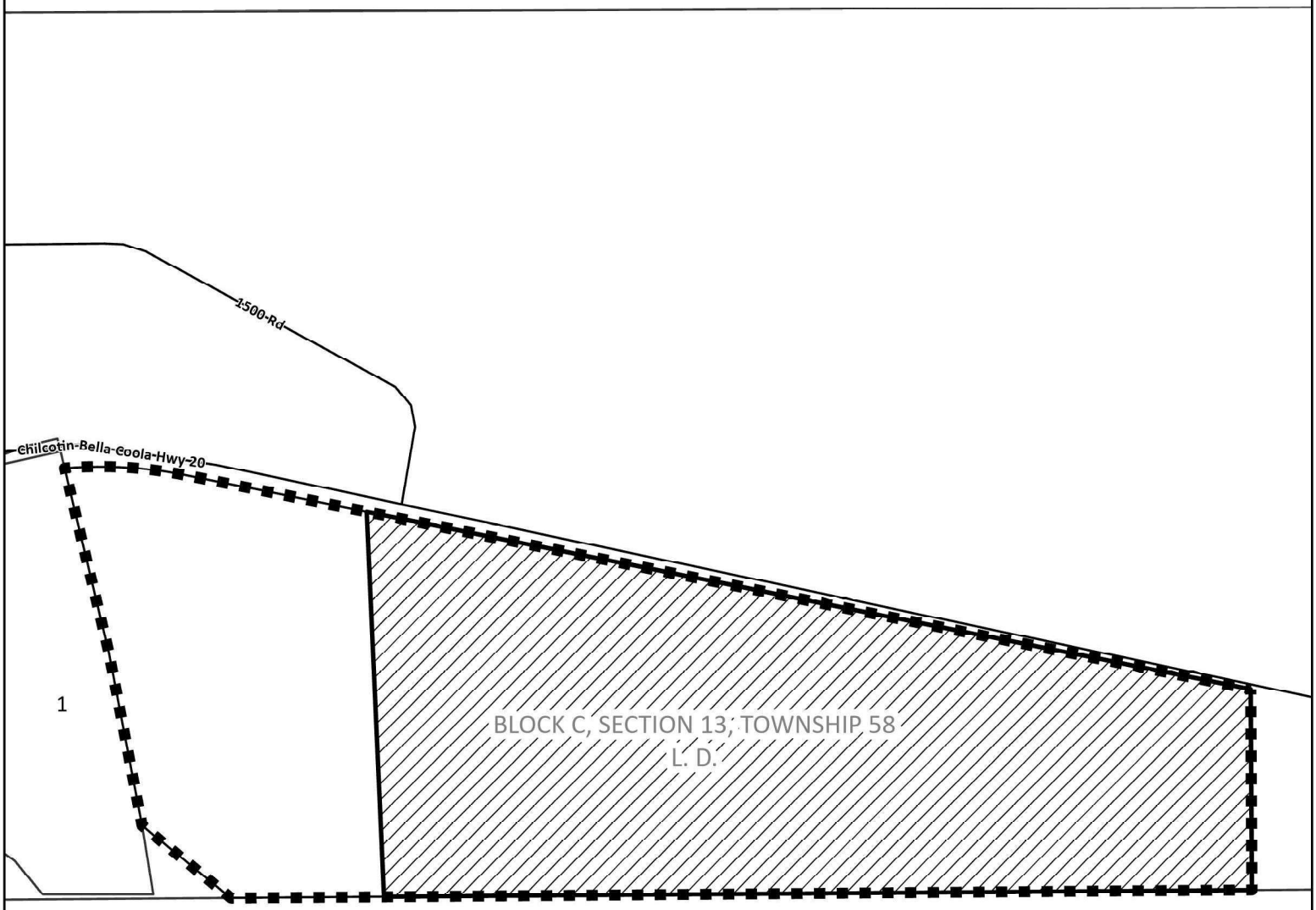
ADOPTED THIS _____ DAY OF_____, 2026.

Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5543 cited as the "Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025", as adopted by the Cariboo Regional District Board on the _____ day of _____, 2026.

Corporate Officer



SCHEDULE A

LEGEND

Subject Property

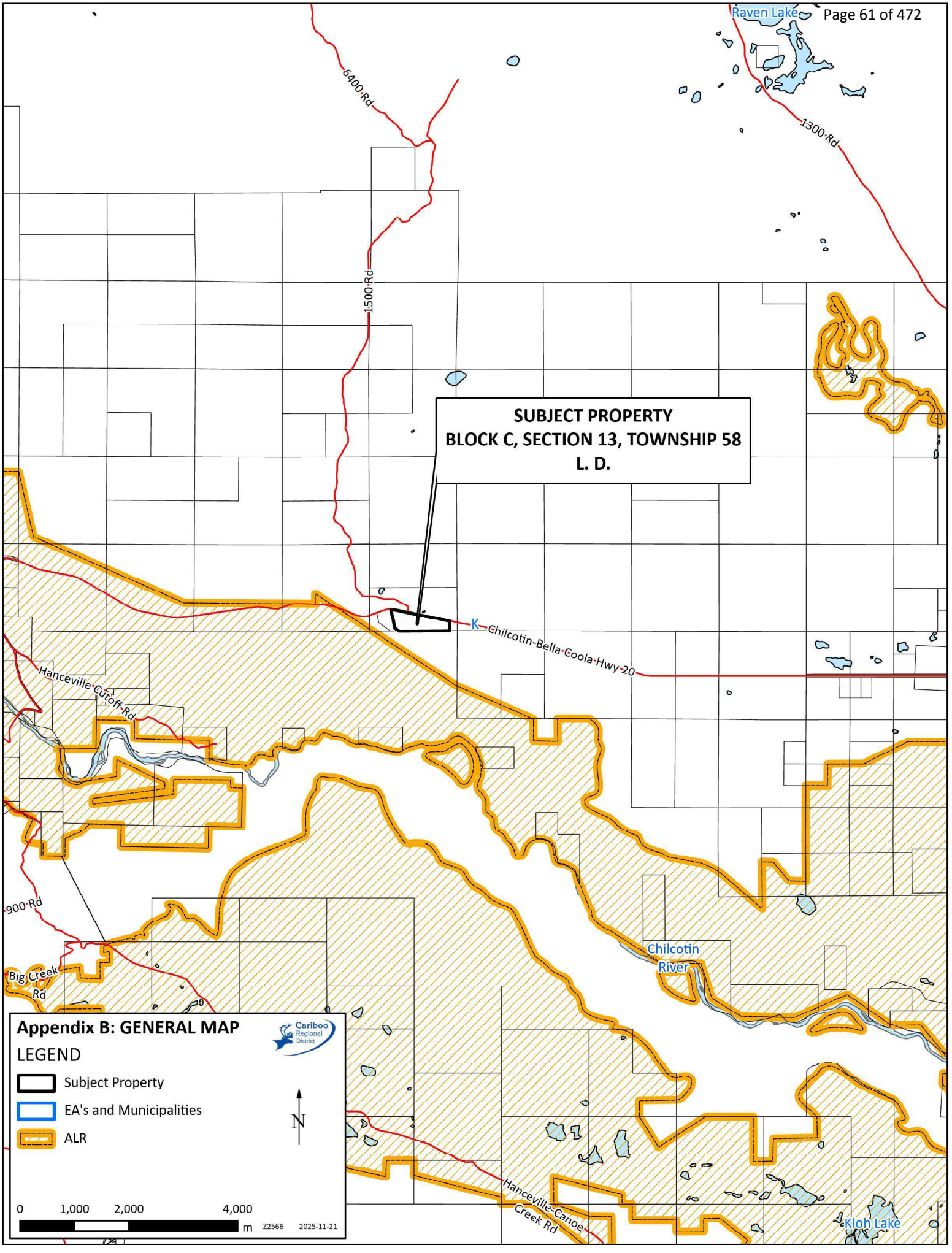
Special Exception RS 1-3 Zone

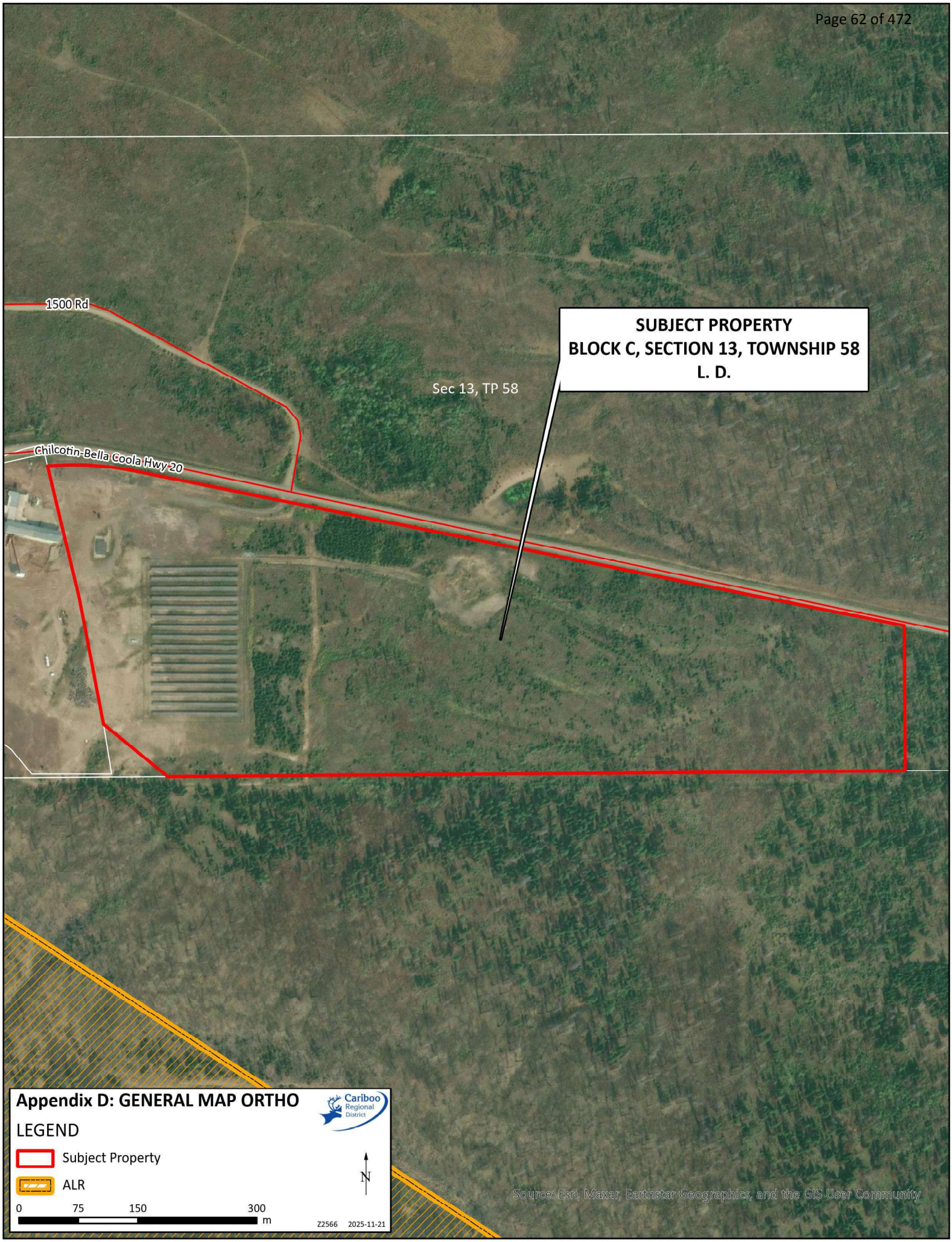
N

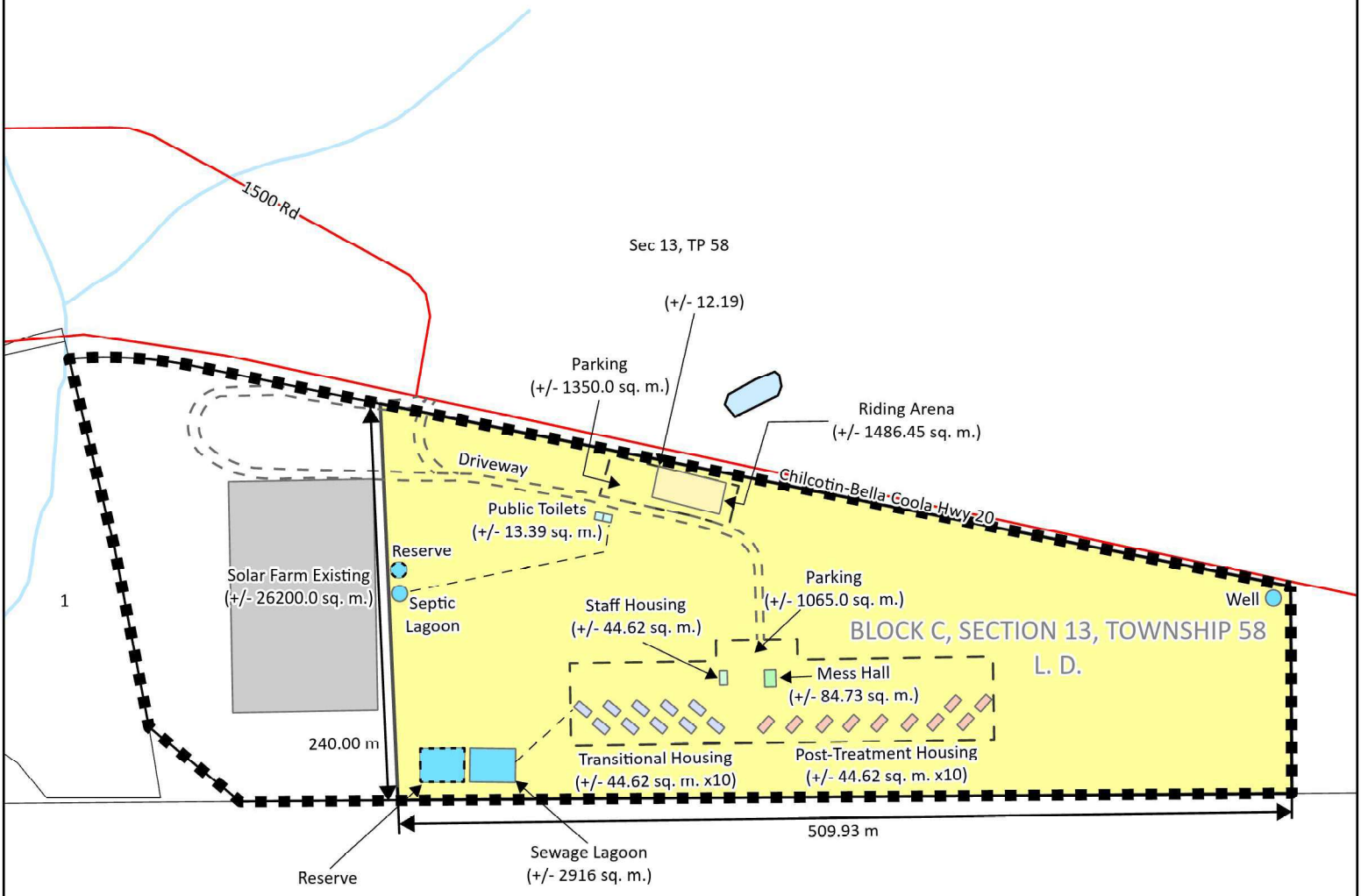
Z2566

0 60 120 240 m

2025-11-21


Raven Lake
6400 Rd
1300 Rd
1500 Rd
SUBJECT PROPERTY
BLOCK C, SECTION 13, TOWNSHIP 58
L. D.
K Chilcotin-Bella-Coola Hwy 20
Hanceville Cutoff Rd
900 Rd
Big Creek Rd
Chilcotin River
Hanceville-Canoe Creek Rd
Kloh Lake
Appendix B: GENERAL MAP
LEGEND
Subject Property
EA's and Municipalities
ALR
N
0 1,000 2,000 4,000
m
Z2566
2025-11-21


1500 Rd
SUBJECT PROPERTY
BLOCK C, SECTION 13, TOWNSHIP 58
L. D.
Sec 13, TP 58
Chilcotin-Bella Coola Hwy 20
Appendix D: GENERAL MAP ORTHO
Cariboo Regional District
LEGEND
Subject Property
ALR
N
0 75 150 300 m
Z2566 2025-11-21
Source: Esri, Maxar, Earthstar Geographics, and the GIS User Community



Appendix C: SPECIFIC MAP

LEGEND

- Subject Property
- ALR
- Proposed Special Exception RS 1-3 Zone

MEASUREMENTS ARE METRIC

N

Z2566

0 100 200 400 m

2025-12-10

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.

Describe the existing use of the subject property and all buildings: Fenced Solar Farm, sewage lagoon, decommissioned scale shack.

Describe the proposed use of the subject property and all buildings: See Appendix A

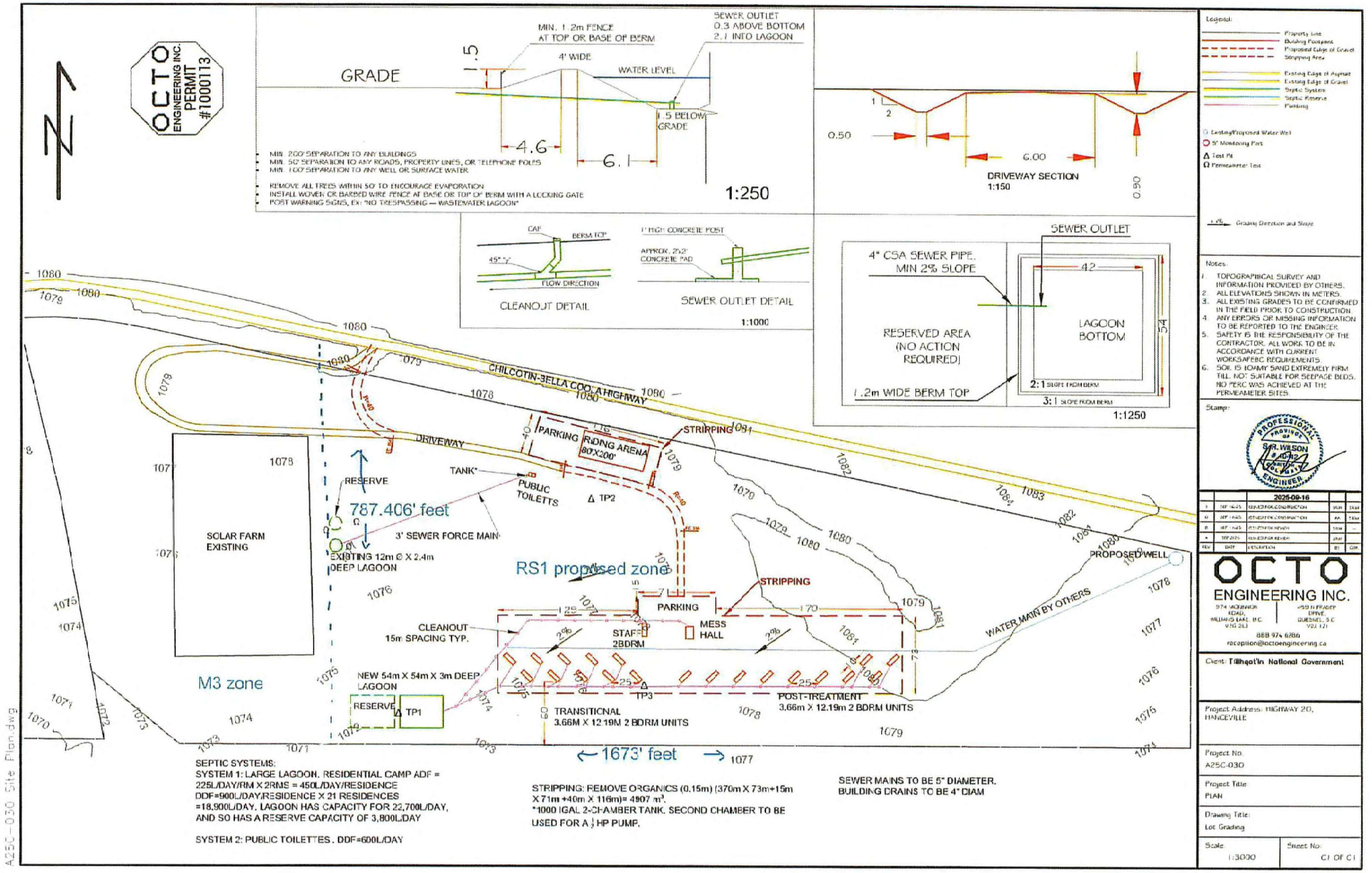
Describe the reasons in support for the application: See appendix B

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): Low lying shrubs, deadfall, sparcely populated by small trees.

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): Primarily flat land located on the crest of Lees Hill with no existing lakes or streams

Services Currently Existing or Readily Available to the Property (check applicable area)
** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☐	☑	☑	☐
Telephone	☐	☑	☑	☐
Community Water System	☐	☑	☐	☑
Community Sewer System	☐	☑	☐	☑
Sewage Disposal System	☑	☐	☑	☐
Well	☐	☑	☐	☑
Other (please specify)	☐	☐	☐	☐


OCTO ENGINEERING INC. PERMIT #1000113
GRADE
MIN. 1.2m FENCE AT TOP OR BASE OF BERM
4' WIDE
WATER LEVEL
SEWER OUTLET 0.3 ABOVE BOTTOM 2.1 INTO LAGOON
1.5 BELOW GRADE
4.6
6.1
1:250
MIN. 200' SEPARATION TO ANY BUILDINGS
MIN. 50' SEPARATION TO ANY ROADS, PROPERTY LINES, OR TELEPHONE POLES
MIN. 100' SEPARATION TO ANY WELL OR SURFACE WATER
REMOVE ALL TREES WITHIN 50' TO ENCOURAGE EVAPORATION
INSTALL WOVEN OR BARBED WIRE FENCE AT BASE OR TOP OF BERM WITH A LOCKING GATE
POST WARNING SIGNS, EX: "NO TRESPASSING — WASTEWATER LAGOON"
DRIVEWAY SECTION
1:150
CLEANOUT DETAIL
SEWER OUTLET DETAIL
1:1000
4" CSA SEWER PIPE, MIN 2% SLOPE
SEWER OUTLET
RESERVED AREA (NO ACTION REQUIRED)
LAGOON BOTTOM
1.2m WIDE BERM TOP
2:1 SLOPE FROM BERM
3:1 SLOPE FROM BERM
1:1250
CHILCOTIN-BELLA COOLA HIGHWAY
DRIVEWAY
PARKING
RIDING ARENA 80'X200'
STRIPPING
TANK*
PUBLIC TOILETTS
TP2
RESERVE
787.406' feet
3" SEWER FORCE MAIN
EXISTING 12m Ø X 2.4m DEEP LAGOON
SOLAR FARM EXISTING
RS1 proposed zone
PROPOSED WELL
WATER MAIN BY OTHERS
CLEANOUT 15m SPACING TYP.
STAFF 2BDRM
MESS HALL
M3 zone
NEW 54m X 54m X 3m DEEP LAGOON
RESERVE
TP1
TP3
TRANSITICNAL 3.66M X 12.19M 2 BDRM UNITS
POST-TREATMENT 3.66m X 12.19m 2 BDRM UNITS
1673' feet
1077
SEPTIC SYSTEMS:
SYSTEM 1: LARGE LAGOON. RESIDENTIAL CAMP ADF = 225L/DAY/RM X 2RMS = 450L/DAY/RESIDENCE
DDF=900L/DAY,RESIDENCE X 21 RESIDENCES =18,900L/DAY. LAGOON HAS CAPACITY FOR 22,700L/DAY, AND SO HAS A RESERVE CAPACITY OF 3,800L/DAY
SYSTEM 2: PUBLIC TOILETTES. DDF=600L/DAY
STRIPPING: REMOVE ORGANICS (0.15m) (370m X 73m+15m X 71m +40m X 116m)= 4907 m³.
*1000 IGAL 2-CH-AMBER TANK. SECOND CHAMBER TO BE USED FOR A ½ HP PUMP.
SEWER MAINS TO BE 6" DIAMETER.
BUILDING DRAINS TO BE 4" DIAM
Legend:
Property Line
Building Footprint
Proposed Edge of Gravel
Stripping Area
Existing Edge of Asphalt
Existing Edge of Gravel
Septic System
Septic Reserve
Plumbing
Existing/Proposed Water Well
5' Monitoring Port
Test Pit
Permeameter Test
Grading Direction and Slope
Notes:
1. TOPOGRAPHICAL SURVEY AND INFORMATION PROVIDED BY OTHERS.
2. ALL ELEVATIONS SHOWN IN METERS.
3. ALL EXISTING GRADES TO BE CONFIRMED IN THE FIELD PRIOR TO CONSTRUCTION
4. ANY ERRORS OR MISSING INFORMATION TO BE REPORTED TO THE ENGINEER.
5. SAFETY IS THE RESPONSIBILITY OF THE CONTRACTOR. ALL WORK TO BE IN ACCORDANCE WITH CURRENT WORKSAFEBC REQUIREMENTS.
6. SOIL IS LOAMY SAND EXTREMELY FIRM TILL. NOT SUITABLE FOR SEEPAGE BEDS. NO PERC WAS ACHIEVED AT THE PERMEAMETER SITES.
Stamp:
PROFESSIONAL ENGINEER
2025-09-16
OCTO ENGINEERING INC.
974 ALDERNON ROAD, MILLARS LAKE, B.C. V7G 2L3
459 N FRASER DRIVE, QUESNEL, B.C. V2J 1Z1
888 974 6286
reception@octoengineering.ca
Client: Tilhqot'in National Government
Project Address: HIGHWAY 20, HANCEVILLE
Project No: A25C-030
Project Title: PLAN
Drawing Title: Lot Grading
Scale: 1:3000
Sheet No: C1 OF C1
A25C-030 Site Plan.dwg

Appendix A

Describe the proposed use of the subject property and all buildings:

The property is proposed to be developed under a split zoning designation of M3 (Heavy Industrial) and RS1 (Residential Single-Family) to allow a combination of complimentary renewable energy, residential, and therapeutic uses.

M3 – Heavy Industrial Portion

The existing solar farm area (size) will remain M3 to accommodate existing and future industrial operations.

RS1- Transitional Housing and Equine Assisted Therapy Centre

The remain portion of the property (size) will accommodate a culturally based traditional housing community and equine assisted therapy centre.

- 20 solar powered, off grid tiny homes will provide safe and sustainable transitional housing for individuals who are waiting for or completing residential treatment programs. These small homes will be designed for energy efficiency, minimal environmental footprint, and year-round livability.
- Shared buildings will include spaces for meals, wellness building for group programming, counseling, and cultural activities.
- A portion of the RS1 zone will have a equine centre for equine assisted therapy and cultural land-based healing programs. The centre will play a central role in rehabilitation and recovery, offering residents therapeutic and vocational opportunities connected to the land and animals.
- The housing and community spaces will incorporate cultural values, and land-based principles, fostering an atmosphere of respect, inclusion and healing.

Infrastructure and Servicing

The project is focused on self sufficiency and environment stewardship, making use of existing infrastructure wherever possible.

- The property will continue to use its existing access, upgraded as necessary for safety and emergency vehicle requirements.
- The on-site solar farm and off-grid solar systems will minimize reliance on external utilities and ensures long-term sustainability.
- Native vegetation and tree cover will be preserved wherever possible. Additional planting will enhance site aesthetics, provide privacy and create natural habitat flow.

Appendix B

Describe the reasons in support for the application:

1. **Purpose and Intent of the Proposal**
   The application seeks to establish a split zoning on the property, designating part M3 (Heavy Industrial) and part RS1 (Settlemnt Area 1). The plan is to create a site that supports both economic and community well-being, allowing for a combination of industrial use, transitional housing and theraputic programming.
2. **Intergrated Transitional Housing and Equine Assisted Therapy Centre**
   The RS1 portion of the property is intended for culturally based, inclusive transitional housing that supports individuals awaiting or completeing residential treatment programs. The housing component will provide a safe, stable, and healing enviroment for recovery and reintergration into community life. A complimentary Equine Assisted Therapy Centre will offer further opportunities for connection, healing and personal growth through interaction with horses and land-based practices.
3. **Existing Renewable Energy Infrastructure**
   The property currently includes a solar farm located at the front portion of the land. This existing renewable energy installation demonstrates a strong commitmemt to sustainability and enviromental stewardship. The solar farm contributes to the projects ability to oporate with reduced enviromental impact and serves as a valuable educational and economic asset, consistent with regional objectives to promote green energy and rural innovation.
4. **Response to Local and Regional Needs**
   There is a verified shortage of transitional and supportive housing options within the Chilcotin and Cariboo regionsfor people exiting or awaiting treatment programs. This proposal provides a local, culturally grounded solution that keeps individulas connected to community, culture, and the land while they stabalize and rebuild their lives.
5. **Alignment with Regional and Provincial Objectives**
   The proposal aligns with the Cariboo Reginal District's Official Community Plan objectives to promote diverse housing, social well-being, and economic opportunity in rural areas. It also supportsbroader provincial goalsaround reconciliation, mental health and addictions recovery, and renewable energy development.

Efficient and Responsible Land Use

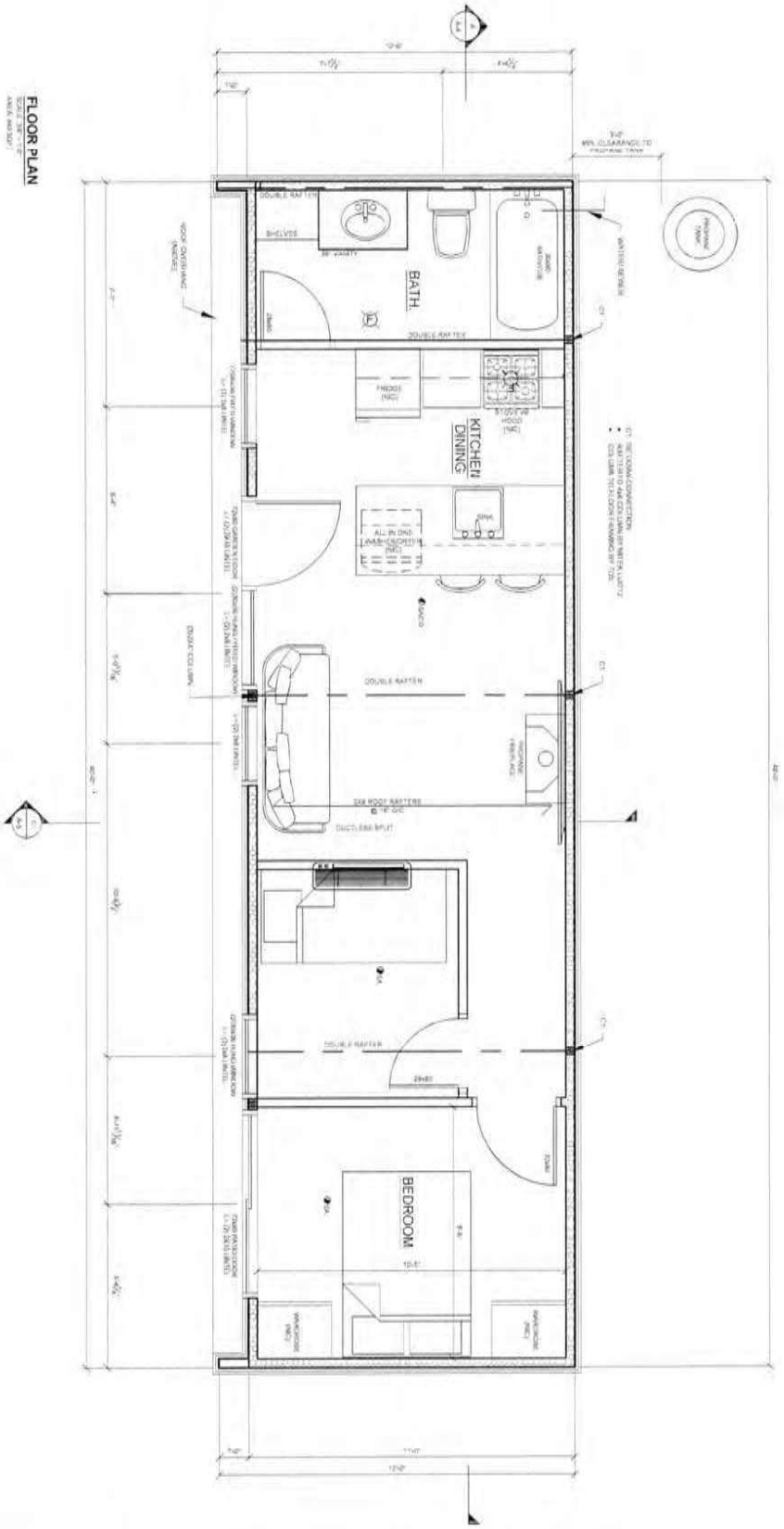
The split zoning approach makes practical and efficient use of the landbase, existing access and service infrastructure. It supports multiple compatible uses on one site,

encouraging long-term sustainability, local employment, and social benefit without major new servicing demands.

In conclusion the proposed split zoning represents a thoughtful, balanced, and forward-looking use of the property. By combining the existing renewable energy infrastructure, culturally based transitional housing with equine assisted therapy, the project contributes meaningfully to the social, economic, and enviromental well-being of the Chilcotin region.

This application supports regional and provincial objectives for diverse housing, rural economic resiliance, enviromental sustainability, and culturally informed recovery services. It offers a model of how rural lands can be used in a responsible, inclusive community focused manner. For these reasons, approval of the proposed M3/RS1 split zoning is respectfully requested.

FLOOR PLAN



PROJECT: PORTABLE DWELLING UNIT BUILDING "2"
VX TECHNOLOGY

DRAWING: FLOOR PLAN

ADDRESS: BUNWASH LANDING FIRST NATION
YUKON

DRAWN:	R. ALVARENGA	SCALE:	3/8" = 1'-0"
CHECKED:	P.G. DECLERCK	DATE:	JULY 2025
SIZE:	11"x17"	BCIN:	FIRM# 132127

DRAWING NO: A-3
1 OF 5

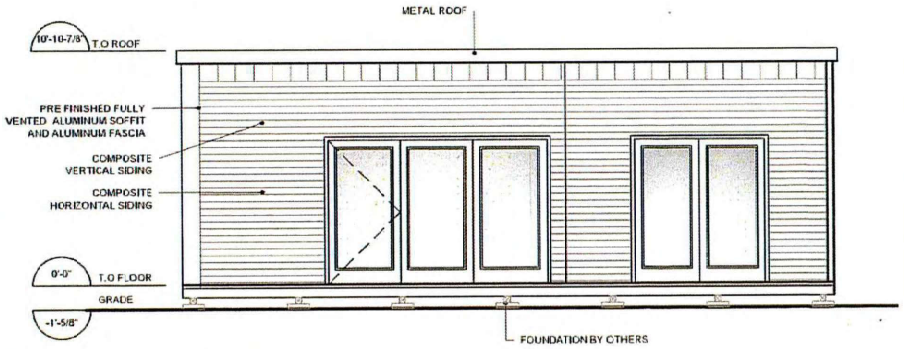
PROJECT NUMBER: NO. 25138

No.	ISSUANCE	DATE	BY
0	FOR PERMIT	2025-06-13	PDD

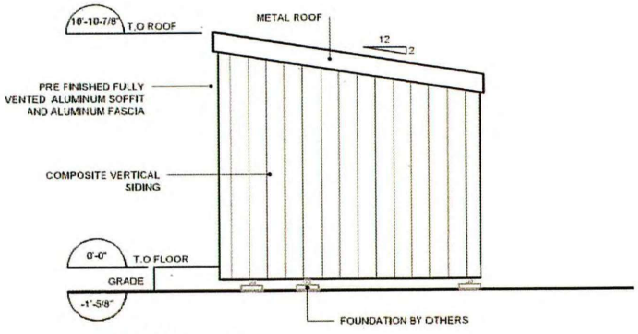
GENERAL NOTES

1. DO NOT SCALE DRAWINGS.
2. ALL WORK TO BE DONE IN ACCORDANCE TO THE CURRENT VERSION OF ALL PROVINCIAL STANDARDS, NBC, OPSS, OPSD, ETC).
3. CONTRACTOR TO VERIFY ALL DIMENSIONS AND NOTIFY NORQUAY ENGINEERING OF CONCERNS OR DISCREPENCIES PRIOR TO CONSTRUCTION.

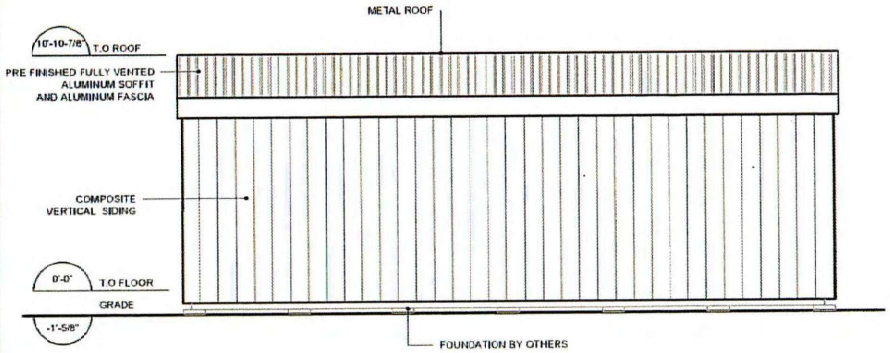
NORQUAY ENGINEERING



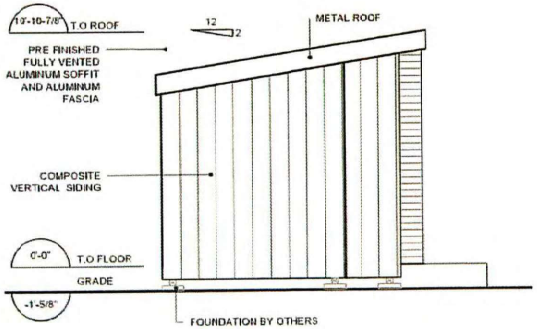
FRONT ELEVATION
SCALE: 3/16" = 1'-0"



RIGHT ELEVATION
SCALE: 3/16" = 1'-0"



REAR ELEVATION
SCALE: 3/16" = 1'-0"



LEFT ELEVATION
SCALE: 3/16" = 1'-0"

NORQUAY HOME DESIGN
norquayeng.ca

No.	ISSUANCE	DATE	BY
A	FOR REVIEW	2024-	-

GENERAL NOTES
1. DO NOT SCALE DRAWINGS.
2. ALL WORK TO BE DONE IN ACCORDANCE TO THE LATEST EDITION OF ALL PROVINCIAL STANDARDS (OBC, OPSS, OPSD, ETC).
3. CONTRACTOR TO VERIFY ALL DIMENSIONS AND NOTIFY NORQUAY ENGINEERING OF CONCERNS OR DISCREPANCIES PRIOR TO CONSTRUCTION.

PROJECT: PORTABLE BUILDING VX TECHNOLOGY

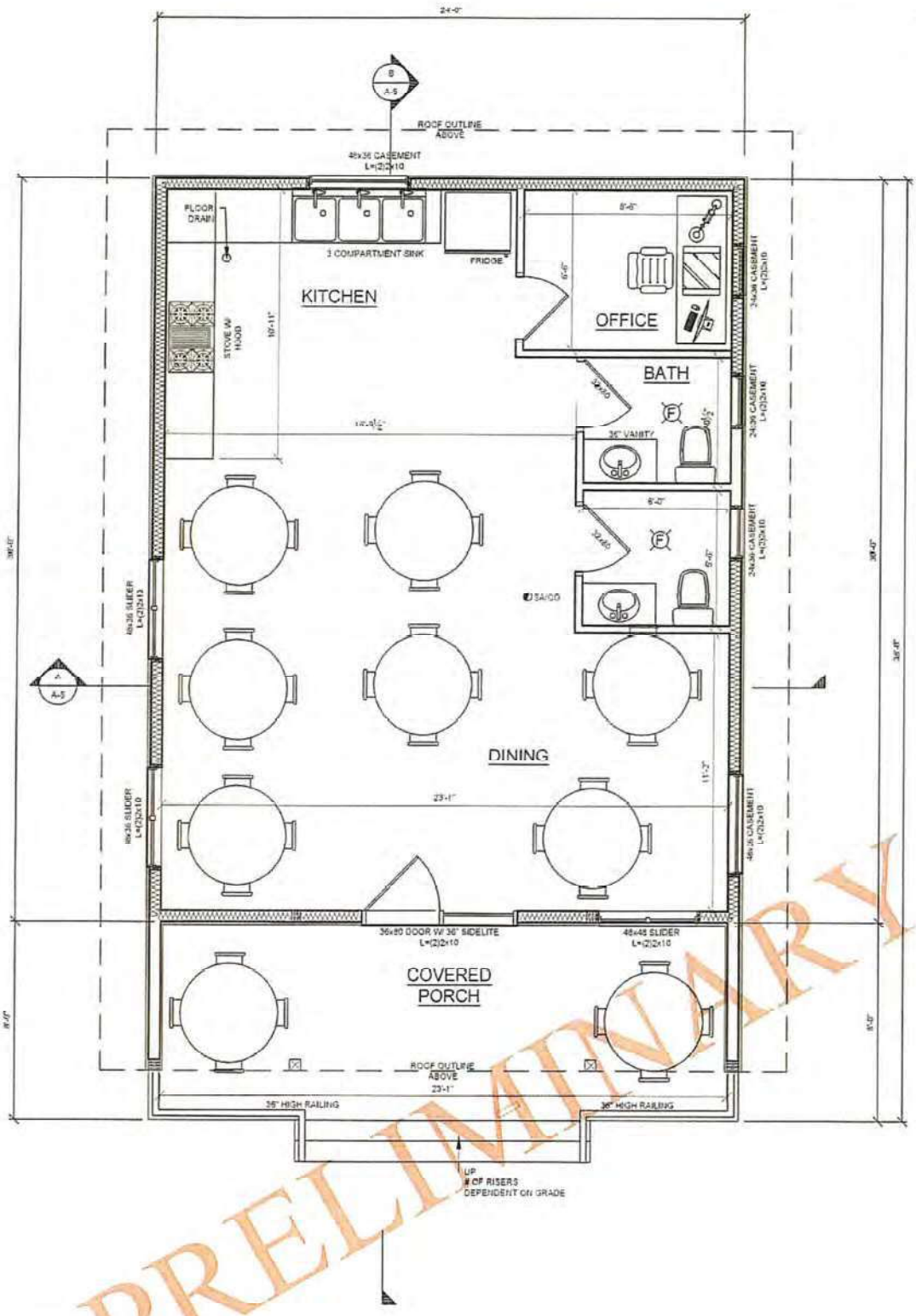
DRAWING: ELEVATIONS

ADDRESS:

DRAWN:	R. ALVARENGA	SCALE:	3/16" = 1'-0"
CHECKED:	P.G. DECLERCK	DATE:	NOV. 2024
SIZE:	11"x17"	BCIN:	FIRM# 102327

PROJECT NUMBER: 24150

DRW No.
A-4
1 OF 5



PRELIMINARY

FLOOR PLAN

SCALE: 1/4" = 1'-0"

7205QFT

PROJECT:	RESTAURANT DESIGN VX TECHNOLOGY	DRAWINGS TO BE CODE REVIEWED	
DRAWING:	FLOOR PLAN		
ADDRESS:	TSILHQOTIN		
DRAWN:	R ALVARENGA	SCALE:	1/4" = 1'-0"
CHECKED:	P.D. DECLERCK	DATE:	AUGUST 2025
SIZE:	11"x17"	BCIN:	FIRM# 102327
DRWG No.:	P-1	PROJECT MANAGER:	NO-25-19

GENERAL NOTES

1. DO NOT SCALE DRAWINGS
2. ALL WORK TO BE DONE IN ACCORDANCE TO THE CURRENT VERSION OF ALL PROVINCIAL STANDARDS (OBC, CPSS, OPSD, ETC).
3. CONTRACTOR TO VERIFY ALL DIMENSIONS AND NOTIFY NORQUAY ENGINEERING OF CONCERNS OR DISCREPENCIES PRIOR TO CONSTRUCTION

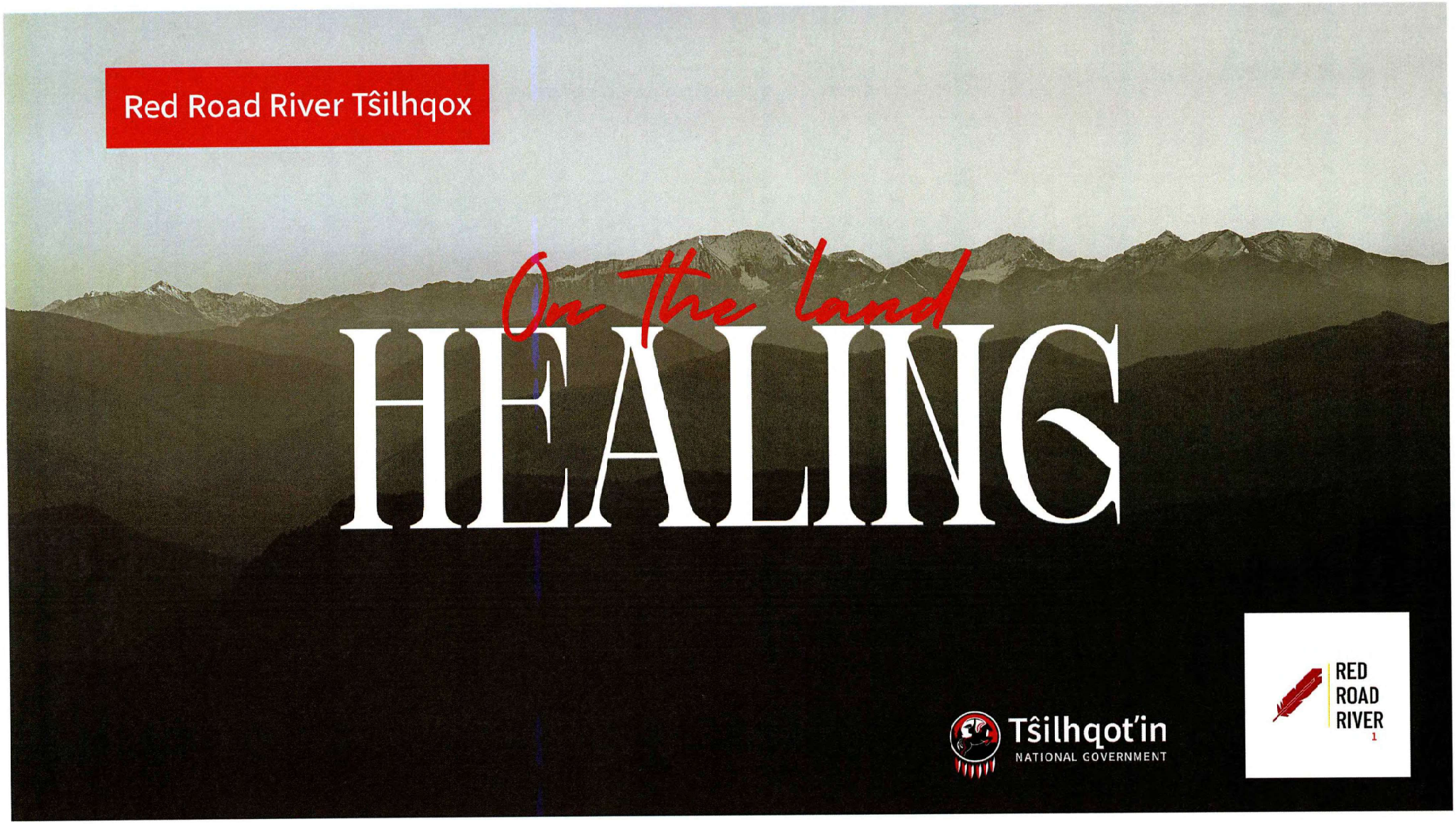
NORQUAY ENGINEERING

No.	ISSUANCE	DATE	BY
1	FOR REVIEW	2025-07-28	PGD
2	FOR PERMIT	2025-08-11	PGD

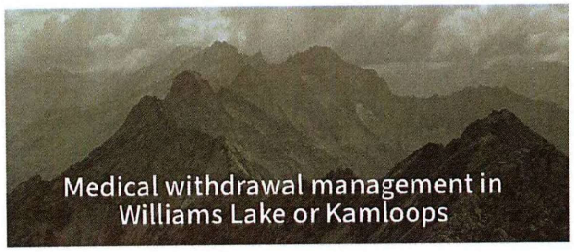
Transitional Housing

VX Smart Homes – Off-Grid Solar Powered Tiny Homes




Red Road River Tŝilhqox
On the land
HEALING
Tŝilhqot'in
NATIONAL GOVERNMENT
RED
ROAD
RIVER

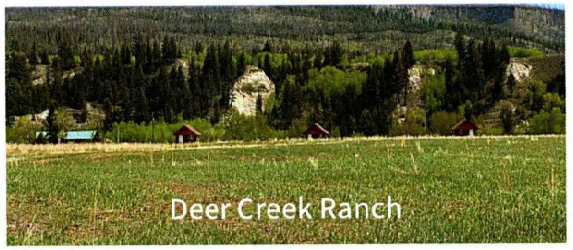
ON THE LAND CULTURE DRIVEN RECOVERY



Phase 1 - Detox



Phase 2 - Transitional Housing



Phase 3 - Residential Treatment

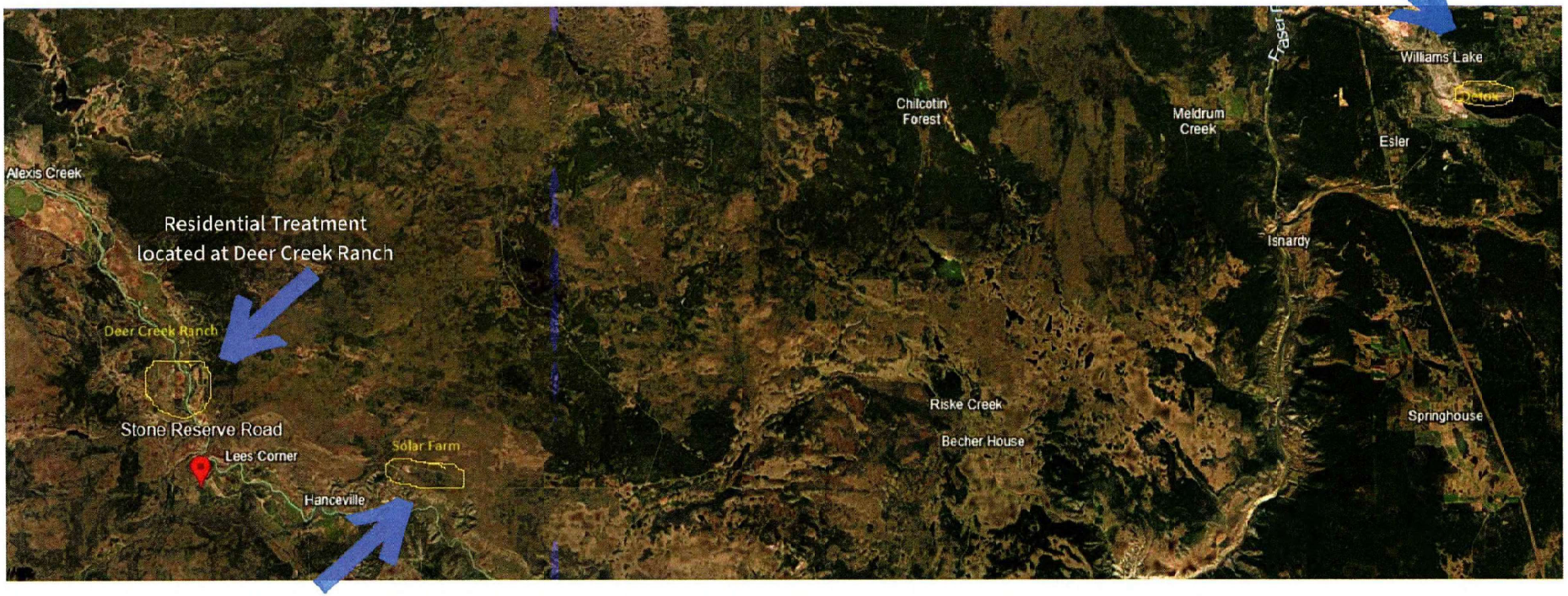
Red Road River Tŝilhqox

A model of healing and wellness where the cultural gaps in the current models are bridged so that our people do not get lost on their road to recovery from their addictions.



Phase 4 - Post Treatment Recovery and Reintegration

The locations of treatment

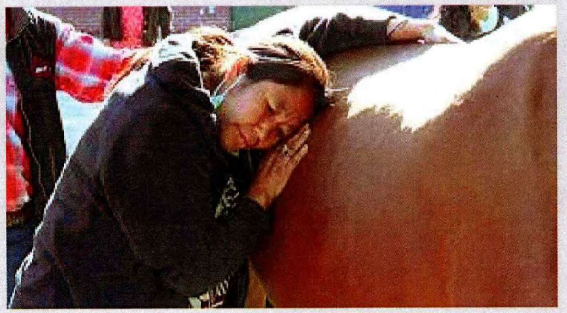


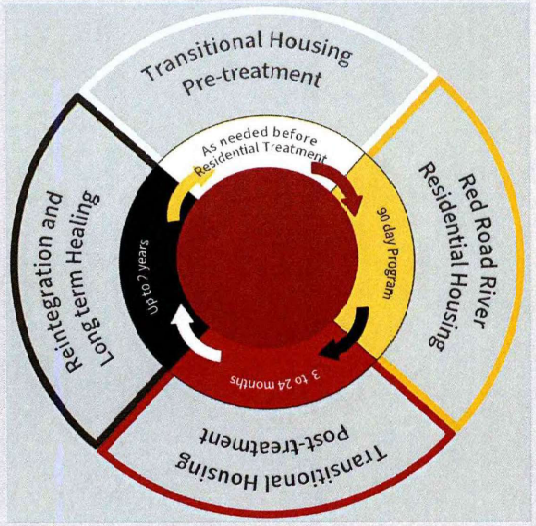
30 off-grid solar powered smart homes for pre-treatment, post-treatment and residential recovery.



Re-integration & promote long-term recovery.





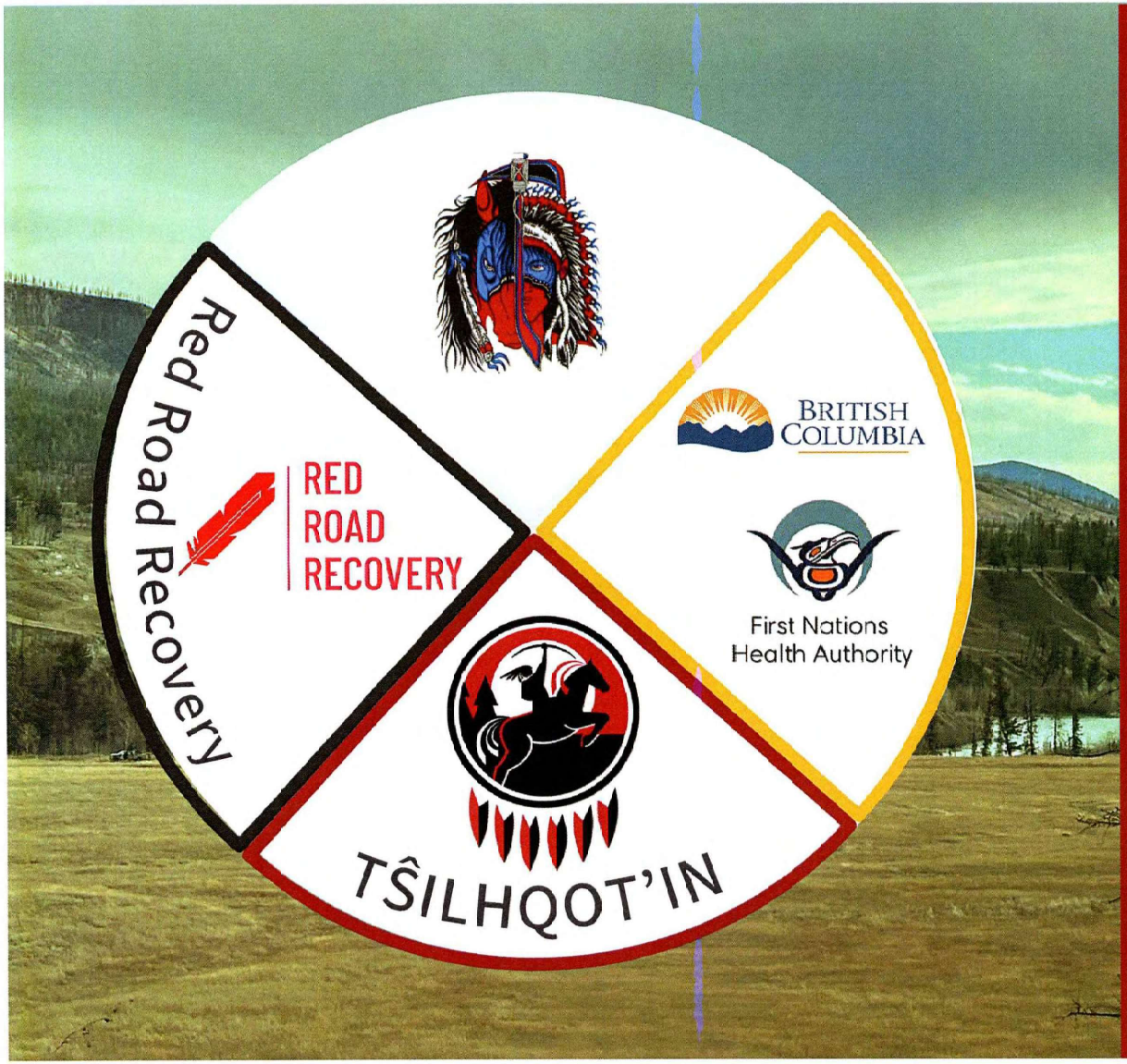


Peer support helps to join forces without judgement. Pre and Post-treatment recovery will implement this powerful resource by utilizing those graduating from the programs who want to continue to contribute to their own wellbriety, and support others in that process.



LOOKING FORWARD PHASE 5

It can take up to two years for the brain to truly heal from addictions. The Red Road River Tŝilhqox model will allow for true physical healing to take place and therefore the risk of relapse to significantly decrease.
The last phase of the model (phase 4) will be achieved with transitional housing (post-treatment) until we can implement safe housing back into community (phase 5).



Walking the Red Road **Together**

When First Nations people say they are walking the "Red Road" it means they are living life with purpose while on a path to positive change.

Tŝilhqot'in Healing and Wellness Centre:

With a Strong **Vision**, Clear **Mission** and Guiding **Values** we will overcome

Vision

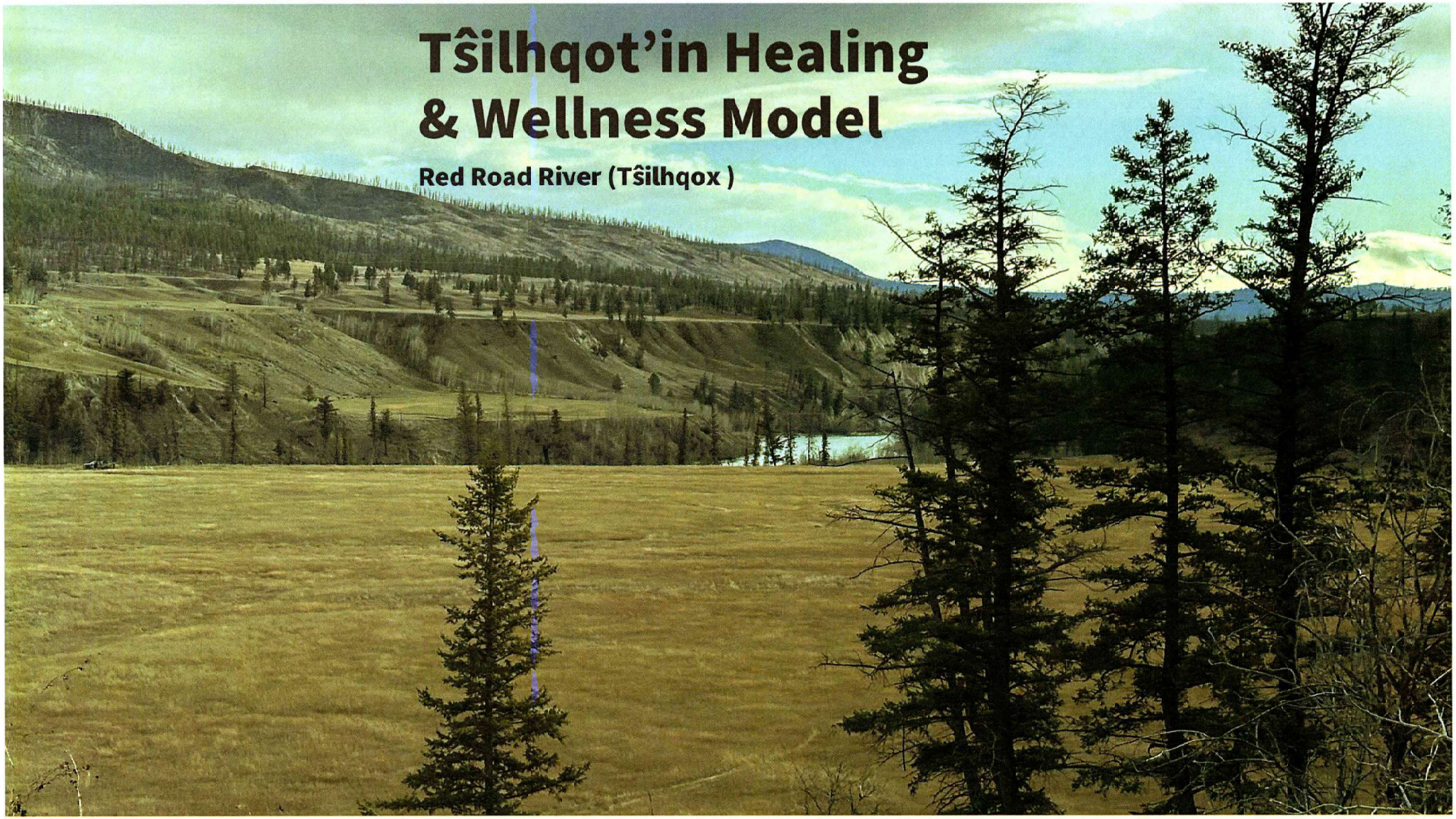
" We intend for a holistic recovery model rooted in Indigenous knowledge, guiding individuals from first steps to full reintegration through culturally grounded care. Our path includes acceptance, and empowers healing through life skills, and reconnection - restoring spirits, uplifting families, and strengthening communities."

Mission

"Our mission is to walk alongside our relatives on their healing journey, recognizing addiction as an illness that clouds the spirit but does not define the person. We honour the sacredness of each soul, guiding them with respect, love and traditional wisdom to help them reclaim balance, purpose, and their rightful place in the circle of life."

Values

" We are guided by the sacred principles of respect, love, and traditional wisdom. We believe healing is a journey rooted in culture, community, and connection. We honour the dignity of every person, walking beside them with compassion and understanding. Our work is grounded in the belief that recovery is possible for all, and that restoring balance to the individual helps heal families and strengthens the spirit of our communities."


Tŝilhqot'in Healing
& Wellness Model
Red Road River (Tŝilhqox)

Tŝilhqot'in Healing & Wellness Model

HOLISTIC RECOVERY MODEL

Detox:

- Partnership with Day One Society.
- Provide the first step towards
- recovery.

Supportive Recovery/Transition Housing

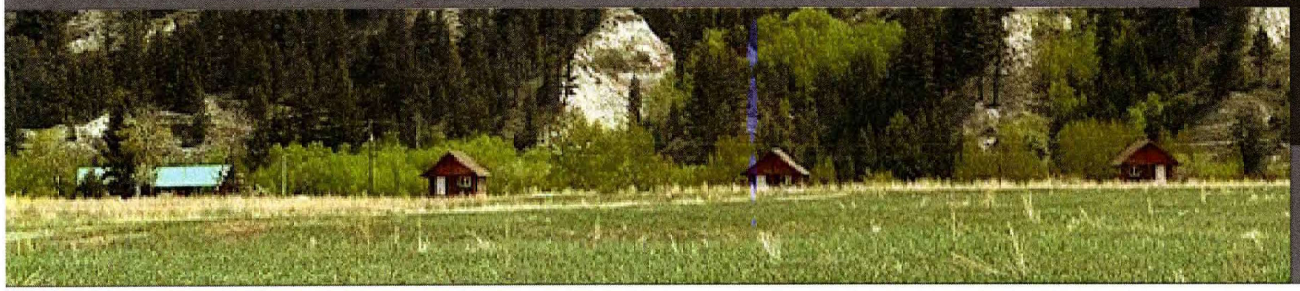
- Provide safe spaces for members.
- Provide cultural guidance and teachings- utilize equine therapy/
- equine assisted learning to provide confidence and bonding

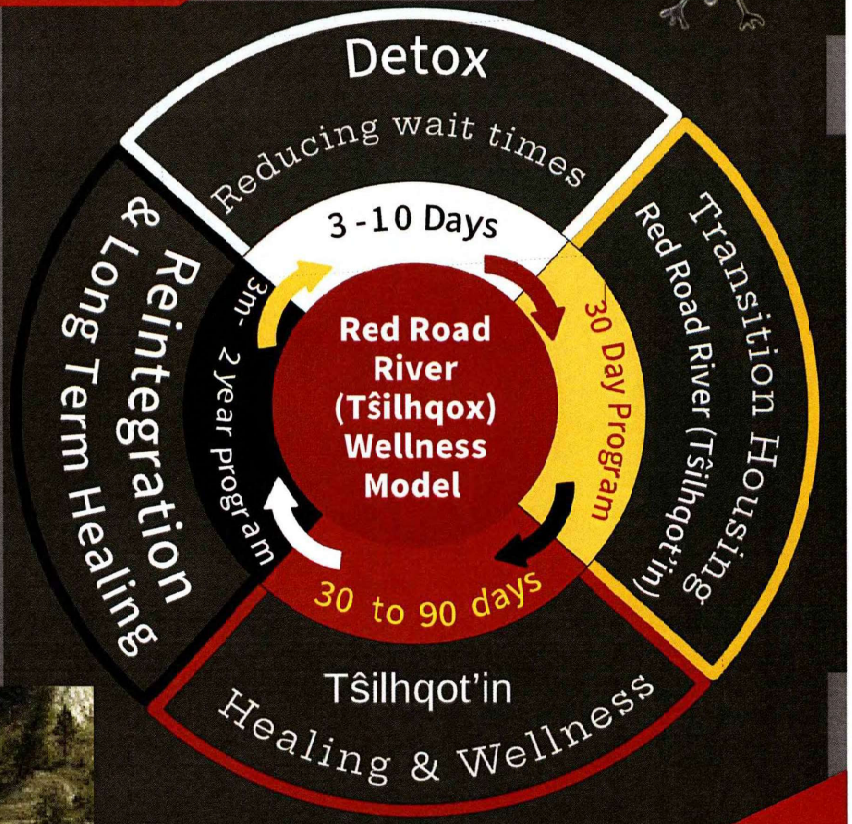
Wellness & Recovery

- Red Road River (Tilhqox)- 15 beds.
- Tŝilhqot'in Healing & Wellness Centre.
- Deer creek property.
- Culturally crafted land based healing.

Reintegration & Long Term Healing

- Job & life skill integration.
- Skills & training.
- Set up for success.





Detox

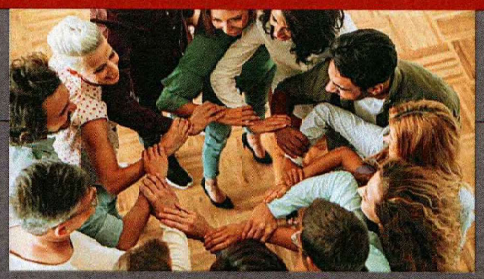
Provide medically supervised detox beds - 5
Replace former Renner house.



- Doctor / Lab tech support.
- Elders / knowledge keepers engaged for program integration.



- On the land detox
- Day one society- proven system of success.



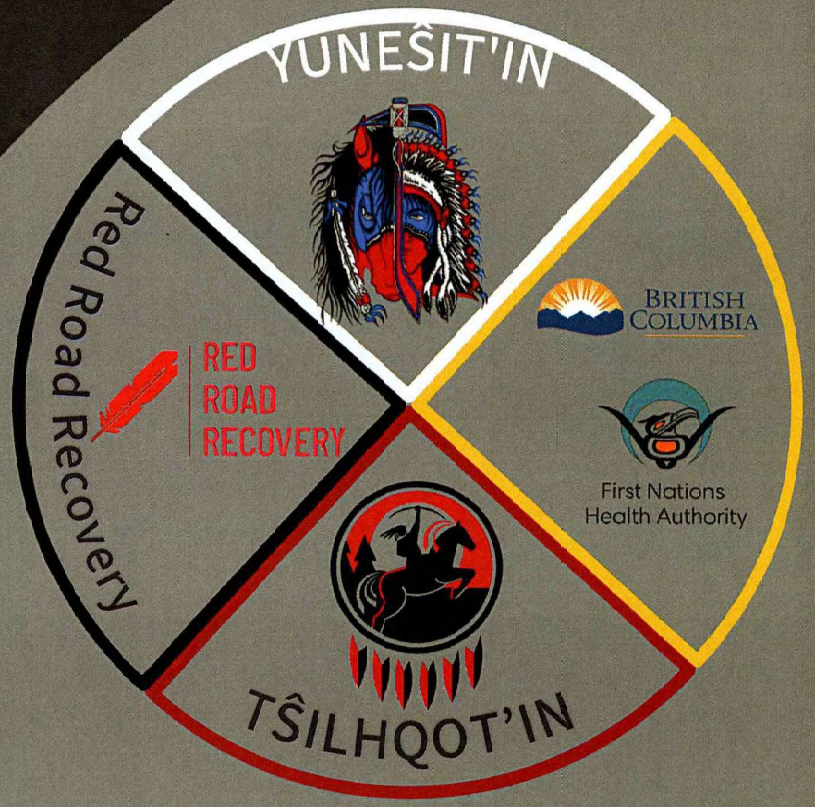
- Licensing team to fast track license approval.
- Staffing & Schedule creation.



- Build trust with First Nations Communities on new model to recovery.

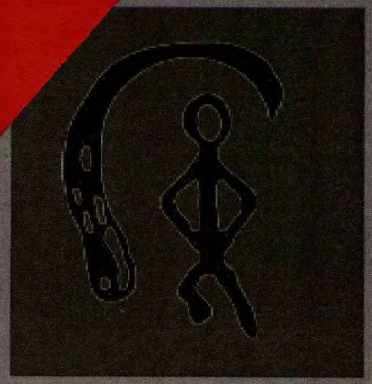
Goals & Priorities

- Detox - Open 2025
  - Culturally appropriate space
  - located in Williams Lake.
  - Prepare for treatment.
  - Medically supervised detox.
  - Trauma informed care.
- Supportive Recovery Housing - Open 2025
  - Dedicated safe space at various stages of recovery.
  - Land based healing. Culturally sensitive teachings
  - utilizing equine centre for equine therapy.
  - 10 off grid, self sustained, portable mini homes.
- Tŝilhqot'in Health & Wellness Centre - Open 2025
  - 15 bed facility @Deer Creek.
  - Land based healing. Full
  - cultural immersion. 30-90
  - day in house program.



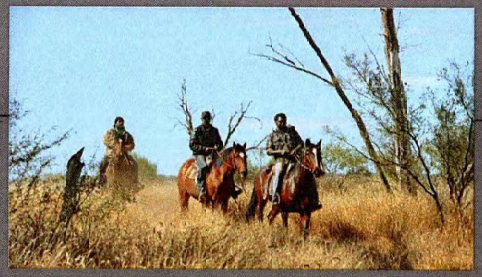
Supportive Recovery Housing/Transition

10 bed Solar Powered Portable Housing





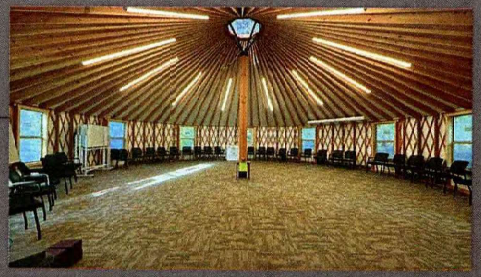
- 10 off grid, self sustained, portable mini homes.
- Large gathering bldg.



- Establish indigenous focused cultural program.
- Program to help members learn through EAL and other Equine therapy, with transition to other stages of recovery.



- Licensing team to fast track license approval.
- Equine centre to provide programs and build skills and create employment.



- Community engagement to build awareness of red road river model of recovery.

Tŝilhqot'in Healing & Wellness Centre

Red Road River (Tŝilhqox)



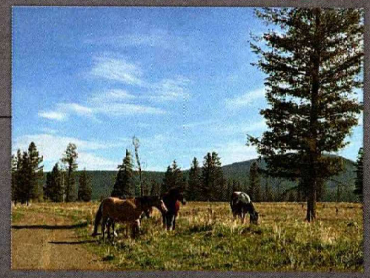
- Deer Creek Ranch.
- 15 Bed.
- Land based healing.



- Engage Elders to integrate cultural components into program. Implement.
- Tŝilhqot'in talent and skills into programing.

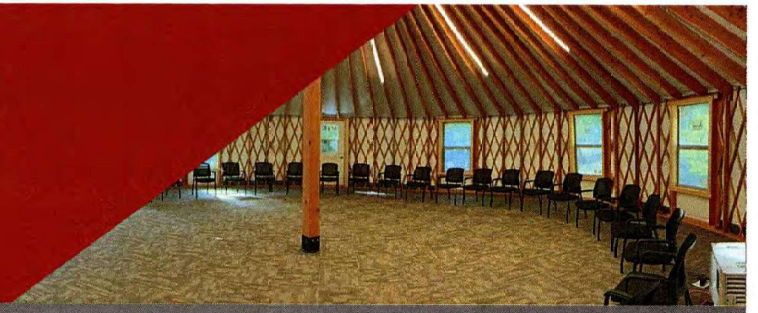


- On the land healing and wellness to include construction of sweat lodge and cultural refined menu.



- Clients will bond with horses and learn equine skills that will support long term recovery.

Reintegration & Long Term Healing

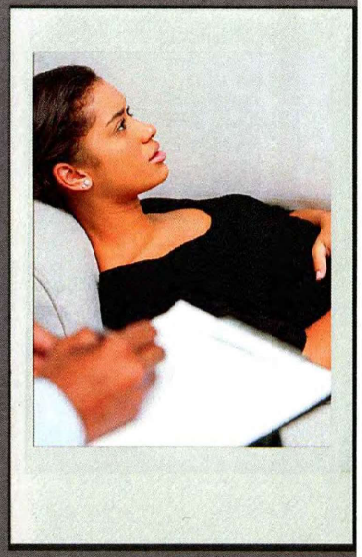




Creating continuous care through all phases of recovery

- **Community based services with continued post treatment care**
  - Provide job skills, parenting skills, cooking skills, nutrition education, training courses.
- **Set up members for success.**
  - Create care for next phase of healing and provide support and services to ensure the GAP in the healing circle is closed with a community Guided Aftercare Program.

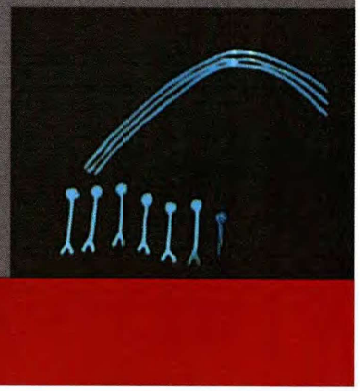




The VX INTELLIGENT Portable Building



- Solar powered off grid. Fully insulated.
- Wired & Plumbed VX MICRO POWER STATIONS.
- $95,000.00 per unit + $2000.00 delivery / home.
- Quick availability on confirmed delivery.
- Complete 90 days from order.



Next Steps

Immediate Bed Inventory



- Request to purchase 2 beds at Red Road Ranch or Rise for one year. Allow for
- immediate care for those in need. Resource
- while Healing Centre complete

Partnership Contracts



- Establish working contract with Red Road. Secure support from 6 TNG communities
- Foundation for Equine Centre support
- Contribution agreement FNHA and MoH

Cultural Oversight

- Integrate Tŝilhqot'in cultural teachings.
- Engage Elders & Healers for input.



Purchase 10 VX INTELLIGENT portable building packages

- Confirm funding & purchase.
- Site prep and set up.
- Execute Equine therapy program.



Purchase 10 VX INTELLIGENT portable building packages

- Purchase 9 units for Tŝilhqot'in Healing & Wellness Centre w one additional for onsite employee accommodations.



FNHA

- Confirm commitment.
- Service delivery dollars.

Equine Therapy

Pre and post treatment recovery is an integral time for those working on their past traumas and character weaknesses. Supported by Equine Assisted Learning, and Equine Therapy will help members through the use of horses. Horses are sensitive to human non-verbal cues and emotions, providing a mirror for self-reflection and a unique opportunity for learning about oneself in a non-judgemental way. Horses provide immediate, honest feedback based on the participant's actions and emotional state, facilitating real-time learning and adjustment.

Utilizing for 6 Tsilhqot'in communities recreational use will create work opportunities for those accessing the Red Road River model.



Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: Jan 6/26
Start Time: 1430
Location of Meeting: Boardroom CRD

File Number: 3360-20/20250066
Application Type: Rezoning
Electoral Area: K
Legal Description: Block C, Section 13, Township 58, Lillooet District
Property Location: 5531 Chilcotin Hwy 20

ATTENDANCE

Present:
Chair: Darlene Brecknock
Members: Noreen MacDonald
Lynn Blatchford
Gerry Gebert

Recording Secretary: Gerry Gebert
Owners/Agent: Trevor Doyle
☐Contacted but declined to attend

Absent: Trena Plummer.

Also Present:
Electoral Area Director: Betty Anderson
Staff Support: Nigel Whitehead - Planning mgr (CRD)
Connor Idkoma - Planning officer II (CRD)

Also Trevor Doyle - Applicant Agent
Corry Williams - Applicant Planner
Judy Pinchbeck Ventry - Applicant Proj Manager

RESOLUTION

THAT application with File Number 3360-20/20250066 be **SUPPORTED** / **REJECTED** for the following reasons:

1) We recognize & appreciate that it is down zoning

2) We recognize that it is a necessary project and appears well planned

For: 4 Against: 0

CARRIED/DEFEATED

Termination: 1455
That the meeting terminate.
Moved: Daralyne Brecknock
Seconded: Lynda Blatford

CARRIED

Time: 1515

[redacted]
Recording Secretary

[redacted]
Chair

RESULTS OF PUBLIC HEARING

File No: 3360-20/20250066
Date: March 25, 2026
Location: Alexis Creek Community Hall
Re: **CHILCOTIN AREA RURAL LAND USE AMENDMENT BYLAW NO. 5543, 2025**

Persons Present:

☒ Director: Betty Anderson
☐ Owner(s): Tsilhqot'in Power Corporation
☒ Agent: Judy Ventry, Connie Jasper, Corry Williams
☒ Public: See attached list
☒ Staff: Nigel Whitehead, Connor Ikoma, Leasa Williamson

☒ Meeting called to order at 7:00 pm.

☒ Welcome, introduction and the "Purpose of a Public Hearing", including the rules for the meeting and the specifics of the application were read out.

Director Anderson, Chair acknowledged the meeting is being held on the traditional lands of the Tsilhqot'in people and introduced the staff.

☒ The following verbal comments and questions were received:

Judy Ventry: Project Manager provided a summary of the proposed development.
Corry Williams: provided hand-outs to the attendees and to the Chair (attached). Red Road River (Tsilhqox) On the Land Culturally Focused Recovery which provided detail of the program and Phases of the recovery program.
Judy Ventry: continued to provide a summary of the recovery phases and advised there are proposed 10 Houses available for pre-treatment and 10 Houses for post treatment. Advised this is the first of its kind of treatment centre with reintegrating skills and building capacity to become active members of the community. Director Anderson thanked Judy for the summary.
Connie Haley: president of the community club is excited to see this form of treatment centre for these issues and asked how long will the process will take?
Judy Ventry: advised the houses, which are pre-fabricated and furnished are being built in Eastern Canada and will be shipped in May. May 27, 2026 is their ribbon cutting ceremony. There currently is a soft program already running in Williams Lake, the program is First Nation culturally driven. The riding arena was built first as they received private funding for that part of the project. The treatment centre is government funded. It was announced in July 2025 but they did not receive the provincial funding until December 2025 so that is why it has been taking so long.
Deb Illnicki: asked are the homes are for singles or families?
Judy Ventry: advised they were originally single dwellings but a 2nd bedroom has been added and they can now become 2 person units. She also advised that 10 of the houses were government funded and 10 were privately funded. Some of the treatment funding comes from the government, some residents will cover their own treatment costs and some will be covered by private insurance. Buildings will include 20 homes, staff house and mess hall. This is a voluntary program and can be anyone in need of treatment not just community members. Tsilhqot'in National Government (TNG) members will be given first priority but treatment will be offered to all First Nations in the region and secondly to non-first nations.
Ken Ilnicki: Who are the owners of Red Road Recovery?
Judy Ventry: advised the recovery centre is owned by Scott Tremblett, Kris Cudmore and Wes Francois and advised they have a huge passion for this project and helping people to recover.
Ketti Youdey: asked how the cabins will be set up?

Judy Ventry: advised there will be no cooking facilities in the cabins and want the residents to move forward with next steps, build life skills and they don't want them self-isolating and will be encouraged into the mess hall, visiting with others and counselling sessions.
Danny Castiglia: asked as the property is currently zoned for Heavy Industries to what is it being rezoned to?
Nigel Whitehead: explained the proposed Special Exception RS 1-3 zone, including the general location on a portion of the property. Currently permitted uses were summarized, and specific uses permitted in the proposed zone, including Settlement Area 1 (RS 1) zone were read out.
Danny Castiglia: they are starting small with 20 homes but could it eventually grown into a city?
Nigel Whitehead: explained the RS 1 zone is the standard community zone, but full development of the property would be limited by water and sewage capacity.
Danny Castiglia: also asked why are we talking about this now when it is already being built?
Nigel Whitehead: advised there were timing challenges working with the TNG.
Judy Ventry: also advised they are currently in a toxic drug emergency and did reach out the Cariboo Regional District and did not receive immediate response due to a staffing shortage. Eventually Nigel Whitehead did reach out to TNG and the project was already moving forward. TNG made a choice of saving lives vs red tape and she takes responsibility for that as project manager and only if we were in a perfect world would timing have better aligned.
Danny Castigila: asked what type of security will be in place? He advised he was a fire fighter in the lower mainland for 25 years and has had first hand dealings with administering naloxone and was also personally attacked as a fire fighter. The centre is 7-8 KM from his house and is concerned about security for him and other ranchers in the area.
Judy Ventry: thanked Danny for his service. She advised this is intense work and these residents want to recover, they don't have access to drugs at the facility. She provided a further handout (attached) regarding the Good Neighbour Policy to be implemented by the facility operator. She also advised the residents are not allowed to do anything outside the scope of the facility, again these folks want treatment, will be kept busy and taught to work, all of the facilities and landscaping will be worked on and maintained by the residents and she does not believe they will cause any trouble.
Danny Castilgila: asked it they have access to vehicles?
Judy Ventry: advised no, but the facility does have a mini-van but will not be accessible to the residents
Danny Castilgila: asked how long are residents at the facility?
Judy Ventry: advised up to two years and she also advised the houses are on the back side of the property.

Chair Anderson: called a FIRST TIME for further comments.

Robert Haley: stated he thinks this is a great idea and was curious about the rumours of the construction of the water wells and why this location and what about people hitchhiking if they want to leave the program and is the property owned by TNG?
Connie Jasper: advised the property is owned by a TNG entity Tsilhqot'in Power Corporation Inc. They cannot stop residents from leaving the program and also cannot stop them from hitchhiking but if they do want to leave the program the facility will do their due diligence to help transport people to where they want to be and there will also be 24-hour security. This is a voluntary program and cannot stop people from leaving and will guarantee them a ride.
Deb Ilnicki: was this site chosen particularly for staffing?
Connie Jasper: advised there will be one staff house and likely a bus service for staff. Staffing was a consideration, as a more remote location would not have been feasible to staff.
Deb Ilnicki: advised she has seen addicts hitchhiking and has turned around and giving them rides; they are good people too.
Connie Haley: asked about the Heavy Industrial use as there were trucks and equipment previously stored. She explained the need for previous development in Alexis Creek to have to remove contaminated soil first. Is there a plan for the dangerous soil on this site?
Nigel Whitehead: briefly outlined the Contaminated Site Regulation requirements. The portion of the property proposed for rezoning was previously undeveloped and does not trigger contaminated sites requirements. The previous mill area will remain under Heavy Industrial zone, which does not require remediation at this time. It is a provincial regulation and at the property's end of Industrial life, it would be cleaned up at that time.
Heather Castiglia: asked if they had found any water?
Judy Ventry: advised they are having trouble with the well and have drilled three and provided detail on the specific methods of the drilling and results. They are now very confident the 3rd will be successful based on the results so far.

Chair Anderson: Called a SECOND TIME for any further comments or questions.

Chair Anderson: Called a THIRD TIME for any further comments or questions.

Chair Anderson: thanked everyone for their interest.
Judy Ventry: addressed the attendees and advised them if they have any further questions to please contact them.
Nigel Whitehead: advised that under provincial legislation after a Public Hearing the Cariboo Regional District Board will consider the application at a future meeting, including a summary of the public hearing.

☒ The Chair called the meeting adjourned at 7:43 pm.

I certify this is a fair and accurate report on the results of the public hearing.

[redacted]

Signature of Chair

Public Hearing Attendance

"Chilcotin Area Rural Land Use Amendment Bylaw No. 5543, 2025"

Date of Public Hearing: March 25, 2026

Application: 5531 Chilcotin Hwy 20 (3360-20/20250066)

Name	Address
Connie Jasper	Riske Creek BC V0L 1W0 Strata Lot
Judy Ventry	118 Country Club Blvd. Williams Lk.
Corry Williams	5382 Lynes Creek Rd. WL.
Deb Ricki	Riske Creek BC
Ken Ricki	Riske Creek BC
Danny Castiglia	5638 Hanceville cut-off Rd
Kelli Goudey + Heather Castiglia & Vanessa Castiglia	" "
Roy and Sarah	7882 Hwy 20 Alexis Creek
Dusty Phillips	7569 McAuley Rd Alexis Creek
Bonnie & Rob Healey	10051 Bayliff Rd Alexis Creek

Red Road River (Tŝilhqox)

ON THE LAND CULTURALLY FOCUSED RECOVERY



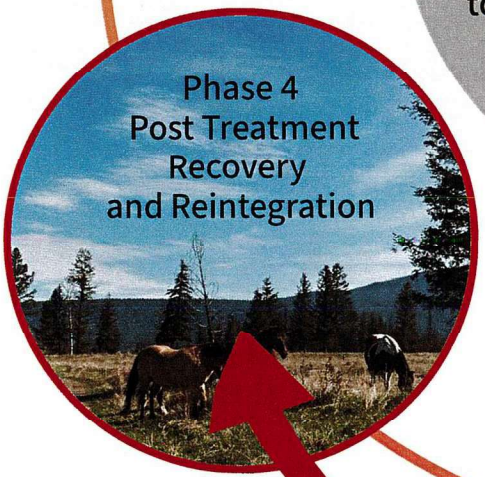
Williams Lake
or
Kamloops

Identified gap
in the current
system



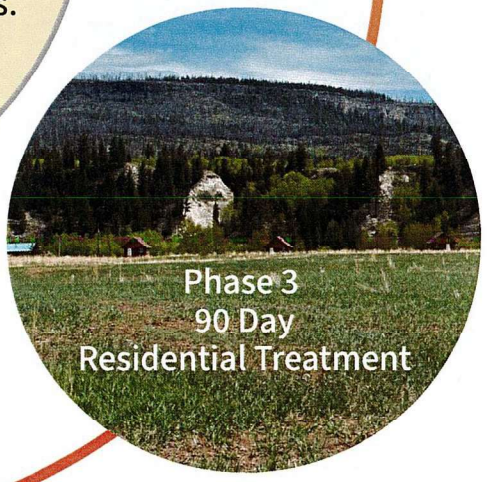
Solar Farm

A model of healing and wellness where the cultural gaps in the current models are bridged so that our people do not get lost on their road to recovery from their addictions.



Solar Farm

Identified gap
in the current
system



Deer Creek Ranch

Tŝilhqot'in
NATIONAL GOVERNMENT

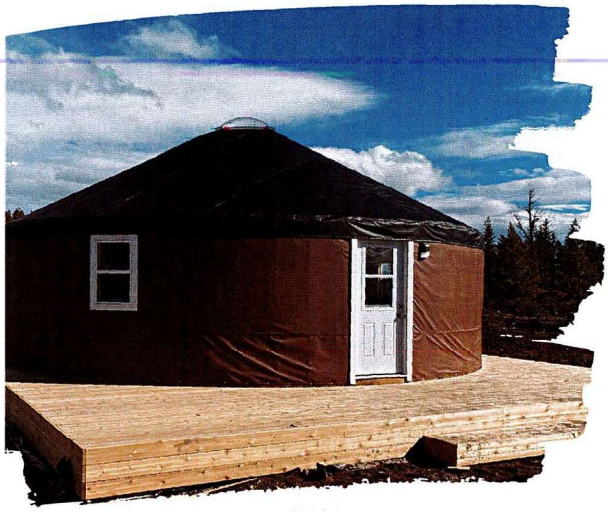
RED
ROAD
RIVER

Transitional housing at the solar farm will consist of 20 off-grid solar powered tiny homes. (picture on the right) 10 of which will be utilized for pre-treatment and 10 for post -treatment.

10 more of these tiny homes will also be used at Deer Creek Ranch for the 90 day residential treatment.

Each location will have 30 foot yurts for group activities and programming. (pictured below)





Both sites are projected to open in the spring of 2026, and open to all who are seeking healing and recovery.

Soft programming began in December 2025, with weekly White Bison Wellbriety meetings Tuesday evenings 7:00 PM at the Central Cariboo Arts Centre in Williams Lake.

RE-INTEGRATION & PROMOTE LONG-TERM RECOVERY.



Peer support helps to join forces without judgement. Pre and Post-treatment recovery will implement this powerful resource by utilizing those graduating from the programs who want to continue to contribute to their own wellbriety, and support others in that process.

It can take up to two years for the brain to truly heal from addictions. The Red Road River (Tŝilhqox) model will allow for true physical healing to take place and therefore the risk of relapse to significantly decrease.

If you are looking for more information about the White Bison meetings or Red Road River (Tŝilhqox) contact Corry Williams at corrinwilliams@tsilhqotin.ca or call 250-302-3782

Tŝilhqot'in NATIONAL GOVERNMENT

RED ROAD RIVER

RED ROAD RIVER

GOOD NEIGHBOUR POLICY

1. Purpose

This policy outlines Red Road River's commitment to being a respectful and responsible member of the Hanceville community. We aim to minimize disruption, maintain safety, and foster positive relationships with neighbours.

2. Scope

This policy applies to all residents, staff, visitors, and contractors associated with the Red Road River "Deer Creek Ranch" site located at 5201 Chilko Ranch Road, Hanceville, BC and the "Solar Farm" at 5531 Chilcotin Hwy. 20 Hanceville, BC.

3. Our Commitment

Red Road River is committed to maintaining a safe, respectful, and community-oriented environment. We will proactively address concerns, uphold community standards, and ensure accountability in all operations.

4. Resident Expectations

Residents are expected to respect program rules found in our resident guidelines including but not limited to: not leaving the property without staff supervision, follow designated smoking areas, maintain appropriate noise levels, avoid loitering in surrounding areas, properly dispose of garbage, and comply with all program rules and staff direction. Residents are expected to participate in all programming and headcounts will be conducted regularly. Residents are screened before entering the program: They must be at least 19 year of age, with no history of sexual assault and have no significant medical issues requiring complex care. Residents are not permitted to have a vehicle on site and have no access to operate Red Road vehicles.

5. Staff Responsibilities

Staff will actively monitor behaviour, address concerns promptly, support residents in meeting expectations, document incidents, and maintain a visible and supportive presence at all times. Staff will also be trained in First Aid Level 2 and Naloxone training for opioid overdose. Staff are also trained in conflict resolution and interventions for those who may show signs of aggressive behaviour.

6. Safety & Security

The site maintains 24/7 staffing, video camera monitoring, controlled visitor access, and immediate response protocols for safety concerns. Residents are supported within a structured and supervised environment.

RED ROAD RIVER

GOOD NEIGHBOUR POLICY

7. Property Maintenance

The property will be kept clean, safe, and well-maintained. Garbage will be managed appropriately, snow removal will be conducted as needed, and outdoor areas will be monitored regularly.

8. Community Communication

We welcome communication from neighbours. Our Executive Director will be available to receive and respond to concerns within 24–48 hours.

9. Complaint Resolution

All concerns will be documented, reviewed, and addressed promptly. Feedback will be used to improve operations and strengthen community relationships.

10. Continuous Improvement

Red Road River will regularly review feedback, incident trends, and operational practices to ensure we remain a positive presence in the community.

AGENDA ITEM SUMMARY

Date: 01/04/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3090-20/20260008

Short Summary:

Area H – DVP20260008
3774 Bowers Lake Rd
The South West ¼ of District Lot 2057, Lillooet District
(3090-20/20260008 – Megan Marshall and Jesse Groves) (Agent: Prime Quality Construction Inc. – Jamie Fletcher)

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

That the application for a Development Variance Permit pertaining to The South West ¼ of District Lot 2057, Lillooet District be approved subject to the following conditions:

i. The applicant offering to enter into and entering into a covenant to ensure that the CRD is not liable for any future consequences with respect to elevation of the agricultural building in relation to the watercourse.
ii. That the covenant be registered in priority to any financial charges on title.
iii. The construction of the proposed berm be completed according to Octo Engineering's report and that the berm be inspected by a qualified professional prior to final inspection of the proposed agricultural building.

Further, that the cost of preparation and registration of the covenant be borne by the applicant.

Further, that a Development Variance Permit be issued to vary Section 4.2 (c) (ii) of the South Cariboo Area Zoning Bylaw No. 3501, 1999 as follows:

> That the required elevation above a watercourse be reduced from 3.0 m. (9.84 ft.) to 0.55 m. (1.8 ft.) to allow for the construction of a 1190.72 sq. m. (12,800 sq. ft.) agricultural building.

Planning Application Information Sheet

Application Type: Development Variance Permit
File Number: 3090-20/20260008
Electoral Area: H
Date of Referral: February 13, 2026
Date of Application: February 05, 2026
Property Owner's Name(s): Megan Marshall
Jesse Groves
Applicant's Name: Prime Quality Construction Inc. – Jamie Fletcher

SECTION 1: Property Summary

Legal Description(s): The South West 1/4 of District Lot 2057, Lillooet District

Property Size(s): 64.75 ha (160 ac.)

Area of Application: 64.75 ha (160 ac.)

Location: 3774 Bowers Lake Rd

Current Designation:
n/a

Min. Lot Size Permitted:
n/a

Current Zoning:
Resource /Agricultural (RA 1)

Min. Lot Size Permitted:
32 ha (79.07 ac.)

Variance Requested: The applicants have requested a variance to 4.2 (c) (ii) of the South Cariboo Area Zoning Bylaw No. 3501, 1999. as follows:

> To reduce the vertical elevation above a watercourse from 3 metres (9.84 feet) to 0.55 metres (1.8 feet) to allow for the construction of an approximately 1190.72 sq. m. (12,800 sq. ft.) agricultural building.

Proposal: The applicant has proposed reducing the vertical elevation requirement for a proposed 1190.72 sq. m. (12,800 sq. ft.) agricultural building to be located 0.55 m (1.8 ft.) above the natural boundary of Roserim Creek. A professional report has been submitted in support of the proposal recommending improvements to a protective berm.

Existing Buildings: 16 greenhouses 186.30 sq. m. (2005.31 sq. ft.)- 477.30 sq. m. (51.7.61 sq.) ft.
dwelling 273.79 sq. m (2947.05 sq. ft.)
shop 122.35 sq. m. (1316.96 sq. ft.)
shed 14.99 sq. m. (161.35 sq. ft.)
tent structure 173.32 sq. m. (1865.56 sq. ft.)
shed 4.64 sq. m. (49.94 sq. ft.)

Proposed Buildings: agricultural building 1190.72 sq. m. (12800 sq. ft.)

Services Available: telephone

Within the confines of the Agricultural Land Reserve: Yes - fully within

Name of Lake/Contributing River: Roserim Creek

Within Development Permit Area: No

Adjoining Properties: (Source: B.C.A.A.)

Land Use:	Lot Sizes:
(a) North residential, farm	55.17 ha (136.34 ac.)
(b) South crown land	n/a
(c) East seasonal dwelling	62.46 ha (154.33 ac.)
(d) West 2 acres or more vacant	59.08 ha (146 ac.)

PLANNING COMMENTS

Background:

The applicant has requested a variance to reduce the required distance above a watercourse. The requested variance from 3.0 m (9.84 ft.) to 0.55 m (1.8 ft.) is to allow for the construction of a 1190.72 (12,800 sq. ft.) agricultural building. The proposal is a relaxation of section 4.2 (c) (ii) of the South Cariboo Area Zoning Bylaw No. 3501, 1999.

The subject property is 64.75 ha (160 ac.) and is zoned Resource/ Agricultural (RA 1) in the South Cariboo Area Zoning Bylaw No. 3501, 1999. The property contains 16 greenhouses ranging in size

from 186.30 sq. m. to 477.30 sq. m., a dwelling (273.79 sq. m.), shop (122.35 sq. m.), shed (14.99 sq. m.), tent structure (173.32 sq. m.), and a shed (4.64 sq. m.). Many of the buildings were constructed without permits as they meet the requirements for a farm building permit exemption and do not require a building permit. The proposed farm building exceeds the 600 sq. m. (6458.34 sq. ft.) maximum size of a farm building permit exemption and therefore requires a building permit. The applicant has also applied for a building permit.

The applicant has supplied a report from an Engineer to determine the 200-year flood level as well as a mitigation that can be taken to reduce the risk of property damage from flooding. There is a provision of the South Cariboo Area Zoning Bylaw No. 3501, 1999, 4.2 (c) that allows the distance above the natural boundary to be reduced to the 200-year flood level plus 0.6 m (1.97 ft.). In this case the required elevation is 1.15 m. (3.77 ft.) above the natural boundary of Roserim Creek. The applicant has stated that using fill to achieve the required vertical distance is not feasible.

Location and Surroundings:

The subject property is located at 3774 Bowers Lake Road east of Canim Lake as seen in Appendix A. The property is covered by mixed forest and cleared agricultural areas. Roserim Creek runs through the west side of the property near the proposed building area. There is an agricultural berm that runs along the creek that must be extended as a part of the proposal as seen in Appendix B.

CRD Regulations and Policies:

3501 South Cariboo Area Zoning Bylaw, 1999

4.2 LAKE/WATERCOURSE SETBACK PROVISIONS

Notwithstanding any other provisions of this bylaw, no building or any part thereof shall be constructed, reconstructed, moved or extended, except a fence, dock, boat launching facility, or waterworks facility, so that the building is located:

(b) within 30 metres (98.43 feet) of the natural boundary of a watercourse;

(c) on ground surface or the underside of the floor system of any building or part thereof, less than 0.6 metre (1.97 feet) above the two-hundred-year flood level where it has been determined, or, where it has not been determined:

ii) 3 metres (9.84 feet) above the natural boundary of a watercourse or Green Lake, Canim Lake and Mahood Lake.

Rationale for Recommendations:

Staff are cautiously supportive of Development Variance Permits in relation to lake/ watercourse setback provisions. South Cariboo Area Zoning Bylaw 3501, 1999 allows applicants to have the 200-year flood level determined by a professional and build no less than 0.6 m (1.97 ft.) above that. This provision is to allow construction without creating unnecessary risk.

The proposed Development Variance Permit has inherent risk however the risk is to a low human occupancy farm building. The engineering report determined that with the recommendations they have provided the land is safe for the intended use. Staff recommend that a save harmless section 219 covenant be registered in order to recognize this risk to the proposed building.

The Area 'H' Advisory Planning Commission (APC) has responded in support of the proposed Development Variance Permit. The reasons in support provided by the APC are that there will be minimal environmental impacts, the potential employment opportunities, and the construction of the berm will protect the lands from flooding.

The Ministry of Agriculture and food (MAF) have provided comments stating that they have no objections to the proposed variance.

The Ministry of Water, Land and Resource Stewardship has responded stating the proposal overlaps with a Riparian Management Area. Ministry staff recommend caution to minimize impacts on the stream, preserve vegetation and tree cover, and avoid sedimentation to waterbodies. Ministry staff note that any work done in or about a stream (below the high-water mark) requires approval from the ministry.

A comment has been received by the public regarding the proposal. The comment is in support of the application however does raise two concerns: disturbance of the watercourse and its impact on water quality and the quality of construction of the berm. The comment requests that work on the berm be limited to the watercourses low-flow season (late summer or early fall) and that the berm be inspected by an independent third party.

In summary, Planning staff are supportive of the proposed Development Variance Permit application. The proposed watercourse setbacks are the same elevation as the 200-year flood level that was determined by a professional engineer and with a covenant on title the applicant will be aware of the inherent flood risk.

The proposal also includes the construction of a berm extension to prevent flooding as a mitigative measure that reduces the risk of damage from flooding in this case when the required elevation cannot be achieved with the use of fill. Additionally, the applicant will be required to register a covenant on title prior to receiving the development variance permit.

<u>Recommendation:</u>

1. That the application for a Development Variance Permit pertaining to The South West 1/4 of District Lot 2057, Lillooet District be approved subject to the following conditions:

    i. The applicant offering to enter into and entering into a covenant to ensure that the CRD is not liable for any future consequences with respect to the elevation of the agricultural building in relation to the watercourse.
    ii. That the covenant be registered in priority to any financial charges on title.
    iii. The construction of the proposed berm be completed according to Octo engineering's report and that the berm be inspected by a qualified professional prior to final inspection of the proposed agricultural building.

Further, that the cost of preparation and registration of the covenant be borne by the applicant.

Further, that a Development Variance Permit be issued to vary Section 4.2 (c) (ii) of the South Cariboo Area Bylaw No. 3501, 1999 as follows:

> That the required elevation above a watercourse be reduced from 3 m. (9.84 ft.) to 0.55 m (1.8 ft.) to allow the construction of a 1190.72 sq. m. (12,800 sq. ft.) agricultural building.

REFERRAL COMMENTS

Advisory Planning Commission: March 3, 2026
See attached

Ministry of Agriculture and Food: March 12, 2026

Thank you for sending the below noted referral to Ministry of Agriculture and Food (Ministry) staff for review. Ministry staff have reviewed the DVP application and have no objection to the proposed variance.

Ministry of Water, Land and Resource Stewardship - Resource Stewardship Division: March 10th, 2026
The area overlaps with an S4 stream and Riparian Management Area. We recommend exercising caution to minimize effects on the Riparian Management Area including contributing tributaries flowing into the streams. Take measures to preserve vegetation and tree cover in these areas and to avoid sedimentation to waterbodies.

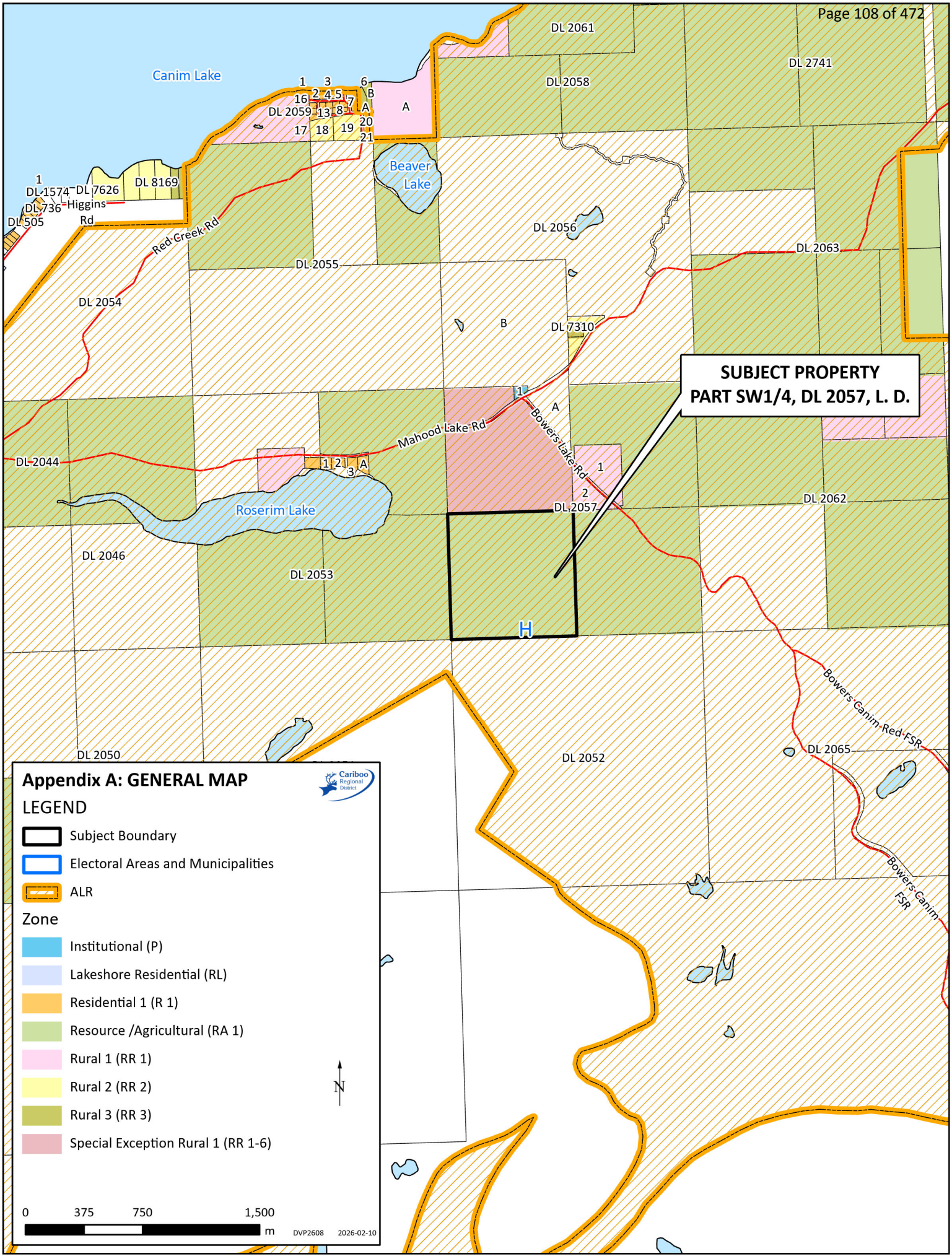
Ministry of Water, Land and Resource Stewardship - Water Authorizations: March 26th, 2026

Crown Lands passed your letter regarding the proposed variance at 3774 Bowers Lake Rd onto the Water Authorizations team for review and input. We have no objections to the approval of the variance.

If any work is to be done in or about the stream (below the high-water mark), a Change Approval application will need to be submitted as per section 11 of the Water Sustainability Act.

ATTACHMENTS

Appendix A: General Map
Appendix B: Specific Map
Appendix C: Orthographic Map
Other: Applicant's Supporting Documents
Advisory Planning Commission Comments
Public Comments



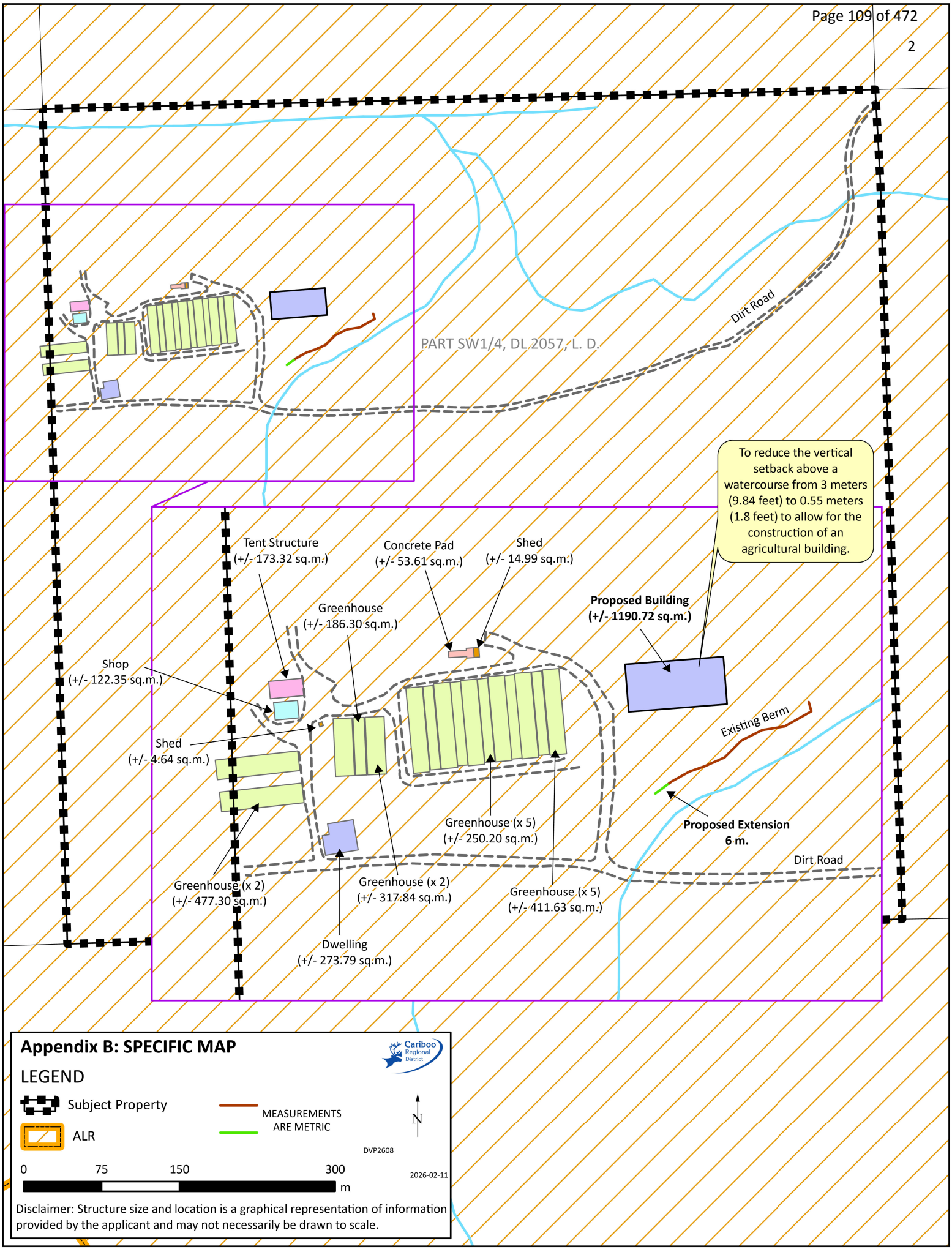
Appendix A: GENERAL MAP

LEGEND

- Subject Boundary
- Electoral Areas and Municipalities
- ALR

Zone

- Institutional (P)
- Lakeshore Residential (RL)
- Residential 1 (R 1)
- Resource /Agricultural (RA 1)
- Rural 1 (RR 1)
- Rural 2 (RR 2)
- Rural 3 (RR 3)
- Special Exception Rural 1 (RR 1-6)



Appendix B: SPECIFIC MAP

LEGEND

Subject Property

ALR

MEASUREMENTS ARE METRIC

N

DVP2608

0 75 150 300 m

2026-02-11

Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.



Appendix C: GENERAL MAP ORTHO

LEGEND

Subject Property

ALR

0 65 130 260 m

DVP2608 2026-02-10

Describe the existing use of the subject property and all buildings: Active agricultural parcel containing Roserim Nursery (tree propagation, greenhouses, field growing areas), a residence, and associated farm infrastructure. Two small agricultural buildings (20'×30' and 34'×50') are already in place and were previously confirmed by CRD staff as not requiring building permits. These buildings are included in ALC NOI 105206 and in the hydrotechnical assessment.

Describe the proposed use of the subject property and all buildings: Construction of one additional agricultural building (80'×160') for processing, storage, and nursery operations. All three buildings are clustered with existing nursery infrastructure to support ongoing agricultural use.

Describe the reasons in support for the application: A variance to Section 4.2 of Zoning Bylaw 3501 is requested because the hydro-technical assessment and Flood Assurance Statement (Octo Engineering, Nov 2025) establish a safe 200-year flood elevation using a proposed engineered berm and riprap armouring. The QP confirms the site can be used safely for all three agricultural buildings once the berm is constructed. The variance will regularize two existing farm-use buildings and allow construction of the third.

Provide a general description of vegetation cover (i.e. treed, grassland, forage crop etc.): Mixed forest, and cleared agricultural areas used for nursery production.

Provide general geographical information (i.e. existing lakes, streams, physical features etc.): Roserim Creek runs along the west side of the property near the proposed building area. The site includes agricultural clearings, moderate slopes, and the location for a proposed engineered berm between the creek and the buildings. The property is within the ALR and approximately 3 km south of Canim Lake.

Services Currently Existing or Readily Available to the Property (check applicable area)
** Readily Available means existing services can be easily extended to the subject property.*

Services	Currently Existing?		Readily Available?*	
	Yes	No	Yes	No
Hydro	☒	☐	☒	☐
Telephone	☒	☐	☒	☐
Community Water System	☐	☒	☐	☒
Community Sewer System	☐	☒	☐	☒
Sewage Disposal System	☒	☐	☒	☐
Well	☒	☐	☒	☐
Other (please specify)	☐	☐	☐	☐

Hydrotechnical Assessment for a Proposed Shop & Sheds

Project No. A25S-046



OCTO ENGINEERING INC.

OCTO ENGINEERING INC.

459 N Fraser Dr, Quesnel, BC, V2J 1Z1

Phone: 888-974-6286

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Table of Contents

1. Background 2
2. Site Visit 3
3. Scope of Work 4
4. Hydrology 4
5. Climate Change 7
6. Flood Elevation 8
7. Recommendations 9
8. Closure 10
9. References 11

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OCTO ENGINEERING INC.

Hydrotechnical Report

Octo Engineering Inc. (Practice #1000113)



2025-11-13

Scott Wilson, P.Eng.

Submitted To: Quality Construction Inc. - Colin Boisselle

Cc:

Octo File #: A25S-046

Re: 3774 Bowers Lake Rd, Canim Lake, BC V0K 1J0

PART SW1/4, DISTRICT LOT 2057, LILLOOET LD, PID 013-316-338

Version	Date	Prepared By	Reviewed By	Notes/Revisions
0	2025-10-22	SRW	SRW	Issued for Use
1	2025-11-11	SRW	SRW	Added secondary buildings A and B
2	2025-11-13	SRW	SRW	Corrected the reference to the zoning bylaw vertical separation

Limitations

This report and its contents are intended for the sole use of Roserim Nursery, their agents and the applicable regulatory authorities. Octo Engineering Inc. (Octo) does not accept any responsibility for the accuracy of any data, analysis, or recommendations contained or referenced in the report when the report is used or relied upon by any party other than the recipient, their agents, the applicable regulatory authorities or for any project other than that described in this report. Any such unauthorized use of this report is at the sole risk of the user.

Octo Engineering carries Professional Liability Insurance of $2,000,000 per claim or $2,000,000 aggregate that covers these services.

Scott Wilson, P.Eng. is a professional engineer and is appropriately knowledgeable to provide the Hydroechnical report and is a member in 'good standing' with the EGBC.

1. Background

The purpose of this report is to address the Cariboo Regional District South Cariboo Area Zoning Bylaw (bylaw no. 3501) regarding the watercourse setback provision (specifically Section 4.2). The main proposed building site is approximately 44m from Roserim Creek. Buildings A (20'x 30')and B (34'x50') are further back from the creek (see the site plan). Colin Boisselle hired Octo to produce a report commenting on whether the site is safe to build on from a hydrological perspective, considering the bylaw requires a 3m vertical elevation of the floor above the natural boundary of the creek unless a hydrologic investigation can determine the 200-year flood elevation. The site is 3km South of Canim Lake, shown in Figure 1. The survey plan with contours is also attached. We follow the EGBC guidelines for flood assessments [5]. Following these guidelines, we follow a standard hazard-based approach, and use a Class 0 level of effort in Table D-1 [5], which is suitable for a building permit.

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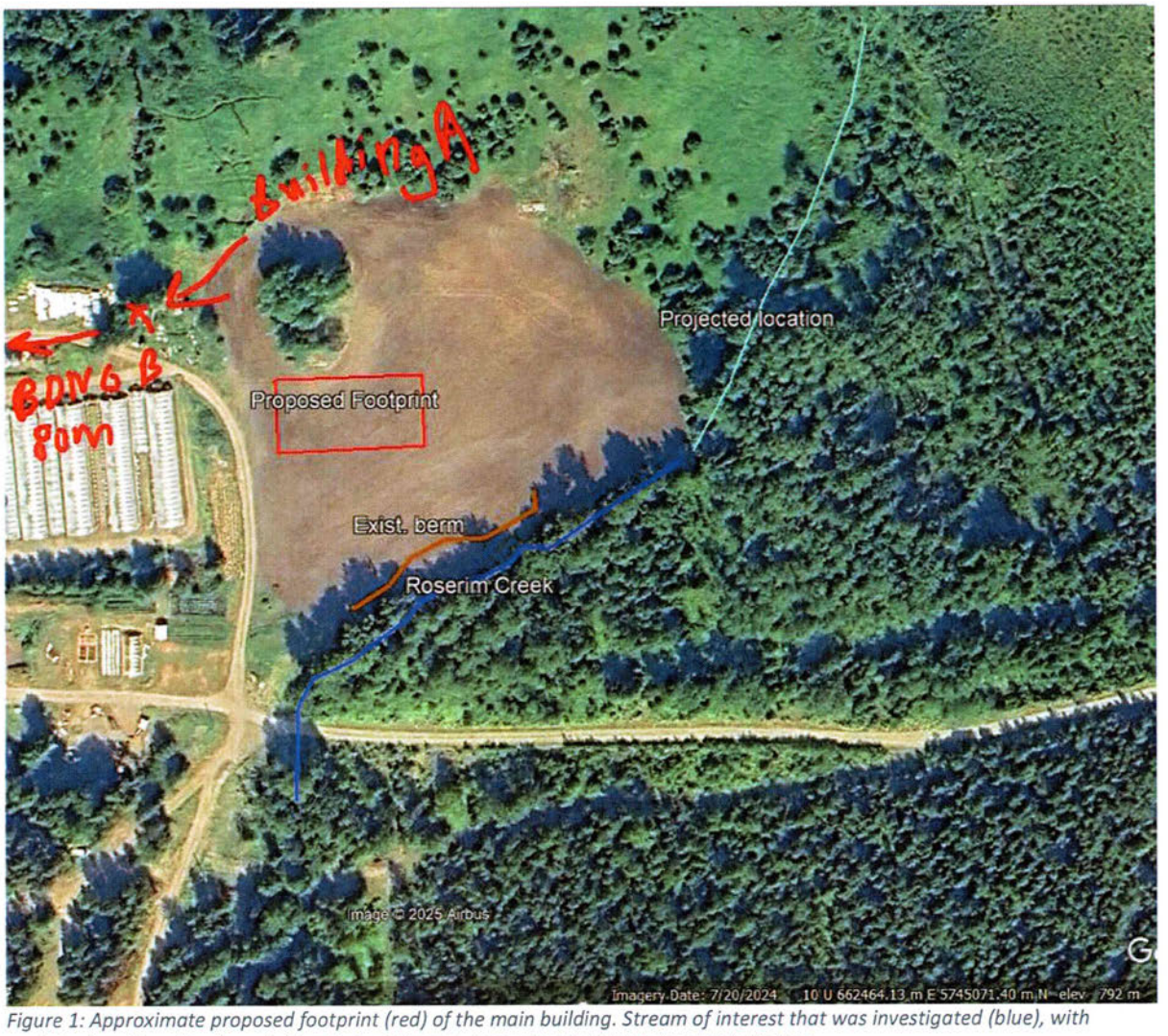


Figure 1: Approximate proposed footprint (red) of the main building. Stream of interest that was investigated (blue), with projected continuation (cyan). Google Earth image. Secondary Buildings A and B indicated.

2. Site Visit

Scott Wilson, of Octo, performed a site visit on October 7, 2025, accompanied by Colin Boisselle. The following is a summary of site observations:

- The stream reach adjacent to the property (blue in Figure 1) was walked.

- The stream was found to be 2.4m wide (ranged between 1.5m and 3m) to the estimated high-water.

- The stream was found to be 0.3m deep to the estimated high-water mark (from the stream bed).

- The top of the banks was found to be 0.9m from the stream bottom (range from 0.6m to 1.8m).

- The channel was found to be dry at the time.

- The culvert under the Road was found to be a 900mm CMP, with 9% grade, with no sign of having ever overflowed.

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- The average gradient below the road was measured as 5%.

- An existing berm 1.37m high by 90m long was existing adjacent to the creek. See Figure 1.

3. Scope of Work

The scope of work of this assessment consists of:

-Complete a hydrologic analysis **(Section 4)**

- Incorporate climate change in hydrologic analysis **(Section 5)**

-Determine the 200-year flood elevation **(Section 6)**

-Determine the safe elevation of the bottom of framing **(Section 7, Recommendations).**

4. Hydrology

-Catchment area = 8.746 square km.

- Median watershed elevation = 1,050m.

-Elevation at the site = 787m.

-Total relief = 431m

-Watershed length = 7.86km

- Relief ratio = 431m/7860m=0.055

-Melton Ruggedness Index = 431m/sqrt(8746000m^2)=0.15

The hazard at the site is determined to be a clearwater flood. The watershed characteristics indicate that there may also be risk of a debris flood [4]; however, no evidence of debris flooding was noticed at the site.

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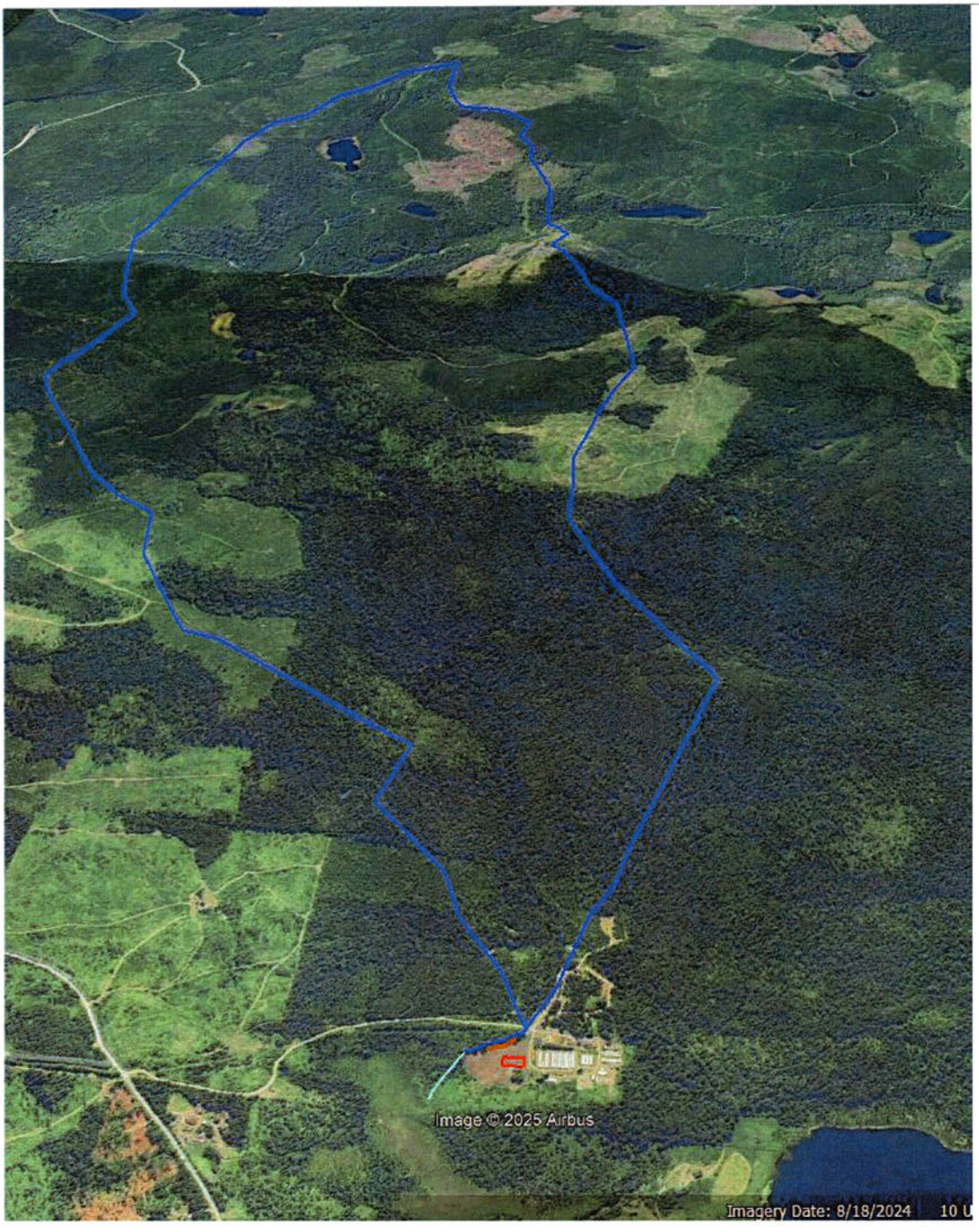


Figure 2: Catchment area in blue (looking South)

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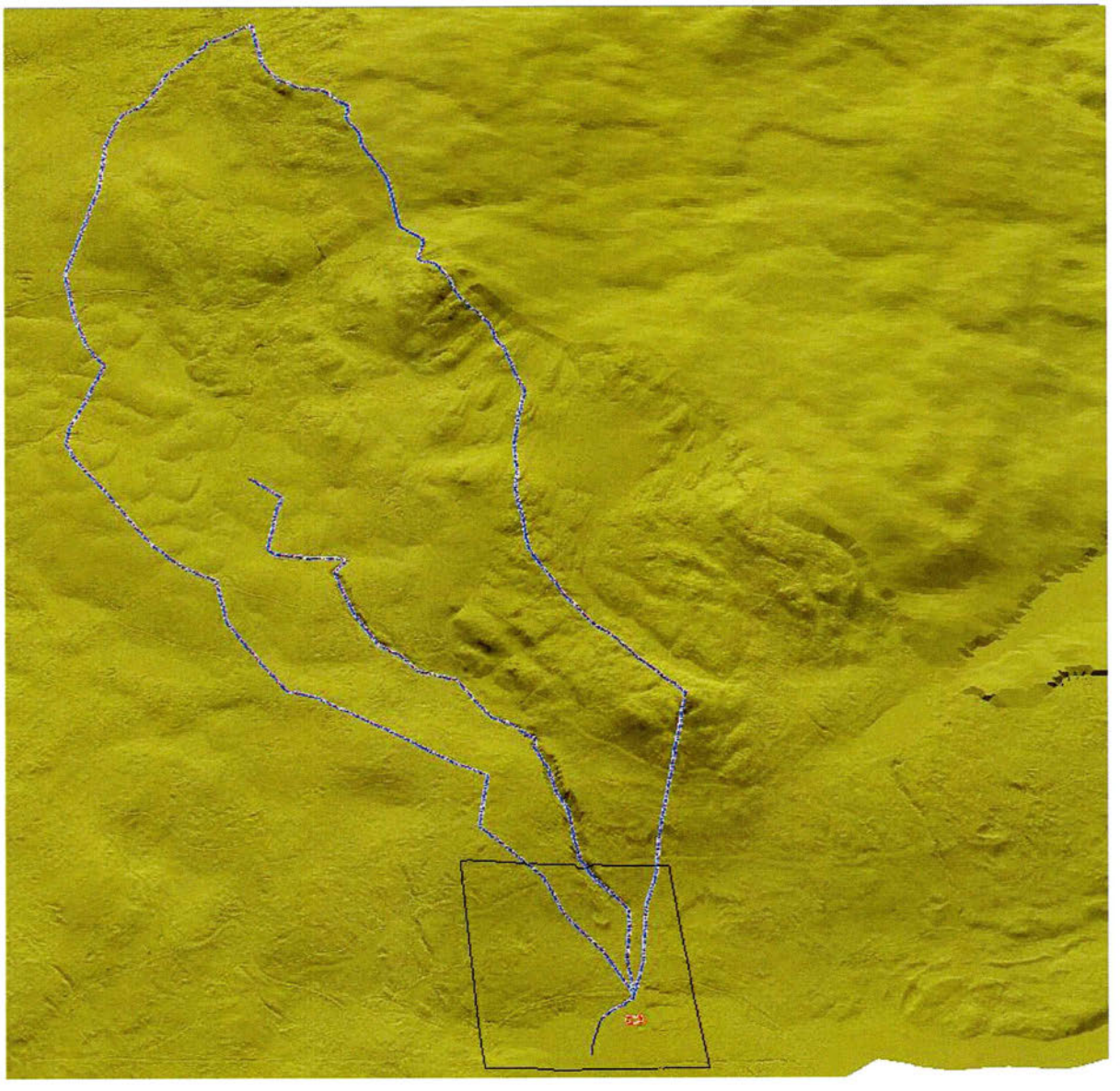


Figure 3: Catchment area (blue) shown over a Digital Elevation Model (DEM). Lidar data was used [1]. The stream is shown in blue also. The proposed building footprint is red and the property line is black.

A regional analysis is required to estimate the peak flow, since there is no stream flow data for this stream. We selected nearby watersheds with similar physiographic characteristics and sufficient periods of record from the BC Streamflow Inventory [3].

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Station	Name	Record Length (years)	Watershed Area (km^2)	10 year Peak Instantaneous Flow (m3/s)	100 year Peak Instantaneous Flow (m^3/s)	200 year Peak Instantaneous Flow (m3/s)
08LA028	Windy	12	79.99	12.79	20.49	23.13
08MC045	Sheridan	15	93.66	7.80	16.07	18.76
08KE024	Little Swift	40	129.7	42.86	67.35	75.73
08KH019	Moffat	46	553.19	41.62	65.09	72.54
08KE016	Baker	48	1562.84	94.60	165.68	187.53
08KE009	Cottonwood River near Cinema	44	1895.77	322.05	469.07	511.95
08KG001	West Road	59	12391.31	309.71	507.89	569.89

A power regression analysis of the 200-year peak flow was performed. The formula obtained is:

Q200=32.24m^3/s x (Area in km^2/100)^0.6716.

For our watershed, the 200-year peak flow is computed to be 6.28m^3/s.

With an R square of 0.86 and an adjusted R square of 0.83, the regression appears well-correlated and so the computed Q200 for this watershed is regarded as an appropriate estimate before a climate change adjustment is added.

5. Climate Change

Climate change impacts for the Cariboo region, as projected by the "Plan2Adapt" web-based tools from the Pacific Climate Impacts Consortium (PCIC) [2], indicate the following changes compared to baseline data from 1961 to 1990:

2010 to 2039

- Average Annual Temperature: Expected to increase by 1.7°C.
- Average Annual Precipitation: Expected to increase by approximately 3.3%.
    - Summer Precipitation: Expected to increase by 1.5%.
    - Winter Precipitation: Expected to increase by about 0.72%.
- Precipitation as Snow: Expected to decrease by about 17% annually.
    - Winter Precipitation as Snow: Expected to decrease by 12%.
    - Spring Precipitation: Expected to decrease by 26%.

2040 to 2069

- Average Annual Temperature: Expected to increase by 3.2°C.
- Average Annual Precipitation: Expected to increase by approximately 5.1%.

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- Summer Precipitation: Expected to increase by 2.9%.

- Winter Precipitation: Expected to increase by about 2.6%.

- Precipitation as Snow: Expected to decrease by about 27% annually.

- Winter Precipitation as Snow: Expected to decrease by 19%.

- Spring Precipitation: Expected to decrease by 43%.

A general increase of 10% (to the peak flow) to account for climate change is often used. Since small watersheds are considered by us to be more sensitive to peak flows, we decided to increase the value by 20% to get:

200-year flow under climate change = 7.5 m^3/s.

6. Flood Elevation

Based on Lidar elevation data and site observations, a representative cross-section of the channel is shown in Figure 4, including the berm.

The average flow velocity is computed using Manning's flow equation:

$$V = \frac{R^{2/3}\sqrt{S}}{n}$$

R = Hydraulic Radius = 0.24m

S=0.05 = stream gradient

n=0.15 is selected as a conservative value for a mountain stream

Hydraulic Radius at the Q200 elevation = 0.48m

Then V= 0.91m/s at flood stage

Q200 channel area = 8.2 m^2

Q200 = 0.91m/s x 8.2 m^2=7.5m^3/s

Q200 elevation above top of stream bank = 0.4m

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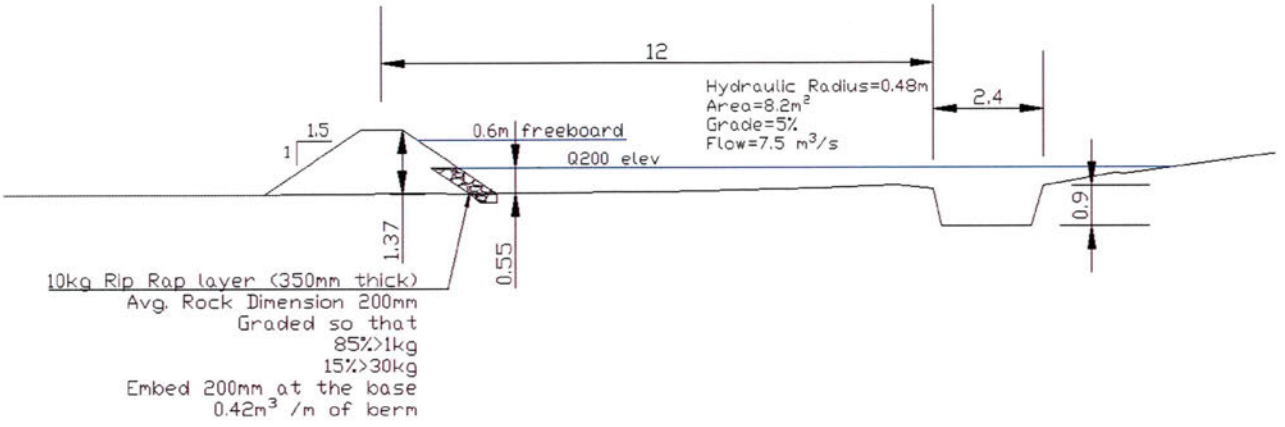


Figure 4: Cross-section of the site, based on Lidar data and site observations, showing the Q200 elevation in relation to the berm and stream, and proposed rip rap.

7. Recommendations

We have determined the 200-year flood elevation to be 0.4m above the top of the bank. A freeboard of 0.6m is added to this value to get an elevation of 1.0m from the top of the bank to the Flood Construction Level (FCL). The berm, which is 1.37m high is a suitable height to contain the Q200 flow. If the berm were not in place, the stream would overflow the banks and flow downhill to the proposed shop, flooding the shop. The natural bank height is >1.5m high just upstream of the end of the berm, so the stream is naturally constrained at this location as indicated in Figure 5. The berm will have to be extended 6m upstream as indicated in Figure 5. The recommendations then become:

1. Extend the berm 6m upstream to where the stream bank height exceeds 1.5m in height, as indicated in Figure 5.
2. Add 10kg class Rip Rap to the berm (there is currently none) as indicated in Figure 4.
3. Repair any gaps in the berm.
4. A qualified professional should inspect the final berm to confirm compliance to these recommendations.

If these recommendations are followed, the land is safe for the intended use, for all 3 buildings:

- Main proposed shop
- Building A
- Building B

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Figure 5: Extension of berm required

8. Closure

This report was prepared for Roserim Nursery, including distribution as required for the purposes for which the report was commissioned. The Cariboo Regional District may rely on the findings of this report. Judgement has been applied in generating the conclusions herein, in accordance with generally accepted geotechnical practice. No other warranty is made, either expressed or implied. I am pleased to be of assistance to you on this project and trust that our recommendations are both helpful and sufficient. If you would like further details or clarification, please do not hesitate to contact the undersigned.

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reception@octoengineering.ca
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9. References

[1] LiDARBC - Open LiDAR Data Portal (website https://governmentofbc.maps.arcgis.com/)

[2] The Pacific Climate Impacts Consortium (PCIC) is a regional climate service centre at the University of Victoria https://services.pacificclimate.org/plan2adapt/app/

[3] Inventory of Streamflow in the Cariboo Region, Ministry of Environment and Climate Change Strategy, September 2017

[4] Church, M., & Jakob, M., 2020. What is a debris flood? Water Resources Research, 56, e2020WR027144. https://doi.org/10.1029/2020WR027144

[5] Legislated Flood Assessments in a Changing Climate In BC, EGBC, V2.1, 2018

Attached: Site Plan



No.	DATE:	REVISION:

AXIS LAND SURVEYING LTD.
B.C. & CANADA LAND SURVEYORS
202 - 33711 LAUREL STREET
ABBOTSFORD, B.C. V2S 1X3
T. 604-853-3700

DRAWING: 7399-SITE
DRAWN BY: JFS
CHECKED BY: JFS

PROJECT:
PRIME QUALITY CONST.
3774 BOWERS LAKE ROAD
CANIM LAKE, B.C.

SCALE: 1 : 500
JOB NO: 7399
DWG NO: 1 OF 1

FLOOD ASSURANCE STATEMENT

Note: This statement is to be read and completed in conjunction with the current Engineers and Geoscientists BC *Professional Practice Guidelines – Legislated Flood Assessments in a Changing Climate in BC* ("the guidelines") and is to be provided for flood assessments for the purposes of the *Land Title Act*, Community Charter, or the *Local Government Act*. Defined terms are capitalized; see the Defined Terms section of the guidelines for definitions.

To: The Approving Authority

Cariboo Regional District

Jurisdiction and address

Date: Nov 13, 2025

With reference to (CHECK ONE):

- ☐ *Land Title Act* (Section 86) – Subdivision Approval
- ☐ *Local Government Act* (Part 14, Division 7) – Development Permit
- ☑ Community Charter (Section 56) – Building Permit
- ☐ *Local Government Act* (Section 524) – Flood Plain Bylaw Variance
- ☐ *Local Government Act* (Section 524) – Flood Plain Bylaw Exemption

For the following property ("the Property"): 3774 Bowers Lake Rd, Canim Lake

PART SW1/4, DISTRICT LOT 2057, LILLOOET LD, PID 013-316-338

Legal description and civic address of the Property

The undersigned hereby gives assurance that he/she is a Qualified Professional and is a Professional Engineer or Professional Geoscientist who fulfils the education, training, and experience requirements as outlined in the guidelines.

I have signed, sealed, and dated, and thereby certified, the attached Flood Assessment Report on the Property in accordance with the guidelines. That report and this statement must be read in conjunction with each other. In preparing that Flood Assessment Report I have:

[CHECK TO THE LEFT OF APPLICABLE ITEMS]

___ 1. Consulted with representatives of the following government organizations:

☑ 2. Collected and reviewed appropriate background information

☑ 3. Reviewed the Proposed Development on the Property

☑ 4. Investigated the presence of Covenants on the Property, and reported any relevant information

☑ 5. Conducted field work on and, if required, beyond the Property

☑ 6. Reported on the results of the field work on and, if required, beyond the Property

☑ 7. Considered any changed conditions on and, if required, beyond the Property

8. For a Flood Hazard analysis I have:

- ☑ 8.1 Reviewed and characterized, if appropriate, Flood Hazard that may affect the Property
- ☑ 8.2 Estimated the Flood Hazard on the Property
- ☑ 8.3 Considered (if appropriate) the effects of climate change and land use change
- ___ 8.4 Relied on a previous Flood Hazard Assessment (FHA) by others
- ☑ 8.5 Identified any potential hazards that are not addressed by the Flood Assessment Report none found

9. For a Flood Risk analysis I have:

- ___ 9.1 Estimated the Flood Risk on the Property
- ___ 9.2 Identified existing and anticipated future Elements at Risk on and, if required, beyond the Property
- ___ 9.3 Estimated the Consequences to those Elements at Risk

10. In order to mitigate the estimated Flood Hazard for the Property, the following approach is taken:
- ✓ 10.1 A standard-based approach
- ___ 10.2 A Risk-based approach
- ___ 10.3 The approach outlined in the guidelines, Appendix F: Flood Assessment Considerations for Development Approvals
- ___ 10.4 No mitigation is required because the completed flood assessment determined that the site is not subject to a Flood Hazard

11. Where the Approving Authority has adopted a specific level of Flood Hazard or Flood Risk tolerance, I have:
- ___ 11.1 Made a finding on the level of Flood Hazard or Flood Risk on the Property
- ___ 11.2 Compared the level of Flood Hazard or Flood Risk tolerance adopted by the Approving Authority with my findings
- ___ 11.3 Made recommendations to reduce the Flood Hazard or Flood Risk on the Property

12. Where the Approving Authority has not adopted a level of Flood Hazard or Flood Risk tolerance, I have:
- ✓ 12.1 Described the method of Flood Hazard analysis or Flood Risk analysis used
- ✓ 12.2 Referred to an appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk EGBC Table D1 Class 0, 200 yr
- ✓ 12.3 Made a finding on the level of Flood Hazard of Flood Risk tolerance on the Property
- ✓ 12.4 Compared the guidelines with the findings of my flood assessment
- ✓ 12.5 Made recommendations to reduce the Flood Hazard or Flood Risk

✓ 13. Considered the potential for transfer of Flood Risk and the potential impacts to adjacent properties

✓ 14. Reported on the requirements for implementation of the mitigation recommendations, including the need for subsequent professional certifications and future inspections.

Based on my comparison between:

[CHECK ONE]

☐ The findings from the flood assessment and the adopted level of Flood Hazard or Flood Risk tolerance (item 11.2 above)

☑ The findings from the flood assessment and the appropriate and identified provincial or national guideline for level of Flood Hazard or Flood Risk tolerance (item 12.4 above)

I hereby give my assurance that, based on the conditions contained in the attached Flood Assessment Report:

[CHECK ONE]

☐ For subdivision approval, as required by the *Land Title Act* (Section 86), "that the land may be used safely for the use intended":

[CHECK ONE]

☐ With one or more recommended registered Covenants.

☐ Without any registered Covenant.

☐ For a development permit, as required by the *Local Government Act* (Part 14, Division 7), my Flood Assessment Report will "assist the local government in determining what conditions or requirements it will impose under subsection (2) of this section [Section 491 (4)]".

☑ For a building permit, as required by the Community Charter (Section 56), "the land may be used safely for the use intended":

[CHECK ONE]

☑ With one or more recommended registered Covenants.

☐ Without any registered Covenant.

☐ For flood plain bylaw variance, as required by the *Flood Hazard Area Land Use Management Guidelines* and the *Amendment Section 3.5 and 3.6* associated with the *Local Government Act* (Section 524), "the development may occur safely".

☐ For flood plain bylaw exemption, as required by the *Local Government Act* (Section 524), "the land may be used safely for the use intended".

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: March 3, 2026
Start Time: 7pm
Location of Meeting: Forest Grove Community Hall

File Number: 3090-20/20260008
Application Type: Development Variance Permit
Electoral Area: H
Legal Description: The South West ¼ of District Lot 2057, Lillooet District
Property Location: 3774 Bowers Lake Rd

ATTENDANCE

Present:
Chair: Lori Frame
Members: Karen Smith, Gail Maglis, Lori Frame (Chair), Wendy Philips, Elisa Mariocchi, Jan Cook

Recording Secretary: Shelly Morton
Owners/Agent: Meg Marshall, Jesse Groves
☐Contacted but declined to attend

Absent: Deb McCabe, Curt Iverson

Also Present:
Electoral Area Director: Margo Wagner
Staff Support:

RESOLUTION

THAT application with File Number 3090-20/20260008 be **SUPPORTED** / **REJECTED** for the following reasons:

1) Minimal environment Impact

Potential of Employment opportunities

Protection of lands from potential flood with burn.

2)

For: 7 Against: 0

CARRIED / DEFEATED

* Lori chaired the meeting as Will was in conflict.

Termination:
That the meeting terminate.
Moved: Elisa Mariocchi, Ward
Seconded: Karen Smith

CARRIED

Time:

[redacted]
Recording Secretary

[redacted]
Chair

Olivia Richardson

From: WHOKA [redacted]
Sent: March 12, 2026 10:14 AM
To: CRD Planning
Subject: Feedback – Development Variance Permit File 3090-20/20260008

You don't often getemail from [redacted] Learn why this is important

Dear Planning Department,

We have no objection to the requested work associated with the Development Variance Permit application for the property at 3774 Bowers Lake Rd (File No. 3090-20/20260008).

As adjacent property owners within the watershed connected to Roserim Creek, which flows into Roserim Lake, we appreciate the opportunity to provide feedback.

While we understand the applicant's request to reduce the vertical elevation setback from the creek for the proposed agricultural building, we would respectfully ask that the following considerations be included as conditions if the variance is approved:

1. Timing of Construction
   Any work occurring near the creek should be restricted to the low-flow season (late summer or early fall) to minimize disturbance to the creek channel and to ensure water quality is upheld, as the creek water is directly used downstream to water our agricultural crops and livestock.
2. Independent Third-Party Inspection
   The construction of the proposed berm and any creek-adjacent works should be reviewed and signed off by an independent qualified professional (e.g., hydrologist or professional engineer) to confirm that the work meets the design specifications and protects the creek's flow rate.

Given the importance of maintaining the health of the watershed feeding Roserim Lake, these safeguards would help ensure the project proceeds responsibly while protecting the surrounding environment.

Thank you for considering our feedback.

Sincerely,
Tony & Kim Pressacco
WHOKA Orchards
3757 Mahood Lake Rd.

AGENDA ITEM SUMMARY

Date: 01/04/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3015-20/C20260007

Short Summary:

Area C – ALRC20260007
The North West ¼ of District Lot 6490, Cariboo District
(3015-20/C20260007 – Peter Coe and Susan Coe) (Agent: Holmes Mining Consultants Ltd. – Jason Koepke)
Director Massier

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

That the Provincial Agricultural Land Commission application for Soil and Fill Use pertaining to The North West ¼ of District Lot 6490, Cariboo District be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

Planning Application Information Sheet

Application Type: Agricultural Land Reserve
File Number: 3015-20/C20260007
ALR Application Type: Soil or Fill Use 20.3(5)
Electoral Area: C
Date of Referral: February 10, 2026
Date of Application: January 21, 2026

Property Owner's Name(s): Susan Coe
Peter Coe

Applicant's Name: Holmes Mining Consultants Ltd. – Jason Koepke

SECTION 1: Property Summary

Legal Description(s): The North West 1/4 of District Lot 6490, Cariboo District

Property Size(s): 64.75 ha. (160 ac.)

Area of Application: 23.77 ha. (58.74 ac.)

Current Designation:
Agricultural and Resource

Min. Lot Size Permitted:
32 ha (79.07 ac.)

Current Zoning:
Resource /Agricultural (RA 1)

Min. Lot Size Permitted:
32 ha (79.07 ac.)

Proposal: The applicant is proposing continuing sand and gravel extraction within a 23.77 ha. (58.74 ac.) of the property. The proposed extraction is 100,000 m3 over a 10 year time frame. The proposed extraction is a continuation of an existing sand and gravel pit.

Existing Buildings: none

Proposed Buildings: none

Road Name: unnamed road

Road Type: Gravel/Dirt Road
Within the influence of a Controlled Access Highway: Cariboo HWY 97
Services Available: none

Within the confines of the Agricultural Land Reserve: Yes - fully within

Required to comply with the Shoreland Management Policy: N/A
Name of Lake/Contributing River: unnamed creek 1
unnamed creek 2
unnamed creek 3
Lake Classification: High

Within Development Permit Area: No

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	Vacant 2 acres or more	66.30 ha. (163.83 ac.)
(b) South	farm vacant	64.75 ha. (160 ac.)
(c) East	2 acres or more manufactured home	63.45 ha. (156.79 ac.)
(d) West	Beef	126.13 ha. (311.68 ac.)

Agricultural Capability Classification:

Canada Land Inventory: Class 1 = Best, Class 7 = Worst

% of parcel	Unimproved rating	Improved rating
60%	100% Class 5- Topography and stoniness	No improved class
40%	60% Class 6- Topography and stoniness 40% Class 4- Topography and Undesireable soil structure and/ or low permeabilirty	No improved class

The agricultural capability classifications of the property are Class 4, Class 5, and Class 6. The limiting factors are noted as adverse Cumulative minor adverse characteristics, undesirable soil structure, land Inundated by streams or lakes and topography.

Land in Class 4 has limitations which make it suitable for only a few crops, or the yield for a wide range of crops is low, or the risk of crop failure is high, or soil conditions are such that special development and management practises are required. The limitations may seriously affect one or more of the following practises: timing and ease of tillage, planting and harvesting, and methods of soil conservation.

Land in Class 5 is generally limited to the production of perennial crops or other specially adapted crops. Productivity of these suited crops may be high. Class 5 lands can be cultivated and some may be used for cultivated field crops provided unusually intensive management is employed and/or the crop is particularly adapted to the conditions peculiar to these lands. Cultivated field crops may be grown on some Class 5 land where adverse climate is the main limitation, but crop failure can be expected under average conditions. Note that in areas which are climatically suitable for growing tree fruits and grapes the limitations of stoniness and/or topography on some Class 5 lands are not significant limitations to these crops.

Land in Class 6 provides sustained natural grazing for domestic livestock and is not arable in its present condition. Land is placed in this class because of severe climate, or the terrain is unsuitable for cultivation or use of farm machinery, or the soils do not respond to intensive improvement practises. Some unimproved Class 6 lands can be improved by draining and/or diking.

note: the information above is an interpretation of the British Columbia Soil Information Finder Tool – B.C. Agricultural Capability Map. An on-site visit of the property has not been conducted.

PLANNING COMMENTS

Background:

The CRD has received an Agricultural Land Commission application for soil and fill use to expand gravel extraction activities on the subject property. The subject property is 64.75 ha. (160 ac.) contains an existing gravel pit that has been in operation since the year 2000. The property is zoned Resource/ Agricultural (RA 1) in the Quesnel Fringe Area Zoning Bylaw No. 3504, 1999 and is designated Agricultural and Resource in the Quesnel Fringe Area Official Community Plan No. 4844, 2013. The applicant has submitted a notice of work application with the Ministry of Mining and Critical Minerals to extend the authorization end date for the gravel pit to March 2044.

Extraction during the 0 — 10 year period is proposed to take place over a 2.72 ha. (6.72 ac.) area with a proposed total extraction of 100,000 m? of material. The extraction proposed to take place during the 10 — 20 year period is proposed to take place over a 2.96 ha (7.31 ac.) area with a total extraction of 100,000 m3 of material. A 20 — 30 year extraction proposed by the applicant over a 3.23 ha. (7.98 ac.) area, this is not a part of the authorization by the Ministry of Mining and Critical Minerals. The applicant states that if the ALC approved the 20 — 30 year extraction it would be for future approvals with the Ministry of Mining and Critical Minerals.

Location and Surrounding:

The subject property is located 2.5 km southwest of Ten Mile Lake as seen in Appendix B. The neighbouring properties have farm uses or residential uses. To the north, south and west of the subject lot are properties used for grazing. The property to the east is used for residential purposes. Access to the subject parcel is through the parcel to the north and connects to Highway 97.

CRD Regulations and Policies:

Quesnel Fringe Area Official Community Plan Bylaw No. 4844, 2013

5.0 AGRICULTURAL AND RESOURCE USE

With regards to the agricultural land base, the general policies of the Board are:

5.3.29 Require sand and gravel extraction to be conducted in a manner that limits impacts on neighbouring properties, including: control of hours of operation, dust control, screening, access, traffic control, and site circulation

Quesnel Fringe Area Zoning Bylaw No. 3504, 1999

5.2.1 USES PERMITTED

(b) NON-RESIDENTIAL USES:

XX) extraction of raw materials from the land, including crushing and screening activities, but excluding any further processing activities.

Rationale for Recommendations:

Planning staff are supportive of the proposed ALR soil and fill use application. The proposed gravel extraction is a continuation of an existing use that takes place on a property zoned Resource/ Agricultural (RA 1) which permits the extraction of raw materials. The applicant notes that the gravel pit has been in operation since 2000 and was permitted by the Ministry of Energy and Mines for excavation, crushing, screening, stockpiling, and hauling of material.

The site is identified in the BC soil map as having agricultural capability classes 4,5, and 6 with constraints around topography, stoniness and undesirable soil structure. The applicant has stated that agricultural activity has not taken place on the lot throughout its known history.

Ministry of Agriculture and Food (MAF) has provided comments stating that the proponent should use locally sourced seeds in order to reduce the risk of invasive plants. Ministry staff also note that the report does not propose any measures to help mitigate potential noise and dust from the operation which may impact existing and future agricultural activities adjacent to the subject property. Ministry staff state that if the proponent follows all aspects of the Coe Pit Agricultural Capability Assessment and Reclamation Plan the disturbed area has the potential to be reclaimed to a suitable agricultural standard.

The Electoral Area 'C' Advisory Planning Commission (APC) has reviewed the application and is in support. The APC notes that they have no concerns about the environmental impact to adjacent agricultural land. The APC also states that the land cannot currently grow anything or support cattle so it would be improved if the application is approved.

Recommendation:

That the Provincial Agricultural Land Commission application for Soil and Fill Use pertaining to The North West 1/4 of District Lot 6490, Cariboo District be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

REFERRAL COMMENTS

Advisory Planning Commission: February 25, 2026
See attached

Ministry of Agriculture and Food: March 10th, 2026
See attached

ATTACHMENTS

Appendix A: Application
Appendix B: General Map
Appendix C: Specific Map
Appendix D: Orthographic Map
Other: Applicants Supporting Documents

Advisory Planning Commission Comments
Ministry of Agriculture and Food Comments

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Provincial Agricultural Land Commission - Applicant Submission

Application ID:	106547
Application Type:	Removal of Soil (Extraction) within the ALR
Status:	Submitted to L/FNG
Name:	Coe
Local/First Nation Government:	Cariboo Regional District

1. Parcel(s) Under Application

Parcel #1

Parcel Type	Fee Simple
Legal Description	THE NORTH WEST 1/4 OF DISTRICT LOT 6490 CARIBOO DISTRICT
Approx. Map Area	65.13ha
PID	017-540-496
Purchase Date	Jun 5, 1996
Farm Classification	No
Civic Address	Quesnel Rural - 05795.050
Certificate Of Title	title-1482024 pit.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Peter Coe	Not Applicable	[redacted]	[redacted]	Not Applicable

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2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process?	Yes
Describe the other parcels including their location, who owns or leases them, and their use.	PID: 028-533-640 - directly north of the proposed project property - currently contains a permitted sand and gravel pit which provides low quality aggregate mostly unsuitable for sale. Cows are rotated onto the property for grazing by the landowner - investigated a swap of this land (not in the ALR) and the proposed project land (within the ALR) with the ALC as it is backwards with the designation given the soil structure and as such, ag capability, but we were advised not to pursue this option by the ALC as swaps are no longer a possibility - only inclusion and exclusion are possible. PID: 024-327-671 - directly south of the proposed project - forested, a small amount used for grazing PID: 015-281-817 - south of the proposed project - forested, used intermittently for grazing PID: 029-304-351 - south of the proposed project, contains a large hay field, barn, residence of the landowner, cows, etc.

3. Primary Contact

Type	Third-Party Agent
First Name	Jason
Last Name	Koepke
Organization (If Applicable)	Holmes Mining Consultants Ltd.
Phone	[redacted]
Email	[redacted]

4. Government

Local or First Nation Government:	Cariboo Regional District

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s).

** The Coe Pit Agricultural Capability Assessment and Reclamation Plan attached to this application contains all details pertaining to this project including background, land use, project description, ag capability, reclamation plan, etc. Detailed information on each section that follows can be found in the document**

The land has not been used for agricultural purposes throughout the known history of the property. Most of the property was logged several years ago with small shrubs and grasses regenerating. Logging was conducted under a private timber mark and was completed by Spur Forestry Ltd. The landowner farms hay on a property to the south of the proposed pit property. He also has a herd of cattle that grazes the lands surrounding the hay fields. There is currently a permitted gravel pit onsite.

Describe all agricultural improvements made to the parcel(s).

The eastern and western property boundaries are fenced, the northern and southern property boundaries are not as the adjacent properties are commonly owned. The Site was densely forested with topographical constraints until several years ago when Spur Forestry Ltd. logged the area under a private timber mark. During logging the lands were formed in areas to allow easier access to certain portions of the property.

Describe all other uses that currently take place on the parcel(s).

There is a Ministry of Mining and Critical Minerals permitted sand and gravel pit in the center of the property. The property is otherwise unused. See background of the sand and gravel permit below and in section 2.1 of the ag capability report attached.

The Coe Pit was permitted by the Ministry of Mining and Critical Minerals (MMCM) in February 2000 under Permit No. G-10-81, Mine No. 1001039. ALC authorization was not attained at the time as it was not required by the Ministry of Mines. Terry Givens was the permittee and operator with permission to mine the land from the landowner, Peter Coe. The original mines permit authorized the extraction of 20,000m3 of sand and gravel annually until 2020 and approved the following activities: excavation, crushing, screening, stockpiling and hauling of material.

At the permit authorization end date in 2020, Terry Givens began the mines permit amendment process with the Ministry of Mines and Critical Minerals.

At this time, it was discovered that the pit was within the ALR and as such, would require a Soil Removal Permit per the 2019 MOU between the Ministry of Mines and the ALC. Mr. Givens did not want to go through the ALC permitting process and offered the pit to the landowner in its given state. In September 2021 the mines permit was transferred to Peter Coe and in 2022 a new mines permit was issued for the Site only authorizing the sale of stockpiled material. This permit is valid from September 2022 to September 2027.

In 2022, Holmes Mining Consultants Ltd. were retained by Peter Coe to compile and submit a Notice of Work (NoW) Application to the Ministry of Mining and Critical Minerals to extend the authorization end date of the pit. As the property directly to the north of the original pit is commonly owned, outside of the ALR and seemingly contained the same soil structure, the NoW was updated to move the Coe Pit from PID: 017-540-496 (within the ALR) to PID: 023-533-640 (outside of the ALR). The NoW was approved by the Ministry of Mining and Critical Minerals in March of 2024 and is valid until March 2044. The updated permit allowed 5,000 tonnes of sand and gravel to be extracted from the new area annually. In addition, the permittee was updated to Spur Forestry Ltd., a company owned by the landowner. Unfortunately, sand and gravel in the new mine area is poor in quality due to high silt levels. As such, the new pit has been inactive for over a year with little disturbance having taken place. The landowner and permittee are proposing to mine the originally permitted mine area and as such, are submitting a Soil Removal Application to the ALC for consideration.

Land Use of Adjacent Parcels

	Main Land Use Type	Specific Activity
North	Agricultural / Farm	Commonly owned land not in the ALR. Despite this, the landowner rotates cows onto the lands as they are usable for grazing. There is also a permitted sand and gravel pit on the property affiliated with this application - see background section of the ag capability and reclamation plan report.
East	Agricultural / Farm	Private lands that are primarily forested with the exception of a small area in the center of

		the property that is a small field - likely used for grazing.
South	Unused	Commonly owned property that is forested and unused. The properties further south are also commonly owned and are used as a hay field and grazing. The landowner residence and barns are also found on these properties. The landowner has many cows he keeps and he would like to rotate them into the pit area once reclamation occurs to graze.
West	Agricultural / Farm	Private lands which contain a hay/ graze field. The area of the property immediately adjacent to the subject property are forested and unused for agriculture as they likely contain the gravel/ stony soils found in the proposed project area.

6. Proposal

Are you removing soil and placing fill in order to build a structure?	No
Has the ALC previously received an application or Notice of Intent for this proposal?	No

What is the purpose of the proposal?	Due to the need for high quality aggregate in the Quesnel, BC area (major project in the area), Spur Forestry Ltd. (operator) and Peter Coe (landowner) are applying for a Removal of Soil permit from the ALC. The parties are seeking a 10-year authorization that will be renewable upon successfully meeting ALC permit conditions. As provided in Figure 3 and 4, the proponents are proposing to mine 100,000m3 (200,000 tonnes) of aggregate over ten years from the previously disturbed area in the central portion of the property. The existing disturbance is the result of a permitted sand and gravel pit. While the permit is active, the pit is only authorized to sell already stockpiled material until proper ALC authorization is attained. ALC authorization will allow the lands to be brought into compliance

through approval and allow the ALC to dictate an agricultural end land use while holding an appropriate bond to accomplish reclamation goals. The lands are currently not used for agriculture due to topography, stoniness and nutrient deficient soils (see Appendix C: Site Photos).

The proponent is seeking ALC authorization to mine 2.72ha (Figure 3, light orange polygon) of an already disturbed area during the proposed 0-10-year ALC authorization. The lands are generally sloped northwest to southeast with the highest elevation of 785mASL in the 0-10-year authorization at the foot of a knoll in the west and the lowest point of 777mASL in the southeast. In the initial 10-year ALC authorization, the pit floor will be mined to 777mASL with 4:1 final reclamation slopes to the mine area boundaries. Parts of the mine area are already at final elevation. Processing and Stockpiling will occur within the authorized 2.72ha area and be comprised of excavation, crushing, screening, stockpiling, loading and hauling of material.

If a second ten-year authorization is offered by the ALC, mining will expand 0.24ha to the north of the already disturbed 0-10-year authorization area, mining the lands to a final elevation of 768mASL (10–20-year orange polygon). Mining during the second ten-year authorization will encompass all remaining already disturbed areas and as such, all previously disturbed areas will be reclaimed once this authorization is completed. Should a third ten-year term be offered mining will expand 0.27ha north of the 10–20-year authorization area, again mining to a plateau of 768mASL (20–30-year dark orange polygon). For all authorizations, 4:1 final reclamation slopes are utilized. The additional ten-year authorizations factor in 100,000 m3 extracted from Site with mining activities remaining the same as the initial authorization. Lands to the north of the proposed 20–30-year excavation area can be mined in Future authorizations, should they be approved by the ALC.

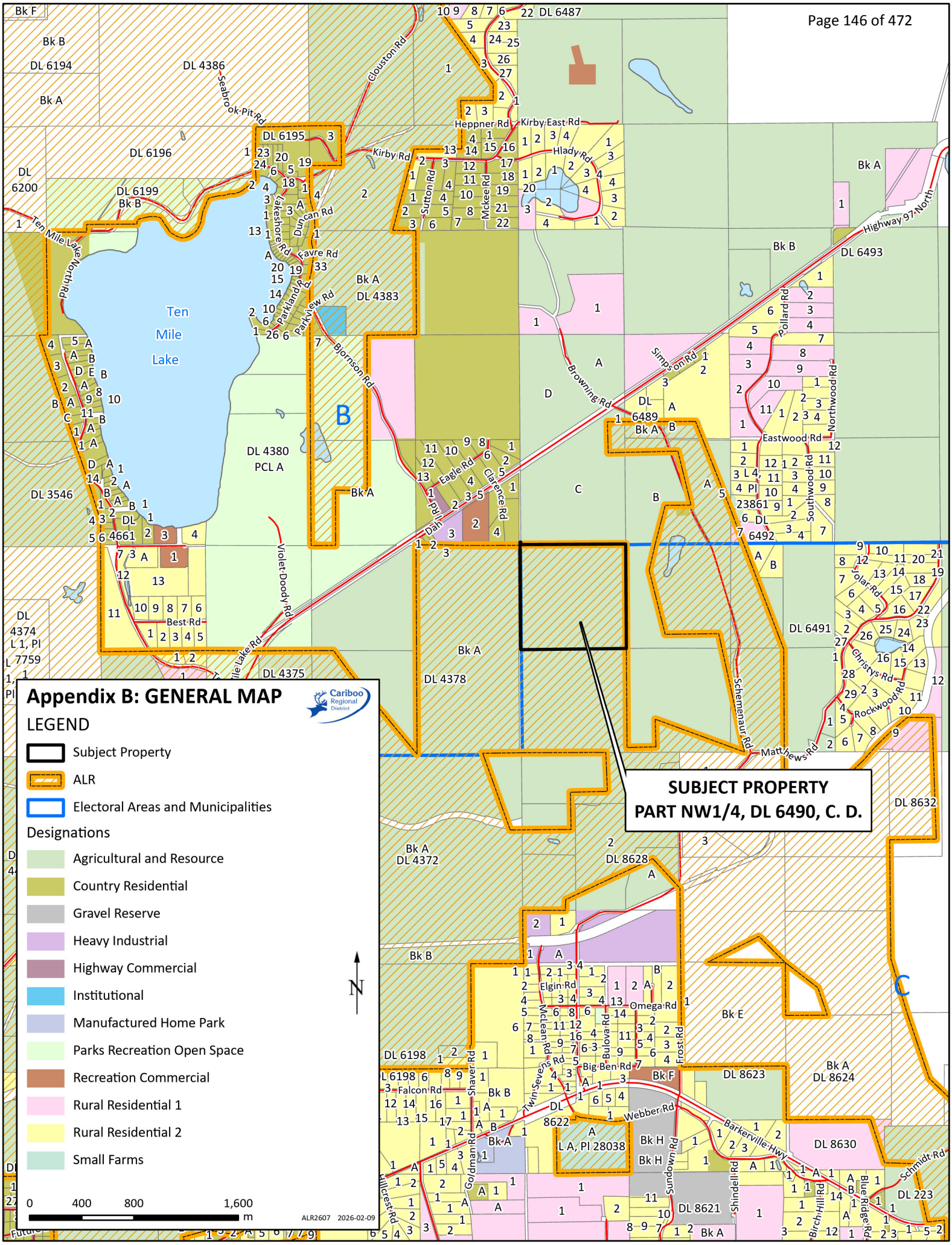
Final reclamation of the pit will take place as described in Section 4 of this report. Reclamation will be undertaken progressively as final grades, setbacks and slopes are achieved followed by soil placement, then seeding with a native grass seed mix to achieve a grazing end land use. The landowner will bring their cows from an adjacent property to graze. It is anticipated that no progressive reclamation will occur within the 0-10-year mine area as final base elevation will not yet be achieved. Progressive reclamation will take place during the 10-20-year authorization beginning in

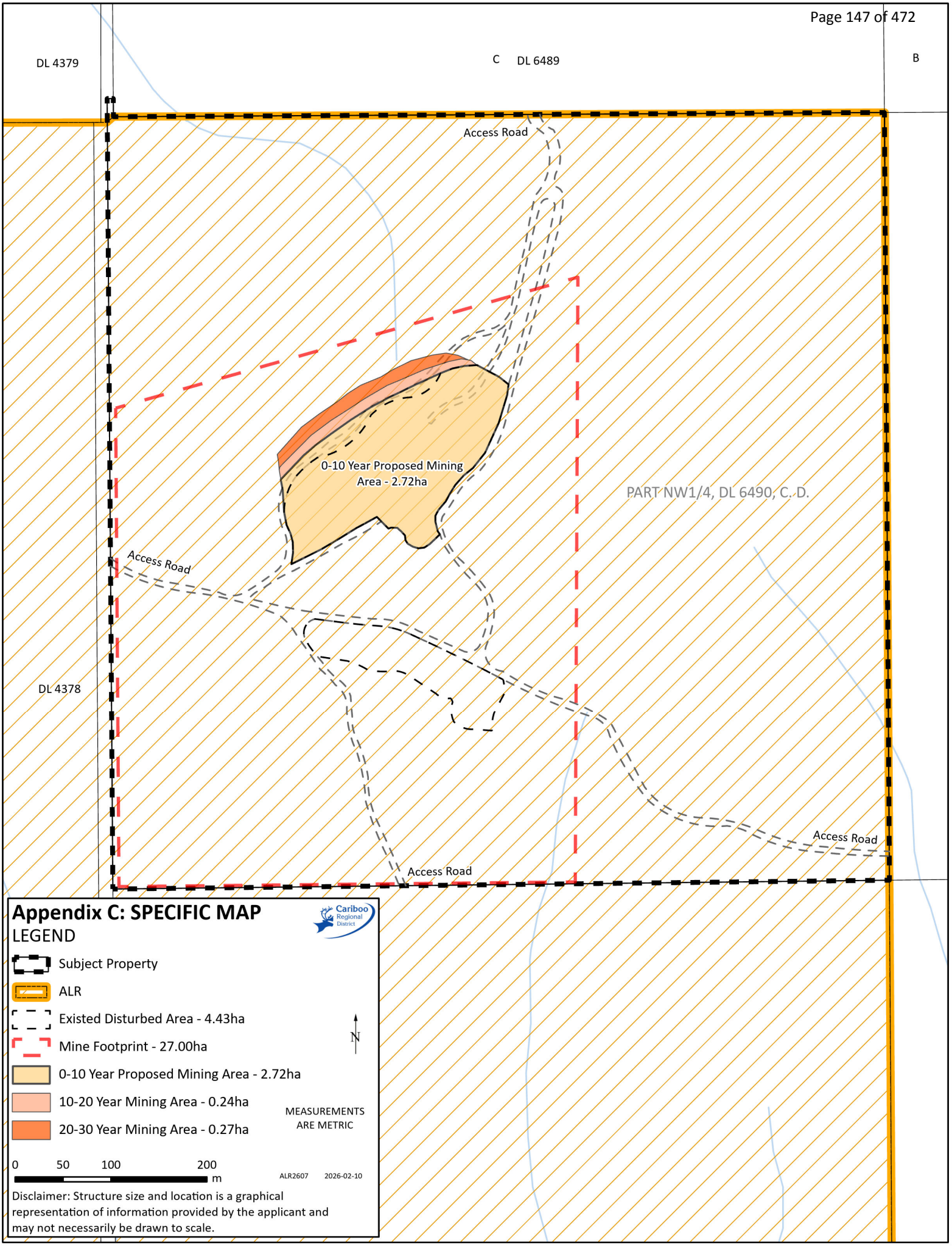
	the south and moving north. It is anticipated that about 1.25ha of the 2.96ha 10-20-year authorization area will be reclaimed once the second authorization is completed. The crusher and screener will be systematically repositioned north as mining progresses, allowing the southern portions of the 10–20-year authorization area to be reclaimed. The project has been designed so that reclamation objectives are achievable upon the completion of each ten-year ALC authorization.
Removal of Soil Project Duration	10 year authorization is being sought for approval. Plans have been submitted for two subsequent authorizations however it is the expectation of the proponent that the ALC prefers to approve projects on a ten year timeframe and as such, future mining will be sought once the initial 10 year authorization is completed. At the current extraction rate, there are many years of reserves available onsite - the property is large.
	Soil to be Removed
Volume	100000 m^3
Area	27200 m^2
Maximum Depth	8 m
Average Depth	4 m
	Soil Already Removed
Volume	80000 m^3
Area	28400 m^2
Maximum Depth	5 m
Average Depth	3 m
Describe the type of soil proposed to be removed.	Aggregate will mined to supply local projects, primarily producing road building and construction materials.

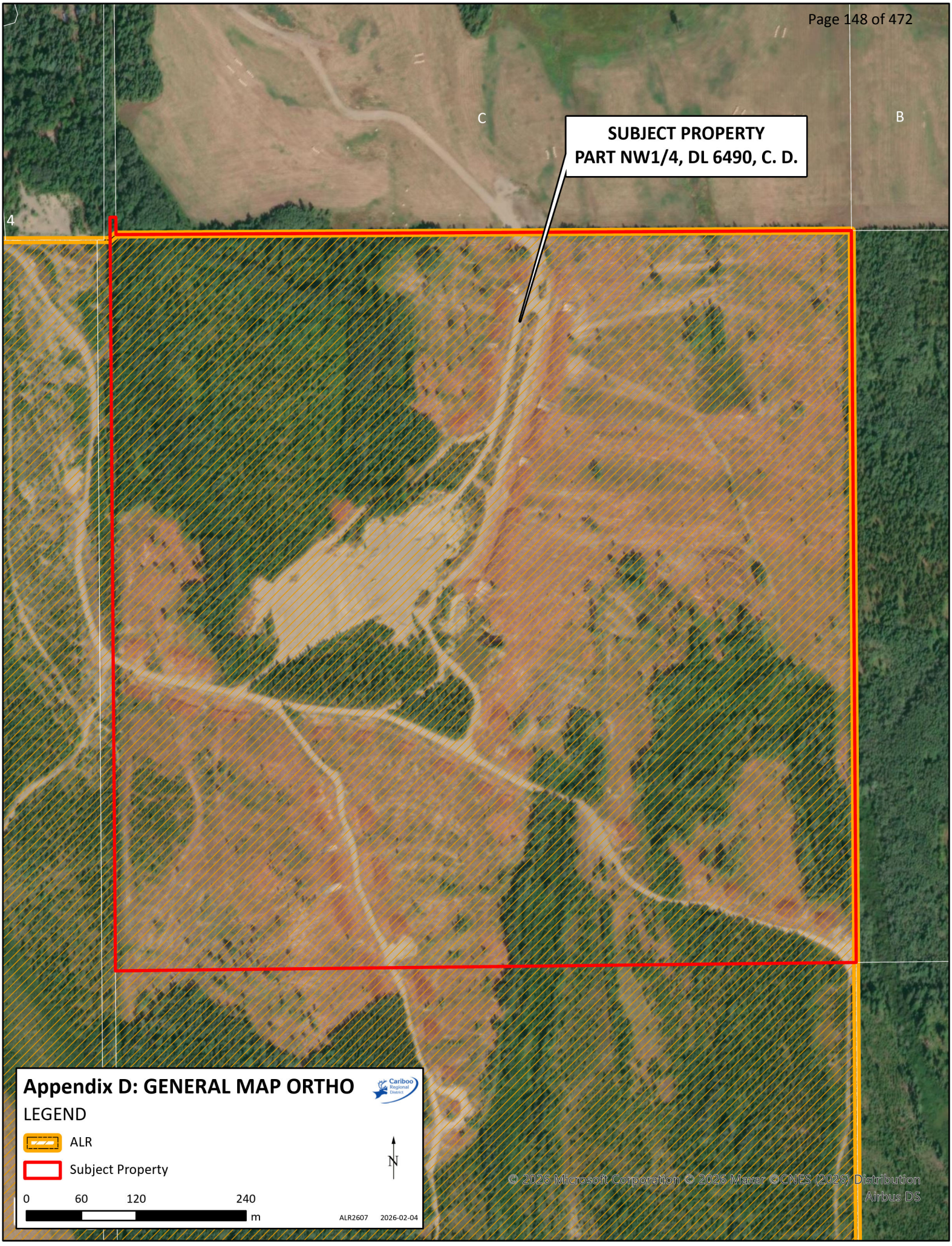
What steps will be taken to reduce impacts to surrounding agricultural land?	As it is projected to take multiple ten-year ALC authorization to achieve final reclamation grades, plateau margins are designed to ensure that phased reclamation will occur after each authorization is complete. The 0–10-year authorization plateau is planned to be at 777mASL with 4:1 final reclamation slopes to the to the 5-meter property boundary as described in the Final Reclamation Plan (Appendix B). The second plateau margin will be at 769mASL, the final base elevation. Further, an erosion and sediment control plan is described in the Agricultural Capability Assessment and Reclamation Plan attached. The area is remote with no immediate neighbours.
Proposal Map / Site Plan	Coe Pit ALC 0106.pdf
Cross Sections	Coe Pit ALC 0106.pdf
Reclamation Plan	Coe Pit Agricultural Capability Assessment and Reclamation Plan_Final.pdf

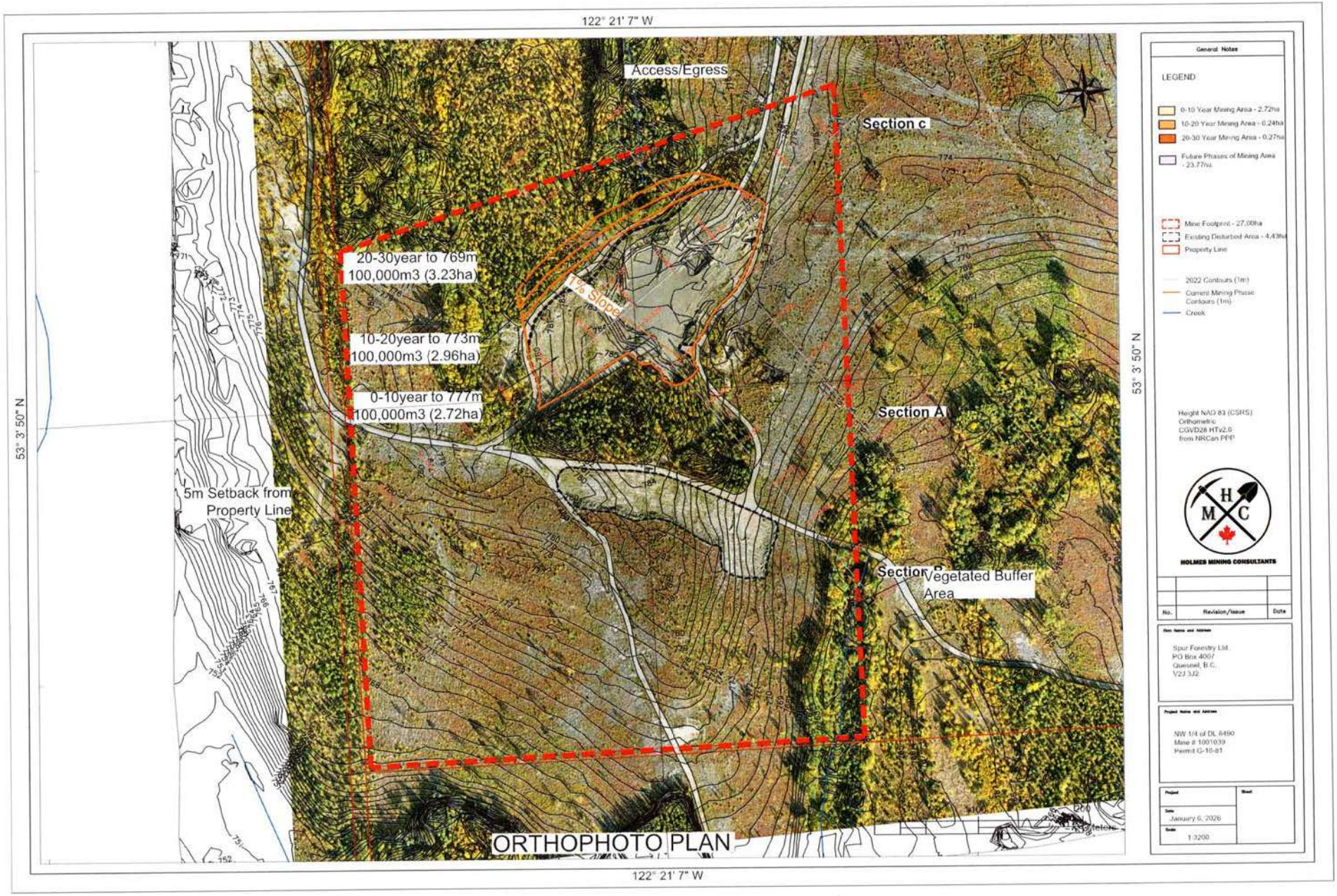
7. Optional Documents

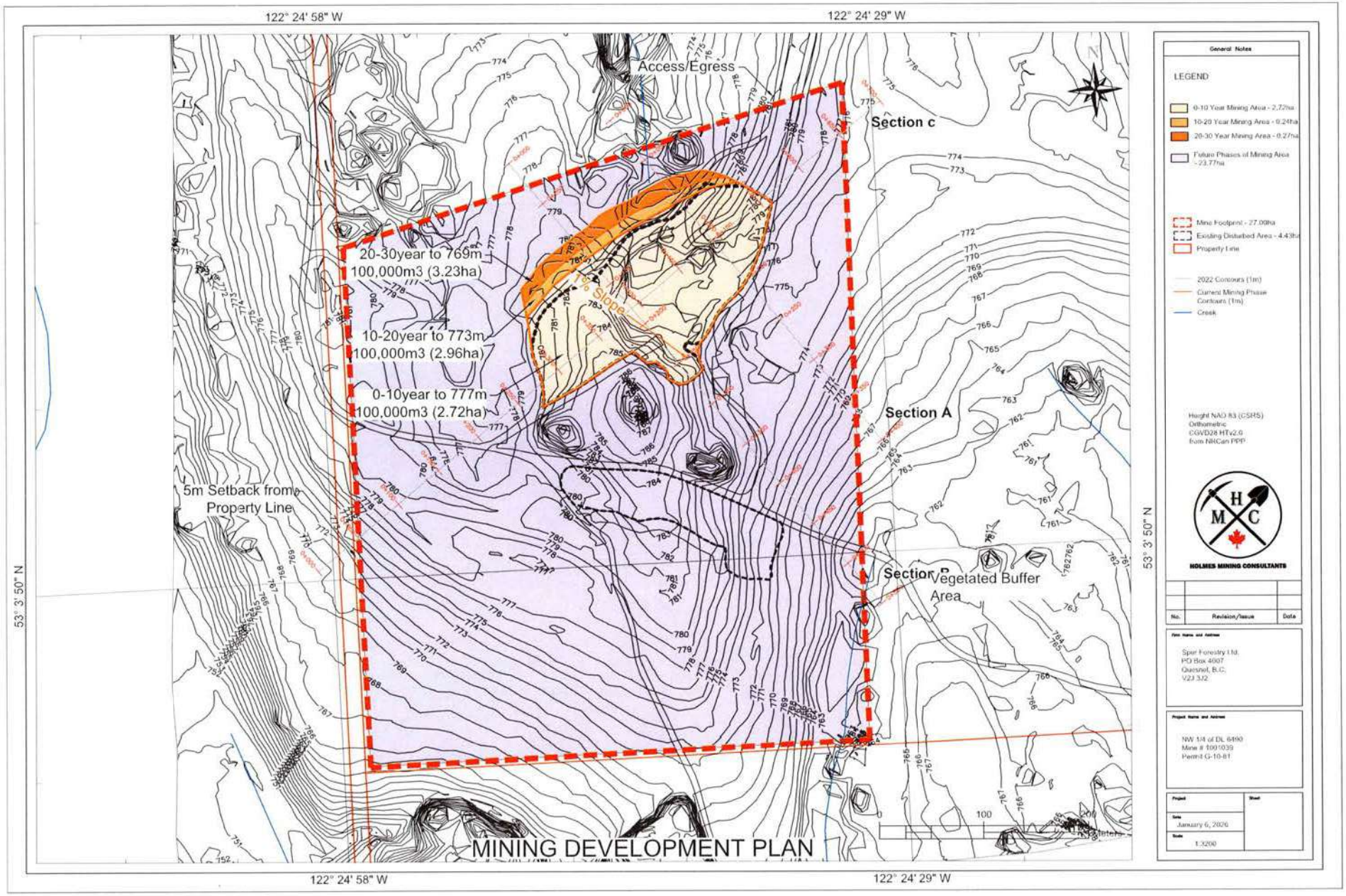
Type	Description	File Name
Other files that are related	Site Shapefiles	Coe Pit ALC shp.zip
Other files that are related	Area Maps	Coe Pit Area Map 0926.pdf
Photo of the Application Site	Soil Sampling Locations	Coe Pit ALC Sampling Locations.pdf
Professional Report	Soil Sampling Lab Results	Holmes Mining COE Report.pdf

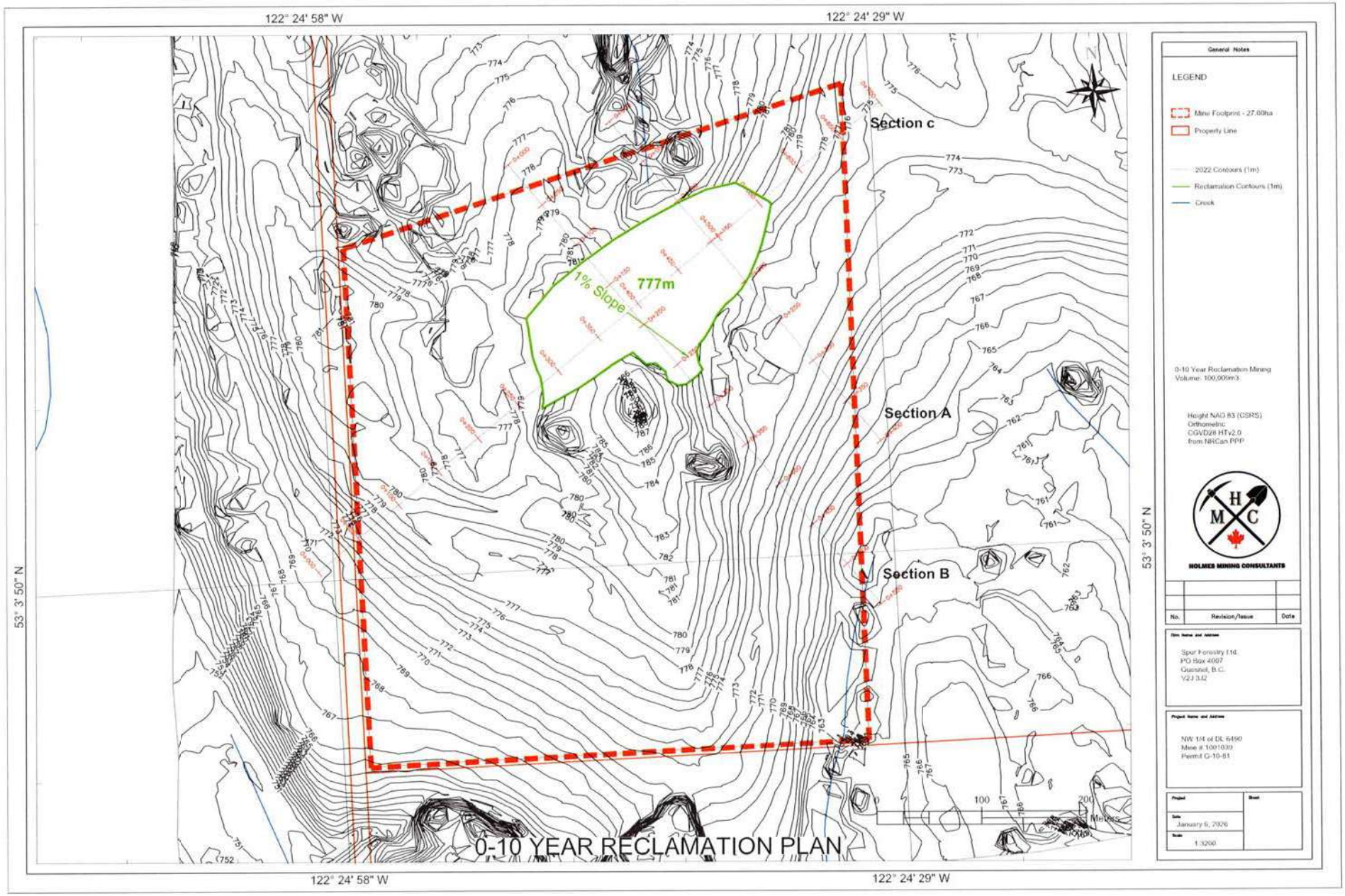

Appendix B: GENERAL MAP
Cariboo Regional District
LEGEND
Subject Property
ALR
Electoral Areas and Municipalities
Designations
Agricultural and Resource
Country Residential
Gravel Reserve
Heavy Industrial
Highway Commercial
Institutional
Manufactured Home Park
Parks Recreation Open Space
Recreation Commercial
Rural Residential 1
Rural Residential 2
Small Farms
0 400 800 1,600 m
ALR2607 2026-02-09
N
SUBJECT PROPERTY
PART NW1/4, DL 6490, C. D.
Ten Mile Lake
Clouston Rd
Seabrook Pit Rd
Kirby Rd
Kirby East Rd
Heppner Rd
Hlady Rd
Sutton Rd
Mckee Rd
Duncan Rd
Lakeshore Rd
Lavre Rd
Parkland Rd
Parkview Rd
Bjornson Rd
Ten Mile Lake North Rd
Violet Doody Rd
Best Rd
Dahl Rd
Eagle Rd
Clarence Rd
Browning Rd
Simpson Rd
Highway 97 North
Pollard Rd
Northwood Rd
Eastwood Rd
Southwood Rd
Jolar Rd
Christys Rd
Rockwood Rd
Matthews Rd
Schemenaur Rd
Elgin Rd
Omega Rd
Bulova Rd
Frost Rd
Big Ben Rd
Twin Sevens Rd
Webber Rd
Barkerville Hwy
Falcon Rd
Shaver Rd
Goldman Rd
Hillcrest Rd
Sundown Rd
Shindell Rd
Schmidt Rd
Blue Ridge Rd
Birch Hill Rd
DL 6487
DL 6195
DL 6196
DL 6200
DL 6199
DL 4386
DL 6194
DL 4383
DL 4380
PCL A
DL 3546
DL 4661
DL 4374
L 1, Pl
L 7759
DL 4375
DL 4378
DL 6493
DL 6489
DL 6492
DL 6491
DL 8632
DL 8628
DL 4372
DL 6198
L 6198
DL 8622
L A, Pl 28038
DL 8623
DL 8624
DL 8630
DL 8621
DL 223
Bk A
Bk B
Bk E
Bk F
Bk H
A
B
C
D

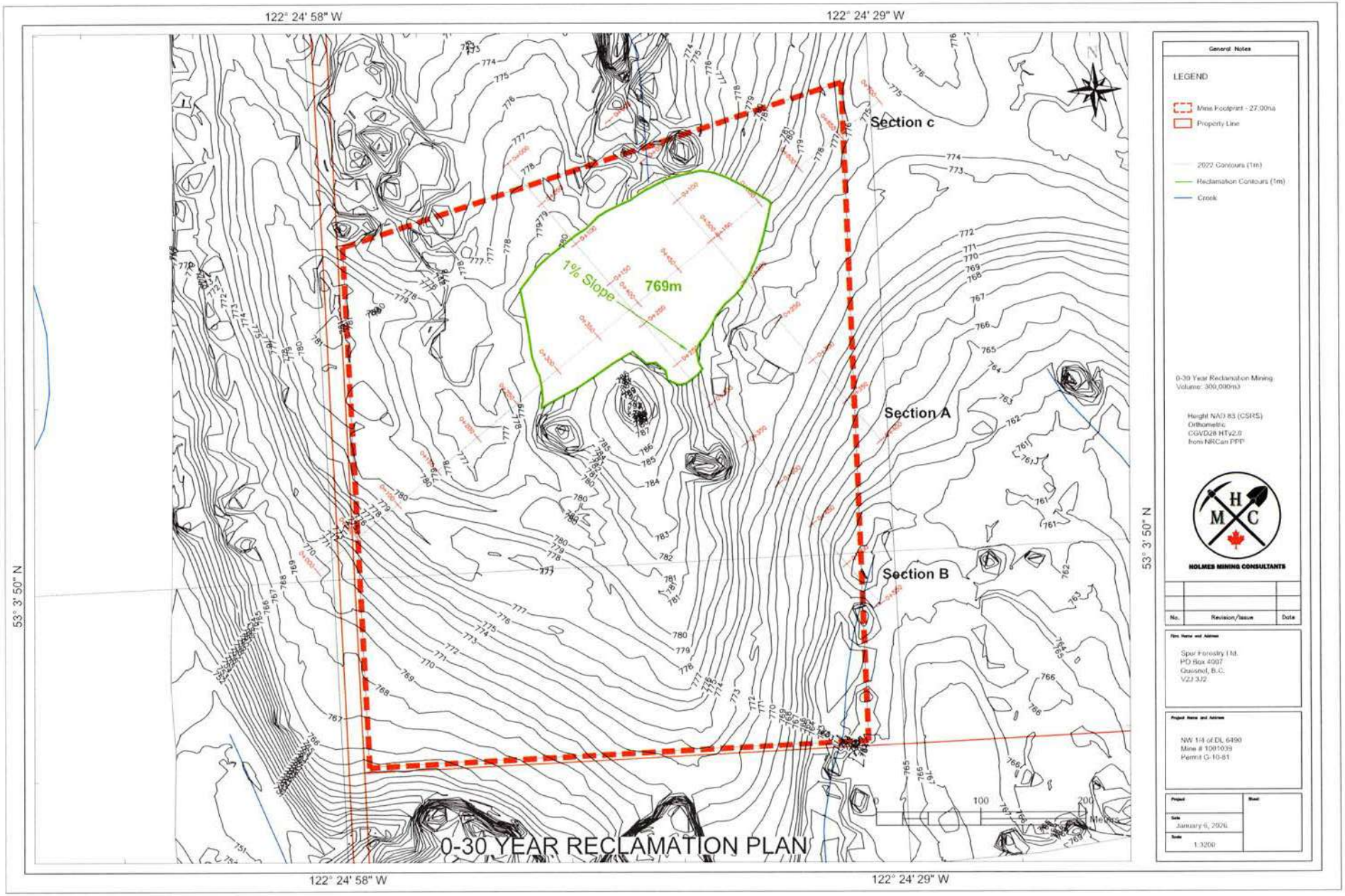

DL 4379
C
DL 6489
B
Access Road
0-10 Year Proposed Mining Area - 2.72ha
PART NW1/4, DL 6490, C. D.
Access Road
DL 4378
Access Road
Access Road
Appendix C: SPECIFIC MAP
LEGEND
Subject Property
ALR
Existed Disturbed Area - 4.43ha
Mine Footprint - 27.00ha
0-10 Year Proposed Mining Area - 2.72ha
10-20 Year Mining Area - 0.24ha
20-30 Year Mining Area - 0.27ha
N
MEASUREMENTS ARE METRIC
0 50 100 200
m
ALR2607 2026-02-10
Disclaimer: Structure size and location is a graphical representation of information provided by the applicant and may not necessarily be drawn to scale.

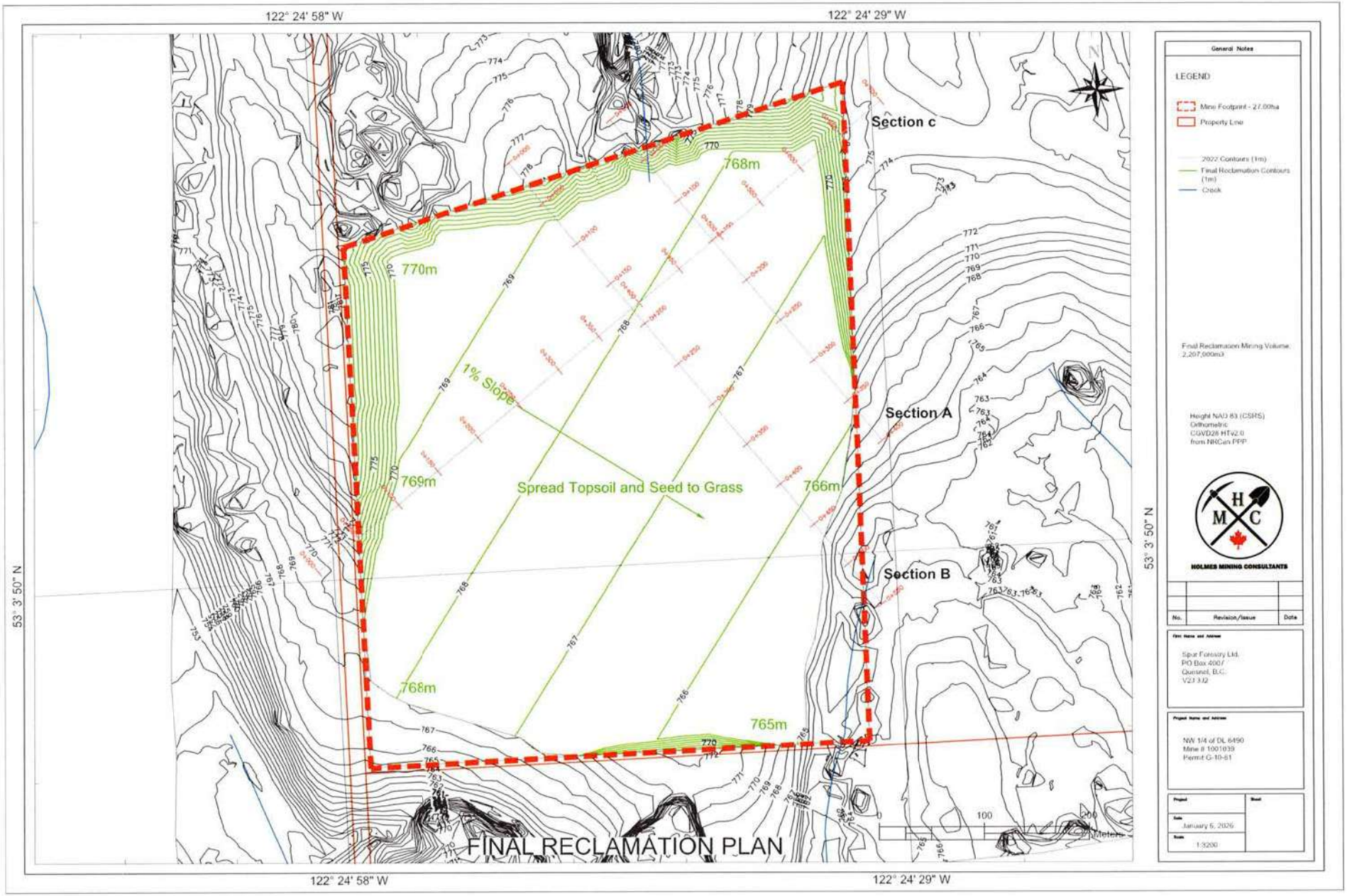

C
B
4
SUBJECT PROPERTY
PART NW1/4, DL 6490, C. D.
Appendix D: GENERAL MAP ORTHO
LEGEND
ALR
Subject Property
N
0
60
120
240
m
ALR2607
2026-02-04
© 2026 Microsoft Corporation © 2026 Maxar ©CNES (2026) Distribution Airbus DS

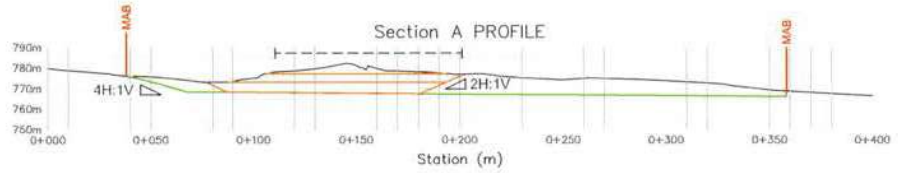

122° 21' 7" W
53° 3' 50" N
Access/Egress
Section c
Section A
Section B
20-30year to 769m
100,000m3 (3.23ha)
10-20year to 773m
100,000m3 (2.96ha)
0-10year to 777m
100,000m3 (2.72ha)
7% Slope
5m Setback from
Property Line
Vegetated Buffer
Area
ORTHOPHOTO PLAN
General Notes
LEGEND
0-10 Year Mining Area - 2.72ha
10-20 Year Mining Area - 0.24ha
20-30 Year Mining Area - 0.27ha
Future Phases of Mining Area
- 23.77ha
Mine Footprint - 27.00ha
Existing Disturbed Area - 4.43ha
Property Line
2022 Contours (1m)
Current Mining Phase
Contours (1m)
Creek
Height NAD 83 (CSRS)
Orthometric
CGVD28 HTv2.0
from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 8490
Mine # 1001039
Permit C-10-81
January 6, 2026
1:3200

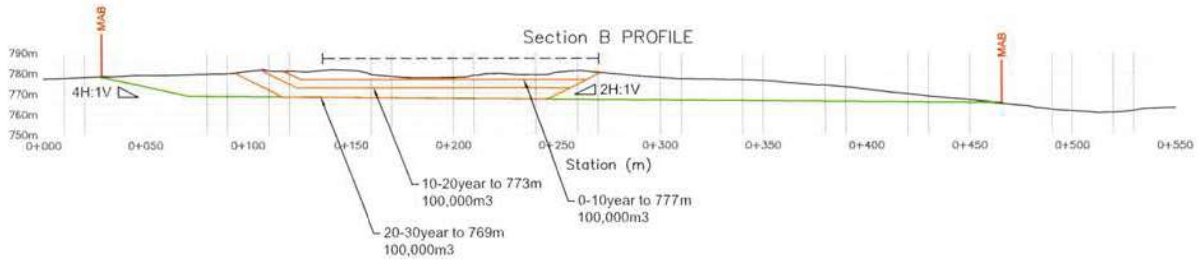

122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Access/Egress
Section c
Section A
Section B
20-30year to 769m
100,000m3 (3.23ha)
10-20year to 773m
100,000m3 (2.96ha)
0-10year to 777m
100,000m3 (2.72ha)
5m Setback from
Property Line
Vegetated Buffer
Area
MINING DEVELOPMENT PLAN
General Notes
LEGEND
0-10 Year Mining Area - 2.72ha
10-20 Year Mining Area - 0.24ha
20-30 Year Mining Area - 0.27ha
Future Phases of Mining Area
- 23.77ha
Mine Footprint - 27.00ha
Existing Disturbed Area - 4.43ha
Property Line
2022 Contours (1m)
Current Mining Phase
Contours (1m)
Creek
Height NAD 83 (CSRS)
Orthometric
CGVD28 HTv2.0
from NRCan PPP
HOLMES MINING CONSULTANTS
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Revision/Issue
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Spar Forestry Ltd.
PO Box 4007
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V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-81
January 6, 2026
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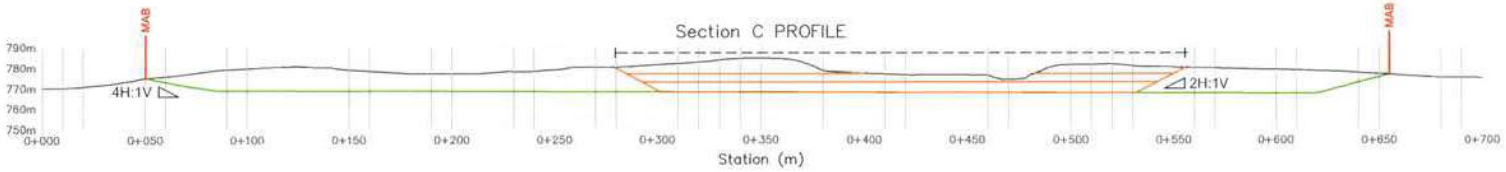

122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
777m
1% Slope
General Notes
LEGEND
Mine Footprint - 27.00ha
Property Line
2022 Contours (1m)
Reclamation Contours (1m)
Creek
0-10 Year Reclamation Mining Volume: 100,000m3
Height NAD 83 (CSRS) Orthometric CGVD28 HTv2.0 from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit C-10-81
January 5, 2026
1:3200
100
200
Metres
0-10 YEAR RECLAMATION PLAN


122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
1% Slope
769m
0-30 YEAR RECLAMATION PLAN
General Notes
LEGEND
Mine Footprint - 27.00ha
Property Line
2022 Contours (1m)
Reclamation Contours (1m)
Creek
0-30 Year Reclamation Mining Volume: 300,000m3
Height NAD 83 (CSRS) Orthometric CGVD28 HTv2.0 from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-81
January 6, 2026
1:3200
100
200
Metres


122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
768m
770m
769m
766m
768m
765m
1% Slope
Spread Topsoil and Seed to Grass
FINAL RECLAMATION PLAN
General Notes
LEGEND
Mine Footprint - 27.00ha
Property Line
2022 Contours (1m)
Final Reclamation Contours (1m)
Creek
Final Reclamation Mining Volume: 2,207,000m3
Height NAD 83 (CSRS) Orthometric CGVD28 HTv2.0 from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit C-10-81
January 6, 2026
1:3200
100
200
Meters







CROSS SECTIONS

General Notes

LEGEND

Existing Ground Profile
Current Mining Phase Profile
Final Reclamation Ground Profile

SCALE 1:2300 H
1:2300 V

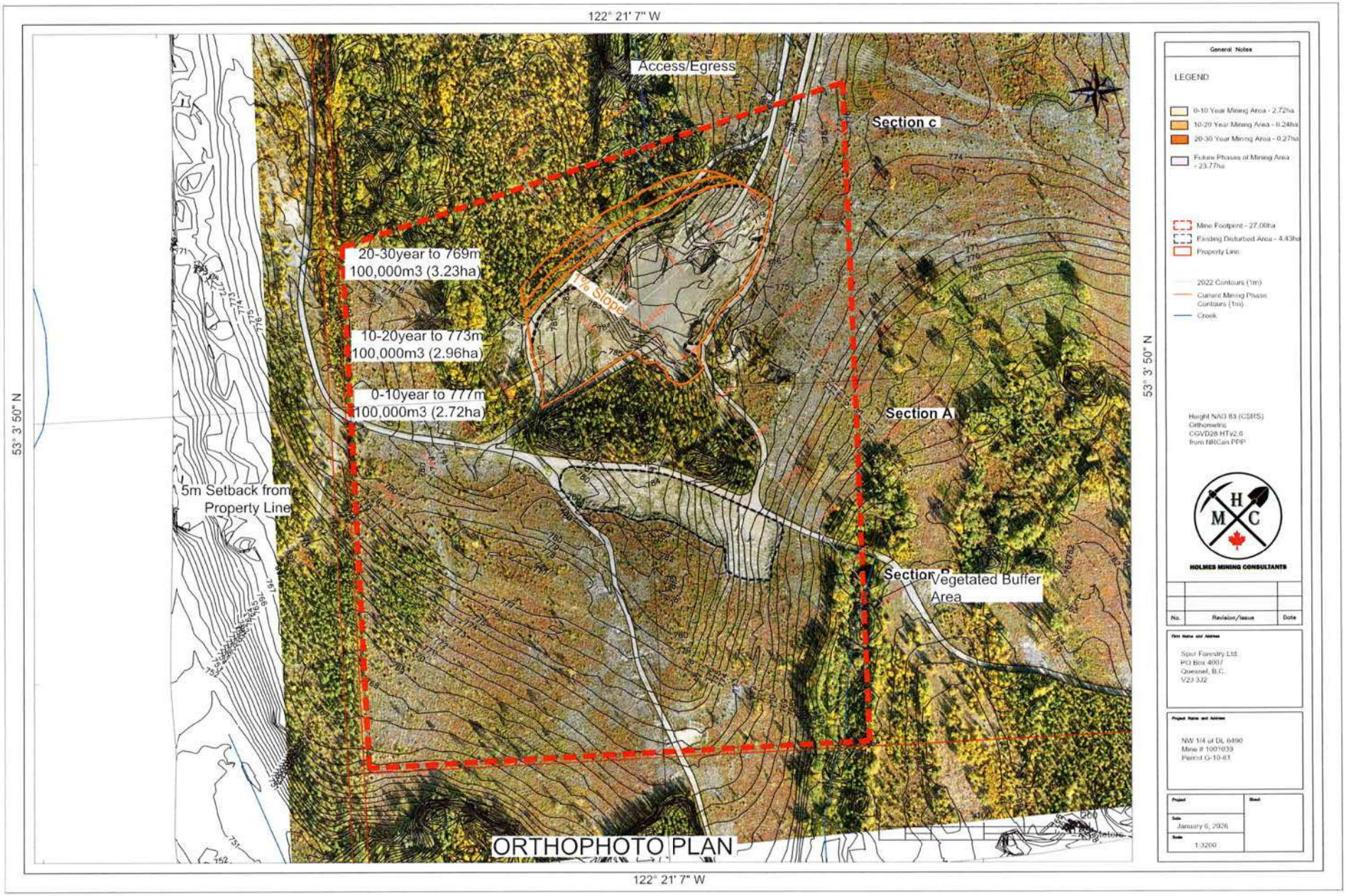
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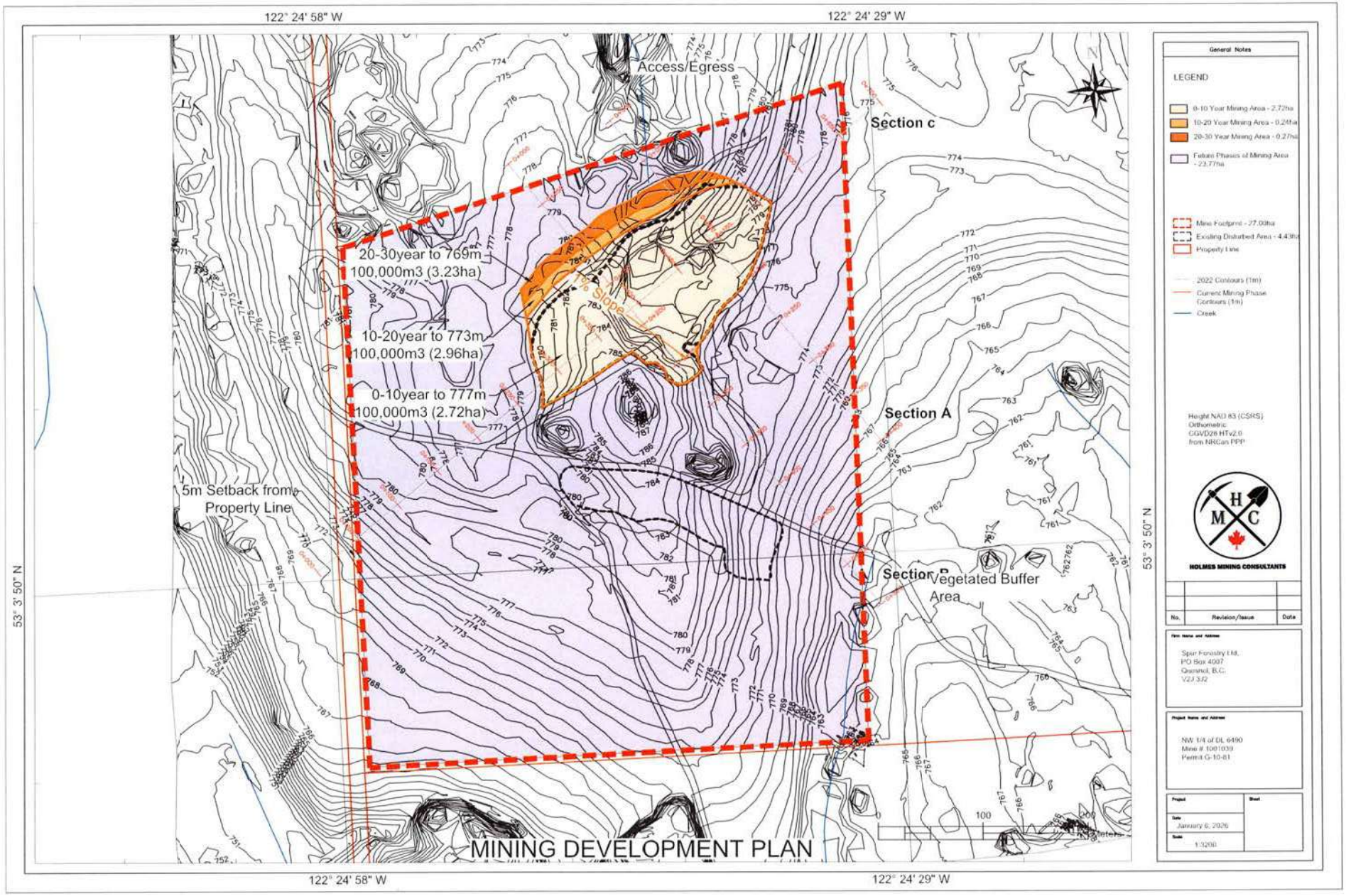
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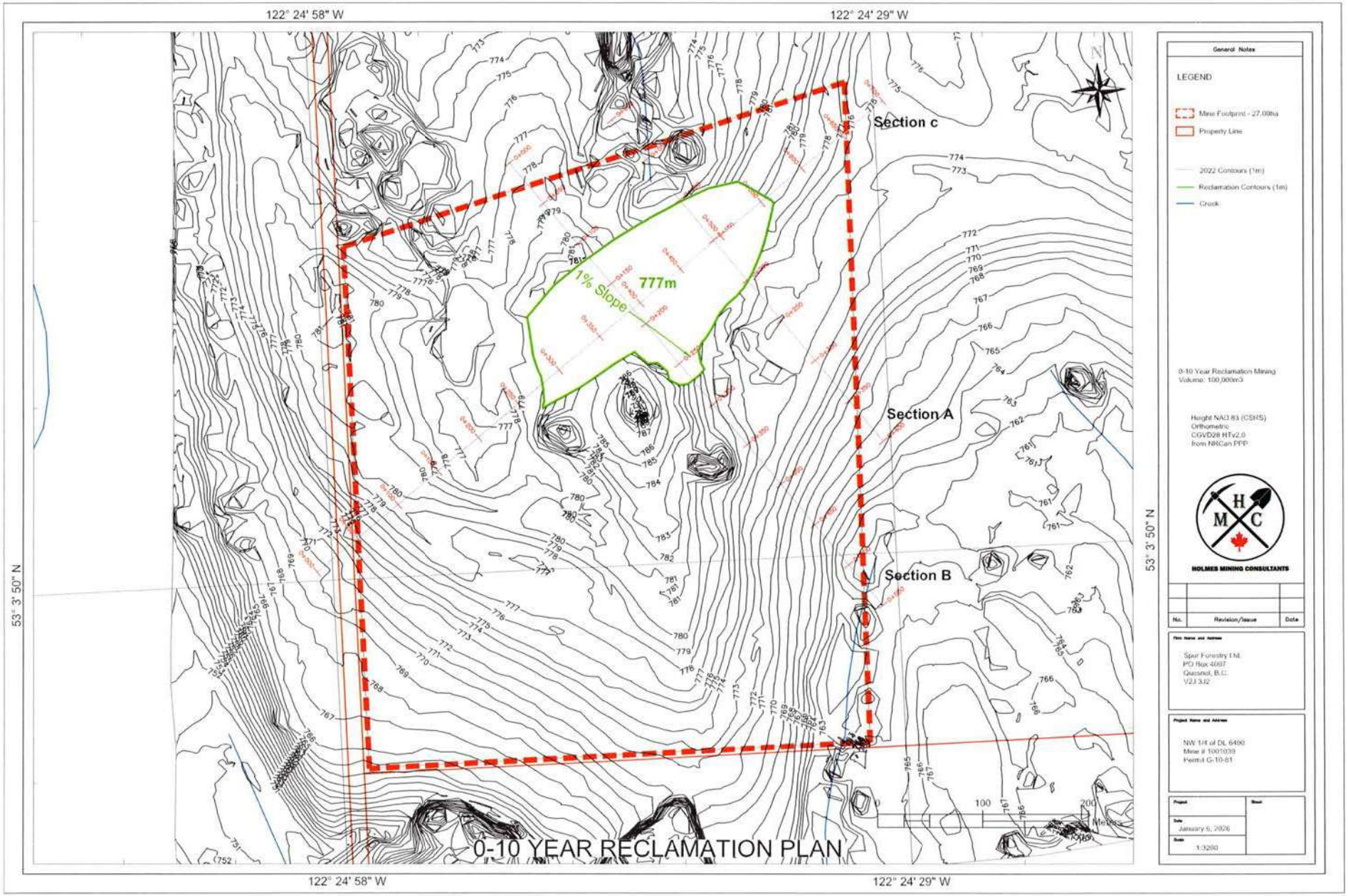
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Quesnel, B.C.
V2J 3J2

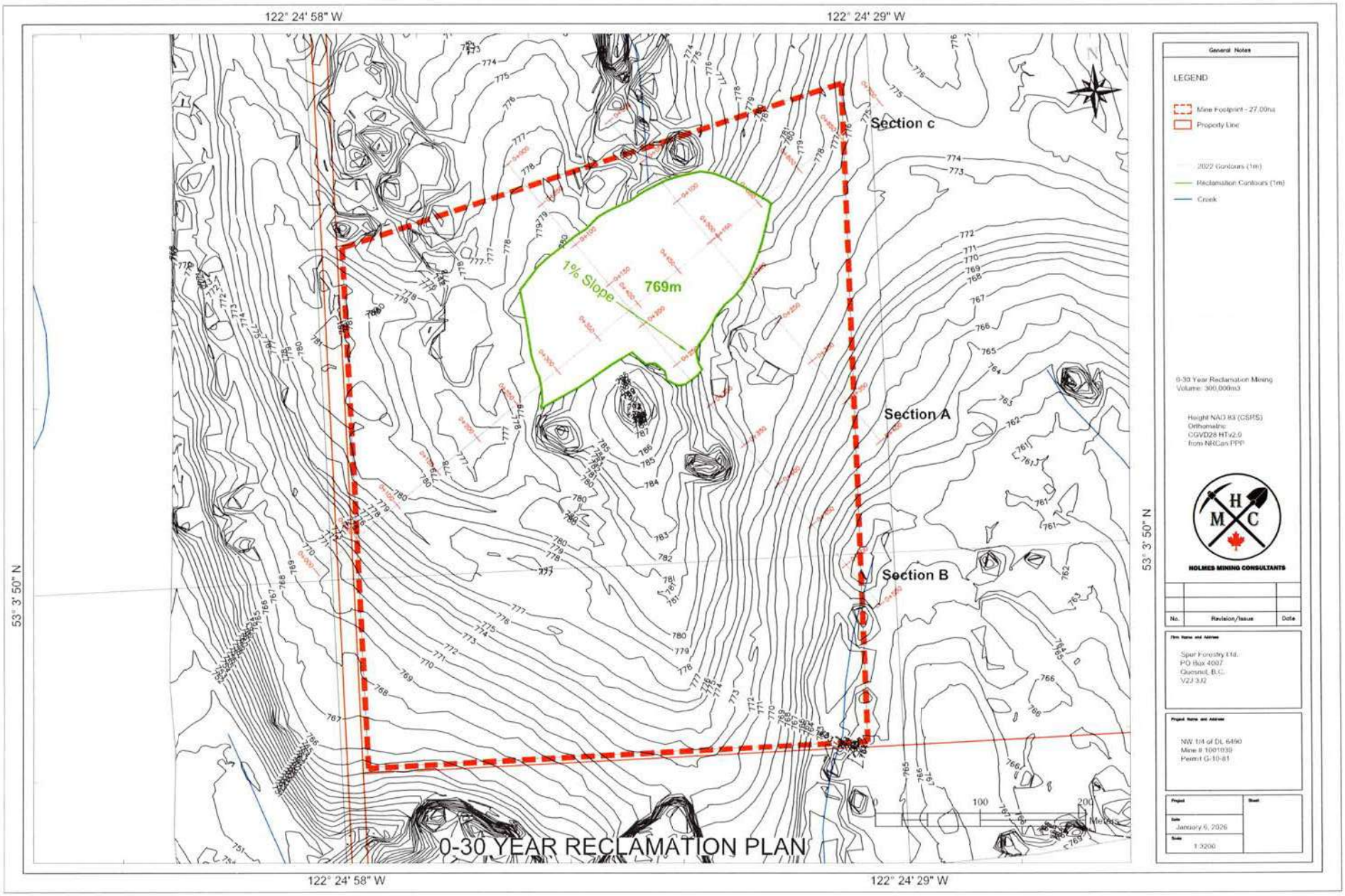
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Permit G-10-81

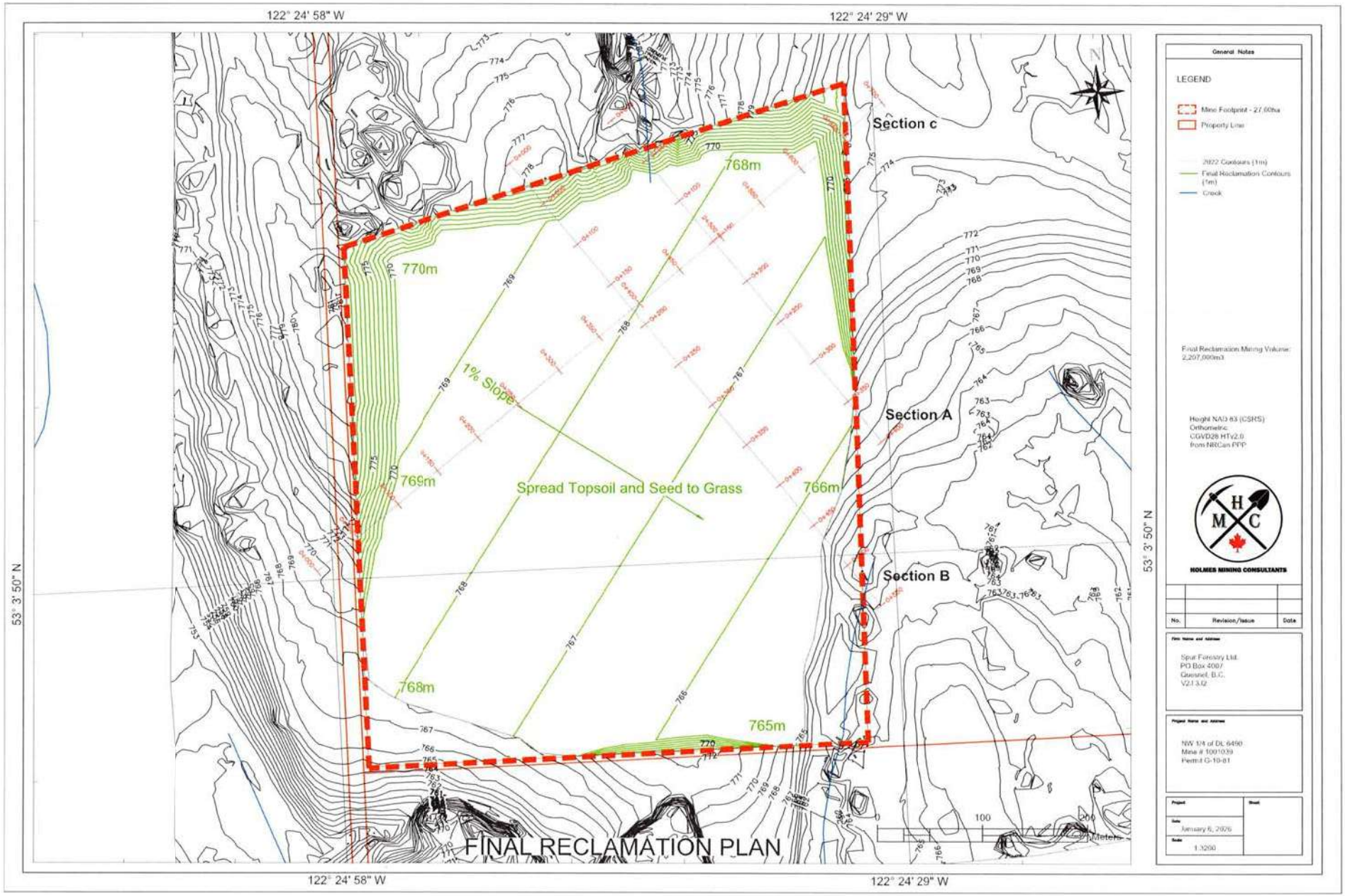
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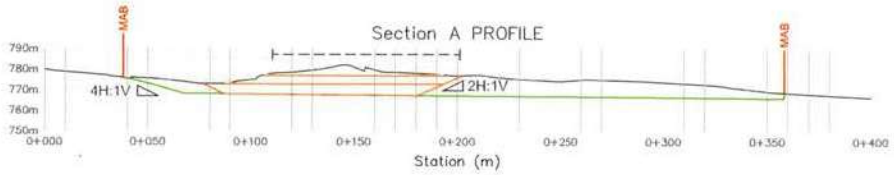

122° 21' 7" W
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Section B
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100,000m3 (3.23ha)
10-20year to 773m
100,000m3 (2.96ha)
0-10year to 777m
100,000m3 (2.72ha)
1% Slope
5m Setback from
Property Line
Vegetated Buffer
Area
ORTHOPHOTO PLAN
General Notes
LEGEND
0-10 Year Mining Area - 2.72ha
10-20 Year Mining Area - 0.24ha
20-30 Year Mining Area - 0.27ha
Future Phases of Mining Area
- 23.77ha
Mine Footprint - 27.00ha
Existing Disturbed Area - 4.43ha
Property Line
2022 Contours (1m)
Current Mining Phase
Contours (1m)
Creek
Height NAD 83 (CSRS)
Orthometric
CGVD28 HTv2.0
from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit C-10-61
January 6, 2026
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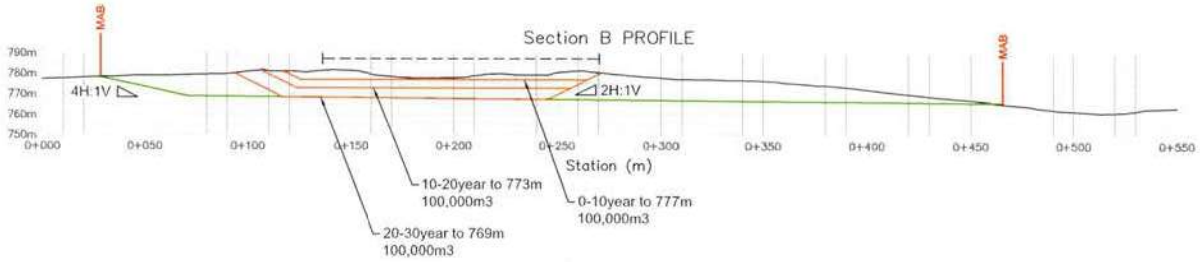

122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Access/Egress
Section c
Section A
Section B
20-30year to 769m
100,000m3 (3.23ha)
10-20year to 773m
100,000m3 (2.96ha)
0-10year to 777m
100,000m3 (2.72ha)
5m Setback from
Property Line
Vegetated Buffer
Area
MINING DEVELOPMENT PLAN
General Notes
LEGEND
0-10 Year Mining Area - 2.72ha
10-20 Year Mining Area - 0.24ha
20-30 Year Mining Area - 0.27ha
Future Phases of Mining Area - 23.77ha
Mine Footprint - 27.00ha
Existing Disturbed Area - 4.43ha
Property Line
2022 Contours (1m)
Current Mining Phase Contours (1m)
Creek
Height NAD 83 (CSRS)
Orthometric
CGVD28 HTv2.0
from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-61
January 6, 2026
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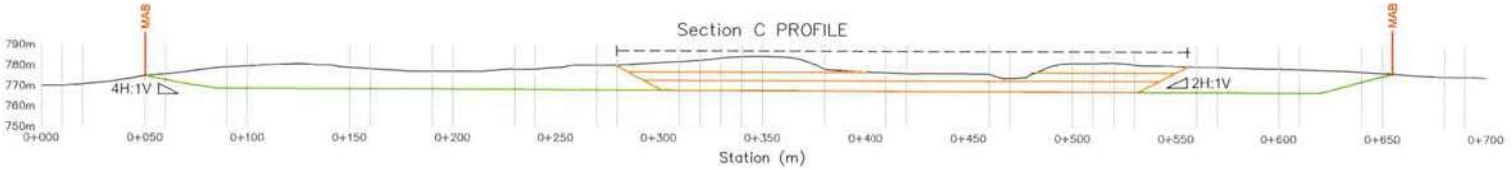

122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
1% Slope
777m
0-10 YEAR RECLAMATION PLAN
General Notes
LEGEND
Mine Footprint - 27.09ha
Property Line
2022 Contours (1m)
Reclamation Contours (1m)
Creek
0-10 Year Reclamation Mining Volume: 100,000m3
Height NAD 83 (CSRS) Orthometric CGVD28 HTv2.0 from NRCan PPP
HOLMES MINING CONSULTANTS
No. Revision/Issue Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-61
January 6, 2026
1:3200


122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
1% Slope
769m
0-30 YEAR RECLAMATION PLAN
General Notes
LEGEND
Mine Footprint - 27.00ha
Property Line
2022 Contours (1m)
Reclamation Contours (1m)
Creek
0-30 Year Reclamation Mining Volume: 300,000m3
Height NAD 83 (CSRS) Orthometric CGVD28 HTv2.0 from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001939
Permit G-10-81
January 6, 2026
1:3200
0
100
200
Metres


122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
768m
770m
769m
766m
765m
1% Slope
Spread Topsoil and Seed to Grass
FINAL RECLAMATION PLAN
General Notes
LEGEND
Mine Footprint - 27.00ha
Property Line
2022 Contours (1m)
Final Reclamation Contours (1m)
Creek
Final Reclamation Mining Volume: 2,207,000m3
Height NAD 83 (CSRS) Orthometric: CGVD28 HTv2.0 from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Gwinnell, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-81
January 6, 2026
1:3200







CROSS SECTIONS

General Notes

LEGEND

- Existing Ground Profile
- Current Mining Phase Profile
- Final Reclamation Ground Profile

SCALE 1:2300 H
1:2300 V

HOLMES MINING CONSULTANTS

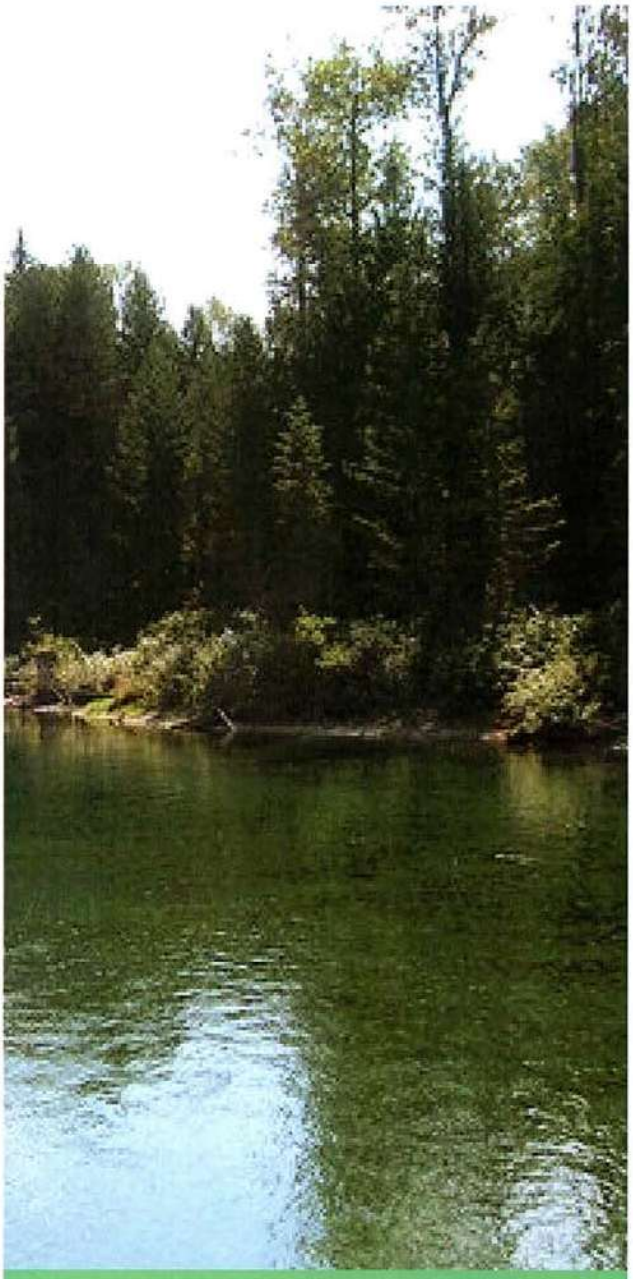
No.	Revision/Issue	Date

Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2

NW 1/4 of DL 6490
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Permit G-10-81

January 6, 2026





Agriculture Capability Assessment and Reclamation Plan

Coe Pit

File# 106547
Mine No: 1001039
Permit: G-10-81

January 2026

Prepared By: Jason Koepke, BSc, MEL, CESCL
Reviewed by: Derek Holmes, BSc, PChem
Reviewed By: Julie Budgen, BSc, PAg, RPBio

HOLMES MINING CONSULTANTS

Contents

1.0 INTRODUCTION 3

1.1 Site Location and Description 4
1.2 Background 5
1.3 Project Description 6
1.3.1 Access Route 10

2.0 LAND USE INVENTORY 10

3.0 LAND USE DESIGNATION 11

3.1 Desktop Review 11
3.1.1 Soil 12
3.1.2 Vegetation 13
3.1.3 Wildlife 13
3.2 Soil Survey 13
3.2.1 Soil Survey and Lab Analysis Results 14
3.3 Agricultural Capability Assessment 16

4.0 SITE PREPARATION, OPERATION AND RECLAMATION 17

4.1 Grading 17
4.2 Soil Management 20
4.2.1 Soil Salvage 20
4.2.2 Stockpiled Soil 20
4.2.3 Soil Replacement 21
4.3 Drainage and Erosion Control Measures 22
4.4.1 Prevention 23
4.4.2 Treatment 24

5.0 CLOSURE 29

6.0 REFERENCES 30

7.0 APPENDIX 32

1.0 Introduction

Holmes Mining Consultants Ltd. (HMC) was retained by Spur Forestry Ltd. and Peter Coe to prepare this Agricultural Capability Assessment and Reclamation Plan (the "Plan") for the Coe Pit (the "Site"). The Site is located in the southern portion of the Caribou Regional District (RDOS), Electoral Area C (Bowron Lake/ Barlow Creek/ Barkerville), north of Quesnel, British Columbia (BC). The land parcel (the "Property") that the Site is located on is registered with the Property Identification Number (PIN) 017-540-496, addressed as Quesnel Rural – 05795.050. Peter Coe owns the property and currently leases the land to Spur Forestry Ltd., who operates the Coe Pit to supply construction aggregate to local projects, including supplying aggregate for construction and road building.

The Coe Pit was originally permitted by the Ministry of Mining and Critical Minerals (MMCM) in February 2000 under Permit No. G-10-81, Mine No. 1001039. The permit authorized 20,000m^3 of sand and gravel extraction annually on parcel PID 017-540-496 until September 2022. Despite the lands being located within the BC Agricultural Land Reserve (ALR; See Appendix A), Agricultural Land Commission permission to operate a sand and gravel pit within the ALR was not required at the time. As such, no ALC authorization was attained. In 2022, in advance of a Mines Act Permit amendment, Holmes Mining Consultants Ltd. was retained to prepare and submit a mines act permit amendment to continue mining the area. During the preparation of the Notice of Work (NOW) for the Project it was noted that the Coe Pit is located within the BC ALR (see Appendix A). Due to the 2019 Ministry of Mining and Critical Minerals and Agricultural Land Commission Memorandum of Understanding regarding aggregate extraction on ALR designated lands, an ALC Soil Removal permit and a Ministry of Mines and Critical Minerals permit are required for the continued operation of the Coe pit. A Notice of Work (NOW) for the Project was submitted to Front Counter BC Natural Resource Online Services in 2023 by Holmes Mining Consultants Ltd. The NOW application included a mine development plan and engineered design of the pit. This Plan is intended to ensure the property owner, Peter Coe, complies with ALC Policy P-10 and (ALC 2017) and P-13 (ALC 2021).

To inform a soil capability assessment, a Site investigation was completed by Holmes Mining Consultants Ltd. on August 20, 2025. During the Site visit, a vegetation survey and soil sampling program were completed. The soil sampling program included advancing five test pits and collecting six representative soil samples which were analyzed at a Terra Link laboratory, analyzed for nutrients and agricultural capability. The results of the site assessment and soil analyses are summarized in Section 3 of this report. Site photographs are available in Appendix C, and detailed results of the soil survey and lab analysis are available in Appendix D. Up to this point in time limited agriculture has been possible due to lack of nutrients and stoniness – See Section 1.2 for additional information.

Relevant documents related to the operation and reclamation of the Site, which are referenced in the preparation of this Plan include:

- Notice of Work (NOW), submitted to the Ministry of Mining and Critical Minerals (MMCM) via Front Counter BC by Holmes Mining Consultants Ltd. on January 27, 2023 (Holmes Mining Consultants Ltd., 2023).
- Mine Development Plan for the Coe Pit, January 3, 2023 (Holmes Mining Consultants, 2023; Appendix B).
- Mines Act Permit: G-10-81, Mine No. 1001039 – Coe Pit - Ministry of Mining and Critical Minerals Issued on September 8, 2022.

1.1 Site Location and Description

The Property, which is square in nature, is located approximately 10 km north of Quesnel, BC, at an unaddressed location along Highway 97; see Figure 1. The legal description of the Site is PART NW1/4, DISTRICT LOT 6490, CARIBOO LAND DISTRICT, PID: 017-540-496. The latitude and longitude for the Site are 53.064900 and -122.411500, respectively. The Site, including proposed development and area to be reclaimed are shown in Appendix B.

The project is proposed on a 27.00ha portion of a 64.75ha private property within the Caribou Regional District (CRD), Electoral Area C (Bowron Lake/ Barlow Creek/ Barkerville). The entire property is in the ALR. A permitted sand and gravel pit has disturbed 4.43ha of land in the center of the parcel. The project is remote with few neighbours.

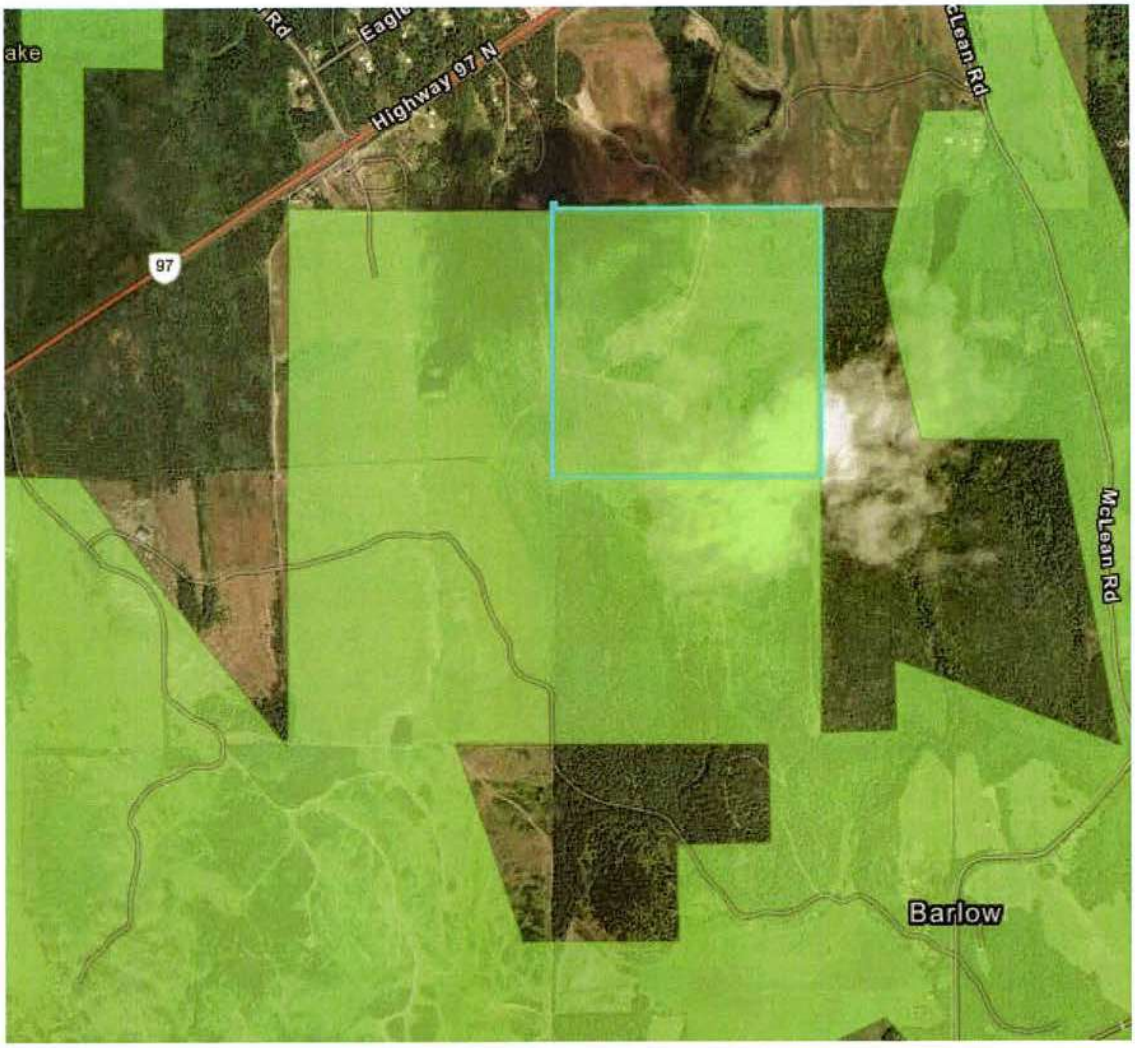


Figure 1: Agricultural Land Reserve Map

1.2 Background

The Coe Pit was permitted by the Ministry of Mining and Critical Minerals (MMCM) in February 2000 under Permit No. G-10-81, Mine No. 1001039. ALC authorization was not attained at the time as it was not required by the Ministry of Mines. Terry Givens was the permittee and operator with permission to mine the land from the landowner, Peter Coe. The original mines permit authorized the extraction of 20,000m^3 of sand and gravel annually until 2020 and approved the following activities: excavation, crushing, screening, stockpiling and hauling of material.

At the permit authorization end date in 2020, Terry Givens began the mines permit amendment process with the Ministry of Mines and Critical Minerals. At this time, it was discovered that the pit was within the ALR and as such, would require a Soil Removal Permit per the 2019 MOU between the Ministry of Mines and the ALC. Mr. Givens did not want to go through the ALC permitting process and offered the pit to the

landowner in its given state. In September 2021 the mines permit was transferred to Peter Coe and in 2022 a new mines permit was issued for the Site only authorizing the sale of stockpiled material. This permit is valid from September 2022 to September 2027.

In 2022, Holmes Mining Consultants Ltd. were retained by Peter Coe to compile and submit a Notice of Work (NoW) Application to the Ministry of Mining and Critical Minerals to extend the authorization end date of the pit. As the property directly to the north of the original pit is commonly owned, outside of the ALR and seemingly contained the same soil structure, the NoW was updated to move the Coe Pit from PID: 017-540-496 (within the ALR) to PID: 023-533-640 (outside of the ALR). The NoW was approved by the Ministry of Mining and Critical Minerals in March of 2024 and is valid until March 2044. The updated permit allowed 5,000 tonnes of sand and gravel to be extracted from the new area annually. In addition, the permittee was updated to Spur Forestry Ltd., a company owned by the landowner. Unfortunately, sand and gravel in the new mine area is poor in quality due to high silt levels. As such, the new pit has been inactive for over a year with little disturbance having taken place. The landowner and permittee are proposing to mine the originally permitted mine area and as such, are submitting a Soil Removal Application to the ALC for consideration.

The land has not been used for agricultural purposes throughout the known history of the property. Most of the property was logged several years ago with small shrubs and grasses regenerating. Logging was conducted under a private timber mark and was completed by Spur Forestry Ltd. The landowner farms hay on a property directly to the south of the proposed pit property. He also has a herd of cattle that grazes the lands surrounding the hay fields.

1.3 Project Description

Due to the need for high quality aggregate in the Quesnel, BC area, Spur Forestry Ltd. (operator) and Peter Coe (landowner) are applying for a Removal of Soil permit from the ALC. The parties are seeking a 10-year authorization that will be renewable upon successfully meeting ALC permit conditions. As provided in Figure 3 and 4, the proponents are proposing to mine 100,000m^3 (200,000 tonnes) of aggregate over ten years from the previously disturbed area in the central portion of the property. The existing disturbance is the result of a permitted sand and gravel pit. While the permit is active, the pit is only authorized to sell already stockpiled material until proper ALC authorization is attained. ALC authorization will allow the lands to be brought into compliance through approval and allow the ALC to dictate an agricultural end land use while holding an appropriate bond to accomplish reclamation goals. The lands are currently not used for agriculture due to topography, stoniness and nutrient deficient soils (see Appendix C: Site Photos).

The proponent is seeking ALC authorization to mine 2.72ha (Figure 3, light orange polygon) of an already disturbed area during the proposed 0-10-year ALC authorization. The lands are generally sloped northwest to southeast with the highest elevation of 785mASL in the 0-10-year authorization at the foot of a knoll in the west and the lowest point of 777mASL in the southeast. In the initial 10-year ALC authorization, the pit floor will be mined to 777mASL with 4:1 final reclamation slopes to the mine area boundaries. Parts of the mine area are

already at final elevation. Processing and Stockpiling will occur within the authorized 2.72ha area and be comprised of excavation, crushing, screening, stockpiling, loading and hauling of material.

If a second ten-year authorization is offered by the ALC, mining will expand 0.24ha to the north of the already disturbed 0-10-year authorization area, mining the lands to a final elevation of 768mASL (10–20-year orange polygon). Mining during the second ten-year authorization will encompass all remaining already disturbed areas and as such, all previously disturbed areas will be reclaimed once this authorization is completed. Should a third ten-year term be offered mining will expand 0.27ha north of the 10–20-year authorization area, again mining to a plateau of 768mASL (20–30-year dark orange polygon). For all authorizations, 4:1 final reclamation slopes are utilized. The additional ten-year authorizations factor in 100,000 m^3 extracted from Site with mining activities remaining the same as the initial authorization. Lands to the north of the proposed 20–30-year excavation area can be mined in Future authorizations, should they be approved by the ALC.

Final reclamation of the pit will take place as described in Section 4 of this report. Reclamation will be undertaken progressively as final grades, setbacks and slopes are achieved followed by soil placement, then seeding with a native grass seed mix to achieve a grazing end land use. The landowner will bring their cows from an adjacent property to graze. It is anticipated that no progressive reclamation will occur within the 0-10-year mine area as final base elevation will not yet be achieved. Progressive reclamation will take place during the 10-20-year authorization beginning in the south and moving north. It is anticipated that about 1.25ha of the 2.96ha 10-20-year authorization area will be reclaimed once the second authorization is completed. The crusher and screener will be systematically repositioned north as mining progresses, allowing the southern portions of the 10–20-year authorization area to be reclaimed. The project has been designed so that reclamation objectives are achievable upon the completion of each ten-year ALC authorization.

Operations at the Coe Pit are intermittent to supply aggregate to local construction projects. There is significant resource development in the Quesnel area which the Coe Pit is ideally situated. Site access is direct from Highway 97 and an internal access road. As Highway 97 is the main access from Quesnel to Prince George the access road network is maintained through all weather and conditions. This is small-scale pit with reserves of approximately 2,207,000m^3. The average annual production rate at the Coe Pit will be 10,000m^3 per year and 100,000m^3 over a 10-year period.

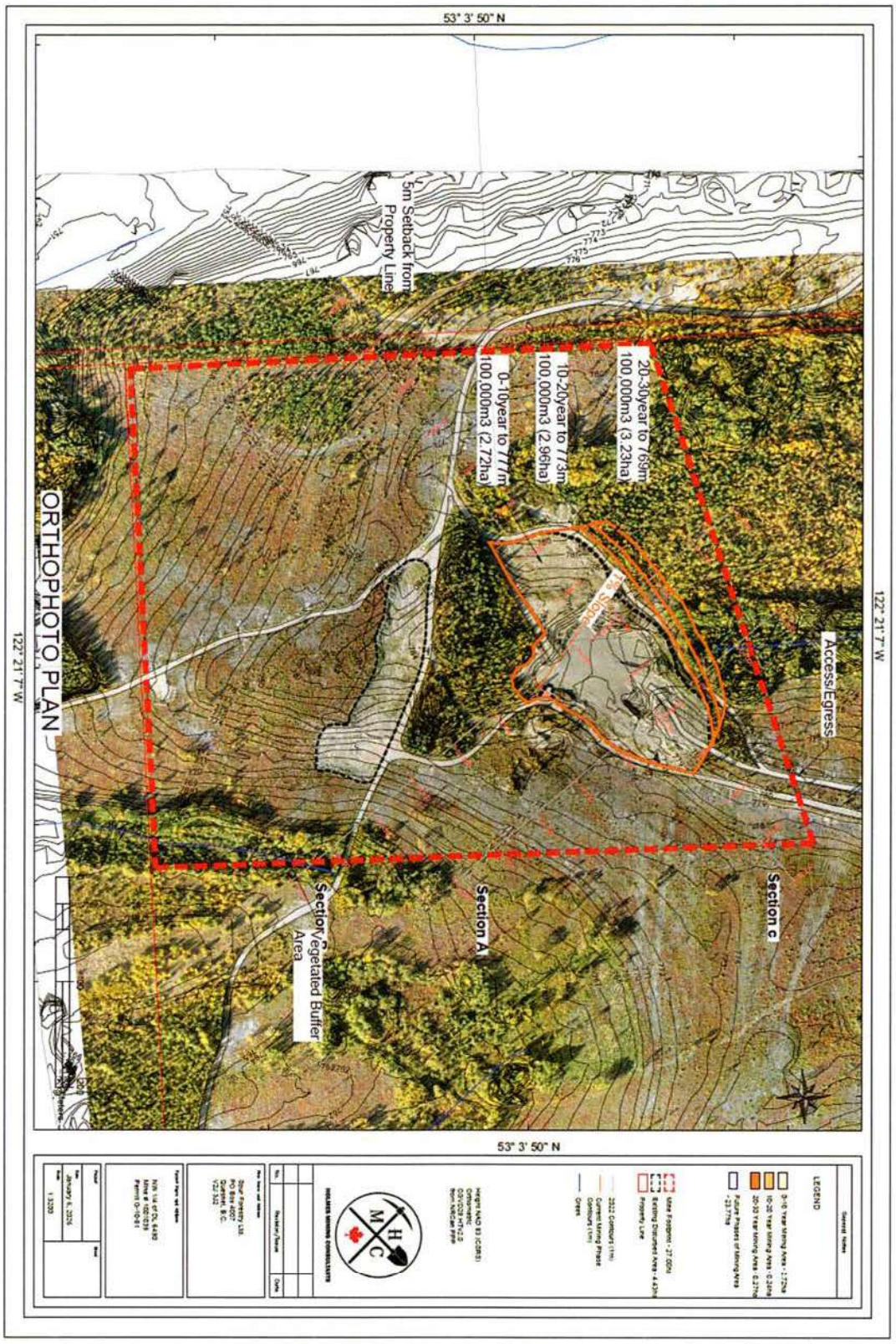


Figure 2: Proposed Pit Area Orthophoto

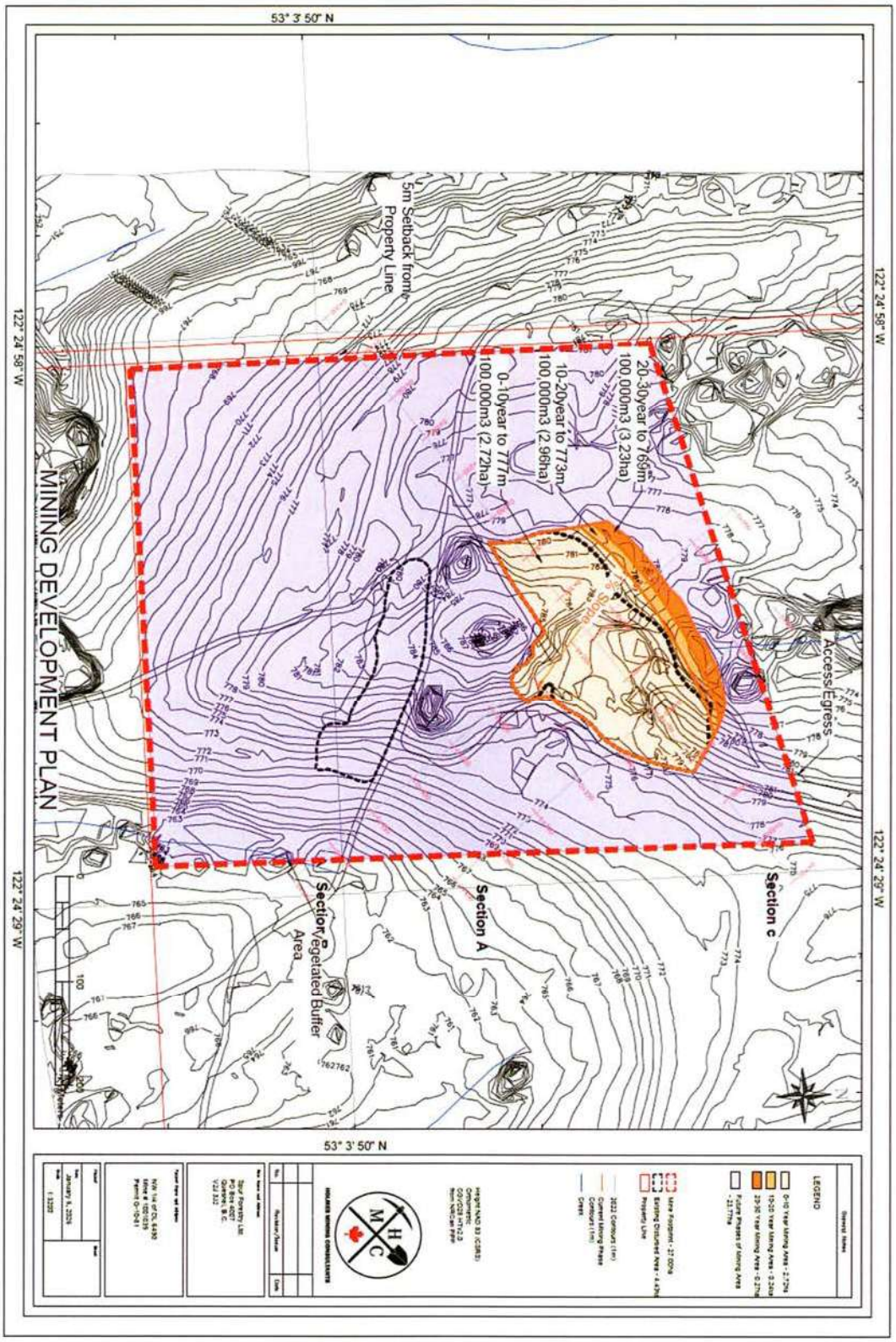


Figure 3: Mining Development Plan

1.3.1 Access Route

From the intersection of Highway 97 and Highway 26 just north of Quesnel, travel north on Highway 97 for 9.2 kilometers and the entrance to the property is on your right. After exiting the highway keep right and travel along the gravel driveway for 1.3 kilometers and you will arrive at the pit.



Figure 4: Location Map

2.0 Land Use Inventory

The project is within the Caribou Regional District (CRD) in Electoral Area C (Bowron Lake/ Barlow Creek/ Barkerville). The Quesnel Fringe Area Official Community Plan – Bylaw 4844 and the Quesnel Fringe Area Zoning Bylaw 3504 govern the area and designate the property as Resource/ Agricultural (RA 1). Resource/ Agricultural lands are permitted for a singular residence as well as the following non-residential uses: a community facility, airstrip, public use including public utility buildings, parks, a home occupation or home industry ancillary, refuse disposal site, farm retail sails, processing of farm products, sawmill and **the extraction of raw materials from the land, including crushing and screening activities.**

The property where the proposed project is situated has been previously logged and is regenerating with shrubs and grasses present. The lands to the north and south of the project are commonly owned. The property to the north has been cleared and has been periodically been used for grazing by the landowner's cattle. Lands to the south of the property include a hay farm, barns for cattle and grazing. The property where the project is to be located is poor grazeland due to stoniness and topography. As such, the

landowner has used the more productive lands to the north and south of the project for cattle to this point in time. The properties to the east are private land which have been logged. They are currently comprised of regenerating forest. The property directly to the west of the proposed Site is a mix of forest and agriculture (grazing). The ALR extends south and west from the Site with lands to the north and east excluded from the ALR. There are portions of properties to the west that are included in the ALR. Agricultural capability is likely limited in the area due to topography, soil nutrient levels and a short growing season.



Figure 5: Land Use on Properties Surrounding the Site

3.0 Land Use Designation

A Site assessment was conducted on August 20, 2025. During the survey, a Holmes Mining Consultants Ltd. Qualified Professional assessed existing conditions (i.e., soil and vegetation) on the lands. The detailed soil survey included the collection of representative soil samples for each terrain type, followed by analysis at a Terra Link laboratory (Section 3.2). In preparation for the Site assessment, a desktop review of soil types and vegetation conditions at the Site was completed (Section 3.1).

3.1 Desktop Review

A desktop review was undertaken utilizing publicly available soils and vegetation information as well as

data obtained by Holmes Mining Consultants Ltd. The following data was available for the pit:

- Publicly available imagery, including Google Earth imagery (2011 to 2025);
- Detailed drone imagery, collected by Holmes Mining Consultants Ltd. (HMC, 2025)
- iMapBC (Province of BC, 2025);
- Soil Information Finder Tool (SIFT; Province of British Columbia 2025).

3.1.1 Soil

The property lies in Central British Columbia on the Interior Plateau. The lands are characterized by a cool continental climate, boreal-transition forests, and a landscape defined by the Fraser River and numerous lakes and wetlands. Rock in the area is from the Mesozoic Era, Triassic to Jurassic Period (iMap BC, 2025). It is part of the Nicola Group and described as volcaniclastic rock (iMap BC, 2025). The Stratigraphic Unit is uTRJNvc (iMap BC, 2025).

According to the BC Soil Information Finder Tool, Site is home to Deserters (60%), Roaring (25%) and Gunniza (15%) soils (SIFT, 2025). Roaring soils were found most prevalently onsite. Roaring soils are classified as a Eluviated Dystric Brunisol (SIFT, 2025). Soils were formed by glaciofluvial mechanisms and are in native condition (undisturbed by agriculture) (SIFT, 2025). The water table is not present in the soil at any time and while roots are unrestricted in any layer (SIFT, 2025). Water is removed from the soil rapidly in relation to supply (SIFT, 2025). Excess water flows downward if underlying material is pervious (SIFT, 2025). Subsurface flow may occur on steep gradients during heavy rainfall (SIFT, 2025). Soils have low available water storage capacity (2.5-4 cm) within the control section, and are usually coarse textured, or shallow, or both (SIFT, 2025). Water source is precipitation.

The BC SIFT tool was also used to investigate the agricultural capability of the Site with the area determined to be primarily Class 5TP. According to the Agricultural Capability Classification in BC (2024) *"Land in Class 5 is generally limited to the production of perennial crops or other specially adapted crops. Productivity of these suited crops may be high. Class 5 lands can be cultivated and some may be used for cultivated field crops provided unusually intensive management is employed and/or the crop is particularly adapted to the conditions peculiar to these lands. Cultivated field crops may be grown on some Class 5 land where adverse climate is the main limitation, but crop failure can be expected under average conditions."* The subclass "T" indicates the land is subject to topography limitations while the subclass "P" suggests stoniness is a limitation to crop production. Lands surrounding the project are also designated Class 5TP.

3.1.2 Vegetation

The Site is located within the Dry Warm subzone (dw1) of the Sub-boreal Spruce Biogeoclimatic zone (Province of BC, 2023). This subzone occurs between the elevations of 750 m to 1100 m and consists of forest cover dominated by lodgepole pine (Pinus contorta var. latifolia), interior Douglas-fir (*Pseudotsuga menziesii*) and hybrid white spruce (*Picea glauca x engelmannii*) with pine and fir dominating on drier sites and spruce on wetter sites (Steen and Demarcho, 2021). Subalpine fir (*Abies lasiocarpa*) occurs at higher elevations of this subzone and black spruce (*Picea mariana*) is present in wetland areas (Steen and Demarcho, 2021). Deciduous tree species present may include trembling aspen (*Populus tremuloides*) and paper birch (*Betula papyrifera)* (Delong et al, 1993).

Much of the mature vegetation onsite was removed when the Site was logged several years ago. There is a stand of trees located to the north of the proposed 0-10-year mine area and a stand of trees in the middle of the mine area to the south of the 0-10-year mine area. Tree species include Trembling Aspen (*Populus tremuloides*), Lodgepole Pine (*Pinus contorta* subsp. *Latifolia*) and a small amount of hybrid White Spruce (*Picea glauca*). The shrub layer consists of Black Huckleberry (Vaccinium membranaceum), Fireweed (*Chamerion angustifolium*), Wild Rose (*Rosa acicularis*) and Red-osier Dogwood (Cornus sericea) Vegetation is limited onsite leaving portions of the land bare, with dusty soils. Cobbles, stones and boulders are found at the soil surface in areas.

3.1.3 Wildlife

The Wildlife present in the SBS is highly variable based on the sub-ecosystem, but typically, moose (*Alces alces*), white tail deer (*Odocoilus virginianus*), small rodents and other furbearers (large mammals) are common. Numerous bird species also utilize this environment, especially species that prefer mature conifers for nesting and foraging, such as pine siskins (*Spinus pinus*), crossbills (*Loxia spp.*) and kinglets (*Regulis spp.*). Bears and moose were seen recently onsite with deer droppings located near test pits.

3.2 Soil Survey

The soil survey is in compliance with the criteria set out in *Policy P-10: Criteria for Agricultural Capability Assessments* (ALC, 2024). Test pits were completed within the Site to obtain baseline information at the frequency of approximately one per every four hectares of mine area for a total of five soil sampling locations (Figure 7). Each location provides a representative sample for each terrain and vegetation type on the Site. Samples were not collected in the disturbed areas as topsoil and overburden had previously been stripped and stored for reclamation.

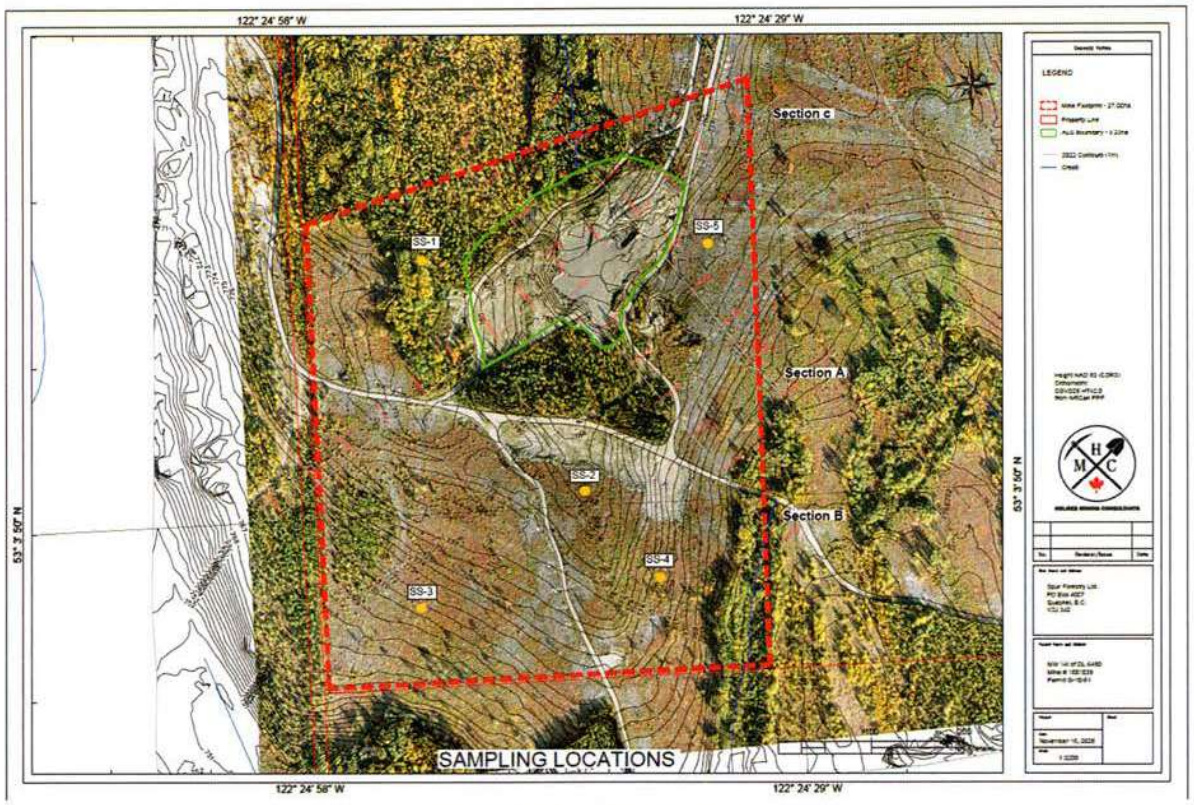


Figure 6: Test Pit Locations

At each of the five sampling locations, one sample was taken in the top 10cm of soils with a B-Horizon sample taken at Soil Sampling location 2. Samples were submitted to Terra Link Labs for analysis of pH, Organic Matter, salinity, nutrient levels, micronutrients and cation exchange capacity.

3.2.1 Soil Survey and Lab Analysis Results

The soil survey was completed on August 20, 2025 and was composed of five test pits (see Figure 6). Each sampling location was advanced to a minimum depth of 0.5m below ground surface. At SS-2 and SS-4, a series of boulders were encountered at 0.5m. Refusal did not occur at SS-1 until 0.75m (stones) while SS-3 and SS-5 were advanced to about 1.1m. Each location contained a thin layer of topsoil followed by approximately 15cm of overburden. Below the overburden there was a large layer of subsoil which had high sand content. Pebbles and stones were prevalent from the surface down at all locations besides SS-1 where the forest had generated a higher level of topsoil. Even at SS-1 abundant stones and pebbles were present in the overburden. Cobbles generally appeared at around 30cm depth and increased in size as test pits were advanced.

The soil classification at all test pits was Eluviated Dystric Brunisol. From the field assessment, the mining area is limited by stoniness and topogrpahy. The proposed mine area contained scattered pebbles (5cm diameter), cobbles (40cm diameter) and boulders (60+cm diameter) at and just below the soil surface.

Rock was found in greater concentrations in disturbed portions of the mine area. Photographs of the area are presented in Appendix C, and collected soil horizon data and complete laboratory analysis results are presented in Appendix D.

Tables 1 and 2 summarize lab results for test pit locations. As seen in Table 1, samples are classified as Sandy Loam or Loamy Sand based on their Sand, Silt and Clay composition. Test pits ranged from 83% sand at SS-1 and SS-2-B to 73% sand at SS-3. SS-3 contained the highest silt content at 20% while SS-1 had the lowest silt content at 10%. Clay content was uniformly onsite low ranging from 5% at SS-2-B to 8% at SS-2. This textural range confirms that the area is comprised of coarse textured materials with low water holding capacity. It also suggests rapid drainage and a high susceptibility to drought stress. In addition, there is low inherent nutrient-retention capacity due to low clay content.

Table 1: Soil Test Pit Physical Characteristics.

Sample ID	% Sand	% Silt	%Clay	Soil Texture Class
SS-1	83	10	7	Loamy Sand
SS-2	77	15	8	Sandy Loam
SS-2-B	83	12	5	Loamy Sand
SS-3	73	20	7	Sandy Loam
SS-4	79	14	7	Loamy Sand
SS-5	82	11	7	Loamy Sand

Table 2 is a summary of many of the chemical characteristics of the soils at the Coe Pit. Soil pH values ranged from 5.4 to 5.9 with no change with increasing depth. These values suggest the Site soils are slightly acidic. Acidic soils have the potential to reduce nutrient efficiency and can limit the establishment of legumes if left unaddressed. Coe pit soil pH levels do not preclude the Site from being able to achieve a grazing end land use but it does reinforce the Site's limitation to low-input forage use. Organic matter values ranged from 9.1% to 5.6%. These values are moderately high for coarse-textured soils and will support a grazing end land use. Cation Exchange Capacity (CEC) values ranged from 13.0 to 15.5 meq/100 g and are considered low to moderate. CEC in this range is consistent with sandy soils and limits the ability of the soil to supply and retain nutrients.

Macronutrient levels within the Site soils are characteristic of coarse-textured soils in the SBS biogeoclimatic zone. Nitrate- N was 1ppm in all sampling locations except for SS-3 which had a Nitrate-N value of 3pmm. Phosphorus ranged from 14ppm at SS-4 to 115ppm at SS-2. Potassium values ranged from 55-120ppm while Sulfate-S ranged from 5-11ppm in soils onsite. Nitrate levels throughout the Site are very low for crop production with available nitrogen being insufficient for sustained growth. Low nitrate concentrations, however, are typical of coarse-textured soils and reflect baseline conditions which can be improved. Available phosphorous ranges from low to good with variability found across the Site. The acidic nature of the soils reduces phosphorous availability efficiency. As such, phosphorous is a secondary nutrient limitation in the mining area of Site. Potassium levels were medium to high in all samples suggesting a potassium rich parent material. Based on these results, potassium is not a restriction to the agricultural capability of the Site. While not as critical for plant growth as nitrogen, phosphorous or

potassium, it is important to note that sulfate levels were low in all samples. Low sulfate could result in lower protein grass, yellowing of plants early in the season and an inability of vegetation to take up the already limited nitrogen in soils.

Table 2: Soil Test Pit Chemical Characteristics.

Sample ID	pH	Organic Material %	Nitrate-N (ppm)	Phosphorous (ppm)	Potassium (ppm)	Sulfate-S (ppm)	CEC
SS-1	5.9	5.6	1	87	111	9	13.0
SS-2	5.4	9.1	1	115	115	7	15.5
SS-2-B	5.4	4.6	1	94	73	11	14.5
SS-3	5.7	7.7	3	31	103	6	14.2
SS-4	5.5	7.4	1	14	55	5	13.5
SS-5	5.8	6.1	1	108	120	10	13.0

Nutrient suitability for topsoil for grassland growth are:

Nitrogen (N) 5–20 ppm nitrate-N

Phosphorus (P) 5–15 ppm Olsen-P

Potassium (K) 120–250 ppm exchangeable K

Table 3 contains the characteristics of a representative soil test pits classified at the Coe Pit on August 20, 2025. A and B Horizon data was obtained from observations, sample collection and analysis during the field assessment, while B and C Horizon metrics are based on information from existing disturbance that have opened up a natural face.

Table 3: Representative Test Pit Log

Thickness	Soil Unit	Description
0 - 5cm	Topsoil	Orangics on surface (grass, herbs, sticks etc.), dark brown, loose, moist, roots, pebbles in select areas
5 - 15cm	Overburden	Sand with silt, some pebbles and cobbles, loose, light gray, rooting throughout
15 - 100cm	Sand w/ trace silt	Coarse, many pebbles and cobbles, compact in areas but generally loose, dry, light brown/ orange
100cm - depth	Gravelly Sand w/ cobbles	Coarse, sand and gravel with pebbles and large cobbles, loose, dry, light brown/ orange

3.3 Agricultural Capability Assessment

An Agricultural Capability Assessment for the Coe Pit has been completed in accordance with ALC Policy P-10: Criteria for Agricultural Land Capability Assessments (ALC, 2024). Based on soil sampling data, the agricultural capability at the Site is confirmed to be Class 5TP. If the soil class was of higher quality (ex. Class 4) the lands would also be designated F for low fertility (due to the lack of available nitrogen) however nitrogen levels in the soil would support Class 5 agriculture if other limitations are improved.

4.0 Site Preparation, Operation and Reclamation

Spur Forestry Ltd. will employ best management practices (BMPs), based on the recommendations outlined in the ALC Policy p-13, Reclamation Plans for Aggregate Extraction (ALC 2021) throughout the development, operation, and reclamation of the Coe Pit. Overarching BMPs include, or are complementary to, the general guidelines outlined in Sections 10.9.1 to 10.9.10, 10.9.13 and 10.7.14 of the MEM's Health, Safety and Reclamation Code for Mines in British Columbia (2024). Details regarding specific measures for site grading, soil management, backfilling, drainage and erosion control, weed management, and agronomic vegetation establishment are provided in Sections 4.1 to 4.7. In addition, the following general management practices will apply:

- Soil will not be salvaged, moved, stockpiled or replaced during conditions of adverse soil moisture content including when the soil is frozen (to prevent slumping) or powdery dry.
- Soil compaction shall be minimized by selecting soil materials with low clay contents for replacement in the root zone, where feasible.
- Stockpiled soils will be seeded with an annual grass (e.g., Fall Rye and clover) on an annual basis to maintain vegetation cover, fix nitrogen and reduce introduction of invasive plant species.
- Surface drainage within, and flowing out or into, reclaimed areas will be maintained at all times to prevent erosion, flooding, siltation or other degradation of soils on the Site and adjacent lands or waterways.
- Onsite supervision by a Qualified Professional (QP) with expertise in soils and reclamation is required during the soil salvaging, stockpiling and soil replacement activities.
- All woody debris/ organic material onsite, including logged trees will be stored alongside topsoil and re-introduced to the lands once reseeding has occurred.

4.1 Grading

An engineered design for the Site was developed in 2025 (Holmes Mining Consultants, 2025), which identified the existing grades of the pit and the final grades at the closure of operations (See Appendix B). A 0-10 Year Reclamation Plan was developed (Figure 7) as well as a Final Reclamation Plan (Figure 8). The 0-10 Year Reclamation Plan shows the central portion of Site mined down to 777mASL in elevation once the initial ten-year ALC authorization is complete. 4:1 final reclamation slopes will be maintained to allow agricultural equipment to easily traverse the area post mining. The design will allow Spur Forestry Ltd. to reclaim the area effectively if there is an unforeseen circumstance where the mine will not continue to be operational after the ten-year authorization is completed. Subsequent authorizations will follow this configuration ensuring reclamation objectives can be achieved after each authorization. The Final Reclamation Plan involves creating a large flat area at with a 1% grade from 770m in the northwest to 765m in the southeast.

Once mining is complete, stripped overburden and topsoil will be applied evenly over the surfaces. Overburden will be placed first followed by topsoil as described in detail in Section 4.2.3. Within the same season, these areas will be replanted with a seed mix compatible with grazing.

An estimated volume of 10,000m^3 of aggregate will be extracted from Site on an annual basis, with 100,000m^3 of aggregate being extracted over the requested ten-year ALC authorization period. According to the Final Reclamation Plan in Figure 8, an estimated 2,207,000m^3 of aggregated is available to be mined over the life of the project.

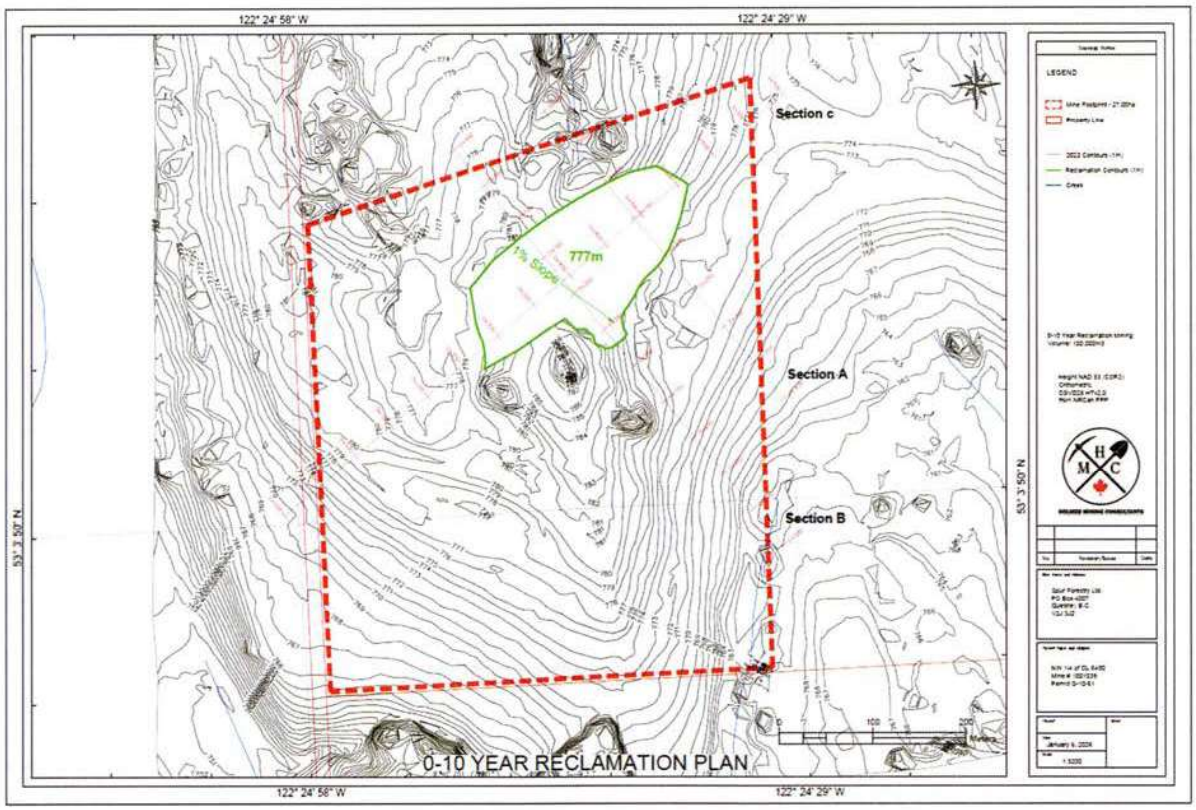


Figure 7: 0-10 Year Reclamation Plan

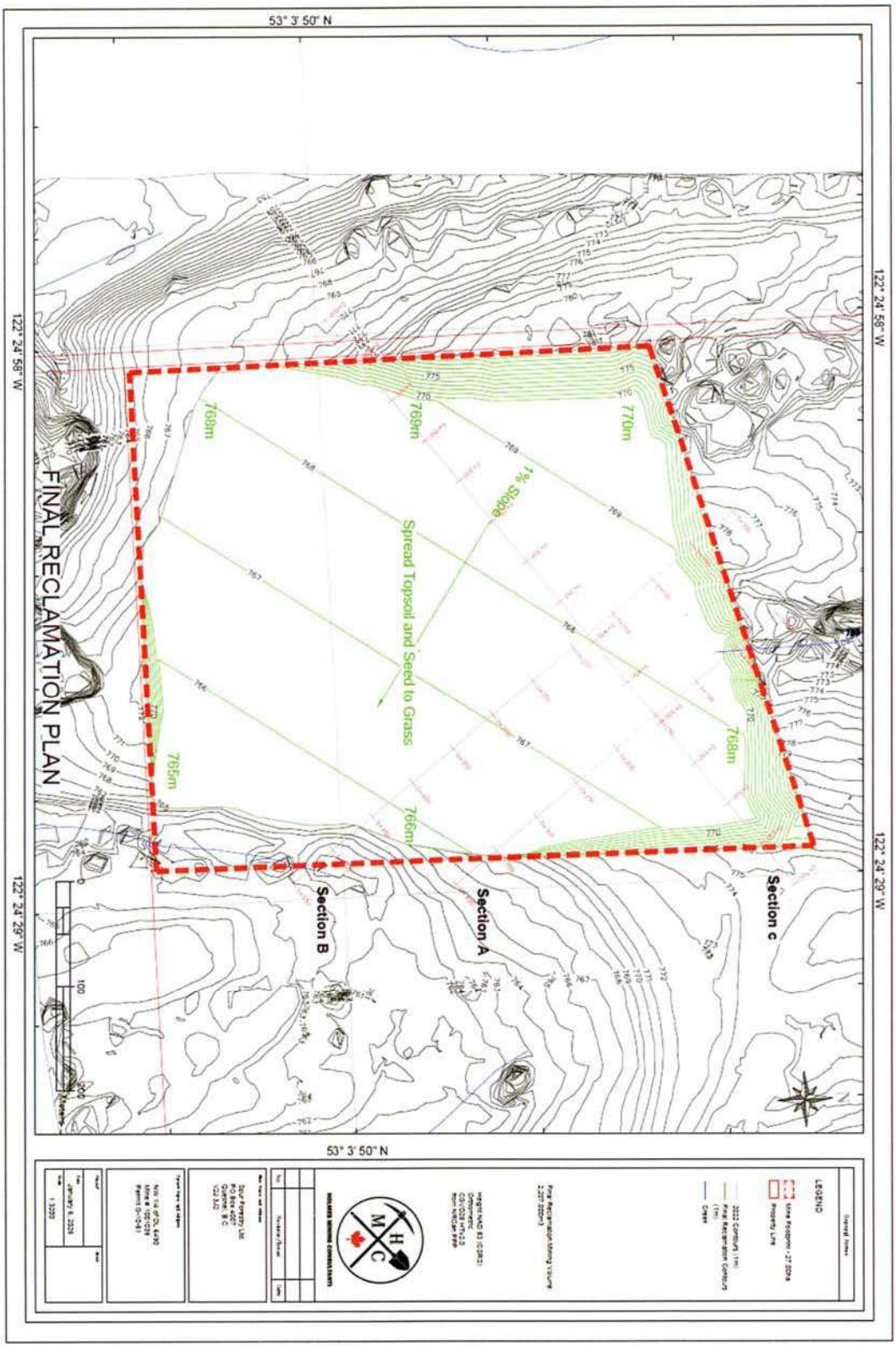


Figure 8: Final Reclamation Plan

4.2 Soil Management

4.2.1 Soil Salvage

The average depth of topsoil (A-horizon) on the of the Site is shallow (less than 10cm); the subsoil (B-horizon) averages about 115cm. Therefore, the soil salvaged from the Site is anticipated to be between 5-10cm depth for topsoil, then an addition 100-125 cm lift for subsoil. Due to the uniformity between the A and B horizons (as shown in Table 2) soil will be salvaged in a two-life strip and stored beside each other on site. A QP will work closely with equipment operators on the Site to develop the best approach to salvaging the limited soil resources. During salvage operations, Spur Forestry Ltd. will adhere to the following general soil handling procedures:

- Prior to initiating salvage operations, an assessment will be conducted within the target area to identify whether any noxious weeds are present. If so, any occurrences will be appropriately treated (removed manually or chemically treated) prior to soil salvage operations.
- Prior to initiating salvage operations, all equipment involved in the operations will be cleaned prior to entering the areas to be salvaged, and free of any large soil particles and/or soil debris accumulated from other sites, or from other activities at the site (e.g., road construction) to reduce the introduction of invasive plant species to the salvaged soil.
- The topsoil will be salvaged in one lift to a depth range of 5-10cm and stored in berms along the boundary of the mine area.
- Topsoil will be salvaged using an excavator with a clean-out bucket or possibly a dozer.
- Topsoil will be salvaged during non-frozen conditions.
- The topsoil storage piles will be seeded immediately following storage to compete with invasives and minimize erosion (see Section 4.2.2.).

4.2.2 Stockpiled Soil

A designated area for stockpiling soil resources salvaged from the Site will be instituted along the southern 0-10-year Mine Area Boundary. Spur Forestry Ltd. will adhere to the following general soil handling procedures:

- Where possible, Spur Forestry Ltd. will practice progressive reclamation for soil management. As additional phases of mining open in new areas, soil salvaged from the new phase will be placed directly onto previously mined areas (previous phase) for reclamation, eliminating the need for stockpiling.
- Salvaged materials will be stockpiled within the designated stockpile area along the northern boundary of the Site where they will not be disturbed by extraction activities.
- All stockpiled, salvaged soils will be mapped for future reference during relamation.

- Stockpiled soils will be stored in a manner that will not be disturbed following initial placement and seeding, and will not impede Site drainage; drainage from, onto and around the stockpiles, will be controlled by ditches, drains or intercepts as required.
- Stockpiles will be limited in height (2 to 3 meters). Slopes will not exceed a 3H:1V (horizontal: vertical).
- Construct stockpiles in a manner that the surface is shaped for least resistance to the local wind conditions and that promotes positive drainage. The stockpile surface should be sloped in a manner that reduces opportunities for water puddling or ponding and water infiltration into the pile.
- When adding to the stockpile, soil material should be free dumped onto the stockpile and should not be manipulated any further until it is used once again during reclamation.
- Stockpiles will be seeded immediately and established with an appropriate plant cover to protect the stockpiles from weeds, wind and water erosion. Where newly salvaged soil is placed adjacent to existing stockpiles for storage, these areas will be seeded immediately following placement.
- Once stockpiles are completed, ensure the appropriate information is recorded. This includes location, area (m^2), volume, general soil texture, height/depth, revegetation implemented and estimated storage timeline. Also provide a detailed description of equipment used to handle soils, how they were handed, weather conditions during handling and any lessons learned.

4.2.3 Soil Replacement

Once operations at the pit are completed, stockpiled soils, and any other suitable soil materials (if available), will be applied to target areas to establish a plant medium on the surface. During soil replacement activities, Spur Forestry Ltd. will adhere to the following practices:

- Prior to soil placement, complete ground preparation of the target areas to be reclaimed. Consider the following:
    - Any compacted surfaces should be de-compacted by ripping.
    - Inspect the area for the presence of any invasive plants (particularly for areas that have been left undisturbed for long periods). Treat any invasive plant occurrences (see vegetation management plan) should be completed prior to soil placement.
- Where feasible, any stockpiled soils will be replaced in the reverse order from which they were removed.
- Soil materials will be end-dumped and then spread and leveled utilizing low ground pressure equipment, specifically tracked bulldozers.
- Vehicles and equipment will be restricted to designated roads or routes, so that follow-up ripping and subsoiling (decompaction) activities can be limited to these specific areas, and limit soil compaction at the Site.
- Random, repeated running equipment over leveled areas shall be minimized wherever practical. Soil placement should occur with no more than 1 to 2 passes of equipment over the soil following placement.

- During topsoil placement, designated personnel will work closely with equipment operator(s) to ensure target depths are achieved. As the soil material is placed, the depth should be frequently checked using a metal bar with measured increments. The designated personnel should continually communicate with the equipment operator on the measured depths and make adjustments where needed.
- Once soil placement is completed, revegetation will immediately follow. If revegetation is delayed, monitor the surface conditions of the soil placement area between the time of placement and the planned time for revegetation. If soil compaction or surface crusting occurs prior to revegetation, de-compact the surface.

Overburden/Subsoil placement:

- Overburden/Subsoil will be replaced in two lifts (subsoil then topsoil);
- Once the subsoil is in place, the subsoil surface will be roughened as required, to hold topsoil in place following initial placement, and
- Should compaction occur, the affected areas will be ripped to the full depth of the replaced soil and then cross ripped perpendicular to the first direction.

Topsoil placement:

- Topsoil depth will be equivalent to or better than the pre-pit development conditions.
- Coarse fragments will not be introduced in the top 10cm of the soil profile. Prior to replacement of the topsoil, if required, soils will be screened separately to remove coarse fragments. If the percentage of the coarse fragment content by volume is less than 5%, screening will not be necessary, and will be confirmed by a QP.
- Should screening be required, it will be carried out under appropriate soil moisture conditions (not during rainfall events or periods where the soils are saturated).
- Topsoil will be uniformly spread over the target reclaim areas, which will include the pit floor, pit slopes and any disturbed ground around the perimeter of the pit.

4.3 Drainage and Erosion Control Measures

Many activities onsite, such as stripping, excavating, stockpiling, and hauling have potential to cause soil to loosen and be transported by rain and snowmelt. There are no wetlands, permanent creeks or streams in the mining development area with run-off generally distributed within the soils and established vegetated areas. Flat areas on Site have low susceptibility to erosion given the soil composition (rapidly draining) and lack of water velocity. The highest grades within the mine area are vegetated and will remain so for at least the first 30 years of operating the pit.

Holmes Mining Consultants Ltd. conducted a review of groundwater levels at the Site utilizing groundwater wells in close proximity and interpolation of water levels at watercourses in the area and

has reported that the average depth to the high groundwater table is 15m. Based on this knowledge, Holmes Mining Consultants estimate that the proposed excavations will not reach groundwater levels. As a condition of the existing mines act permit, no excavation can occur within 1.5m of the groundwater table.

The final grade of the Site will consist of a 1% slope from northwest to southeast, surrounded by 4:1 slopes to the east and west. Water flow that has the potential to enter the Site is anticipated to source exclusively from precipitation. The potential vectors of water flow entering the Site include:

- Precipitation surface flow from uphill of the western perimeter of the pit, and
- Precipitation directly falling into the pit.

Any water that accumulates within the pit (from either vector identified) will either drain freely below the pit floor or flow out of from the southern mine area downhill.

Management of surface water recommended for the pit includes:

- Directing surface water outflow from the pit into a vegetated sediment impoundment(s) prior to release into the soil, and
- Installation of a vegetated interceptor ditch directly uphill from the northern perimeter of the pit to direct flow away from the pit and stockpiled soil area, (located along the southern perimeter on the upper bench).

4.4 Invasive Plant Management

Invasive species are a growing concern throughout the Caribou Regional District, including on Site. A search using the Invasive Alien Plant Program (IAPP) database from the BC Ministry of Environment showed that there are no invasives recorded on the project Site however there was Diffuse Knapweed, Spotted Knapweed, Meadow Knapweed, Bull Thistle, Burdock, Canada Thistle and Mullein noted across Highway 97 adjacent to the northern property boundary of the property to the north of Site. During a field assessment on August 20, 2025, no invasive species were noted in the proposed pit area. Spotted Knapweed, Diffuse Knapweed and Meadow Knapweed are strong competitors in graze lands and are a high priority for control.

4.4.1 Prevention

Preventing the introduction of invasive plants, as well as quickly responding to an initial spread, is the most effective way to manage invasive plants. These actions will reduce treatment cost and ensure unmanageable outbreaks do not occur during post-mining activities. Preventative measures include identifying potential sources of invasive plant spread. Table 4 summarizes invasive plant sources, potential vectors, and whether control methods are possible.

Table 4: Potential vectors, sources and possible control of invasive plant spread

Vectors	Source	Control Methods Possible
Human-mediated	People – footwear, clothing Vehicles & equipment – moving onto and off of site	Yes Yes
Reclamation Activities	Movement of Soil Use of seed mixture or soil contaminated with invasive plants	Yes Yes
Animals	Wildlife	No
Natural	Wind Rhizome or seed spread	Yes Yes

Preventative measures to reduce potential spread of invasive plants include:

- Minimizing ground disturbance, particularly undisturbed areas outside the proposed mining footprint where native or agronomic vegetation is already well established.
- Prompt ground seeding of disturbed areas with a rapidly establishing seed mixture to prevent soil erosion and establishment of invasive plants.
- Use only tested and approved seed mixtures that have a weed free Certificate of Analysis.
- Soil should not be moved into an area of existing invasive plants.
- Monitor for presence of invasive plants in soil that has been moved and stored.
- Ensure that footwear, clothing, equipment, vehicles, and undercarriages are mud and debris free prior to entering and leaving site as they may contain invasive plants. This includes socks, pant legs and cruise vests.
- Prevent human, equipment and vehicle access through known areas of invasive plant infestation.
- Educate personnel on ways to reduce invasive plant spread and invasive plant identification.

4.4.2 Treatment

Appropriate authorities will be consulted to determine control and monitoring measures of invasive plant species found onsite. If control of an invasive plant is required, treatment options and timing windows will be established that include consideration of the invasive plant species, site conditions and infestation size. Treatment of invasive plants may include chemical, mechanical or biological control methods.

Chemical Treatment

Chemical treatment includes fertilizers and herbicides. Fertilizers can be used to increase the competitive ability of native plant species and out-compete invasive plants. Herbicides, although effective, should be used as a last resort. If herbicide use is required, selection and application of approved herbicide will be performed in compliance with BC's *Integrated Pest Management Act* (Environment Canada, 2024). When possible, chemical spot-treatment will be used rather than broadcast spraying to reduce negative impacts to the surrounding environment. It is recommended that application information be documented using the BC Ministry of Forests, Lands and Natural Resource Operations and Rural Development *Invasive Plant*

Chemical and Mechanical Treatment Record (MFLNRORD, 2022a) and submitted into the Northwest Invasive Plant Council (NWIPC) inventory or IAPP (IIAP, 2024). In addition, herbicides will not be used under the following conditions:

- Invasive plants are within a Pesticide Free Zone (PFZ), such as near a water source or well;
- Invasive plants are within coarse textured soils that would reduce effectiveness of herbicide (an important consideration regarding the nature of the soils at the Site);
- Invasive plant treatment is occurring under inappropriate weather conditions (e.g., persistent precipitation, wind >8km/hr, temperature >28°C;
- Residual herbicides may not be used within 10m of water source and 30m from well;
- Non-residual herbicides may not be used within 1m of water source or well;
- Residual herbicides may not be used within a gravel pit (which eliminates their use at the Site); and
- Residual herbicides with the active ingredient 24-D may not be used on areas that fall within Ministry of Transportation and Infrastructure (MOTI) jurisdiction.

Mechanical Treatment

Mechanical treatment methods are often used in areas where invasive plants have low distribution/density because treatment is simple, effective, and eliminates the potential negative effects of chemical treatment. Mechanical treatment methods are often used in specific locations of an invasive plant infestation where herbicide is not permitted or practical; for example, near riparian habitat or other environmentally sensitive features. Types of mechanical treatment methods include:

- Hand-pulling;
- Digging/Excavating;
- Cutting;
- Mowing;
- Mulching;
- Controlled Burning (Flaming, Tiger Torch);
- Cultivation/Tilling;
- Dead-heading;
- Cover/Smother, and
- Salt water/Vinegar.

However, mechanical treatment options can be limited by:

- Safety issues: burning can pose risk to workers and environment;
- Timing windows: mowing must occur prior to seed dispersal;
- Cost: mechanical treatment may be labour intensive; follow-up treatments may be required throughout the growing season and can be required for a consecutive 3-5 years to ensure effective treatment, and
- Effectiveness: mowing is not effective on smaller invasive plant species; digging/deadheading/mowing is not effective on species that grow from adventitious root buds or rhizomes, such as hawkweed species (*Hieracium* spp.), Japanese knotweed (*Fallopia japonicus*) and yellow flag iris (*Iris pseudacorus*).

If mechanical treatment does occur, appropriate disposal of all plant material and propagules is required. This includes placing invasive plants into dark plastic bags and bringing bags to a landfill that has a designated area for invasive plant species. Invasive plant species must not be composted. It is recommended that mechanical treatment of invasive plants is documented using the *Invasive Plant Chemical and Mechanical Treatment Record* and submitted into the IAPP to add to the NWIPC's inventory information IIAP, 2024).

4.5 Revegetation Plan

The criteria utilized for selecting plant species to re-establish vegetation cover are based on the primary objectives of establishing agricultural forage cover and providing erosion control.

Selection criteria for agronomic forage grass and legume species include:

- Climatically adapted to the Site (ex. SBS biogeoclimatic zone);
- Moderate to high value ratings for:
    - Forage quality;
    - Ease of establishment;
    - Winter hardiness;
    - Erosion control; and
- Beneficial to soil fertilizer (e.g., species associated with nitrogen-fixing bacteria).
- Input from the local rancher proposing to graze the land.

Immediately following the placement of overburden and topsoil on the reclaimed surfaces, the reclaimed areas will be seeded with an agronomic forage seed mix that will establish a forage cover favorable for cattle grazing, aid in the development of soil organic matter and reduce the risk of wind and water erosion. Seed application will be performed following slope texturing and/or topsoil placement and can be applied by hand or via ATV broadcast seeding. A list of species recommended for native cover crop is outlined in Table 5. Should the final seed mix differ from what is proposed in Table 5 after consultation with the end

land user, an updated final seed mix will submitted to the ALC for approval at least 6 months prior to reclamation activities commencing.

Table 5: Coe Pit Revegetation Mix

Common Name	Scientific Name	% Weight Seed Mix
Canada Wildrye	*Elymus canadensis*	34
Slender Wheatgrass	*Elymus trachycaulus*	27
Canada Bluegrass	*Poa compressa*	2
Rocky Mountain Fescue	*Festuca saximontana*	8
Fringed Brome	*Bromus ciliatus*	29
Application Rate: 1500 PLS (pure live seed)/m2		

Fall rye, a non-native grass, may be incorporated into the seed mixes to aid in the quick establishment of vegetation cover during the first growing season. Fall rye is a non-native grass that establishes more quickly than native grasses, can contribute to the development of soil organic matter and does not persist following the year of seeding.

The total area of the Site, identified as the Property Boundary, is 64.75ha, 4.43ha of which has been disturbed by a permitted gravel mine. Peter Coe (landowner) and Spur Forestry Ltd. are requesting a ten-year ALC authorization to mine 2.72ha of the already disturbed 4.43ha area. ALC authorization and the subsequent updated Mines Act permit will bring the Site into compliance with both entities.

The Site will be mined in 6m lifts from a maximum of 781m to 777m over the initial 10-year ALC authorization. Subsequent 10-year ALC authorizations will be sought upon the completion of the 0-10-year approval seeking to disturb an additional 0.24ha in the 10-20-year phase and 0.27ha in the 20-30-year phase. Mining will proceed to 769m during the 10-20-year and 20-30-year authorizations. The proposed phasing will limit the amount of disturbance while allowing the landowner to easily reclaim the area in the unlikely event that the mine is closed at some point in the future. The 0-10-year and 10-20-year mine areas were designed so that all previous disturbances will be reclaimed once mining is completed. It is expected that half of the 0-10-year mine area will be reclaimed during the 10-20-year ALC authorization, once final elevations are achieved.

4.6 Final Planned Agricultural Capability

An Agricultural Capability Assessment for the Coe Pit was completed in accordance with ALC Policy P-10: Criteria for Agricultural Land Capability Assessments (ALC, 2017). Currently, the Agricultural Capability on Site has been classified as 5TP (topography and stoniness). Aggregate extraction will result in a levelling of the surface making the lands usable grazing, removing the topography restriction. In addition, stones will be removed from the soils, removing the stoniness restriction, allowing forage crops to readily grow. The final agricultural capability of the Site will be Class 5.

4.7 Closure Procedures and Certification of Work

A closure report will be submitted to the Commission upon the completion of all reclamation works to ensure that the final land objective has been achieved and the agricultural capability and suitability of the Site has been restored or improved.

The report will include photographs and a written description of all aspects of the reclamation; and is required to ensure that the operation has complied with all the conditions of the ALC authorization. The reports will be completed by a QEP with expertise in rangeland reclamation, after the second full growing season. It is anticipated that the specific requirements of the closure report will be outlined in the conditions of the ALC authorization for the Coe Pit.

5.0 Closure

We trust that the information contained in this report meets your requirements. Should you have any questions, or require further information, please do not hesitate to contact the undersigned.

Holmes Mining Consultants Ltd.

[redacted]

Jason Koepke, B.Sc., MEL, CESCL

Corvidae Environmental Consulting Inc.



Julie Budgen, RP Bio, Pag

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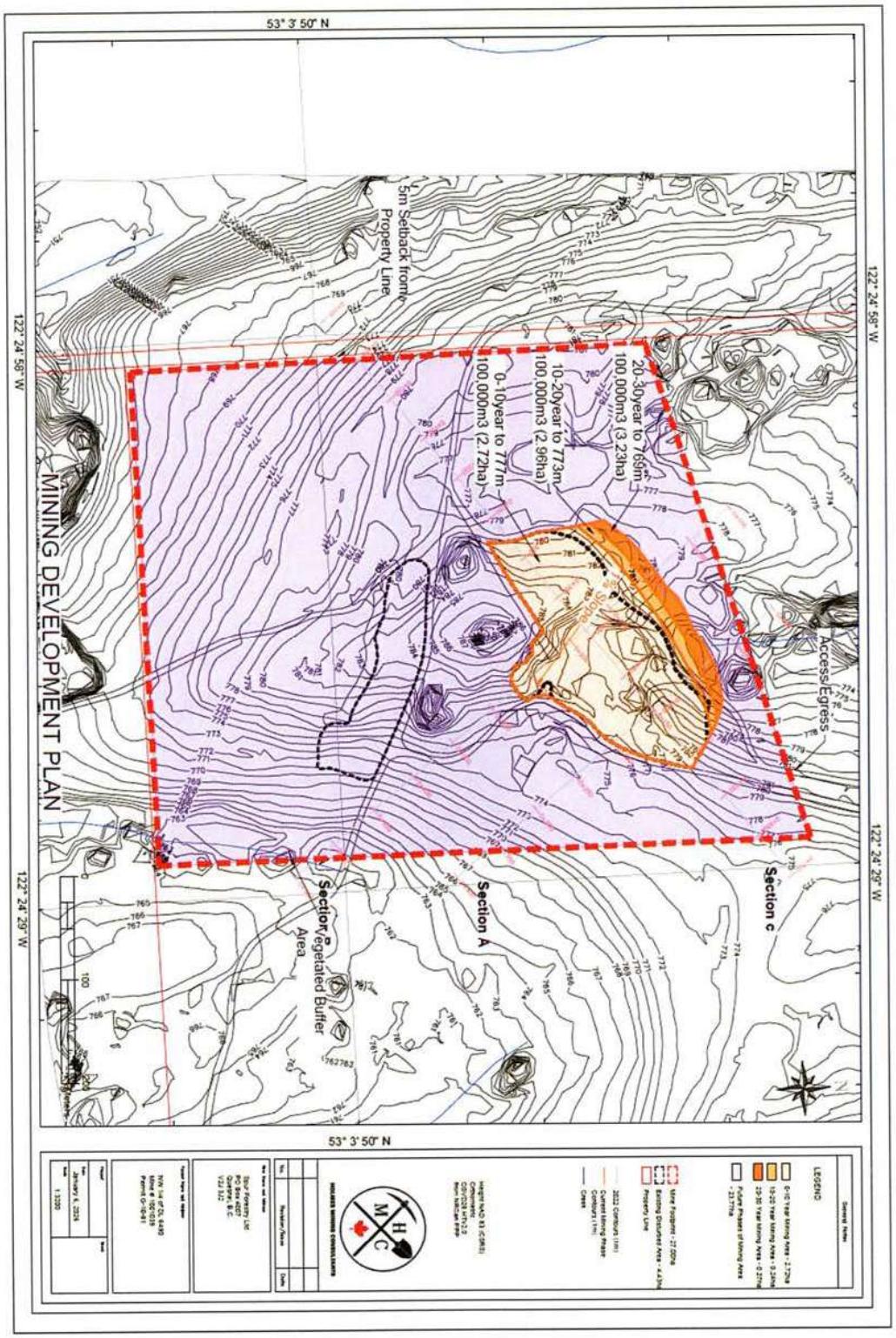
7.0 Appendix

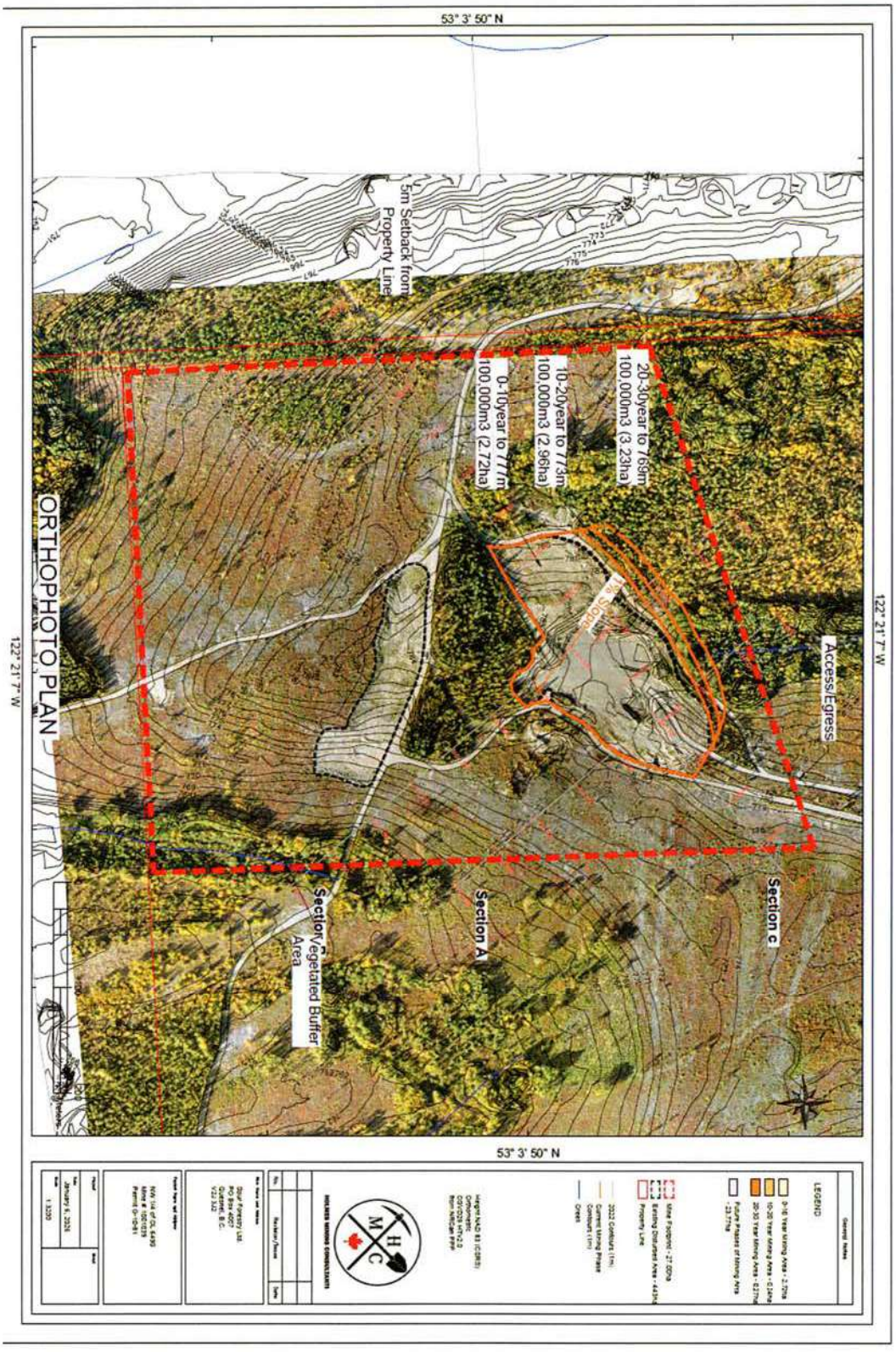
Appendix A: Agricultural Land Reserve Map

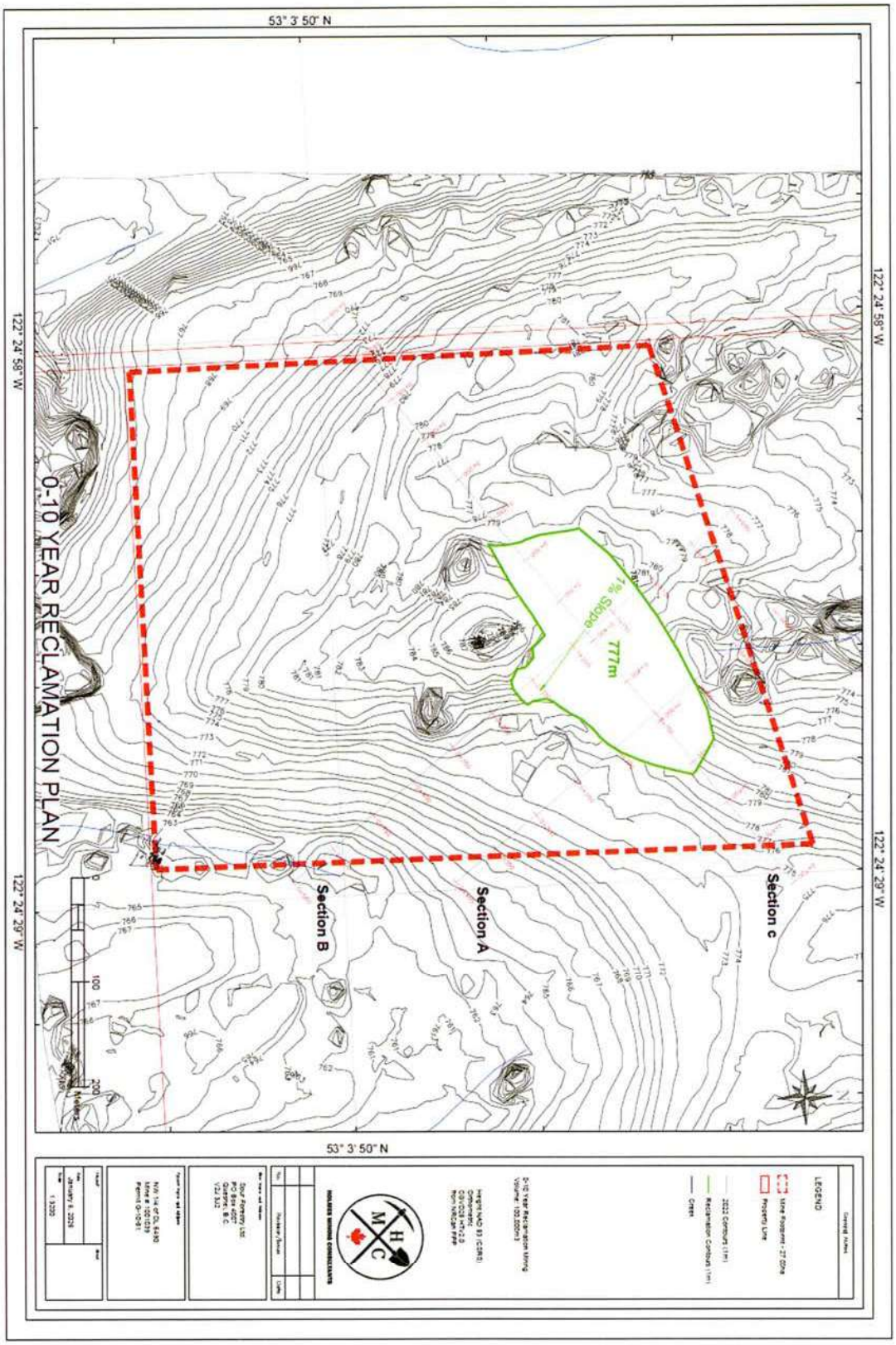


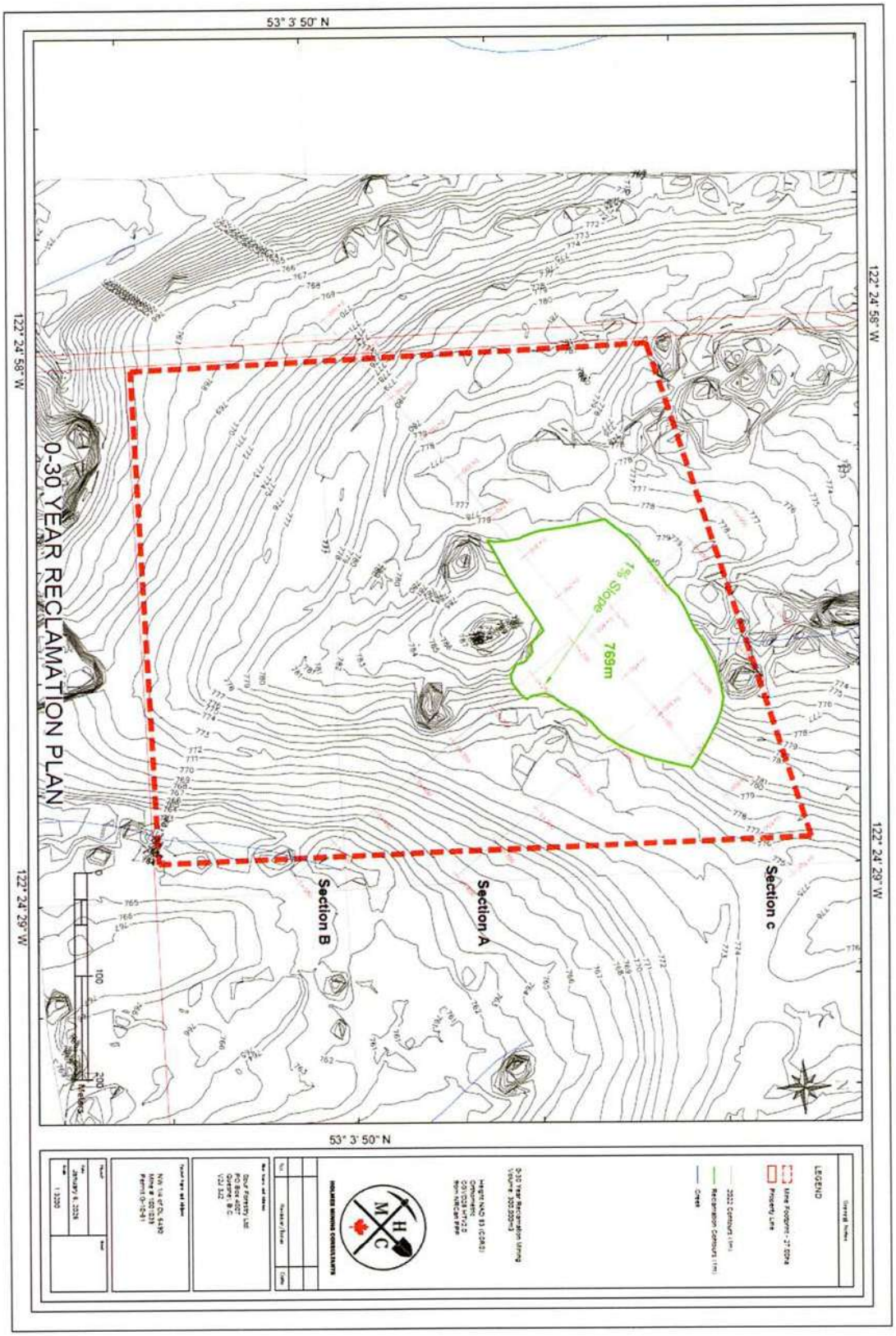
Coe Pit - ALR

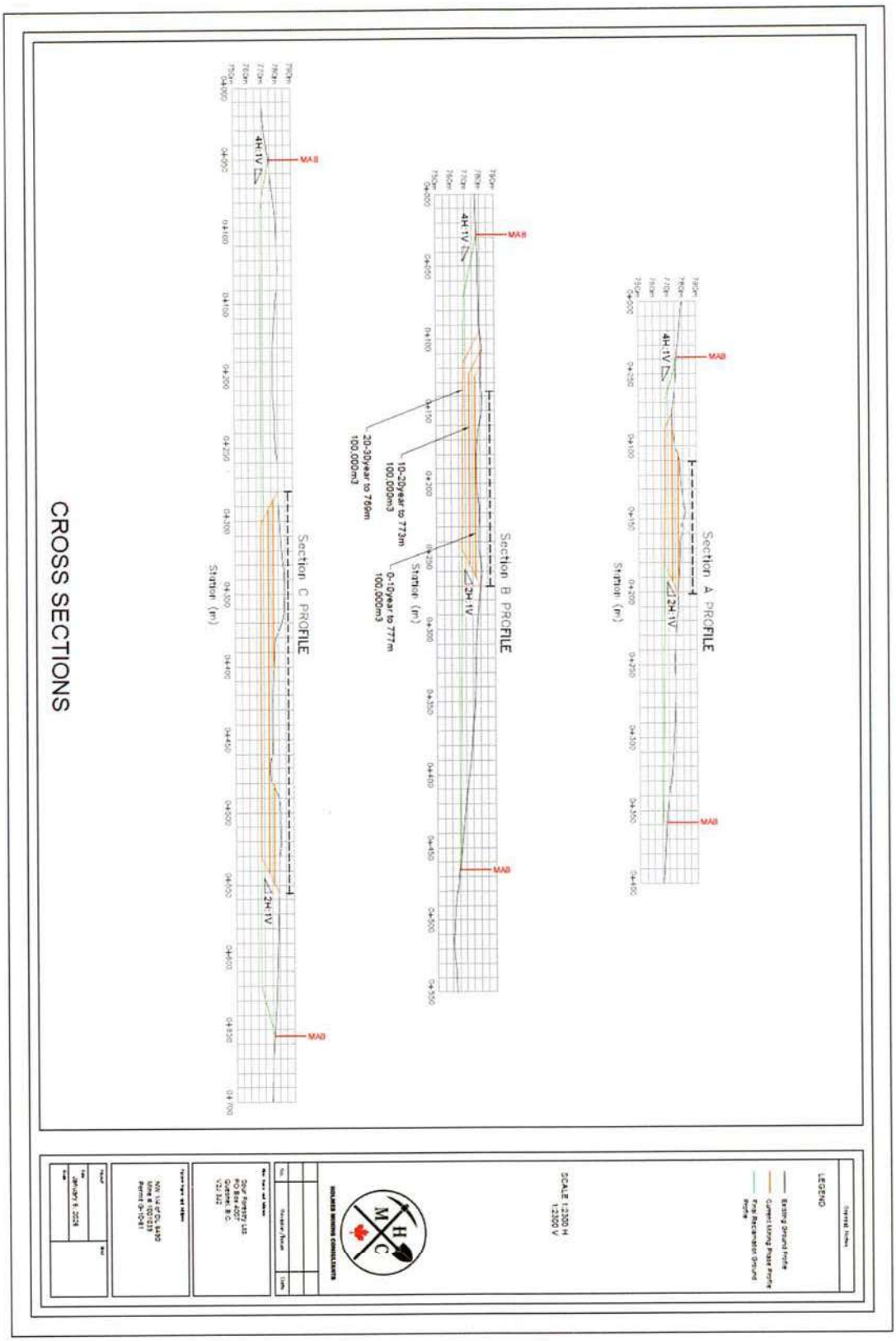
Appendix B: Mining Development and Reclamation Plans




53° 3' 50" N
122° 21' 7" W
ORTHOPHOTO PLAN
3m Setback from Property Line
0-10year to 777m
100,000m3 (2.72ha)
10-20year to 773m
100,000m3 (2.96ha)
20-30year to 769m
100,000m3 (3.23ha)
Access/Egress
Section A
Section B
Section C
Vegetated Buffer Area
LEGEND


53° 3' 50" N
122° 24' 58" W
122° 24' 29" W
0-10 YEAR RECLAMATION PLAN
7% Slope
777m
Section B
Section A
Section c
LEGEND


53° 3' 50" N
122° 24' 58" W
122° 24' 29" W
0-30 YEAR RECLAMATION PLAN
15% Slope
769m
Section B
Section A
Section c
LEGEND
Property Line
Creek
53° 3' 50" N


CROSS SECTIONS
Section C PROFILE
Section B PROFILE
Section A PROFILE
4H:1V
2H:1V
MAB
20-30year to 769m
100,000m3
10-20year to 773m
100,000m3
0-10year to 777m
100,000m3
Station (m)
LEGEND
SCALE 1:2000 H
1:2000 V
HOLMES MINING CONSULTANTS

Appendix C: Site Photos



Photo 1: Existing pit showing disturbance looking north.



Photo 2: Vegetation north of the northern mine area boundary. Berm was the result of previous forestry activities.



Photo 3: Representative ground cover located adjacent to SS-2. Light brown soil on surface and dry. Rocks and pebbles strewn over ground. Vegetation in the area is stand alone shrubs and some grasses.



Photo 4: Southern mine area encompassing SS-3. Scattered shrubs and grasses. Sand, pebbles and stones show through a thin topsoil layer. The area was disturbed by forestry activities. Vegetation cover estimated at 50%.



Photo 5: SS1 test pit facing north. Topsoil to 11cm, sand with silt below, stones beginning around 65cm. Dark brown topsoil, moist, loose. B-Horizon is light grey, loose and dry. C-Horizon, not pictured, began at 32cm. C-Horizon was light brown/ orange with stones and cobbles.



Photo 6: Top 30m of SS3 test pit facing east. Topsoil to 6cm sand with silt below, stones found throughout the soil profile with cobbles beginning around 90cm. Light brown, dry, loose.



Photo 7: Second shovel at SS-3.



Photo 8: Spoil of top 30-50cm SS-4



Photo 9: SS-4 test pit facing east. Topsoil to 9cm, sand with silt below, stones and cobbles beginning around 15cm. Dark brown topsoil, moist, loose. B-Horizon is light grey and loose.



Photo 10: SS-5 test pit facing north. Dark brown topsoil to 4cm, grey sand with silt below to about 6cm. C-Horizon was present from 6-110cm. Stones beginning around 8cm. C-Horizon was light brown/ orange with stones and increasing cobbles with depth.



Photo 11: Representative soil profile where mining has occurred adjacent to the eastern disturbed area. About 5cm of topsoil is followed by about 15cm of B-Horizon. Topsoil and B-Horizon were consistent with the rest of Site. C Horizon was orange/ grey and was present from 15cm to about 200cm. Stones are found throughout the profile with cobbles beginning at about 20cm in depth.



Photo 12: Land cover to the southeast of the disturbed area, as a result of forestry.

Appendix D: Lab Reports (See Attached)

Report Number: C25266-10143
Account Number: 04051

A & L Canada Laboratories Inc.

2136 Jetstream Road, London, Ontario, N5V 3P5
Telephone: (519) 457-2575 Fax: (519) 457-2664

C25266-10143

To: TERRALINK HORTICULTURE INC
464 RIVERSIDE ROAD
ABBOTSFORD, BC V2S 7M1

Attn: TERRALINK HORTICULTURE INC
604-864-8418

For: HOLM'S MINING

Field: COE

P.O. Number: ABBOTSFORD

SOIL TEST REPORT

Reported Date:2025-09-25 Printed Date:Sep 25, 2025

Sample Number	Lab Number	Organic Matter	Phosphorus - P ppm Bicarb	Phosphorus - P ppm Bray-P1	Potassium K ppm	Magnesium Mg ppm	Calcium Ca ppm	Sodium Na ppm	pH pH	pH Buffer	CEC meq/100g	Percent Base Saturations % K	% Mg	% Ca	% H	% Na
SS-3	108492	7.7	16 M	31 M	103 M	153 L	1320 L	14 L	5.7	6.5	14.2	1.9	9.0	46.5	42.2	0.4
SS-4	108493	7.4	9 L	14 L	55 L	128 L	760 VL	28 M	5.5	6.3	13.5	1.0	7.9	28.1	62.0	0.9
SS-5	108494	6.1	46 G	108 H	120 M	104 L	910 VL	15 L	5.8	6.4	13.0	2.4	6.7	35.1	55.4	0.5
SS-1	108495	5.6	43 G	87 H	111 M	159 M	1310 L	14 L	5.9	6.6	13.0	2.2	10.2	50.4	36.8	0.5

Sample Number	Sulfur S ppm	Zinc Zn ppm	Manganese Mn ppm	Iron Fe ppm	Copper Cu ppm	Boron B ppm	Soluble Salts ms/cm	Saturation %P	Aluminum Al ppm	Saturation %Al	Nitrate Nitrogen NO3-N ppm	K/Mg Ratio	Ca/Mg Ratio	ENR	Field ID
SS-3	6 VL							9 G	449	0.5 G	3 VL	0.21	5.2	90	
SS-4	5 VL							3 L	637	0.9 G	1 VL	0.13	3.6	87	
SS-5	10 L							11 G	1251	1.2 M	1 VL	0.36	5.2	74	
SS-1	9 VL							22 H	504	0.4 G	1 VL	0.22	4.9	69	

OE VL = VERY LOW, L = LOW, M = MEDIUM, H = HIGH, VH = VERY HIGH, G = GOOD, MA = MARGINAL, MT = MODERATE PHYTO-TOXIC, T = PHYTO-TOXIC, ST = SEVERE PHYTO-TOXIC

SOIL FERTILITY GUIDELINES (lbs/ac)

Sample Number	Crop	Yield Goal	Lime Tons/Acre	N	P2O5	K2O	Mg	Ca	S	Zn	Mn	Fe	Cu	B

This report is not an original A&L Canada report. This report was printed from the A&L Data-Web, some data may have been altered by the end user.
A&L Canada is a laboratory accredited by Standards Council of Canada / CAEAL and OMAF

C25266-10143

A & L Canada Laboratories Inc.

2136 Jetstream Road, London, Ontario, N5V 3P5
Telephone: (519) 457-2575 Fax: (519) 457-2664

C25266-10143

Report Number: C25266-10143
Account Number: 04051

To: TERRALINK HORTICULTURE INC
464 RIVERSIDE ROAD
ABBOTSFORD, BC V2S 7M1

Attn: TERRALINK HORTICULTURE INC
604-864-8418

For: HOLM'S MINING

Field: COE

P.O. Number: ABBOTSFORD

Reported Date:2025-09-25 **Printed Date:**Sep 25, 2025

SOIL TEST REPORT

Sample Number	Lab Number	Organic Matter	Phosphorus - P ppm Bicarb	Phosphorus - P ppm Bray-P1	Potassium K ppm	Magnesium Mg ppm	Calcium Ca ppm	Sodium Na ppm	pH pH	pH Buffer	CEC meq/100g	Percent Base Saturations % K	% Mg	% Ca	% H	% Na
SS-2	108496	9.1	43 H	115 VH	115 M	128 L	890 VL	18 L	5.4	6.2	15.5	1.9	6.9	28.8	61.9	0.5
SS-2-B	108497	4.6	45 G	94 H	73 L	91 L	540 VL	15 L	5.4	6.1	14.5	1.3	5.2	18.6	74.4	0.4

Sample Number	Sulfur S ppm	Zinc Zn ppm	Manganese Mn ppm	Iron Fe ppm	Copper Cu ppm	Boron B ppm	Soluble Salts ms/cm	Saturation %P	Aluminum Al ppm	Saturation %Al	Nitrate Nitrogen NO3-N ppm	K/Mg Ratio	Ca/Mg Ratio	ENR	Field ID
SS-2	7 VL							16 H	910	1.3 M	1 VL	0.28	4.2	104	
SS-2-B	11 M							7 G	1690	2.6 MT	1 VL	0.25	3.6	59	

OE VL = VERY LOW, L = LOW, M = MEDIUM, H = HIGH, VH = VERY HIGH, G = GOOD, MA = MARGINAL, MT = MODERATE PHYTO-TOXIC, T = PHYTO-TOXIC, ST = SEVERE PHYTO-TOXIC

SOIL FERTILITY GUIDELINES (lbs/ac)

Sample Number	Crop	Yield Goal	Lime Tons/Acre	N	P2O5	K2O	Mg	Ca	S	Zn	Mn	Fe	Cu	B

This report is not an original A&L Canada report. This report was printed from the A&L Data-Web, some data may have been altered by the end user.
A&L Canada is a laboratory accredited by Standards Council of Canada / CAEAL and OMAF

C25266-10143

REPORT NUMBER: C25266-10143
ACCOUNT NUMBER: 04051

A & L Canada Laboratories Inc.
2136 Jetstream Rd, London, Ontario, N5V 3P5
Telephone: (519) 457-2575 Fax: (519) 457-2664

REPORT OF ANALYSIS

TO: TERRALINK HORTICULTURE INC
464 RIVERSIDE ROAD
ABBOTSFORD, BC V2S 7M1

FIELD: COE

RE: HOLM'S MINING

DATE RECEIVED: 2025-09-23
DATE REPORTED: 2025-09-25
PAGE: 1 / 2
P.O. NUMBER: ABBOTSFORD

Attn: TERRALINK HORTICULTURE INC

LAB NO.	SAMPLE ID	ANALYSIS	RESULT	UNIT	METHOD
8492	SS-3	Sand	73	%	MSA Part 1 (1986) pp 404-408
8492	SS-3	Silt	20	%	MSA Part 1 (1986) pp 404-408
8492	SS-3	Clay	7	%	MSA Part 1 (1986) pp 404-408
8492	SS-3	Soil Textural Class	Sandy Loam		MSA Part 1 (1986) pp 383-385
8493	SS-4	Sand	79	%	MSA Part 1 (1986) pp 404-408
8493	SS-4	Silt	14	%	MSA Part 1 (1986) pp 404-408
8493	SS-4	Clay	7	%	MSA Part 1 (1986) pp 404-408
8493	SS-4	Soil Textural Class	Loamy Sand		MSA Part 1 (1986) pp 383-385
8494	SS-5	Sand	82	%	MSA Part 1 (1986) pp 404-408
8494	SS-5	Silt	11	%	MSA Part 1 (1986) pp 404-408
8494	SS-5	Clay	7	%	MSA Part 1 (1986) pp 404-408
8494	SS-5	Soil Textural Class	Loamy Sand		MSA Part 1 (1986) pp 383-385
8495	SS-1	Sand	83	%	MSA Part 1 (1986) pp 404-408
8495	SS-1	Silt	10	%	MSA Part 1 (1986) pp 404-408
8495	SS-1	Clay	7	%	MSA Part 1 (1986) pp 404-408
8495	SS-1	Soil Textural Class	Loamy Sand		MSA Part 1 (1986) pp 383-385
8496	SS-2	Sand	77	%	MSA Part 1 (1986) pp 404-408
8496	SS-2	Silt	15	%	MSA Part 1 (1986) pp 404-408
8496	SS-2	Clay	8	%	MSA Part 1 (1986) pp 404-408
8496	SS-2	Soil Textural Class	Sandy Loam		MSA Part 1 (1986) pp 383-385

C25266-10143

Results Authorized By: Blwood

A & L Canada Laboratories Inc.
2136 Jetstream Rd, London, Ontario, N5V 3P5
Telephone: (519) 457-2575 Fax: (519) 457-2664

REPORT NUMBER: C25266-10143
ACCOUNT NUMBER: 04051

REPORT OF ANALYSIS

TO: TERRALINK HORTICULTURE INC
464 RIVERSIDE ROAD
ABBOTSFORD, BC V2S 7M1

FIELD: COE

RE: HOLM'S MINING

DATE RECEIVED: 2025-09-23
DATE REPORTED: 2025-09-25
PAGE: 2 / 2
P.O. NUMBER: ABBOTSFORD

Attn: TERRALINK HORTICULTURE INC

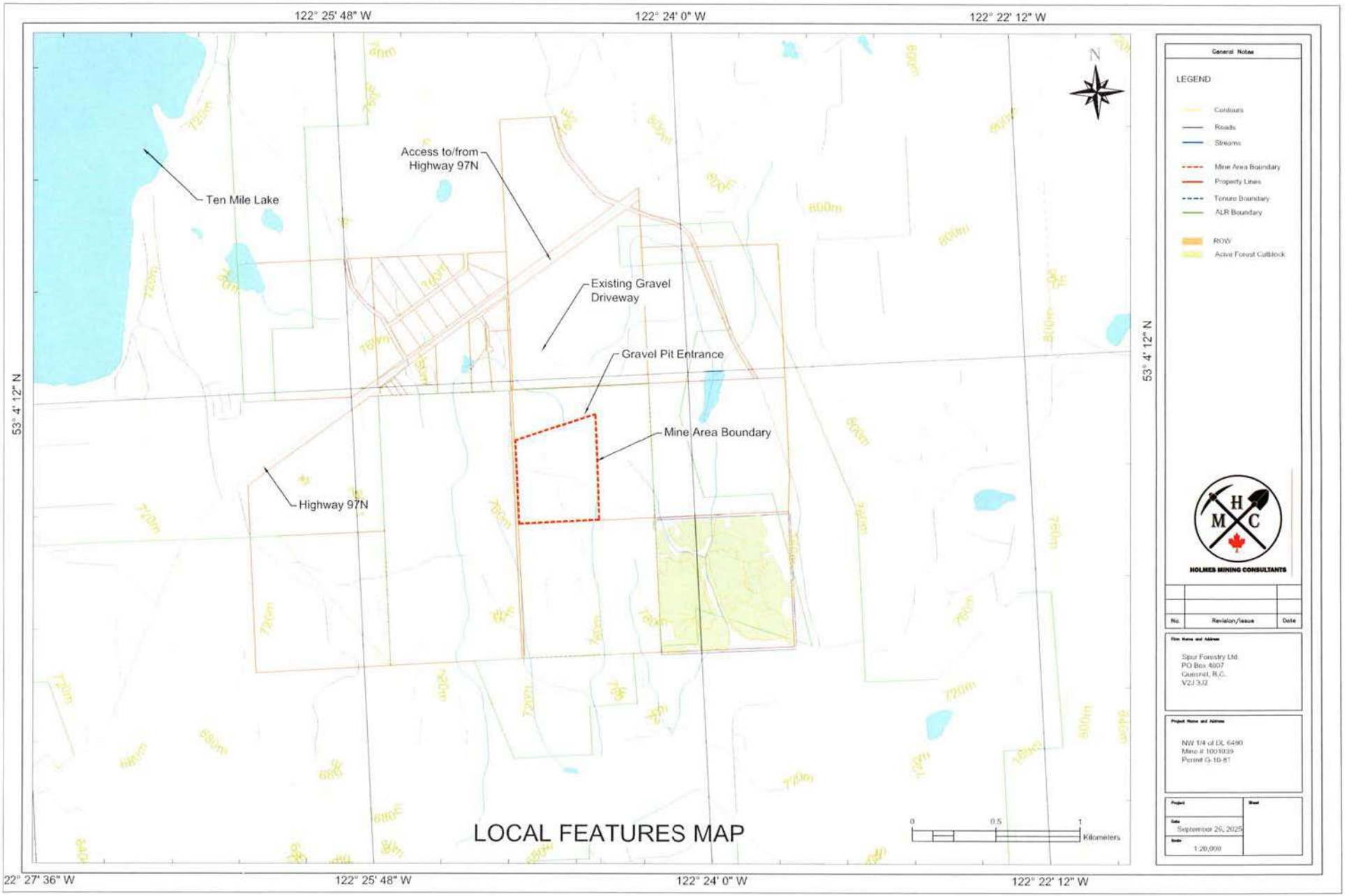
LAB NO.	SAMPLE ID	ANALYSIS	RESULT	UNIT	METHOD
8497	SS-2-B	Sand	83	%	MSA Part 1 (1986) pp 404-408
8497	SS-2-B	Silt	12	%	MSA Part 1 (1986) pp 404-408
8497	SS-2-B	Clay	5	%	MSA Part 1 (1986) pp 404-408
8497	SS-2-B	Soil Textural Class	Loamy Sand		MSA Part 1 (1986) pp 383-385

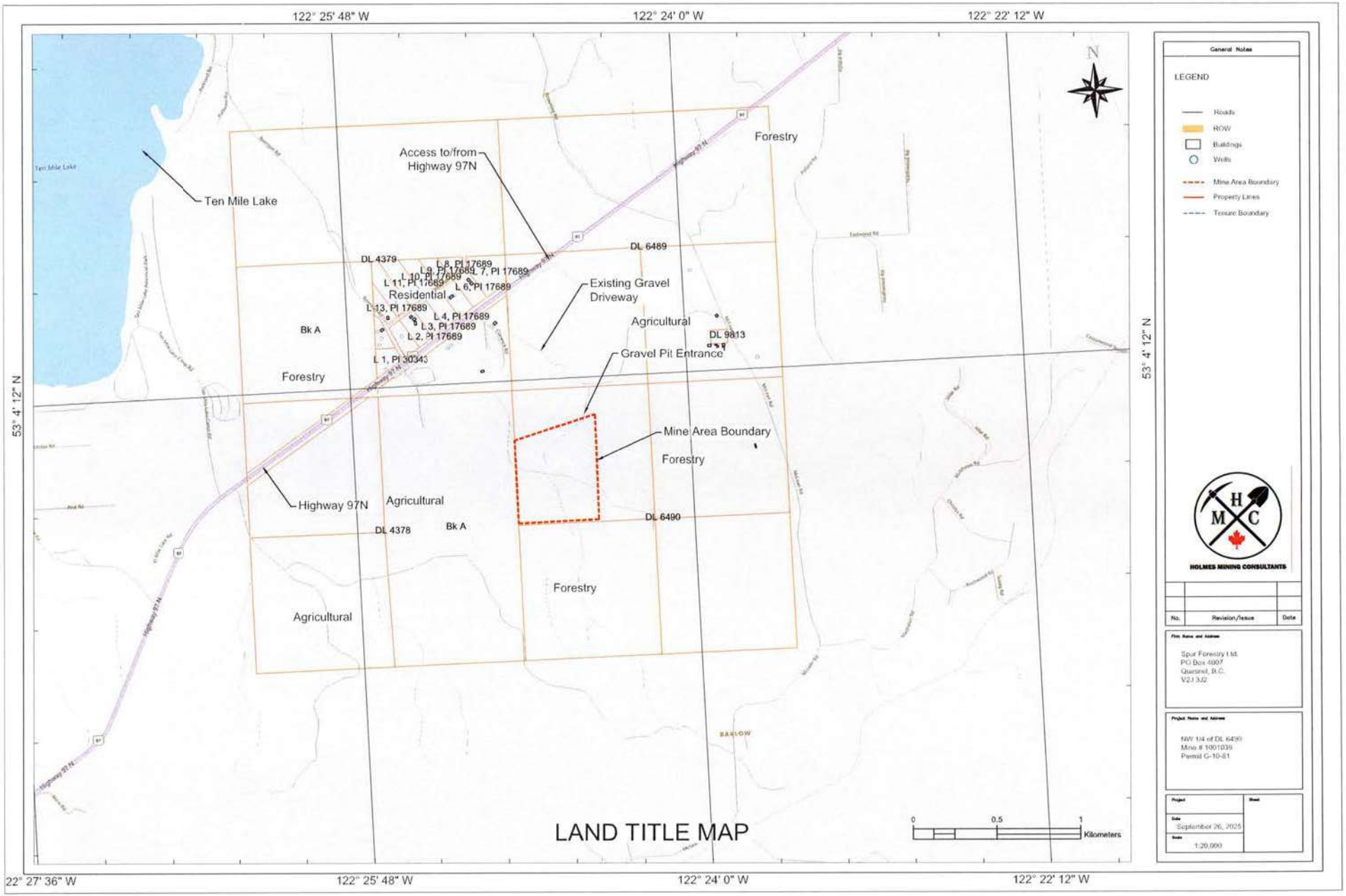
C25266-10143

Results Authorized By: Blood


122° 24' 58" W
122° 24' 29" W
53° 3' 50" N
Section c
Section A
Section B
SS-1
SS-2
SS-3
SS-4
SS-5
SAMPLING LOCATIONS
General Notes
LEGEND
Mine Footprint - 27.00ha
Property Line
ALC Boundary - 3.23ha
2022 Contours (1m)
Creek
Height NAD 83 (CSRS)
Orthometric
CGVD28 HTv2.0
from NRCan PPP
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 400 /
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-81
November 15, 2025
1:3200


122° 34' 12" W
122° 30' 0" W
122° 25' 48" W
122° 21' 36" W
53° 3' 36" N
52° 59' 24" N
Ten Mile Lake
Subject Property
Lat: 53.064900
Long: -122.411500
Highway 97N
Fraser River
Highway 26 Intersection
Quesnel River
Highway 97S
Quesnel
LOCATION MAP
N
0
1
2
Kilometers
General Notes
LEGEND
Mine Area Boundary
BC Health Care Facilities
Route to Hospital via Hwy 97N
Roads
Streams
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-81
September 26, 2025
1:55,000


122° 25' 48" W
122° 24' 0" W
122° 22' 12" W
53° 4' 12" N
Ten Mile Lake
Access to/from Highway 97N
Existing Gravel Driveway
Gravel Pit Entrance
Mine Area Boundary
Highway 97N
N
LOCAL FEATURES MAP
0
0.5
1
Kilometers
General Notes
LEGEND
Contours
Roads
Streams
Mine Area Boundary
Property Lines
Tenure Boundary
ALR Boundary
ROW
Active Forest Cutblock
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001039
Permit G-10-81
September 26, 2025
1:20,000


122° 25' 48" W
122° 24' 0" W
122° 22' 12" W
53° 4' 12" N
22° 27' 36" W
Ten Mile Lake
Access to/from Highway 97N
Forestry
DL 6489
DL 4379
L 8, Pl 17689
L 9, Pl 17689
L 10, Pl 17689
L 7, Pl 17689
L 11, Pl 17689
L 6, Pl 17689
Residential
L 13, Pl 17689
L 4, Pl 17689
L 3, Pl 17689
L 2, Pl 17689
L 1, Pl 30343
Existing Gravel Driveway
Agricultural
DL 9813
Bk A
Gravel Pit Entrance
Forestry
Mine Area Boundary
Forestry
Highway 97N
Agricultural
DL 6490
DL 4378
Bk A
Forestry
Agricultural
BARLOW
LAND TITLE MAP
0
0.5
1
Kilometers
N
General Notes
LEGEND
Roads
ROW
Buildings
Wells
Mine Area Boundary
Property Lines
Tenure Boundary
HOLMES MINING CONSULTANTS
No.
Revision/Issue
Date
Spur Forestry Ltd.
PO Box 4007
Quesnel, B.C.
V2J 3J2
NW 1/4 of DL 6490
Mine # 1001035
Permit G-10-81
September 26, 2025
1:20,000

Cariboo Regional District
File No. _____
FEB 2 6 2026
Referred To _____

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: Feb 25, 2026
Start Time: 6:05 pm
Location of Meeting: CRD office - Quesnel, BC.

File Number: 3015-20/C20260007
Application Type: Removal of Soil
Electoral Area: C
Legal Description: The North West ¼ of District Lot 6490, Cariboo District
Property Location: N/A

ATTENDANCE

Present:
Chair: Lorne Walker
Members: Warren Ris
Dennis Asher
Lynn Phinney.
Tom Maxwell

Recording Secretary: Charlene Lawrence.
Owners/Agent: Jason Koepke
☐Contacted but declined to attend available on the phone if necessary.

Absent: /

Also Present:
Electoral Area Director: John Massier
Staff Support: _____

RESOLUTION

THAT application with File Number 3015-20/C20260007 be **SUPPORTED** / **REJECTED** for the following reasons:

1) There are no concerns about environmental impact upon adjacent agricultural land.

2) Presently, the land cannot grow anything or have cattle on it. The land will only be improved with this application.

For: 6 Against: 0

CARRIED/DEFEATED

Termination:
That the meeting terminate.
Moved: Warren Ruis
Seconded: Lynn Phinney

CARRIED

Time:

[redacted]
Recording Secretary

[redacted]
Chair

March 10, 2026

Connor Ikoma
Planning Officer II
Cariboo Regional District

Sent by email

Dear Connor:

Re: File 3015-20/C20260007 (ALC File: 106547) – Removal of Soil (Extraction) at The North West ¼ of District Lot 6490, Cariboo District (PID: 017-540-496) – The Subject Property

Thank you for providing Ministry of Agriculture and Food (Ministry) staff the opportunity to comment on File 3015-20/C20260007 that proposes to extract approximately 100,000 m^3 of aggregate from an approximate 3.0 ha area over a 10-year period on the 65.1 ha Subject Property. From an agricultural planning perspective, Ministry staff offer the following comments:

- The applicant seeks to continue aggregate extraction activity that has occurred on an approximate 3 ha area of the Subject Property for 25+ years.

- Ministry staff note that the report completed by Holmes Mining Consultants, dated January, 2026 (the 'Report') that accompanied the ALC application adequately addresses many components of a gravel extraction site including, but not limited to: a description about topsoil salvaging, a detailed analysis of how the pit will be reclaimed to a suitable agricultural standard once extraction activity has ceased and how invasive species will be managed.

- The Report mentions seeding of soil piles for erosion control, as well as reseeding of the area during reclamation. Ministry staff encourage the seed to be sourced locally to reduce the risk of the introduction of invasive species from another region, remembering to check the Certificate of Analysis on the seed lot to ensure regional species of concern are not listed. If they have not done so already, Regional District staff may wish to review the regional list of species of concern with the proponent.

- Ministry staff note, that the Report does not propose any measures to help mitigate potential noise and dust arising from the operation, which may also impact existing and future agricultural activities, both on and adjacent to the Subject Property.

Ministry of Agriculture and Food
Corporate Policy and Priorities Branch
Mailing Address:
PO Box 9120, Stn Prov Gov
Victoria, BC V8W 9B4

- Ultimately, if the proponent carefully follows all aspects of the Report, the proposed project has the potential for the disturbed extraction area to be reclaimed to a suitable agricultural standard and used for future agricultural production.

Please contact Ministry staff if you have any questions about the above comments.

Thank you for the opportunity to provide comments from an agricultural perspective with respect to this file.

Sincerely,

[redacted]

Reed Bailey
Land Use Planner
BC Ministry of Agriculture and Food
778-698-3455
Reed.Bailey@gov.bc.ca

Cc: Agricultural Land Commission – ALC.Referrals@gov.bc.ca

AGENDA ITEM SUMMARY

Date: 01/04/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Nigel Whitehead, Manager of Planning Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3015-20/B20250051

Short Summary:

Area H – ALRB20250051
Yargueau Road
Lot, A District Lots 83 and 319, Cariboo District, Plan PGP40531, Except Plan EPP56753 (3015-20/B20250051 – AMBRUS INVESTMENTS Ltd.) (Agent: McElhanney Ltd. – Bryce Whitehouse)
Director Bachmeier

Voting:

Stakeholder Vote – Unweighted – All Electoral Areas

Memorandum:

See planning comments on attached information package.

Attachments:

Information Package

Financial Implications:

N/A

Policy Implications:

N/A

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☒ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

That the Provincial Agricultural Land Commission application for subdivision pertaining to Lot A, District Lots 83 and 319, Cariboo District, Plan PGP40531, Except Plan EPP56753 be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

Planning Application Information Sheet

Application Type: Agricultural Land Reserve
File Number: 3015-20/B20250051
ALR Application Type: Subdivision 21(2)
Electoral Area: B
Date of Referral: February 11, 2026
Date of Application: September 09, 2025

Property Owner's Name(s): Ambrus Investments Ltd.

Applicant's Name: McElhanney Consulting Services c/o Bryce Whitehouse

---

SECTION 1: Property Summary

Legal Description(s): Lot A, District Lots 83 and 319, Cariboo District, Plan PGP40531 Except Plan EPP56753

Property Size(s): 114.85 ha (283.8 ac)

Area of Application: 0.974 ha (2.407 ac)

Current Designation:
Agricultural and Resource

Min. Lot Size Permitted:
32.0 hectares (79.07 acres)

Current Zoning:
Resource /Agricultural (RA 1)

Min. Lot Size Permitted:
32.0 hectares (79.07 acres)

Proposal: The Ministry of Transportation and Transit is proposing the registration of a 0.974 ha (2.407 ac) Right of Way on the subject property to allow habitat enhancement work in Bouchie Creek.

As the proposal is not for transportation work in a dedicated transportation corridor the Agricultural Land Commission requires a subdivision application with a non-farm use component instead of a Transportation and Utility Use application.

Existing Buildings: Two farm buildings

Proposed Buildings: None

Road Name: Blackwater Road, Yargeau Road
Road Type: Paved
Within the influence of a Controlled Access Highway: N/A

Within the confines of the Agricultural Land Reserve: Yes - partially within

Required to comply with the Shoreland Management Policy: N/A
Name of Lake/Contributing River: Bouchie Creek, Unnamed Watercourse, Fraser River
Lake Classification: High

Within Development Permit Area: Yes
Development Permit Area Name: Aquatic Habitat Development Permit Area

Geotechnical Hazards Development Permit Area - Moderate risk area

Adjoining Properties: (Source: B.C.A.A.)

	Land Use:	Lot Sizes:
(a) North	Grain & Forage (Vacant)	27.9 ha (68.939 ac)
	Beef (Vacant)	64.75 ha (160 ac)
(b) South	2 Acres Or More (Single Family Dwelling, Duplex)	14.1 ha (34.84 ac)
	2 Acres Or More (Single Family Dwelling, Duplex)	58.68 ha (145 ac)
(c) East	N/A	N/A
(d) West	Golf Courses (Includes Public & Private)	42.96 ha (106.15 ac)
	2 Acres Or More (Vacant)	42.3 ha (104.522 ac)

Agricultural Capability Classification:

Canada Land Inventory: Class 1 = Best, Class 7 = Worst

% of parcel	Unimproved rating	Improved rating
100%	70% Class 3 – Moisture limitation 30% Class 4 – Moisture limitation and Stoniness	No improved class rating

The agricultural capability classifications of the properties are Class 3 and Class 4. The limiting factors are noted to be moisture limitation and stoniness.

Class 3 land has limitations that are more severe than for Class 2 land and management practises are more difficult to apply and maintain. The limitations may restrict the choice of suitable crops or affect one or more of the following practises: timing and ease of tillage, planting and harvesting, and methods of soil conservation.

Land in Class 4 has limitations which make it suitable for only a few crops, or the yield for a wide range of crops is low, or the risk of crop failure is high, or soil conditions are such that special development and management practises are required. The limitations may seriously affect one or more of the following practises: timing and ease of tillage, planting and harvesting, and methods of soil conservation.

note: the information above is an interpretation of the British Columbia Soil Information Finder Tool – B.C. Agricultural Capability Map. An on-site visit of the property has not been conducted.

PLANNING COMMENTS

Background:

The Cariboo Regional District has received an Agricultural Land Commission (ALC) application for subdivision. The Ministry of Transportation and Transit is proposing the registration of a 0.974 ha (2.407 ac) statutory right of way on the subject property to allow required habitat enhancement work in Bouchie Creek as part of the Blackwater Road at Knickerbocker Road Cariboo Road Recovery Project. The ALC considers the establishment of statutory right of way for habitat enhancement outside a dedicated transportation corridor a form of subdivision. The proposed works are to provide adequate habitat enhancement in Bouchie Creek as well as providing access and maintenance to the site.

The 114.85 ha (283.8 ac) subject property is zoned Resource Agricultural (R/A) in the Quesnel Fringe Area Zoning Bylaw No. 3504, 1999 and designated Agricultural and Resource in the Quesnel Fringe Area Official Community Plan Bylaw 4844, 2014. The applicant notes the property is currently used for cattle grazing and forage production. It currently contains two farm buildings.

Location and Surrounding:

The subject property is adjacent to the Fraser River west of Quesnel as seen in Appendix B. The subject property is bisected by Yargeau Rd and it is fully within the Agricultural Land Reserve. It contains partially cleared fields and is partially treed with both Bouchie Creek and an unnamed creek running through it into the Fraser River.

CRD Regulations and Policies:

Cariboo Regional District Agricultural Policy, 2016

4.0 GENERAL POLICIES

(b) To support the Agricultural Land Commission in its mandate of protecting agricultural lands and agricultural opportunities.

Rationale for Recommendations:

Planning staff are supportive of the proposed ALR application. The ALC considers the establishment of a statutory right of way for habitat enhancement outside a dedicated transportation corridor a form of subdivision. The planned improvements to the creek will help ensure longer term resiliency from the effects of the recent geotechnical activity in the area. The right of way is unlikely to have further impact on the parcel. As the CRD does not consider a statutory right of way a form of subdivision, planning staff do not have any concerns.

The Electoral Area 'B' Advisory Planning Commission (APC) has responded in support. They state they support the repairs to Blackwater Rd and Knickerbocker Rd and the offsetting is required to do the project. They also state the backchannel for fish habitat is important for the Fraser River watershed.

The Ministry of Agriculture and Food (MAF) has responded stating they do not have any concerns with the CRD forwarding the application to the ALC for a decision.

In summary, planning staff are supportive of the proposed subdivision application.

Recommendation:

That the Provincial Agricultural Land Commission application for subdivision pertaining to Lot A, District Lots 83 and 319, Cariboo District, Plan PGP40531 Except Plan EPP56753 be authorized for submission to the Provincial Agricultural Land Commission with a recommendation for approval.

REFERRAL COMMENTS

Ministry of Agriculture and Food: March 10, 2026
Ministry staff have reviewed the proposed subdivision and note that the parcel to be subdivided is located in close proximity to the Fraser River and adjacent non-ALR land and is not under agricultural production; likely because there are two watercourses running through it. Ministry staff have no concerns with the CRD forwarding the application to the ALC for decision.

Advisory Planning Commission: March 2, 2026
See attached

ATTACHMENTS

Appendix A:	Application
Appendix B:	General Map
Appendix C:	Specific Map
Appendix D:	Orthographic Map
Other:	Applicants Supporting Documents
	Advisory Planning Commission Comments

Generated Feb 05, 2026 11:48:25 -08:00

Provincial Agricultural Land Commission - Applicant Submission

Application ID:	105446
Application Type:	Subdivide Land in the ALR
Status:	Submitted to L/FNG
Name:	AMBRUS INVESTMENTS LTD., INC.NO. BC184211
Local/First Nation Government:	Cariboo Regional District

1. Parcel(s) Under Application

Parcel #1

Parcel Type	Fee Simple
Legal Description	LOT A DISTRICT LOTS 83 AND 319 CARIBOO DISTRICT PLAN PGP40531 EXCEPT PLAN EPP56753
Approx. Map Area	106.67 ha
PID	023-607-220
Purchase Date	May 9, 2016
Farm Classification	Yes
Civic Address	Yargeau Road, Quesnel BC
Certificate Of Title	TITLE-FB501857-PID-023-607-220.pdf

Land Owner(s)	Organization	Phone	Email	Corporate Summary
Ciril Norvok	AMBRUS INVESTMENTS LTD., INC.NO. BC184211	[redacted]	[redacted]	Corprate Summary Ambrus Investments BC0184211.pdf

2. Other Owned Parcels

Do any of the land owners added previously own or lease other parcels that might inform this application process?	No

3. Primary Contact

Type	Third-Party Agent
First Name	Bryce
Last Name	Whitehouse
Organization (If Applicable)	McElhanney Ltd.
Phone	[redacted]
Email	[redacted]

4. Government

Local or First Nation Government:	Cariboo Regional District

5. Land Use

Land Use of Parcel(s) under Application

Describe all agriculture that currently takes place on the parcel(s).	The only agricultural activity within the affected parcel (Lot 023-607-220) is a cattle pasture and hay/forage production, occupying approximately 70% of the lot. The remainder of the land is unutilized and is composed of forested lands.
Describe all agricultural improvements made to the parcel(s).	The portion of the parcel is used for agricultural purposes, with both cattle grazing and forage production. Satellite imagery confirms the presence of the following agricultural uses:

Cattle Pasture: Approximately 5.5 hectares of the parcel is fenced and maintained as open pasture for cattle grazing, including a small livestock shelter or barn.

Forage/Hay Production: Approximately 36 ha of the land is actively used for hay production.

Drainage feature: A small stream, approximately 1 kilometre in length, runs through the parcel. The upstream reach—measuring approx. 220 m—has minimal to no riparian vegetation. In contrast, the downstream reach is vegetated and provides riparian function, contributing to erosion control and overall stream stability.

The land is actively managed but remains low-impact, with no visible signs of large-scale infrastructure such as irrigation systems or intensive farming facilities in place.

Describe all other uses that currently take place on the parcel(s).

The parcel also includes a forested area and an unnamed tributary, which extends for 1.5 km within the parcel.

Land Use of Adjacent Parcels

	Main Land Use Type	Specific Activity
North	Agricultural / Farm	Directly north of the project is a Beef Pasture/ forage production (PID 023-607-220). West of the PID 023-607-220 is a golf course (PID: 012827347).
East	Other	Directly East of the site is the Fraser River. There is a Tree farm across the Fraser River.
South	Other	Forest, single family dwelling, and Blackwater Road (PID 015065197).
West	Agricultural / Farm	Mostly forest. Similar to the 'South' land use -> Forest, single family dwelling, and Blackwater Road (PID 015065197).

6. Proposal

Proposed Lot Areas

#	Type	Size
1	Lot	105.696
2	Lot	0.974

What is the purpose of the proposal?

The application is required to provide adequate habitat enhancement as well as access and maintenance to the site.
The habitat offsetting design will focus on the 120 m downstream reach of Bouchie Creek. The project aims to enhance the in-stream and riparian area to increase the quality and quantity of rearing habitat for resident fish species and juvenile salmonids.
This project is a required habitat offsetting for the Blackwater project, which aims to improve and provide access to agricultural lands (see application ID 100690).

This unnamed tributary currently has poor habitat quality due to its lack of overhanging vegetation, suitable rearing substrate, flow, and minimal complexity. The project aims to improve the fish habitat by:
• Widening the downstream reach to increase the wetted area in the channel for all season
• Addition of the weir-riffle structure along the downstream reach to increase water depth during low flows
• The partial excavation of silt material and addition of gravel/cobble substrate to increase the productive capacity of the substrate by increased production of benthic invertebrates that would provide a food source for fish, and potentially provide spawning habitat in suitable flow conditions.
• The addition of instream structures such as boulders and LWD to provide cover, refuge and complexity where it is currently lacking.
• Planting and live staking of vegetation on the side channel banks such as willow and black cottonwood would provide more direct benefit to fish in the form of shade, aquatic cover and refuge habitat during higher flows, and allochthonous carbon input during other times of the year.

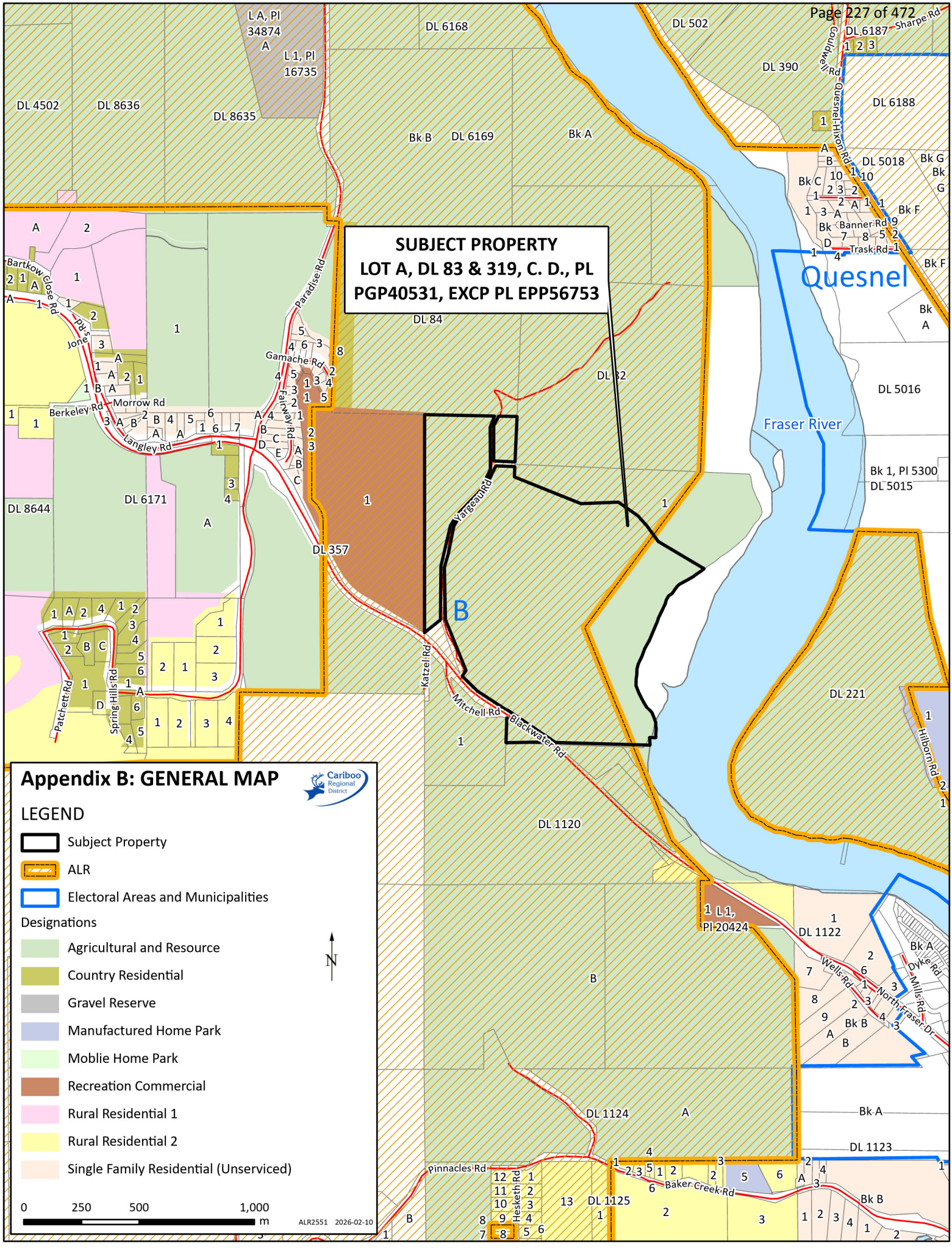
The benefits of the proposed enhancements for juvenile and adult fish of all species will be immediate. The downstream reach would provide clean flow during high sediment conditions in the Fraser River, as well as refuge for all life stages and species of locally present fish during higher flows. Year-around rearing habitat for juveniles will also be available.

	The stream is groundwater-fed during low flows. Increasing the channel depth may increase flow within the creek (through additional groundwater interception). This would help flush out the fine sediments deposited by the Fraser River and help maintain better substrate more suitable for spawning and rearing. It would also contribute cold-water inputs into the Fraser River. The benefit of the addition of vegetation for allochthonous carbon input to the system and instream shade will take longer (predicted to take two years post-installation) and is based on the time for live stakes to stabilize and grow. Riparian planting will also provide habitat for other terrestrial wildlife species when not inundated. The proposed enhancements are intended to address poor existing refuge habitat within a tributary to the Fraser River, providing suitable refuge habitat for fish year-round. Additional benefits of the proposed works are cover (instream and riparian), coarser substrate, habitat complexities (i.e., weir riffle) and water quality improvements (i.e., dissolved oxygen from riffle structures, cooler temperatures from groundwater inputs and cover). Each of the enhancements contribute to providing good refuge habitat, suitable rearing conditions, and increased food provisions. The enhancement of the instream and riparian areas will positively impact both the land and water quality. Consequently, this improvement will benefit the agricultural lands.
Why do you believe this parcel is suitable for subdivision?	We believe the identified smaller parcel proposed for subdivision is primarily located within a natural watercourse and riparian buffer zone. As a result, the majority of the proposed lot is unsuitable for viable agricultural development. However, the subdivision as proposed, could be used to support aquatic environmental enhancement with minimal impact to agriculturally viable land. Furthermore, as of the date of this application (August 2025), the proposed subdivided area is not currently in agricultural production, so on the larger remaining parce, the property owner's existing operations should remain unaffected.
Does the proposal support agriculture in the short or long term? Please explain.	The proposed subdivision and its subesquent improvment will not directly support agriculture in the short or long term. However, the goal of the project is to enhance the preexisting ecosystem by adding beneficial features and complexity to the proposed creek channel, there by supporting the surrounding environment. This will not directly benefit agriculture but by developing a more diverse ecosystem in the area there could be indirect benefits to the area in general.
Proposal Map / Site Plan	20260123 - PID 023-607-220 - Site Layout.pdf

Are you applying for subdivision pursuant to the ALC Homesite Severance Policy?	No

7. Optional Documents

Type	Description	File Name
Professional Report	Related Blackwater Road Slope Stabilization Project - Bank Protection	Blackwater Road Slope Stabilization Project - Draft Bank Protection Design Memo_RevC.pdf
Other files that are related	CAD file For Proposed Right-of-Way	20250616-PID 023-607-220.shp
Other files that are related	KMZ Shapefile For Proposed Project Right-of-Way	20250616 - PID 023-607-220.kmz
Other files that are related	Related ALC Decision on the Blackwater Road Application	ALC Application Decision - 100690d1.pdf
Professional Report	Blackwater Rd - Habitat Offsetting Report	blackwater_hydraulic_enviro_offsets_20241122.pdf



Appendix B: GENERAL MAP

Cariboo Regional District

LEGEND

- Subject Property
- ALR
- Electoral Areas and Municipalities

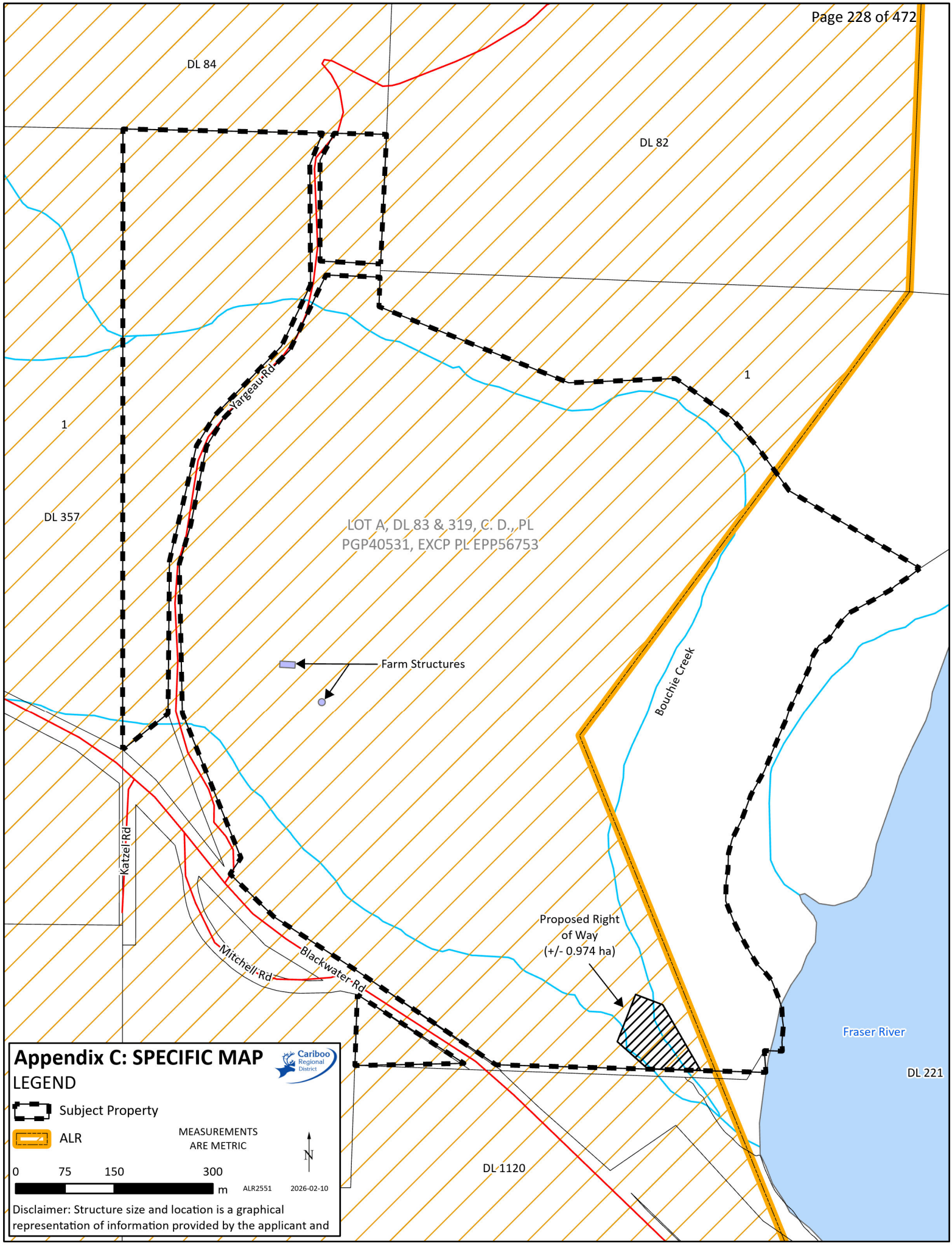
Designations

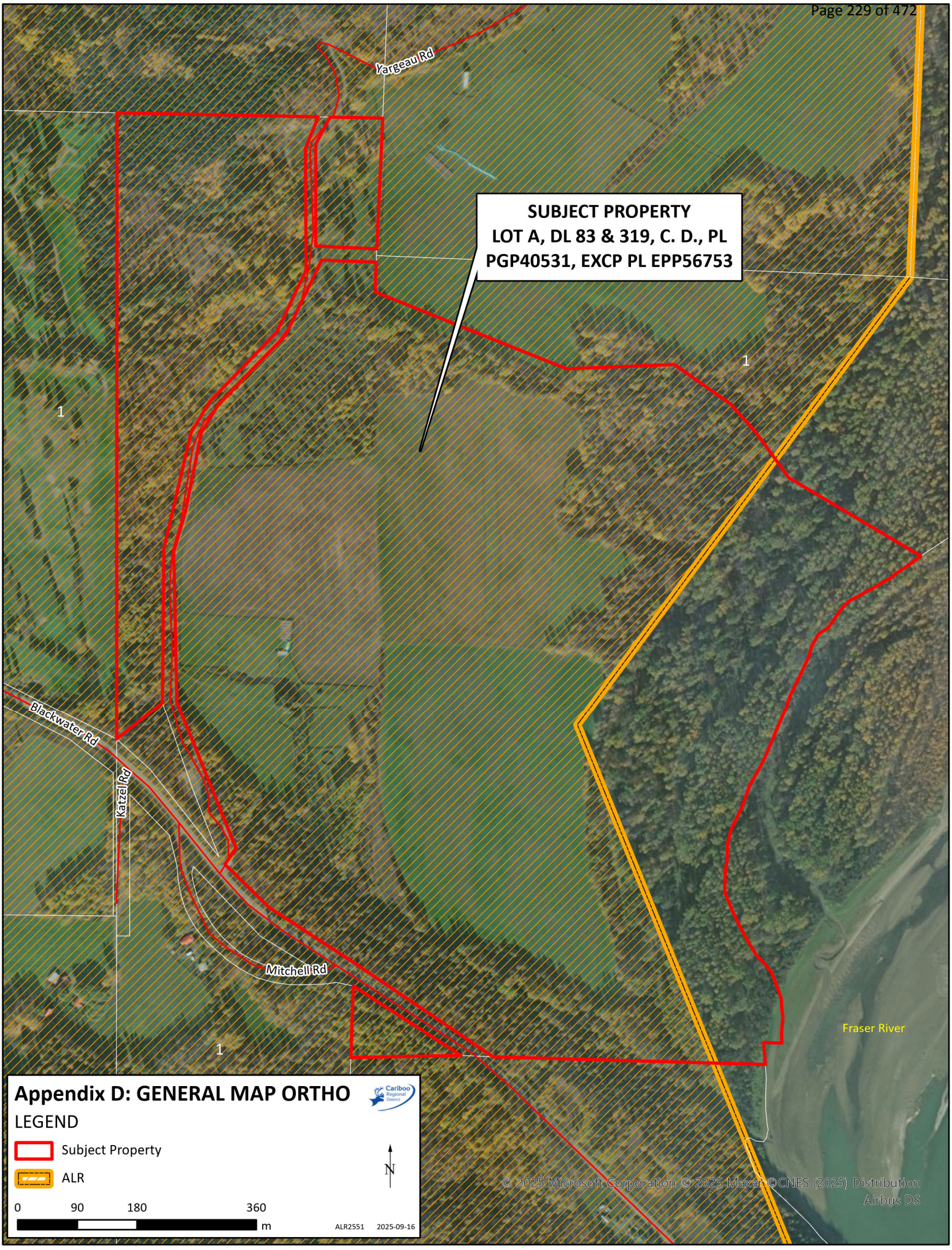
- Agricultural and Resource
- Country Residential
- Gravel Reserve
- Manufactured Home Park
- Moblie Home Park
- Recreation Commercial
- Rural Residential 1
- Rural Residential 2
- Single Family Residential (Unserviced)

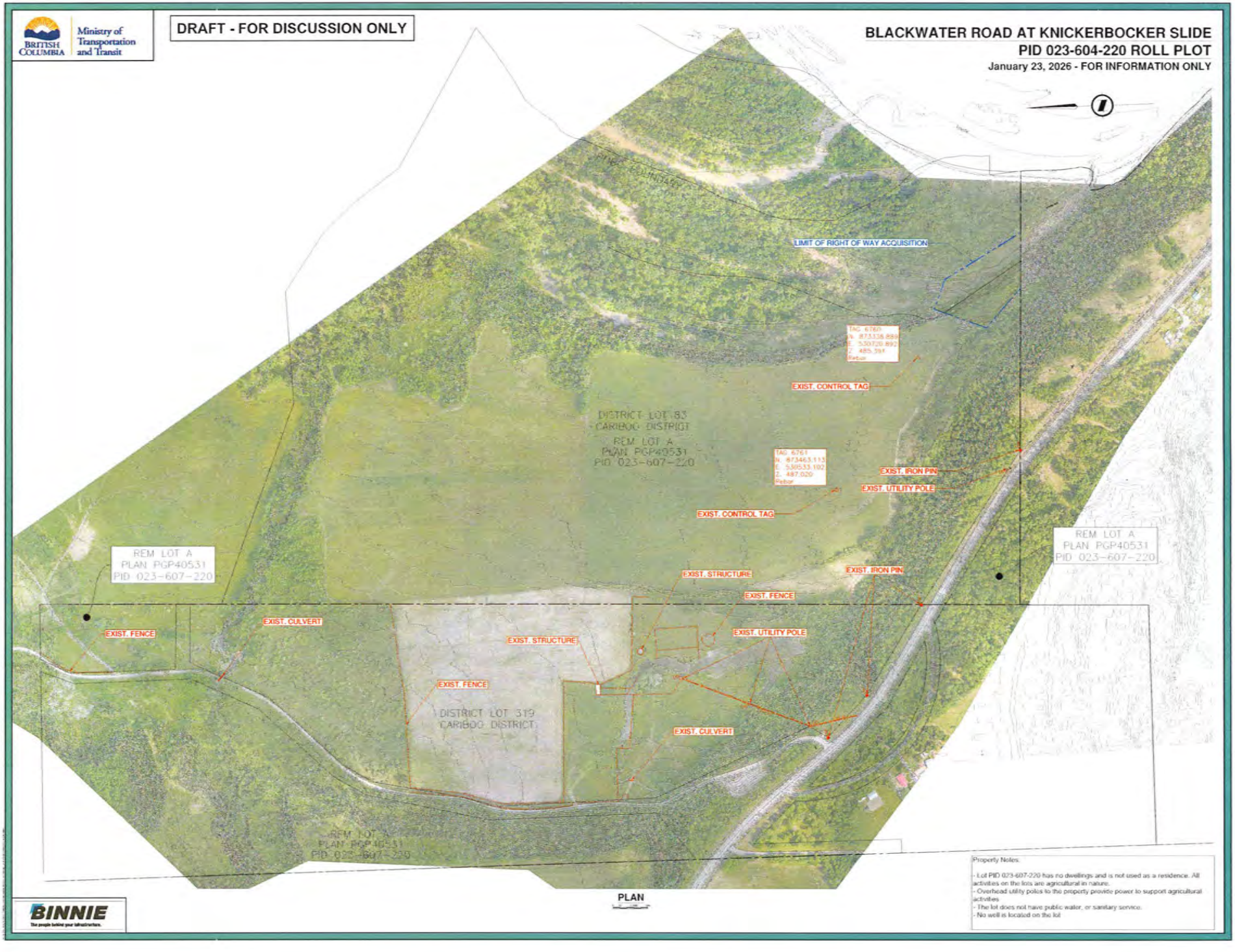
N

0 250 500 1,000 m

ALR2551 2026-02-10


DL 84
DL 82
1
1
DL 357
Yargeau Rd
LOT A, DL 83 & 319, C. D., PL
PGP40531, EXCP PL EPP56753
Farm Structures
Bouchie Creek
Katzel Rd
Mitchell Rd
Blackwater Rd
Proposed Right
of Way
(+/- 0.974 ha)
Fraser River
DL 221
DL 1120
Appendix C: SPECIFIC MAP
LEGEND
Subject Property
ALR
MEASUREMENTS
ARE METRIC
N
0 75 150 300
m
ALR2551
2026-02-10
Disclaimer: Structure size and location is a graphical
representation of information provided by the applicant and


Largeau Rd
SUBJECT PROPERTY
LOT A, DL 83 & 319, C. D., PL
PGP40531, EXCP PL EPP56753
1
1
1
Blackwater Rd
Katzel Rd
Mitchell Rd
Fraser River
Appendix D: GENERAL MAP ORTHO
LEGEND
Subject Property
ALR
N
0
90
180
360
m
ALR2551
2025-09-16
© 2025 Microsoft Corporation © 2025 Maxar ©CNES (2025) Distribution Airbus DS


BRITISH COLUMBIA
Ministry of Transportation and Transit
DRAFT - FOR DISCUSSION ONLY
BLACKWATER ROAD AT KNICKERBOCKER SLIDE
PID 023-604-220 ROLL PLOT
January 23, 2026 - FOR INFORMATION ONLY
LIMIT OF RIGHT OF WAY ACQUISITION
EXIST. CONTROL TAG
DISTRICT LOT 83
CARIBOO DISTRICT
REM LOT A
PLAN PGP40531
PID 023-607-220
EXIST. IRON PIN
EXIST. UTILITY POLE
EXIST. CONTROL TAG
REM LOT A
PLAN PGP40531
PID 023-607-220
EXIST. STRUCTURE
EXIST. FENCE
EXIST. IRON PIN
REM LOT A
PLAN PGP40531
PID 023-607-220
EXIST. FENCE
EXIST. CULVERT
EXIST. STRUCTURE
EXIST. UTILITY POLE
EXIST. FENCE
DISTRICT LOT 319
CARIBOO DISTRICT
EXIST. CULVERT
REM LOT A
PLAN PGP40531
PID 023-607-220
PLAN
Property Notes:
- Lot PID 023-607-220 has no dwellings and is not used as a residence. All activities on the lots are agricultural in nature.
- Overhead utility poles to the property provide power to support agricultural activities.
- The lot does not have public water, or sanitary service.
- No well is located on the lot
BINNIE

McElhanney

BEST MANAGED COMPANIES

Our File: McElhanney Project #2121-00924-00

TECHNICAL MEMO

To	From
Maurizio Ponzini, P.Eng CRRP Design Lead, Binnie and Associates Ltd.	Luc Harvey, P.Eng. – Lead Hydrotechnical Engineer Doug Johnston, P.Eng. Senior Hydrotechnical Reviewer
Re	**Date**
Blackwater Road Slope Stabilization - North Fraser Slide Bank Protection Detailed Design - DRAFT	April 5, 2024

1. Introduction

The following memorandum is a brief description of the erosion protection design for the right (southwest) bank of the Fraser River immediately adjacent to the North Fraser Slide that occurred on Blackwater Road, just upstream of the Fraser River and Quesnel River confluence. This memorandum is intended to be read in conjunction with the 100% detailed design drawings for this project. In addition, a detailed hydrotechnical report was completed as a precursor to the design. That document provides a detailed description and analysis of the project, the study area, the hydrologic analysis of the Upper Fraser River watershed, and the hydraulic modeling of the Fraser River though the study area.

1.1. BACKGROUND

The Blackwater Road Slope Stabilization project site is located approximately 3.7 km north of Quesnel, BC on the west side of the Fraser River. Two geotechnical instabilities, referred to as the North Fraser Slide (to the north) and the Knickerbocker Slide (to the south), are impacting an 800m stretch of Blackwater Road. The North Fraser Slide is characterised by a large slide mass that has separated from the upper hillslope. The current slide crest is approximately 400m long and runs relatively parallel to Blackwater Road towards the north end of the project site, with its closest point coming within 10m of the existing asphalt edge. The proposed slope stabilization design for the North Fraser Slide includes the following elements:

- Realign a 350m portion of Blackwater Rd to the west away from the North Fraser Slide to unload the top of the slide mass.

- Provide bank armouring along the toe of the North Fraser Slide to protect the slide mass from continued erosion by the Fraser River.

No bank protection is proposed for the Knickerbocker Slide. The Knickerbocker slide is creeping in nature and any bank armouring placed at the river would be pushed into the river as the slide creeps forward. This memorandum provides a summary of the bank protection design for the North Fraser Slide.

2. Design Considerations

2.1. DESIGN CRITERIA

Design Flow

The design flow used for the bank protection design was the 200-year peak instantaneous flow. A climate change factor was applied on the design flow to account for potential changes to climatic conditions anticipated by 2100.

Freeboard

We also adopted a freeboard of 300 mm above the predicted water surface elevation under the 200-year event (peak instantaneous flow with climate change). This value is adopted as the minimum freeboard typically used for flood mitigation projects when using the peak instantaneous flow value to determine the design water surface elevation.

Slope Stability

Geotechnical investigations of the North Fraser Slide indicated that the landslide mass that has separated from the upper slope is currently buttressing the slide complex. The bank protection design should therefore generally avoid cutting into the existing landslide mass to avoid impacting the stability of the slope. Extensive loading of the landslide mass with rip rap (or bulk fill) must also be avoided.

Riprap slopes prescribed generally matched the existing slope angles along the length of the revetment. This reduces the riprap volume required and limits disturbance of the soil mass. A maximum revetment slope of 1.5H:1V was used to limit the size of rock required for stability under the design flow and maintain constructability of the slope.

A minimum revetment slope of 50% (2H:1V) was used to limit the resulting footprint of the revetment to reduce morphological changes to the riverbed and environmental impacts of the works.

3. Proposed Design

3.1. RIPRAP BANK PROTECTION

The design riprap revetment is 325 m long. There are five distinct sections:

- **Section 1:** The first (upstream-most) 150-m section will be constructed of Class 500 kg riprap at a design slope of 2H:1V; this riprap size is required as it is located at the sharpest point of the river bend and is expected to have higher erosive forces than the sections of the bank further downstream.
- **Section 2:** The second 90-m section will be constructed of Class 1000 kg riprap at a design slope of 1.5H:1V and will be located along the first half of the toe of the main slide mass; the steep natural slope of the bank in this area requires the steeper riprap revetment which results in the larger required rock size.
- **Section 3:** The third 30-m section will be constructed of Class 500 kg riprap at a design slope of 2H:1V as the natural bank slope becomes shallower towards the downstream end of the slide mass. The shallower riprap slope allows for a reduction in size.
- **Section 4:** The fourth 20-m section will be constructed of Class 500 kg riprap at design slopes varying between 1.5H:1V and 3H:1V to mimic the shape of the natural weathered rock outcropping in this location. This will limit the amount of unloading that occurs in this section.
- **Section 5:** The final 35-m section will be constructed of Class 500kg riprap at a design slope of 2H:1V as the riprap revetment curves to tie-in to the existing bank at the end of the main slide mass.

The difference in rip rap size reflects the variations in the predicted water velocities along the bank and the change in the revetment slope. Riprap sizing calculations for Sections 1 and 2 are included as examples in **Appendix A**.

3.2. RIPRAP DESIGN VELOCITIES

The installation of the riprap revetment along the toe of the North Fraser Slide is expected to cut off the supply of erodible material to the Fraser River. The thalweg of the Fraser River is currently located approximately 80m from the toe of the slide. We have posited that a potential reason for the location of the thalweg in the middle of the bend, as opposed to the outside of the bend (i.e. closer to the bank) is due to landslide material being deposited in the river. However, following installation of the revetment, the supply of landslide material may be reduced and may allow the thalweg to shift closer to the bank. This would subject the revetment to the larger velocities currently present at the thalweg. As a result, the riprap was sized for the peak modelled velocity in each channel section for the design event.

3.3. RIPRAP THICKNESS

The minimum thickness of the riprap is limited to the D100 dimension of the riprap class for each section. Additional riprap thickness or fill volume is provided in areas where the design revetment surface is further away from existing ground than the minimum thickness, to fill the void space. Fill volume is used instead of riprap only in elevated void pockets that would generally not be submerged during annual Fraser River flows.

For areas where the design revetment surface is closer to existing ground than the minimum thickness, or below existing ground, soil will be removed to achieve the required riprap thickness. To avoid impacting the stability of the slide mass, all excavation of the slide mass should be done in the presence of a geotechnical engineer. Excavation and replacement of the slide mass is recommended to be done in sections to limit the amount of unloading of the slide toe that occurs at any given time. Additional guidance for monitoring of slide movement during construction of the revetment will be provided by BGC in a separate document.

3.4. SCOUR PROTECTION

Additional rip rap incorporated into the design to provide scour protection must account for both potential thalweg migration towards the revetment and scour forces at the revetment. The elevation of the existing thalweg is approximately 264 m geodetic. To guard against both this erosion and possible channel scour, which is estimated to be up to 3.4 m, a launch has also been added to the toe of the revetment. The launch provides additional volume at the toe of the revetment to fill scour holes as they form and protect against undermining of the revetment. The launch will be built above the existing ground surface to limit the amount of excavation required below the Fraser River water level during construction. The cross-sectional area of the launch toe is estimated to be 9.3m^2 for the entire revetment.

Scour estimate calculations for the revetment are included in **Appendix B.**

3.5. SLOPE PREPARATION

Removal of all vegetation within the footprint of the riprap is required. Portions of the site were used as a dumping ground, primarily for old cars. Rusted automobile parts are visible on the surface and embedded in the slope and channel along a portion of the proposed revetment. Some of the contaminated material within the riprap footprint may need to be removed and replaced with competent imported fill before installation of the proposed revetment. Non-woven geotextile will be required between the riprap and the subgrade material on the upper revetment slope only. No geotextile should be placed beneath the riprap launch volume.

3.6. CONSTRUCTION ACCESS

The study area, between Blackwater Road and the Fraser River, is vegetated with established trees, brush and shrubs on a steep slope. Access to the toe of the North Fraser Slide will require construction of an access road to get machinery and material down to the revetment location. The access road will act as the single point of access for the supply of rock to the proposed revetment location. The design basis for

the access road design is included in a separate memorandum and is not discussed further in this document.

The proposed revetment is anticipated to be constructed by building up the riprap in stages to create intermediate platforms that can support equipment traffic at several elevations throughout the revetment. Finer material will be placed on the surface of the riprap at each temporary platform to fill the voids and provide an appropriate driving surface. These platforms will be constructed over the entire length of the revetment before starting on the next platform level. The proposed revetment design includes an intermediate platform along the entire revetment on top of the toe launch volume. This should be used as the first or second intermediate platform with additional temporary platforms included as required to construct the upper revetment slope.

The first intermediate platform will be located above the Fraser River water surface elevation at the time of construction and will be constructed from north to south. We assume that a pull out will be constructed near the north end of the revetment so that rock trucks can turn around at the start of the revetment and then reverse to the location of the excavator. Compliance with the applicable environmental permits will be required.

3.7. MATERIAL QUANTITIES

Riprap quantities for the proposed revetment were calculated based on the 100% design drawings prepared for this submission. Based on experience, we recommend that an additional 30% of that volume be added to those estimates. A summary of the riprap quantities is provided in **Table 1**.

Table 1: Riprap Volume Estimates

Aggregate Type	Volume Estimate (m^3)	30% Increase in Volume (m^3)	Total Volume for Costing Purposes (m^3)
Cut / Excavation	1,540	462	2,002
500kg Riprap	12,025	3,608	15,633
1000kg Riprap	7,420	2,226	9,646
Native / Imported Fill Material	2,165	650	2,815

4. Closing

The assessment has been prepared by McElhanney for the benefit of the Ministry of Transportation and Infrastructure. The information and data contained herein must be read in conjunction with the *Statement of Limitations* presented in **Appendix A.**

We thank you for the opportunity to work on this project. Please do not hesitate to contact us if you have any questions.

Prepared by:

DRAFT

Luc Harvey, P.Eng.
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604-219-6387

Reviewed by:

DRAFT

Doug Johnston, P.Eng.
dajohnston@mcelhanney.com
778-388-6360

APPENDIX A

Riprap Sizing Calculations

McElhanney

Riprap (USACE 1991) Ditch

Project Title:	**Caribou Road Recover Projects - Blackwater Rd Slope Stabilization**
Project #:	**2121-00924-00**
Purpose:	**USACE, 1991 riprap sizing calculation for 200-year climate-change-adjusted design flow and velocities for Section 1 along North Fraser Slide toe along the Fraser River**
Channel Location	**At the end of the failure slope**

Legend

Input

Output

Riprap Calculation for Weir Berm

Inputs	Value	Units	Source
Design Flood	200-year		
Design Flow	6866	m^3/s	200-year climate-change-adjusted design flow from report
V_{avg} Average Channel Velocity	3.80	m/s	Water depth based on HECRAS Model
Flow Depth, d	11.50	m	Water depth based on HECRAS Model
Bend Radius, R	243	m	Measured from GIS
Water Surface Width at upstream of bend, W	300	m	Measured from GIS
Side slope with horizontal	2	H:1V	

Calculation Method (D_{30})

USACE (1994) for reference only

$$D_m = S_f C_s C_v C_t d \left[\left(\frac{\gamma_w}{\gamma_r - \gamma_w}\right)^{1/2} \frac{V}{\sqrt{K_1 g d}}\right]^{2.5} \quad (3\text{-}3)$$

USCAE (1991) Presented in MOE

$$\frac{D}{y} = S_f C_s C_v C_t \left[\frac{V^2}{(s-1)K_1 (gy)}\right]^{1.25} \quad \text{Eq. [2A-1]}$$

This method has been superceded by the 1994 method but provides more reasonable side slope correction factor values

HEC23. For reference only - These are functionally the same

$$d_{30} = \gamma(S_f C_s C_v C_T)\left[\frac{(V_{des})}{\sqrt{K_1 (S_s - 1) g y}}\right]^{2.5} \quad (4.1)$$

USCAE (1991) - Method

Variable	Parameter Description	Value		Comments
y	Local flow depth near bank at 20% up slope	9.20	m	Used Design Max Flow Depth from Hydraulic Inputs. depth taken at 20% up sloped bank to calculate height. Depth does not change values significantly but a shallower depth increases rock size
S_f	Safety Factor	1.30		Higher safety factor used to account for added uncertainty at the sharpest point on the Fraser River bend
C_s	Stability Coefficient	0.30		for angular rock
C_v	velocity distribution coefficient	1.00		1.0 for straight channels
C_t	Thickness coefficient	1.00		1.0 for normal blanket thickness either D100 or 1.5 X D50
R/W	Ratio of radius of curvature to water surface width	0.81		
V_{ss}/V_{avg}	Velocity scaling factor	1.33		Assume 4/3 scaling factor as recommended by MoTI for flow impingement at the outside of a bend (R/W scaling factor is too large)
V_{ss}	Local (depth-averaged) flow velocity	5.07	m/s	Vss = Vavg * (Vss/Vavg)
g_w	Unit weight of water	1000	kg/m3	
g_s	Unit weight of stone	2640	kg/m3	Lafarge riprap spec - see reference material
K_1	Side slope correction factor	0.90	see chart	empirical

Calculation	Formula			Comments
	$y S_f C_s C_v C_t$	3.5680		
	$\left[\frac{V^2}{(s-1)K_1(gy)}\right]^{1.25}$	0.1277		
	$D = y S_f C_s C_v C_t \left[\frac{V^2}{(s-1)K_1(gy)}\right]^{1.25}$	0.458	m	For D30
	Riprap D_{50} = 1.25 x D30	0.573	m	
	Riprap class	**Class 250kg**		Automatically selects min class category for calculated D50
	Riprap Thickness	1.00	m	per MoTI Standard Specifications (2019)

McElhanney

Riprap (USACE 1991) Ditch

Project Title:	**Caribou Road Recover Projects - Blackwater Rd Slope Stabilization**
Project #:	**2121-00924-00**
Purpose:	**USACE, 1991 riprap sizing calculation for 200-year climate-change-adjusted design flow and velocities for Section 2 along North Fraser Slide toe along the Fraser River**
Channel Location	**At the end of the failure slope**

Legend

Input

Output

Riprap Calculation for Weir Berm

Inputs	Value	Units	Source
Design Flood	200-year		
Design Flow	6866	m^3/s	200-year climate-change-adjusted design flow from report
V_{avg} Average Channel Velocity	4.03	m/s	Water depth based on HECRAS Model
Flow Depth, d	12.20	m	Water depth based on HECRAS Model
Bend Radius, R	243	m	Measured from GIS
Water Surface Width at upstream of bend, W	300	m	Measured from GIS
Side slope with horizontal	1.5	H 1V	

Calculation Method (D_{30})

USACE (1994) for reference only	$D_{30} = SC_sC_vC_td\left[\left(\frac{\gamma_w}{\gamma_s-\gamma_w}\right)^{0.5}\frac{V}{\sqrt{K_1gd}}\right]^{2.5}$ (3-3)	
USCAE (1991) Presentad in MOE	Eq. [2A-1] $\frac{D}{y} = SC_sC_vC_t\left[\frac{V^2}{(s-1)K_1gy}\right]^{1.25}$	This method has been superceded by the 1994 method but provides more reasonable side slope correction factor values
HEC23. For reference only - These are functionally the same	$d_{30} = y/S_tC_sC_vC_T\left[\frac{(V_{dss})}{\sqrt{K_1(S_g-1)gy}}\right]^{2.5}$ (4.1)	

USCAE (1991) - Method

Variable	Parameter Description	Value		Comments
y	Local flow depth near bank at 20% up slope	9.76	m	Used Design Max Flow Depth from Hydraulic Inputs. depth taken at 20% up sloped bank to calculate height. Depth does not change values significantly but a shallower depth increases rock size
S_t	Safety Factor	1.10		1.1 minimum, increase for uncertainties, extreme freeze thaw etc..
C_s	Stability Coefficient	0.30		for angular rock
C_v	velocity distribution coefficient	1.00		1.0 for straight channels
C_t	Thickness coefficient	1.00		1.0 for normal blanket thickness either D100 or 1.5 X D50
R/W	Ratio of radius of curvature to water surface width	0.81		
V_{ss}/V_{avg}	Velocity scaling factor	1.33		Assume 4/3 scaling factor as recommended by MoTI for flow impingement at the outside of a bend (R/W scaling factor is too large)
V_{ss}	Local (depth-averaged) flow velocity	5.37	m/s	Vss = Vavg * (Vss/Vavg)
g_w	Unit weight of water	1000	kg/m3	
g_s	Unit weight of stone	2640	kg/m3	Lafarge riprap spec - see reference material
K_1	Side slope correction factor	0.70	see chart	empirical

Calculation	Formula			Comments
	$ySC_sC_vC_T$	3.2208		
	$\left[\frac{V^2}{(s-1)K_1gy}\right]^{1.25}$	0.1881		
	$D = ySC_sC_vC_T\left[\frac{V^2}{(s-1)K_1gy}\right]^{1.25}$	0.606	m	For D30
	Riprap D_{100} = 1.25 x D30	0.757	m	
	Riprap class	**Class 1000kg**		Automatically selects min class category for calculated D50
	Riprap Thickness	1.50	m	per MoTI Standard Specifications (2019)

APPENDIX B

Channel Scour Calculations

McElhanney

Project Title:	**Caribou Road Recover Projects - Blackwater Rd Slope Stabilization**
Project No.:	**2121-00924-00**
Purpose:	**Estimation of Scour by Regime Equations. Summarize scour depth estimates for each method and select appropriate scour depth for design (USBR, 1984)**
Location:	**Centre of channel**
Equation Type:	**A, B**
Case:	**Using Q2 as bankfull, Q200 as design flow**

Legend

Input

Output

Common Inputs					Value	Unit	Notes
Q_f	Design Flow	=		=	6866	m^3/s	Q200 + CC
W_f	Design Width	=		=	500.0	m	HEC-RAS water surface width contributing to 200yr design flow
D_{50}	Mean Grain Size of Bed Material	=		=	20	mm	Medium sized gravel assumed based on site observations
q_f	Design Flood Discharge Per Unit Width	=	Q_f/W_f	=	13.7	m^2/s	

Neill Equation (1973)					Value	Unit	Notes
Inputs							
Q_i	Bankfull Flow			=	3946	m^3/s	Q2 Existing
W_i	Bankfull Width			=	240	m	HEC-RAS cross sections
d_i	Average Depth at Bankfull Discharge in Incised Reach				6.00	m	HEC-RAS cross sections
m	Exponent Varying from 0.67 for Sand to 0.85 for Coarse Gravel			=	0.85		USBR 1984 - gravel
Output							
q_i	Bankfull Discharge in Incised Reach Per Unit Width	=	Q_i/W_i	=	16.44	m^2/s	
d_f	Scoured Depth Below Design Floodwater Level	=	$d_i(q_f/q_i)^m$	=	5.15	m	USBR Eqn. 25

Lacey Equation (1930)					Value	Unit	Notes
Output							
f	Lacey's Silt Factor	=	$1.76D_{50}^{1/2}$	=	7.9		
d_m	Mean Depth at Design Discharge	=	$0.47(Q_f/f)^{1/3}$	=	4.49	m	USBR Eqn. 26

Blench Equation (1969)					Value	Unit	Notes
Output							
f_{b0}	Blench's "Zero Bed Factor"	=	$0.75(D_{50}/3.05)^{0.2525}$	=	1.21	m/s^2	Eqn. derived from USBR Fig. 9
d_{f0}	Depth for Zero Bed Sediment Transport,	=	$(q_f^2/f_{b0})^{1/3}$	=	5.39	m	USBR Eqn. 27

Empirical Multiplying Factors, Z					Value	Unit	Notes
Z_N	Z Factor for Neill Equation			=	0.7		USBR Table 7
Z_L	Z Factor for Lacey Equation			=	0.75		USBR Table 7
Z_B	Z Factor for Blench Equation			=	0.6		USBR Table 7

Estimation of Scour Depth					Value	Unit	Notes
d_s	Depth of Scour Below Pool Water Surface (Neill)	=	$Z_N d_f$	=	3.60	m	USBR Eqn. 28
d_s	Depth of Scour Below Pool Water Surface (Lacey)	=	$Z_L d_m$	=	3.37	m	USBR Eqn. 29
d_s	Depth of Scour Below Pool Water Surface (Blench)	=	$Z_B d_{f0}$	=	3.23	m	USBR Eqn. 30
d_s	Average Depth of Scour Below Pool Water Surface	=	average of above	=	**3.40**	m	

APPENDIX C

Statement of Limitations

Statement of Limitations

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Effect of Changes. All evaluations and conclusions stated in this report are based on facts, observations, site-specific details, legislation and regulations as they existed at the time of the analysis and design. Some conditions are subject to change over time and the Client recognizes that the passage of time, natural occurrences, and direct or indirect human intervention at or near the site may substantially alter such evaluations and conclusions. Construction activities can significantly alter soil, rock and other geologic conditions on the site. McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein upon any of the following events: a) any changes (or possible changes) as to the site, purpose, or development plans upon which this report was based, b) any changes to applicable laws subsequent to the issuance of the report, c) new information is discovered in the future during site excavations, construction, building demolition or other activities, or d) additional subsurface assessments or testing conducted by others.

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McElhanney

BEST MANAGED COMPANIES Platinum member

Our File: 2121-00924-00

TECHNICAL MEMO

To	From
Brendan Reddington , Environmental Coordinator BC Ministry of Transportation and Infrastructure	Anna Vu, EIT (McElhanney) Luc Harvey, P.Eng (McElhanney) Doug Johnston, P.Eng. (McElhanney) Noelle Richardson, M.Sc., GIT (Stantec)
Re	**Date**
Blackwater Road at **Knickerbocker Slide** Environmental Offset Options Analysis	November 22, 2024

Blackwater Road provides access to Quesnel for communities northwest of the city. Geotechnical instabilities are inherent to the region. Two such instabilities are the Knickerbocker Slide and the North Slide which are impacting an 800 m stretch of Blackwater Road. Due to the road's proximity to the Fraser River, fluvial erosion contributes to these instabilities.

As part of the Ministry of Transportation and Infrastructure's (MOTI) Cariboo Road Recovery Project, the Binnie-led multi-disciplinary design team, including BGC Inc. (geotechnical) and McElhanney Ltd (hydrotechnical and drainage) was tasked with developing options to mitigate the risk of further failures destroying Blackwater Road. The proposed design aims to:

1. relocate the section of road above the North Slide to the west to unload the slide mass,
2. manage surface and groundwater around the section of road within the Knickerbocker Slide to slow slide movement, and
3. provide erosion protection at the toe of the North Slide to protect against river induced erosion.

The surface water management for the Knickerbocker Slide will require that two fully-fused HDPE stormwater and groundwater pipes be installed above ground down the slide from Blackwater Road to the Fraser River. The erosion protection work for the North Slide consists of a 310m long riprap revetment placed along the toe of the instability. The total instream and riparian permanent and temporary impact footprints are detailed in the Fisheries Act Authorization Application.

The surface water management and bank protection work described above will require environmental habitat offsetting to compensate for the alteration to riparian and aquatic habitat. This memo highlights habitat offsetting options the project team has identified near the project site.

PROJECT LOCATION

The project site is located along Blackwater Road, approximately 3.7 km north of Quesnel, BC, on the west side of the Fraser River. The site is situated approximately 4.7 km upstream of the Quesnel River's confluence with the Fraser River. A detailed description and analysis of the Fraser River watershed, including its hydrology, hydraulics at the site, and the proposed erosion protection design for the North Slide are presented in the Hydrotechnical Report and the Blackwater Road Bank Protection Design Memo, which were completed and issued for the project. A detailed description of the proposed drainage infrastructure including the stormwater and groundwater HDPE pipes for the Knickerbocker Slide are presented in the Drainage Report which was completed and issued for the project.

HABITAT DESCRIPTION

Project Site

Stantec completed aquatic habitat condition assessments of the revetment site and potential offsetting sites in July and August 2023 (revetment site and Site A - Bouchie Creek), and in October 2024 (Site B - Baker Creek). The habitat conditions at the revetment site and Bouchie Creek were detailed in the *Environmental Impact Assessment - Blackwater Road Landslides* (Stantec 2024). The habitat conditions at each site are summarized in the ***Potential Offsetting Sites*** section below.

The Fraser River mainstem near the revetment and the City of Quesnel provides a migratory corridor for upper Fraser River salmon stocks, including sockeye (*Oncorhynchus nerka*), pink (*O. gorbuscha*), Chinook (*O. tshawytscha*), coho *O. kisutch),* chum *(O. keta*), and steelhead/rainbow trout (*O. mykiss*). At the revetment site, lack of cover and refuge areas coupled with higher velocity and fine material highly embedding gravel/cobble substrates indicate poor spawning or rearing habitat for salmon. No gravel areas were observed within the revetment location that would support spawning.

Tributaries to the Fraser River provide important habitat characteristics essential for salmonid production – small, low gradient, clear flows, and cold-water refuge (DFO, 1997). Loss of stream complexities and riparian vegetation have contributed to impacts to water quality, water quantity, and fish habitat in the watershed (DFO 1997). Bouchie Creek (Site A), upstream of the revetment, and Baker Creek (Site B), a larger tributary to the Fraser River downstream of the revetment, have an important function in providing the habitat necessary to support salmon in critical life stages. Bouchie Creek has limited fish presence records (rainbow trout and longnose sucker [*Catostomus catostomus*]), with recent records of juvenile Chinook salmon approximately 1.8 km upstream of its confluence of the Fraser River despite dry channel sections observed each site visit. Baker Creek has a more extensive record of fish presence (see ***Site B – Baker Creek***) but habitat conditions in the downstream reach have been impacted and modified by urban development.

POTENTIAL OFFSETTING SITES

The project team has identified three potential sites for habitat enhancement. These include habitat features that can be incorporated in or immediately adjacent to the revetment, and two sites (Site A and Site B) with strong potential to develop quality off-channel habitat that are located within 4.2 km of the project site ***Figure 1*** summarizes the project site, including the revetment location and potential offsetting sites.

Site Assessment

A site assessment was carried out by Luc Harvey and Anna Vu of McElhanney on September 27 and 28, 2024 to assess existing conditions and explore potential offsetting designs for the three identified habitat enhancement sites. Water levels in the Fraser River were observed to be relatively low at the time of the assessment, with limited backwatering of the connecting watercourses. The following sections describe the observed instream and riparian habitat conditions at each site. Photos taken during the site visit are included in ***Appendix A*** and referenced in the text to support the observations described below.

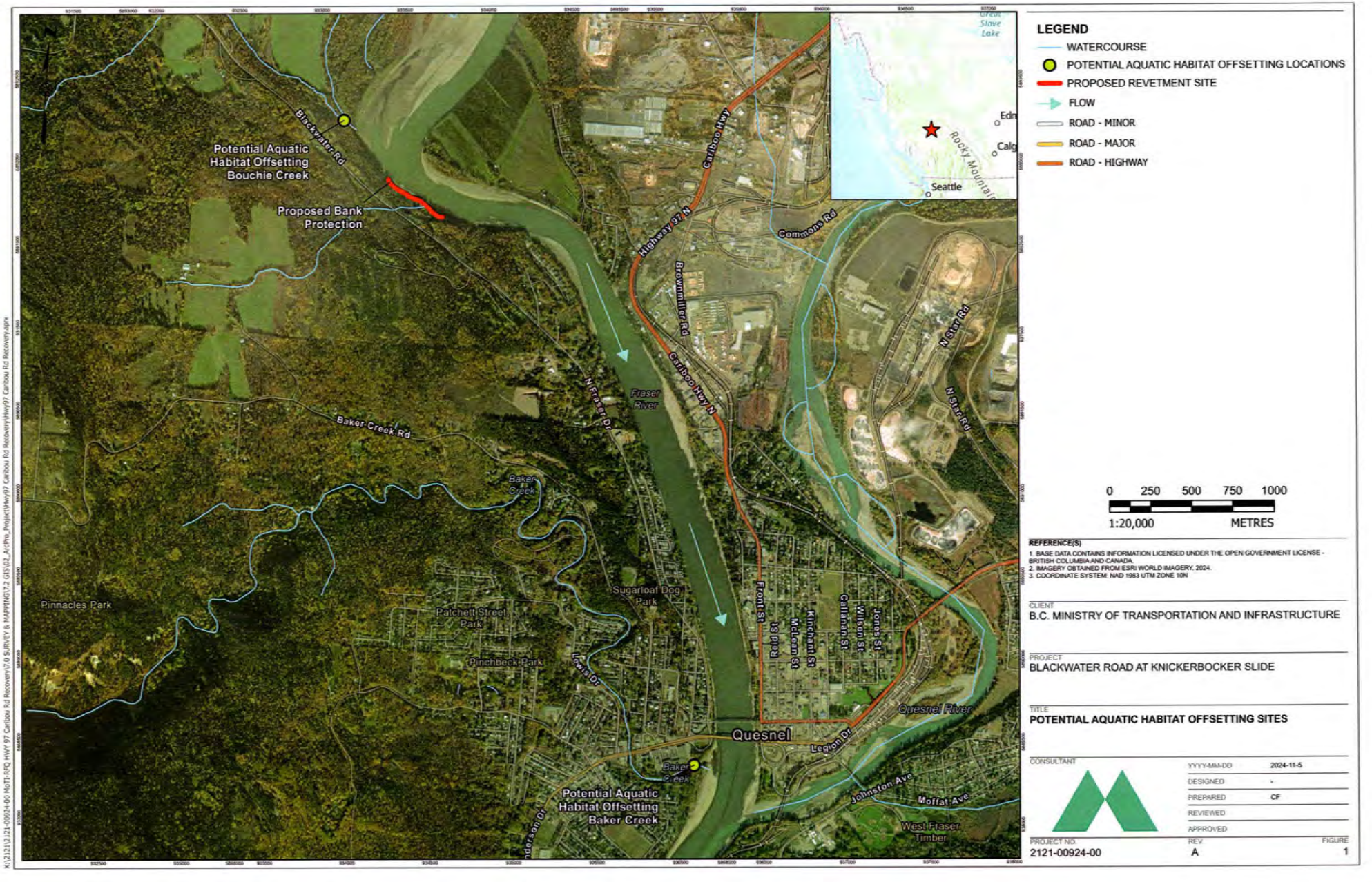
Revetment Site

The right bank of the Fraser River along the toe of the proposed riprap revetment is mostly composed of material deposited by the North Slide that has remained stable during high flows in the river. This is mainly comprised of cobbles, gravels and embedded fines. There is some woody debris present along this bank due to the limited supply of dead trees from the North Slide area. However, most of this wood is located higher up on the bank and does not interact with the Fraser River at low flows (***Photo 1 and Photo 2***).

There are no pools, boulders, undercut banks, instream or riparian vegetation present in this area due to the ongoing movement of the slide mass. In general, the Fraser River aquatic habitat at the revetment location was deemed poor for overwintering, spawning, and rearing and good for migration.

Site A – Bouchie Creek

The project team identified a small ephemeral tributary to the Fraser River, Bouchie Creek (Fresh Water Atlas, Watershed Code 100-461949-000000), approximately 0.60 km upstream of the revetment location (Figure 2). The confluence of Bouchie Creek is located at the outer bend of the Fraser River and is subject to annual backwatering from the Fraser River during higher flows. An unnamed, mapped tributary (Fresh Water Atlas, Watershed Code 100-461949-011100), joins Bouchie Creek approximately 120 m upstream of its confluence with the Fraser River. A portion of this 120 m downstream section of Bouchie Creek is situated within the proposed MOTI property acquisition right-of-way for the Blackwater Road at Knickerbocker Slide project (PID # 015065197). Additional property acquisition would be required if this site is selected for habitat offsetting.


Potential Aquatic Habitat Offsetting Bouchie Creek
Blackwater Rd
Proposed Bank Protection
Baker Creek Rd
Pinnacles Park
Baker Creek
Patchett Street Park
Pinchbeck Park
Lewis Dr
Sugarloaf Dog Park
N Fraser Dr
Fraser River
Caribou Hwy
Highway 97 N
Brownmiller Rd
Caribou Hwy N
Commons Rd
N Star Rd
Front St
Rail St
McLean St
Kinchant St
Callinan St
Wilson St
Jones St
Quesnel River
Quesnel
Legion Dr
Baker Creek
Potential Aquatic Habitat Offsetting Baker Creek
Johnston Ave
Moffat Ave
West Fraser Timber
Great Slave Lake
Rocky Mountains
Seattle
LEGEND
WATERCOURSE
POTENTIAL AQUATIC HABITAT OFFSETTING LOCATIONS
PROPOSED REVETMENT SITE
FLOW
ROAD - MINOR
ROAD - MAJOR
ROAD - HIGHWAY
0 250 500 750 1000
1:20,000 METRES
REFERENCE(S)
1. BASE DATA CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENSE - BRITISH COLUMBIA AND CANADA.
2. IMAGERY OBTAINED FROM ESRI WORLD IMAGERY, 2024.
3. COORDINATE SYSTEM: NAD 1983 UTM ZONE 10N
CLIENT
B.C. MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
PROJECT
BLACKWATER ROAD AT KNICKERBOCKER SLIDE
TITLE
POTENTIAL AQUATIC HABITAT OFFSETTING SITES
CONSULTANT
YYYY-MM-DD 2024-11-5
DESIGNED -
PREPARED CF
REVIEWED
APPROVED
PROJECT NO. 2121-00924-00
REV A
FIGURE 1

At the time of the environmental assessments (July and August 2023), the unnamed tributary displayed flow, presumably from a groundwater source (***Photo 3 and Photo 4***). The flow in the downstream section of Bouchie Creek was shallow (0.02 m) and narrow (0.2 m) despite the channel width measuring up to 11 m wide (***Photo 6***). Channel substrate consisted of fine material with no suitable spawning gravels or coarser materials; there were also limited features to provide instream cover or pool refuge with no boulders, woody debris, or undercut banks (***Photo 5*** to ***Photo 6***).

In contrast, the upstream reach of Bouchie Creek, above its confluence with the unnamed tributary, lies within private land (PID # 023607220) and was dry at the time of the assessment. The upstream reach exhibited minimal signs of flow, with an undefined bed consisting of scattered gravel and cobble, overgrown with grass (***Photo 4***). This suggests that Bouchie Creek may occupy multiple channels and discharge to the Fraser River, at multiple locations. It is likely that the assessed alignment conveys Bouchie Creek flow during high flows.

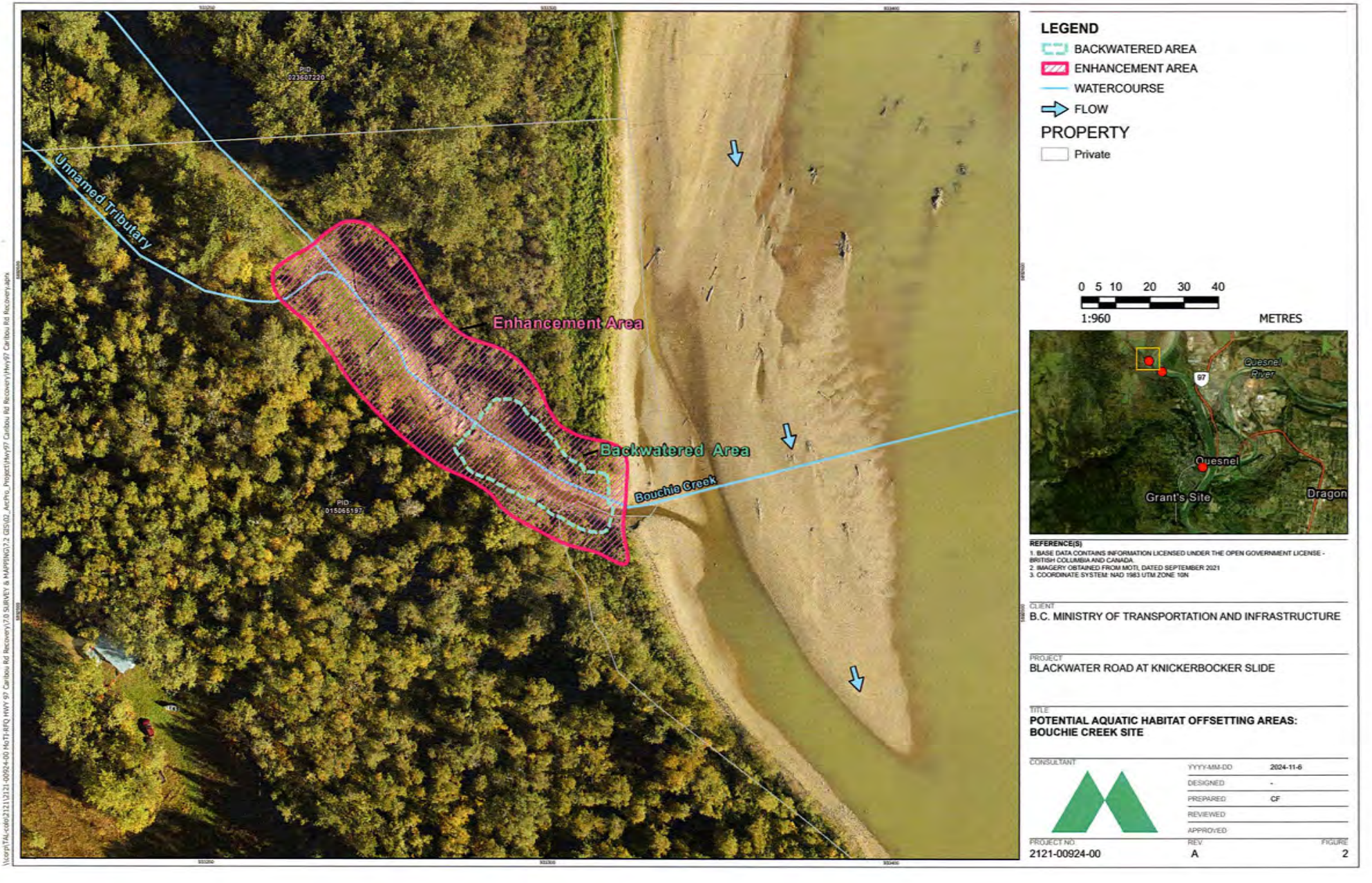
The channel is bordered by limited riparian vegetation on both banks. Riparian vegetation included deciduous trees, mainly black cottonwood (*Populus trichocarpa*), paper birch (*Betula papyrifera*), and mountain alder (*Alnus Incana*) as well as understories typical of water-receiving environments (i.e., horsetails [*Equisetum pratense*], willow seedlings [*Salix* spp.]. Hybrid white spruce (*Picea engelmannii x glauca*) and Douglas fir (*Pseudotsuga menziesii*) were present, increasing in abundance further from the confluence with the Fraser River.

Fish species previously documented in the Bouchie Creek include rainbow trout and longnose sucker. A recent record (July 2022) of a rearing juvenile Chinook salmon was recorded by DWB Consulting Ltd. in Bouchie Creek, approximately 1.8 km upstream of its confluence of the Fraser River. Fish were not observed in Bouchie Creek during Stantec's August 2023 survey.

The 120 m downstream section of Bouchie Creek lacks structural complexity like undercut banks or instream and overhead cover. Although some woody debris is present, additional complexity to the stream would be beneficial to create quality off-channel and potential rearing habitat for Fraser River fish.

Site B – Baker Creek

Site B is located approximately 4.2 km downstream of the riprap revetment on Baker Creek (Fresh Water Atlas, Watershed Code 100-460500-000000) which flows through the City of Quesnel, discharging just south of the Moffat Bridge (***Figure 3***). The creek lies within Crown land and boarders several private property parcels. The proposed habitat enhancement for this site will target the downstream-most reach between the Marsh Drive Bridge crossing and the creek's confluence with the Fraser River (approximately 600 m long).

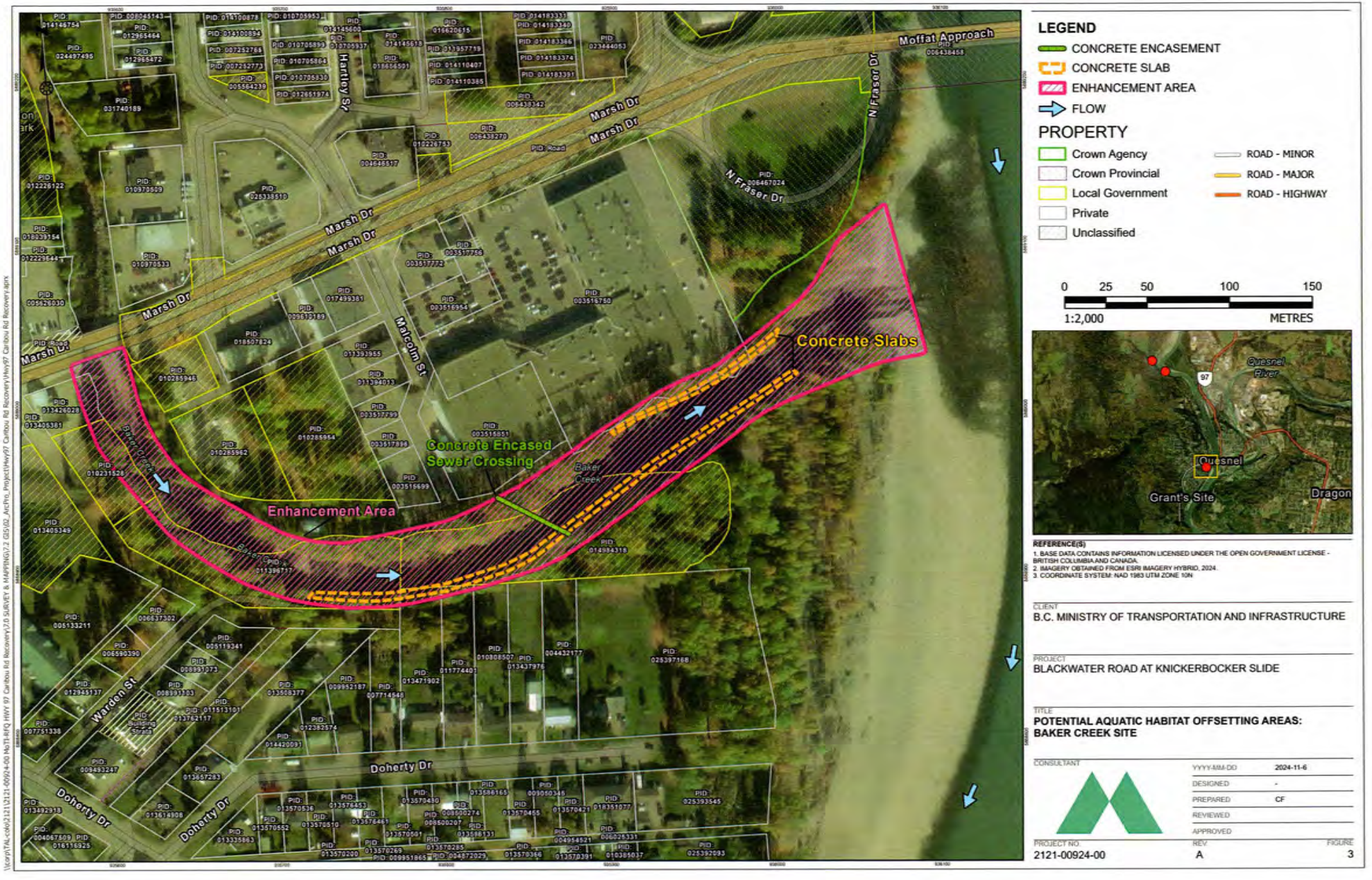

PID: 023607220
Unnamed Tributary
Enhancement Area
Backwatered Area
Bouchie Creek
PID: 015065197
LEGEND
BACKWATERED AREA
ENHANCEMENT AREA
WATERCOURSE
FLOW
PROPERTY
Private
0 5 10 20 30 40
1:960
METRES
Quesnel River
97
Quesnel
Grant's Site
Dragon
REFERENCE(S)
1. BASE DATA CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENSE - BRITISH COLUMBIA AND CANADA.
2. IMAGERY OBTAINED FROM MOTI, DATED SEPTEMBER 2021
3. COORDINATE SYSTEM: NAD 1983 UTM ZONE 10N
CLIENT
B.C. MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
PROJECT
BLACKWATER ROAD AT KNICKERBOCKER SLIDE
TITLE
POTENTIAL AQUATIC HABITAT OFFSETTING AREAS: BOUCHIE CREEK SITE
CONSULTANT
YYYY-MM-DD 2024-11-6
DESIGNED -
PREPARED CF
REVIEWED
APPROVED
PROJECT NO. 2121-00924-00
REV. A
FIGURE 2
\\corp\TAL-code\2121\2121-00924-00 MoTI-RFQ HWY 97 Caribou Rd Recovery\7.0 SURVEY & MAPPING\7.2 GIS\02_ArcPro_Project\Hwy97 Caribou Rd Recovery\Hwy97 Caribou Rd Recovery.aprx

This reach of Baker Creek was observed to be generally riffle/run habitat, although lacking in pool habitat. The streambed in this reach is well-defined, with sands and small-sized cobbles present throughout the channel and near the confluence (***Photo 7***). Downstream of the Marsh Drive Bridge, the channel banks are armoured with concrete slabs and large riprap (***Photo 8***). A few pieces of large wood with root wads were observed along the banks in this reach (***Photo 9 and Photo 10***) and a concrete encased sewer pipe crosses the watercourse approximately 70 m upstream of its confluence with the Fraser River (***Photo 11***). The top of the encasement is exposed in the channel bottom. The lower reach of the creek has very few pools, shallow water depth during low flows, and few refuge areas during higher flows. Upstream of the Moffat Bridge, deeper water, overhanging riparian vegetation, and higher quantities of large wood were observed (***Photo 12***).

The lower reach is bordered by a thin band of riparian vegetation along both banks, consisting mainly of deciduous trees (i.e., cottonwood, birch) with a patchy understory of unidentified grasses and the occasional shrub. Riparian vegetation was heavily modified by surrounding developments.

Fish species that have previously been observed within the Extended Assessment Area (EAA) of Baker Creek include Chinook salmon, lake chub (*Couesius plumbeu*), Lamprey (general) (*Petromyzontiformes* sp.), largescale sucker (*Catostomus macrocheilus*), Longnose Dace (*Rhinichtys cataractae*), longnose sucker, mountain whitefish (*Prosopium williamsoni*), northern pikeminnow (*Ptychocheilus oregonensis*), peamouth chub (*Mylcheilus caurinus*), pink salmon, rainbow trout, redside shiner (*Richardsonius balteatus*), and white sucker (*Catostomus commersonii*) (Ministry of Environment 2024). Fish were not observed in Baker Creek during Stantec's October 2024 survey, nor was there evidence of disturbed substrate to indicate fish use by fall spawning species (material was embedded). Also noted was the lack of habitat for rearing.

Similar to Bouchie Creek, the section of Baker Creek downstream of the Marsh Drive Bridge has a lack of structural complexity with shallow water depths, limited overhead cover, limited sections of undercut banks, and only a few pieces of large wood that provide limited environmental benefit. The large number of concrete slabs lining the creek banks further reduces the habitat quality. Adding complexity to the stream would be beneficial to create quality rearing, and potentially spawning, habitat for Fraser River fish.


Concrete Slabs
Concrete Encased Sewer Crossing
Enhancement Area
Baker Creek
Marsh Dr
Malcolm St
Harltey St
Moffat Approach
N Fraser Dr
Warden St
Doherty Dr
LEGEND
CONCRETE ENCASEMENT
CONCRETE SLAB
ENHANCEMENT AREA
FLOW
PROPERTY
Crown Agency
Crown Provincial
Local Government
Private
Unclassified
ROAD - MINOR
ROAD - MAJOR
ROAD - HIGHWAY
0 25 50 100 150
1:2,000
METRES
Quesnel River
Quesnel
Grant's Site
Dragon
REFERENCE(S)
1. BASE DATA CONTAINS INFORMATION LICENSED UNDER THE OPEN GOVERNMENT LICENSE - BRITISH COLUMBIA AND CANADA.
2. IMAGERY OBTAINED FROM ESRI IMAGERY HYBRID, 2024.
3. COORDINATE SYSTEM: NAD 1983 UTM ZONE 10N
CLIENT
B.C. MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE
PROJECT
BLACKWATER ROAD AT KNICKERBOCKER SLIDE
TITLE
POTENTIAL AQUATIC HABITAT OFFSETTING AREAS: BAKER CREEK SITE
CONSULTANT
YYYY-MM-DD 2024-11-6
DESIGNED -
PREPARED CF
REVIEWED
APPROVED
PROJECT NO. 2121-00924-00
REV. A
FIGURE 3

PROPOSED OFFSETTING DESIGNS

The following section summarizes the instream and riparian enhancements envisioned for each potential offsetting site.

Revetment Site

Opportunities for instream habitat enhancements were identified at the revetment location, consisting of large boulder clusters placed at intervals at or near the toe of the proposed revetment. The boulder clusters will provide instream habitat complexity and encourage scour of native riverbed material around the margins of the clusters. To maintain the structural integrity of the habitat, boulders will be spaced appropriately to prevent overlap of their respective scour holes, avoiding the risk of destabilization or undermining. The boulder clusters themselves will provide instream cover in the interstitial spaces for young of year and juvenile life stages of all native fish species to use as feeding, and refuge habitat during high flow events. The irregular and complex shapes of the boulder clusters will provide habitat in a section of river that currently has minimal cover or complexity. Along the sides of the boulder clusters, the higher water velocities will promote bed scour resulting in holding areas for adult and juvenile salmonids. Along the downstream side, the boulder clusters will also provide feeding habitat for salmonid species at the flow margin of the zone of influence.

Riparian habitat can be provided on the revetment surface, above the high-water mark in the form of topsoil and plantings in the riprap voids. Due to the size of riprap that is proposed for the revetment, the riprap voids are anticipated to be relatively large and should provide sufficient volume to support the necessary topsoil for riparian planting. Clusters of willow stakes will be planted within topsoil-filled voids at 1 to 2 m spacing to provide extensive cover across the length of the revetment. Given the groundwater conditions at the site and the exposed condition of the revetment (due to the lack of trees), the planting area is expected to support growth of riparian plants (i.e., moisture and sunlight).

The proposed enhancements at the revetment site are intended to provide good refuge habitat as well as moderate-good cover (instream and riparian), supporting food sources for fish and assisting with thermal refuge areas.

Site A – Bouchie Creek

The offsetting design for Site A focuses on the downstream 120-meter reach of Bouchie Creek, downstream of the confluence with the unnamed tributary. Enhancements will focus on creating rearing and refuge habitat for resident fish species as well as juvenile salmonids.

The downstream 30 m of channel is backwatered by the Fraser River under higher flows. This area had a wetted channel width between 2 and 11 m at the time of the site visit (September 2024). This section currently provides poor rearing opportunities under low flow conditions in the Fraser River. Upstream of this section, the wetted channel width narrowed to approximately 0.2 m. This narrower V-shaped channel extends upstream to the confluence with the unnamed tributary and supports shallow flows (0.02m) during baseflow conditions. There is limited rearing habitat even if larger fish could access this area.

The following habitat enhancements are proposed to increase the quality and quantity of rearing habitat along the downstream 120-meter reach of Bouchie Creek:

- Widening the downstream reach of Bouchie Creek to the mainstem of the Fraser River. This would include excavating the channel bottom to increase the wetted area in the channel during all seasons.
- The addition of weir-riffle structures along the downstream reach to increase water depth during low flows.
- The partial excavation of silt material and addition of gravel/cobble substrate to increase the productive capacity of the substrate by increased production of benthic invertebrates that would provide a food source for fish, and potentially provide spawning habitat in suitable flow conditions.
- The addition of instream structures such as boulders and LWD to provide cover, refuge and complexity where it is currently lacking.
- Planting and live staking of vegetation on the side channel banks such as willow and black cottonwood would provide more direct benefit to fish in the form of shade, aquatic cover and refuge habitat during higher flows, and allochthonous carbon input during other times of the year.

The benefits of the proposed enhancements for juvenile and adult fish of all species will be immediate. The downstream reach would provide clean flow during high sediment conditions in the Fraser River, as well as refuge for all life stages and species of locally present fish during higher flows. Year-around rearing habitat for juveniles will also be available.

The stream is groundwater fed during low flows. Increasing the channel depth may increase flow within the creek (through additional groundwater interception). This would help flush out the fine sediments deposited by the Fraser River and help maintain better substrate more suitable for spawning and rearing. It would also contribute cold-water inputs into the Fraser River.

The benefit of the addition of vegetation for allochthonous carbon input to the system and instream shade will take longer (predicted to take two years post-installation) and is based on the time for live stakes to stabilize and grow. Riparian planting will also provide habitat for other terrestrial wildlife species when not inundated.

The proposed enhancements at Site A are intended to address poor existing refuge habitat within a tributary to the Fraser River, providing suitable refuge habitat for fish year-round. Additional benefits of the proposed works are cover (instream and riparian), coarser substrate, habitat complexities (i.e., weir riffle) and water quality improvements (i.e., dissolved oxygen from riffle structures, cooler temperatures from groundwater inputs and cover). Each of the enhancements contribute to providing good refuge habitat, suitable rearing conditions, and increased food provisions.

Site B – Baker Creek

Habitat offsetting efforts for Site B will prioritize enhancing the ecological value of the lower 600-meter reach of Baker Creek. This section of the creek provides some habitat features such as root wads and small to medium sized woody debris. However, additional complexity and naturalization of the stream would increase the quantity and quality of rearing habitat.

The following habitat enhancements are proposed:

- Removal of the concrete bank armoring and addition of riprap or natural rock (boulder) bank armoring to create a less uniform linear streambank. Live staking would be provided through the riprap voids to improve vegetative cover along the creek banks.
- The additional of weir riffle structures at select locations increase pool habitat and promote local scour, leading to increased water depth during low flows and formation of deep pools during high flows. This is expected to support fish passage throughout the year.
- The addition of instream structures such as boulders, anchored LWD, and root wads will increase habitat complexity. Existing in-stream LWD and root wads are likely to be mobilized during higher flow events but placing larger woody debris or properly anchoring the LWD and root wads will enhance the long-term benefits of these structures. These features will create pools, provide refuge for juvenile fish and generally improve habitat quality.
- Stabilize and build up gravel bars to support vegetation throughout the year. This would narrow the main and side channel in some areas and provide greater opportunity for riparian cover over the wetted channel sections.
- Planting and live staking of vegetation on the channel banks and gravel bars such as willow and black cottonwood would provide more direct benefit to fish in the form of shade, aquatic cover and refuge habitat during higher flows, and allochthonous carbon input during other times of the year.

The proposed enhancements at Site B are similar those proposed at Site A, increasing instream complexities with the addition of weir riffles and LWD, leading to the formation of deeper pools for refuge, as well as the addition of riparian vegetation on gravel bars, existing banks, and naturalized banks. As a major tributary to the Fraser River, Baker Creek provides considerable opportunity for good quality refuge, spawning, and rearing habitat for salmonids. Existing substrate is generally good for spawning; therefore, efforts have focused on naturalizing the creek where habitat is lacking (i.e., concrete banks, poor riparian) and creating good rearing / refuge habitat.

POTENTIAL CONSTRAINTS / CONSIDERATIONS

Potential constraints and constructability challenges that should be considered for each site are described in the following sections.

Access

Access considerations for each site are described below:

- Revetment:
  - Access to the revetment area is provided via the proposed construction access road as part of the revetment works. Installation of the habitat boulders will occur during construction of the revetment.
- Site A:
  - Access and staging/laydown area can be established via the proposed MOTI right-of-way with little additional access construction required to reach the offsetting site.
  - The offsetting site will be accessed either from the section of access road along the Fraser River right bank or from the section of temporary gravel road above the site. To provide access,

some tree and vegetation removal may be required in the riparian area on the hillslope above Bouchie Creek if that access route is selected.

- Effectiveness monitoring/maintenance would require continued access (potentially over multiple years). This could be provided via a pedestrian trail down the hillslope from section of temporary gravel road above Bouchie Creek if a road access is not provided along this route.

- Site B:
  - Permission (i.e., a temporary Licence to Construct) would be required to access City of Quesnel and/or Crown land property with equipment and trucks to work on the creek.
  - A staging/laydown area can be established on the Cown land property (PID # 006467024) beside the North Fraser Drive off ramp (southwest of Moffat Bridge).
  - To provide access, some tree and vegetation removal may be required.

Material Supply and Disposal

General material supply and disposal considerations for key habitat enhancement features are described below:

- Boulder Supply:
  - Sourcing suitable, clean, rock material from a nearby riprap supply yard.
  - Testing of boulder material for acid rock drainage.
- LWD Supply:
  - LWD may be available in the work area or from the North Slide area; this is the best option. However, if LWD cannot be sourced from these locations, then additional pieces may be salvaged from nearby tree removal associated with ongoing adjacent work at the Blackwater Road project area.
- Substrate Supply:
  - It is recommended to source as much substrate material from the downstream deposition area rather than sourcing from off-site. Selectively resourcing the material from the immediate area will be most efficient and cost effective with minimal disturbance.
  - Any imported material will require testing for acid generating potential prior to use.
- Live Staking:
  - Materials for live staking should be sourced from local areas, as close to the Site as possible. Shrubs will be native species similarly sourced from regional nurseries.
  - There will be varying lag times to effectiveness, depending on the benefit being conferred to the environment. The benefit of the addition of vegetation for allochthonous carbon input to the system and instream shade is predicted to take two years post-installation and is based on the time for live stakes to generate and drop-leaf material. Existing riparian vegetation will be maintained and continue to function, with the exception of small areas where access will be established.

- Disposal of Material:
  - Disposal of excess material excavated from Bouchie Creek will need to be completed offsite, at a location without risk of re-entering the Fraser River. Suitable gravel/cobble substrate may be reused on site as applicable and under guidance of an environmental professional.
  - Material excavated from Baker Creek, such as the concrete structures, will need to be properly disposed of offsite, at a location without risk of re-entering the Fraser River.

Timing

The proposed offsetting works should be conducted as follows to limit impacts to local fish and bird species:

- Instream work should be conducted in and around the least risk window for fish, which is July 15 to July 31 in Baker Creek and July 22 to Aug 1 in Bouchie Creek, or during low flow conditions.
- If tree and vegetation removal is required for access this may require bird nest surveys for breeding birds and year-round protected nests/cavities (i.e., raptors, osprey, great blue heron [*Ardea herodias*], and pileated woodpecker [*Dryocopus pileatus*]).

CLOSING

We trust this memorandum meets your present requirements. Please contact the undersigned with any questions or comments.

Sincerely,
McElhanney Ltd.

Prepared by:

[redacted]

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Appendix A
Site Photos



Photo 1. Top-down view of the proposed riprap revetment location at the toe of the North Fraser slide looking downstream. Photo taken on October 11, 2023.



Photo 2. View of the proposed revetment location at the toe of the North Fraser slide, looking upstream showing woody debris and substrate material along the banks. Photo taken on October 11, 2023.



Photo 3. View of the confluence of Bouchie Creek and the unnamed triburary, looking downstream. Photo taken on September 27, 2024.

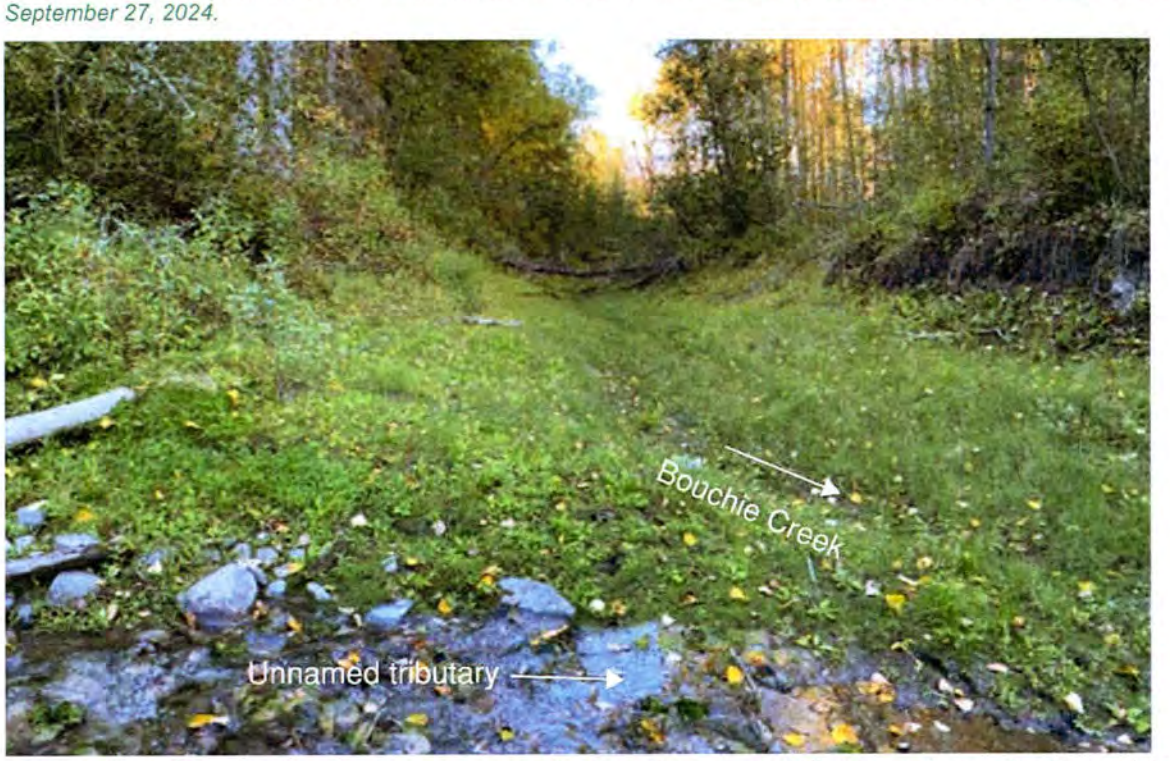


Photo 4. View of Bouchie Creek's dry upstream reach, above the unnamed tributary confluence (looking upstream). Photo taken on September 27, 2024.



Photo 5. View of Bouchie Creek's stream bed downstream of the unnamed tributary confluence, looking upstream. Photo taken on September 27, 2024.

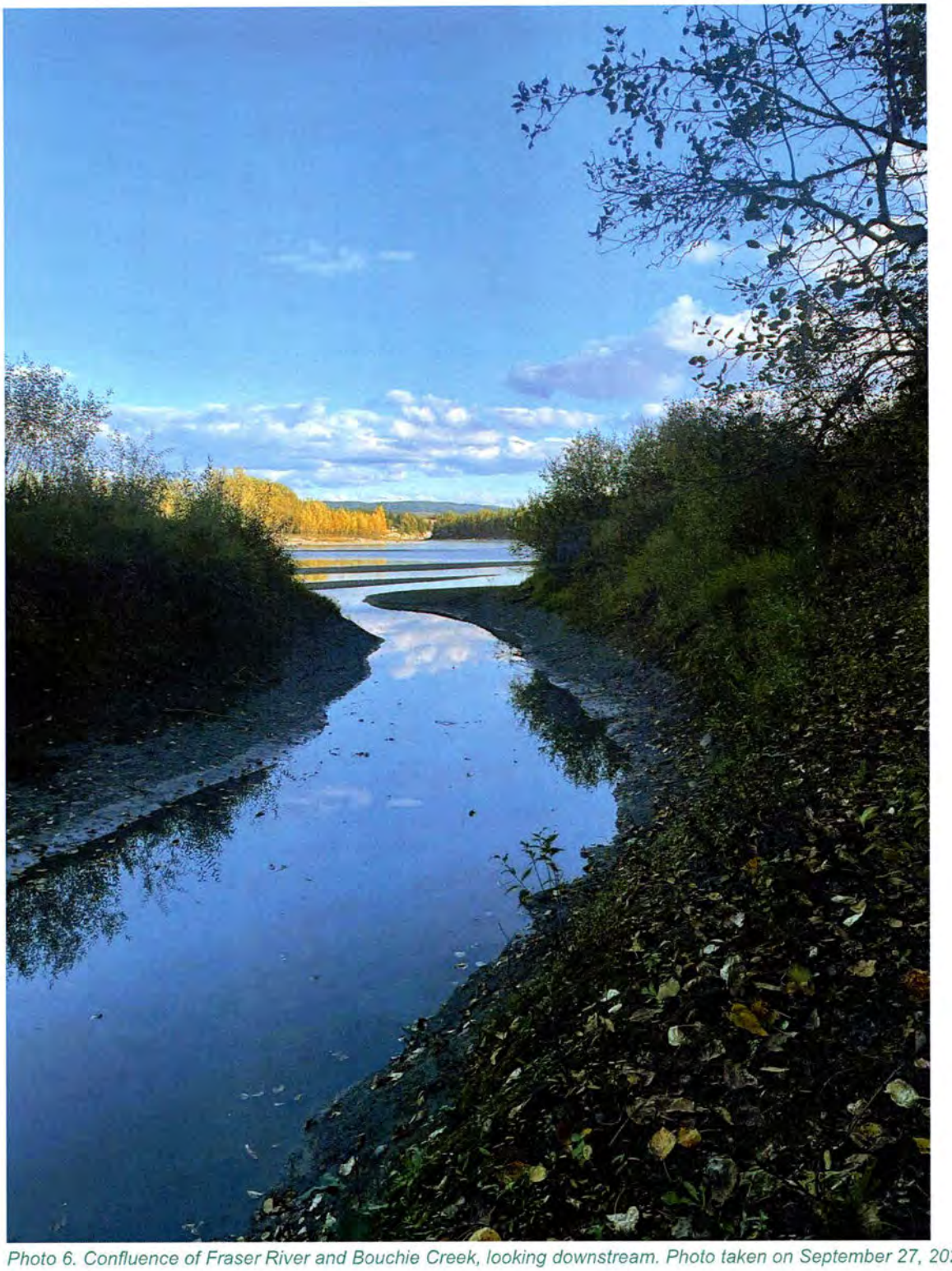


Photo 6. Confluence of Fraser River and Bouchie Creek, looking downstream. Photo taken on September 27, 2024.



Photo 7. Confluence of Baker Creek and the Fraser River, looking downstream. Photo taken on September 28, 2024.

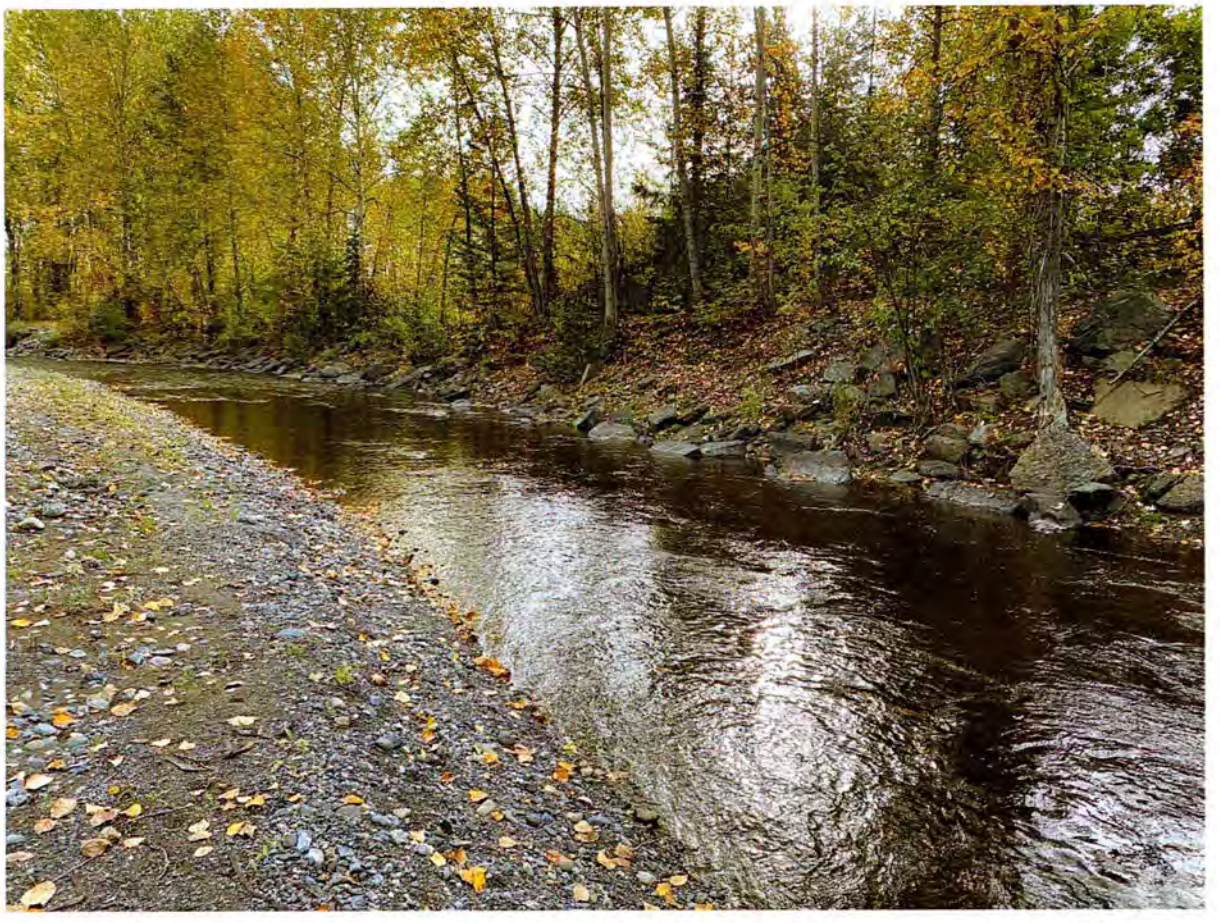


Photo 8. Concrete slabs along the right bank of Baker Creek, looking downstream. Photo taken on September 28, 2024.

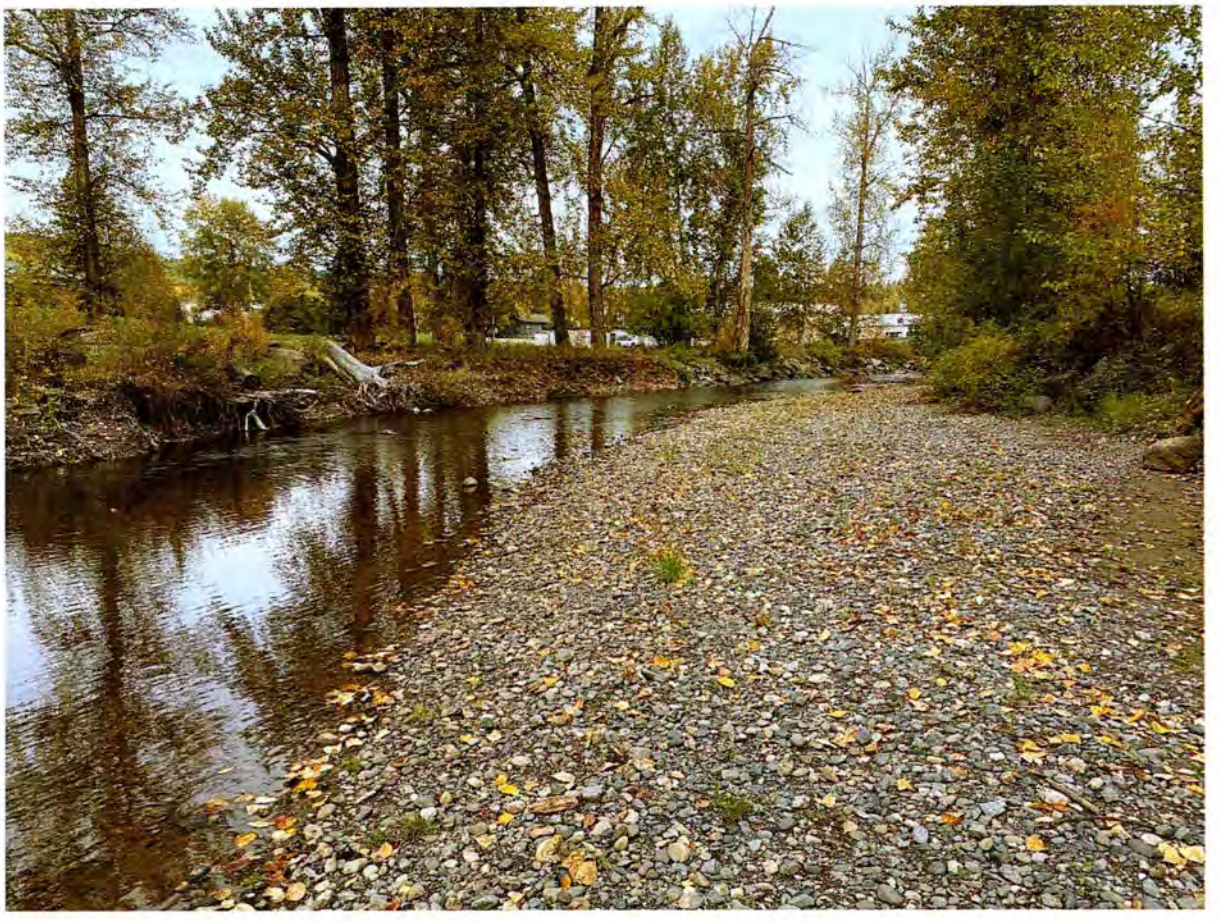


Photo 9. Thin riparian cover and a single large wood member with root wad along the right bank of Baker Creek, looking upstream. Photo taken on September 28, 2024.

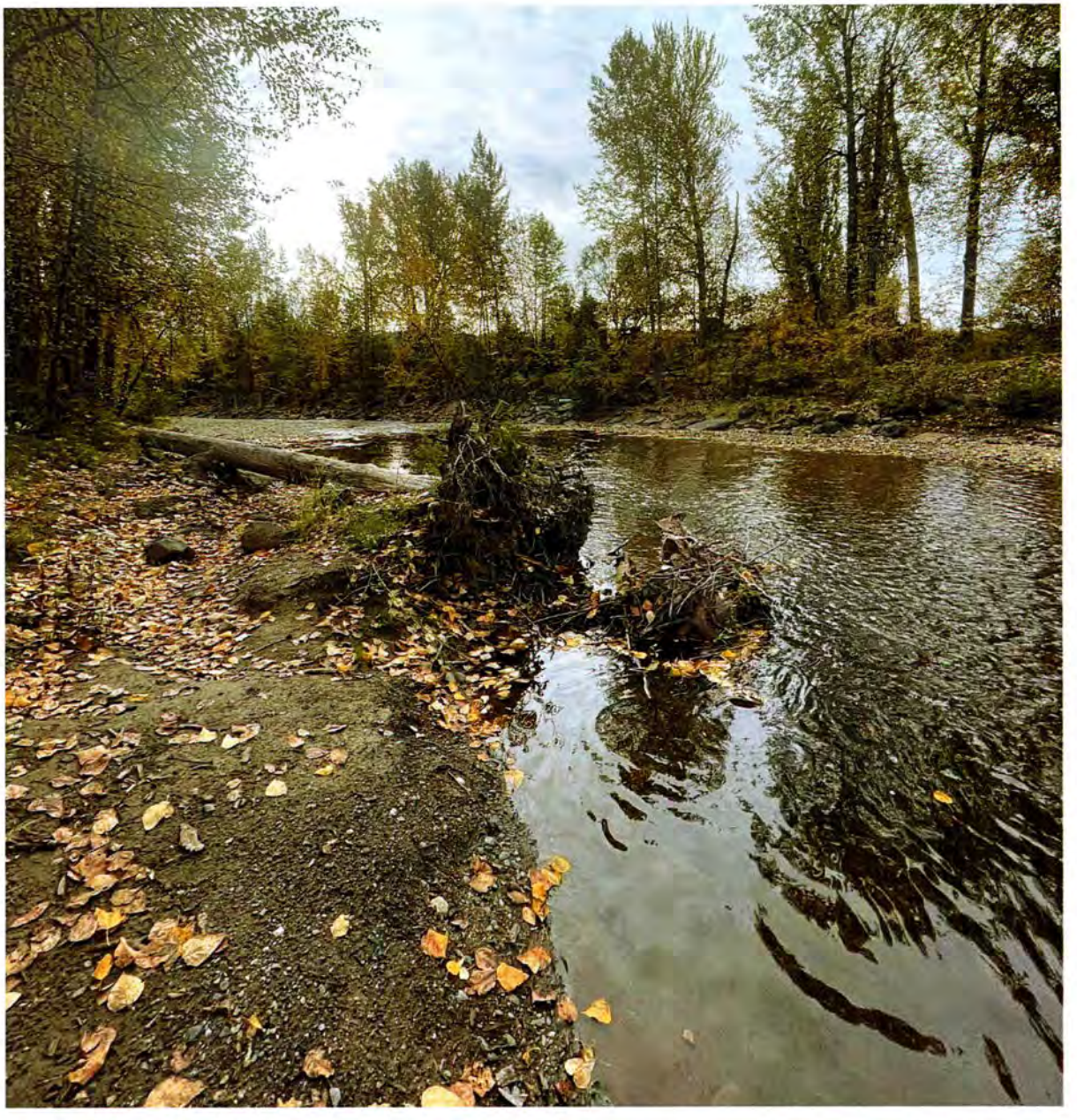


Photo 10. Single large wood member with root wad on Baker Creek left bank, looking downstream. Photo taken on September 28, 2024.

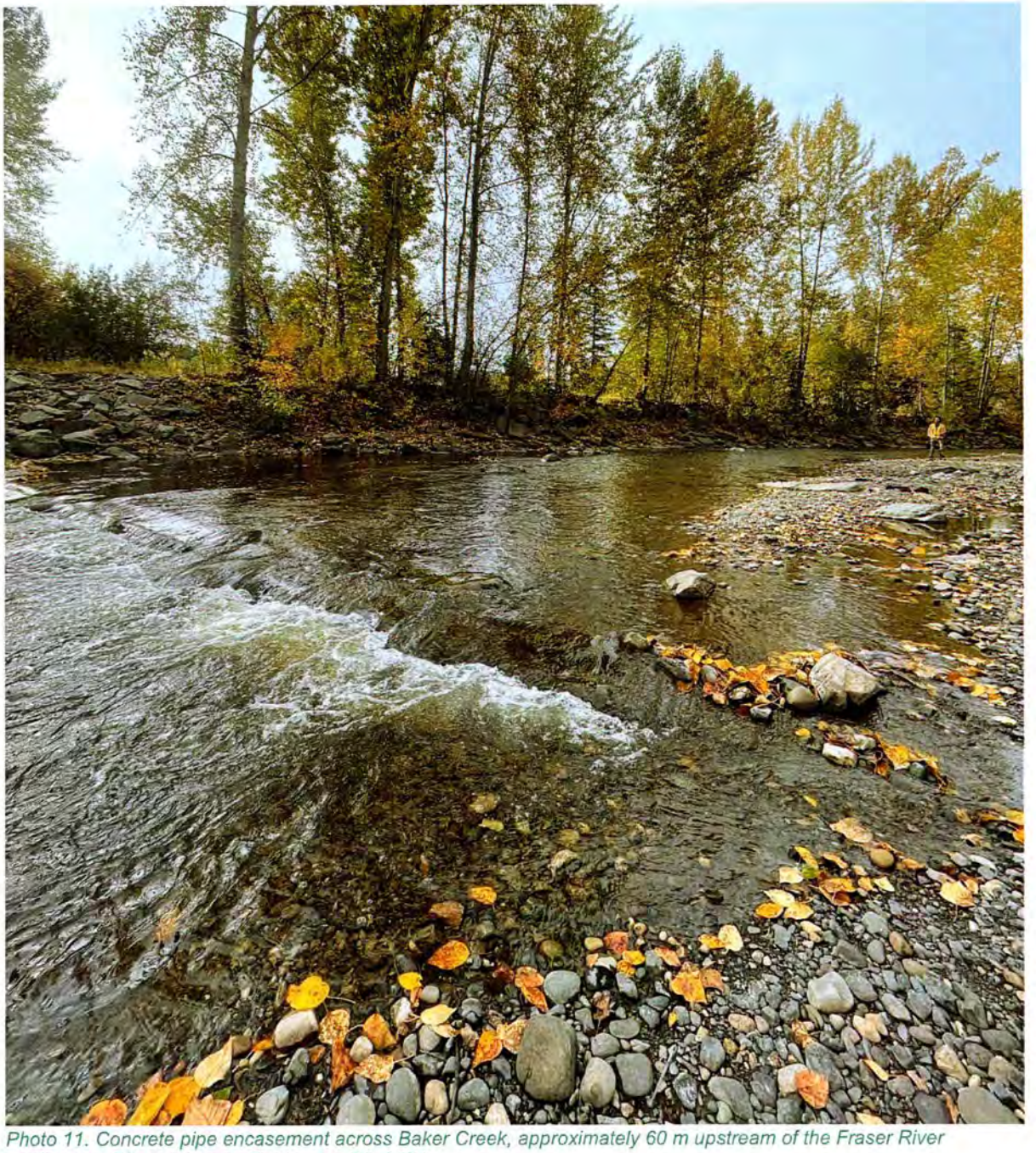


Photo 11. Concrete pipe encasement across Baker Creek, approximately 60 m upstream of the Fraser River confluence. Photo taken on September 28, 2024.



Photo 12. Baker Creek upstream of the Marsh Drive Bridge, looking upstream. Photo taken on September 28, 2024.

Appendix B
Statement of Limitations

Statement of Limitations

Use of this Report. This report was prepared by McElhanney Ltd. ("**McElhanney**") for the particular site, design objective, development and purpose (the "**Project**") described in this report and for the exclusive use of the client identified in this report (the "**Client**"). The data, interpretations and recommendations pertain to the Project and are not applicable to any other project or site location and this report may not be reproduced, used or relied upon, in whole or in part, by a party other than the Client, without the prior written consent of McElhanney. The Client may provide copies of this report to its affiliates, contractors, subcontractors and regulatory authorities for use in relation to and in connection with the Project provided that any reliance, unauthorized use, and/or decisions made based on the information contained within this report are at the sole risk of such parties. McElhanney will not be responsible for the use of this report on projects other than the Project, where this report or the contents hereof have been modified without McElhanney's consent, to the extent that the content is in the nature of an opinion, and if the report is preliminary or draft. This is a technical report and is not a legal representation or interpretation of laws, rules, regulations, or policies of governmental agencies.

Standard of Care and Disclaimer of Warranties. This report was prepared with the degree of care, skill, and diligence as would reasonably be expected from a qualified member of the same profession, providing a similar report for similar projects, and under similar circumstances, and in accordance with generally accepted engineering/planning/etc. and scientific judgments, principles and practices. McElhanney expressly disclaims any and all warranties in connection with this report.

Information from Client and Third Parties. McElhanney has relied in good faith on information provided by the Client and third parties noted in this report and has assumed such information to be accurate, complete, reliable, non-fringing, and fit for the intended purpose without independent verification. McElhanney accepts no responsibility for any deficiency, misstatements or inaccuracy contained in this report as a result of omissions or errors in information provided by third parties or for omissions, misstatements or fraudulent acts of persons interviewed.

Effect of Changes. All evaluations and conclusions stated in this report are based on facts, observations, site-specific details, legislation and regulations as they existed at the time of the site assessment/report preparation. Some conditions are subject to change over time and the Client recognizes that the passage of time, natural occurrences, and direct or indirect human intervention at or near the site may substantially alter such evaluations and conclusions. Construction activities can significantly alter soil, rock and other geologic conditions on the site. McElhanney should be requested to re-evaluate the conclusions of this report and to provide amendments as required prior to any reliance upon the information presented herein upon any of the following events: a) any changes (or possible changes) as to the site, purpose, or development plans upon which this report was based, b) any changes to applicable laws subsequent to the issuance of the report, c) new information is discovered in the future during site excavations, construction, building demolition or other activities, or d) additional subsurface assessments or testing conducted by others.

Cariboo Regional District

Planning Application Advisory Planning Commission Comment Form

Date of Meeting: March 2nd, 2026
Start Time: 1 PM
Location of Meeting: Bouchie Lake Hall

File Number: 3015-20/B20250051
Application Type: Subdivision
Electoral Area: B
Legal Description: Lot A, District Lots 83 and 319, Cariboo District, Plan PGP40531 Except Plan EPP56753
Property Location: N/A

ATTENDANCE

Present:
Chair: Dean Caine
Members: Robert Ross
Stan Hall

Recording Secretary: Sybille Meschik
Owners/Agent: Reid Drummond
☐Contacted but declined to attend

Absent: Stephanie Hanes
Susan Joyce

Also Present:
Electoral Area Director: Barbara Bachmeier
Staff Support:

RESOLUTION

THAT application with File Number 3015-20/B20250051 be **SUPPORTED** / **REJECTED**
for the following reasons:

4 in favour.

1) We want the Blackwater / Knickerbocker Road to be fixed.
- DFO OFFSETTING is Required to do the Project

2) Back-channel for fish habitat is important for the Fraser River Watershed.

For: 4 Against: 0

CARRIED / DEFEATED

Termination:
That the meeting terminate.
Moved: Stan Hall
Seconded: Robert Ross

CARRIED

Time: 1:45pm

[redacted]
Recording Secretary

[redacted]
Chair



ABOUT THE NCLGA

A Presentation for Regional Districts

North Central Local Government Association

Introduction to the NCLGA

- Established in 1955, representing over 240 local government elected officials in over 70% of BC's landmass
- A collective voice - bringing forward the concerns and priorities of its members to provincial and federal governments



About Us

2023-2026 NCLGA Strategic Plan

What We Do & Why It Matters

We amplify regional issues, advocate for solutions to shared challenges, connect people and ideas, and support good governance, through:

- Resolutions and Advocacy
- Collaboration
- Education and Training
- Events

Stay informed and help advance advocacy priorities through the member Newsletter and Webinars



Mental Health and Addictions Accord

We, the undersigned, recognize the urgent and ongoing need to address the mental health and addictions crisis affecting our communities in Central and Northern British Columbia.

We acknowledge the profound impact of mental health and addictions on individuals, families, caregivers, communities, and our society as a whole.

We recognize the inherent dignity of all who live and work in Central and Northern British Columbia, their right to appropriate mental health and addictions services, and the need to work together to improve services and outcomes for those affected by mental health, addictions and their related intersections.

Therefore, we hereby commit to the following principles and actions, working collaboratively and leveraging our collective resources to advance positive solutions:

PRINCIPLES

1. Collaboration and Partnership:
We acknowledge that addressing mental health and addictions requires a collaborative and dedicated approach, involving government agencies, healthcare providers, community organizations, Indigenous communities, educational institutions, businesses, and individuals with lived experience and their caregivers.

2. Recognition of Complexities Facing Indigenous Communities:
We recognize that Indigenous communities in Central and Northern British Columbia have complex historical, cultural, geographic, social, and economic dynamics that need to be considered.

3. Recognition of Complexities Facing Local Governments:
We recognize that local governments face unique complexities, including limited resources, capacity constraints, geographic isolation, and diverse community needs.

4. Recognition of Complexities Facing Central and Northern BC:
We recognize that Central and Northern British Columbia face regional complexities, such as remote locations, industrial and remote worksites, harsh weather conditions, limited healthcare infrastructure, and socio-economic disparities.

5. Stigma Reduction:
We recognize that stigma surrounding mental health and addictions often deters individuals from seeking and receiving help and accessing appropriate care in a timely manner.

6. Prevention and Early Intervention:
We understand the critical importance of prevention and early intervention in addressing mental health and addictions. We recognize while many of the most severe mental illnesses are not preventable, many people can be considerably helped by appropriate and timely treatment.

7. Accessible and Culturally Relevant Services:
We acknowledge the necessity for accessible, culturally relevant mental health and addictions services that meet the diverse and evolving needs of our communities.

8. Community Support and Recovery-Oriented Care:
We recognize the vital role of community-level supports and services at all stages, alongside timely and accessible recovery-oriented care, in promoting the well-being and recovery of individuals affected by mental health and addictions. We recognize the importance of education on severe mental illness, and the availability of long-term treatment options.

9. Equity and Social Justice:
We acknowledge that marginalized and underserved populations, including Indigenous communities, racialized groups and 2SLGBTQI+ individuals, face disproportionate levels of mental health and addiction challenges and are more likely to experience poverty and that this reality needs to be addressed.

ACTIONS

1. Information Sharing and Coordination:
We are committed to sharing information and coordinating efforts to improve the delivery of mental health and addictions services across Central and Northern British Columbia. This includes sharing best practices, data, and resources to enhance service coordination and integration, as well as the collecting and sharing of baseline data to monitor progress on the actions of the Accord.

2. Advocacy:

- We are committed to advocating to the Provincial Government for increased funding, resources, and policy changes that support the timely delivery of mental health and addictions services in our communities. This includes advocating for investments in prevention, education, early intervention, treatment, and long-term recovery supports, as well as for policies that address the social determinants of health.
- We are committed to advocating for education and awareness initiatives to challenge stigma, enhance understanding, and foster empathy and support for all those affected by mental health and addictions.
- We are committed to advocating for prevention and education programs, early screening initiatives, and timely access to intervention services for children, youth, families and caregivers to address mental health and addictions before they escalate.
- We are committed to advocating for the development of services that are accessible, inclusive, and responsive to the cultural and linguistic diversity of all community members in Central and Northern British Columbia.
- We are committed to advocating for the development of local, community-based support services, peer support programs, and diverse recovery-oriented treatment options that empower individuals and their caregivers on their recovery journeys. This includes promoting social integration and community connection as vital in recovery-oriented treatment. We commit to advocating for solutions that address systemic inequities, promote social justice, and ensure that efforts to address the mental health and addictions crisis are inclusive, respectful, and equitable for all community members.

3. Shared Vision for Central and Northern BC:
We are committed to advocating for the development of a shared vision for Central and Northern British Columbia, identifying supports needed in smaller communities, and advocating for increased funding and policy changes.

CONCLUSION

In signing this Mental Health and Addictions Accord, we affirm our dedication to working collaboratively and advocating for positive change to address the mental health and addictions crisis in Central and Northern British Columbia. We support this Accord as a living document with flexibility to evolve into the future.

We pledge to uphold the principles of collaboration, cultural safety, equity, and prevention as we work towards a future where all residents can thrive in body, mind, and spirit.

2026 NCLGA AGM & Conference

May 20-22, 2026, in Prince George, BC

- Co-hosted by the NCLGA, City of Prince George, the Lheidli T'enneh First Nation, and the Regional District of Fraser-Fort George
- Theme: "*Walking Together: Honouring Relationships, Leading Change*"

2026 AGM & Convention



Questions & Discussion

Contact

•Gladys Atrill, NCLGA President - mayor@smithers.ca
•Terry Robert, NCLGA Executive Director - trobert@nclga.ca

•Sandra Moore, NCLGA Board Support – admin@nclga.ca

www.nclga.ca

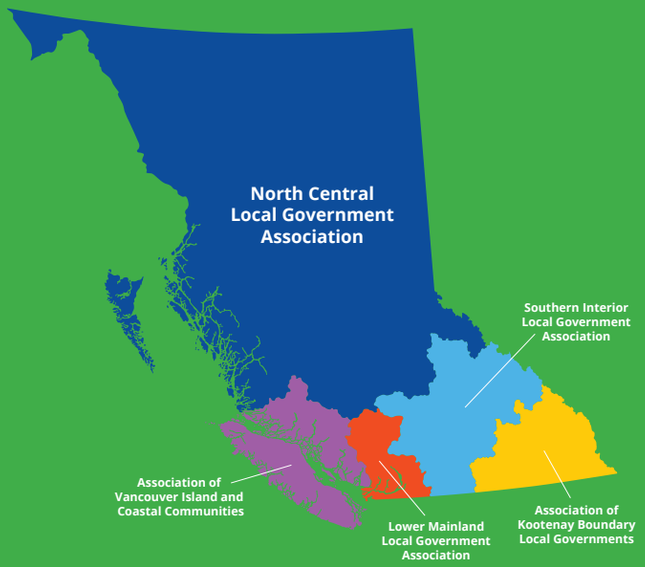
NCLGA
North Central Local Government Association



Partnering for the Future

We invite First Nations to join the NCLGA membership. This partnership with NCLGA can include opportunities such as:

- **Co-hosting Events:** Co-host with us at the NCLGA Annual General Meeting & Convention or regional forums.
- **Presenting Resolutions:** Raise shared policy priorities through our democratic resolution process.
- **Participating in Committees:** Provide expertise and guidance on topics such as health, environment, youth, and governance.
- **Dialogue and Delegations:** Meet with our Board and leadership to explore joint initiatives.



Let's build a stronger, more connected region—together.

NCLGA
North Central Local Government Association

We welcome the opportunity to connect with you. For more information or to schedule a conversation, please reach out to **admin@nclga.ca**

www.nclga.ca

Suite 507 - 1488 4th Avenue
Prince George, BC V2L 4Y2

NCLGA
North Central Local Government Association

Working Together:

A Regional Voice for Local Governments and First Nations


Prince George - location of NCLGA's head office

Our Strategic Priorities (2023–2026)

Who We Are

The North Central Local Government Association (NCLGA) is a non-profit, non-partisan organization that represents member municipalities, regional districts, and First Nations across north-central British Columbia.

We were established in 1955 and today represent elected officials in over 70% of BC's landmass, advocating for stronger, healthier, and more resilient communities.

Our mission is to enhance the social, economic, and environmental well-being of our region by connecting people and ideas, advocating for solutions to shared challenges, and supporting good governance.

What We Do

Resolutions and Advocacy: Representing the interests of members to senior levels of government.

Collaboration: Facilitating partnerships.

Education and Training: Providing resources, training, and support for members.

Events: Organizing conferences, forums, and symposiums to bring focus to regional challenges.

Why It Matters

As a democratically elected body representing local governments across the North, the NCLGA is a collective voice that brings forward the concerns, innovations, and priorities of its members to provincial and federal governments.

We are committed to building and strengthening partnerships with First Nations to advance reconciliation, enhance collaboration, and ensure that Indigenous voices shape the region's future.

Our Commitment to Indigenous Collaboration

NCLGA is guided by the principles of the Truth and Reconciliation Commission's Calls to Action and the *Declaration on the Rights of Indigenous Peoples Act (DRIPA)*.

We are committed to:

- Ongoing collaboration with First Nations governments and organizations;
- Establishing shared and meaningful actions;
- Creating space for Indigenous leadership within our governance structures; and
- Reviewing bylaws to ensure inclusive membership eligibility for non-Treaty First Nations.

1 Advocacy

- Amplify regional issues through annual resolutions and policy development;
- Advance shared concerns, such as infrastructure, healthcare access, climate resilience, and Indigenous inclusion.

2 Communication

- Create accessible information-sharing platforms;
- Tell the stories and highlight the contributions of all NCLGA members' communities, including First Nations.

3 Relationships

- Deepen partnerships with First Nations, local governments, and senior levels of government;
- Help bridge jurisdictional overlaps;
- Support mutual capacity building and resource sharing.

4 Good Governance

- Ensure transparency, accountability, and sustainability of the organization;
- Include First Nations perspectives in organizational policies and decision-making.

To read our Strategic Plan, please visit **www.nclga.ca/about/about-nclga**

AGENDA ITEM SUMMARY

Date: 24/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 1855-04

Short Summary:
NDIT Application – 108 Mile Ranch Community Association – Outdoor Washroom Facility

Voting:
Corporate Vote - Unweighted

Memorandum:
For the Cariboo Regional District Board's consideration, please find attached an application to the Northern Development Initiative Trust (NDIT) from the 108 Mile Ranch Community Association. The request is for $30,000 in funding under the Community Places stream to install an outdoor washroom facility to serve the outdoor activity area at the 108 Mile Ranch Community Hall property. The addition will enhance site functionality, user comfort, improve accessibility and support compliance with applicable health and safety requirements.

Funding support for this project, which has a total value of $53,128.68, is anticipated to come from Northern Development Initiative Trust ($30,000), the 108 Mile Ranch Community Association ($20,128.68) and the South Cariboo Pickleball Association ($3,000).

Prior to forwarding the application to NDIT for the Regional Advisory Committee's consideration, all Regional Development Account applications require a resolution of support from the local government within the jurisdiction.

Attachments:
NDIT Application – 108 Mile Ranch Community Association

Financial Implications:
None.

Policy Implications:
Cariboo Regional District Policy No 2017-3A-33 (Northern Development Initiative Trust Application Policy) states: In the absence of knowledge of material legal, ethical, or other

improprieties, the CRD will support all applications to the NDIT for funding, without regard to the project's merit.

Alignment with Strategic Plan:

- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Recommendation:

That the 108 Mile Ranch Community Association's grant application to Northern Development Initiative Trust's Community Places stream for $30,000 to install an outdoor washroom facility be supported for submission.

Details | Related

Individual Application

Application ID
IA-0000012835

Application Name
Outdoor Washroom Purchase

Project Description
The 108 Mile Ranch Community Association is seeking funding to install an outdoor washroom facility to serve the outdoor activity area at the 108 Mile Ranch Community Hall property. The project involves procuring and installing a prefabricated, self-contained washroom unit, along with a dedicated holding tank, to support community events and outdoor recreational use. The proposed addition is intended to enhance site functionality and user comfort, improve accessibility, and support compliance with applicable health and safety requirements.

Project Rationale
The outdoor area surrounding the 108 Mile Ranch Community Hall is frequently used by residents and visitors for social events, family gatherings, and sports activities. A popular walking trail runs through the property and is used year-round by individuals of all ages. The absence of a nearby washroom currently limits comfort and accessibility for these users. Installing an on-site washroom is expected to create a more inclusive and convenient environment and to better support outdoor community events, volunteer activities, and future recreational programming and expansions that are currently constrained by the lack of basic facilities.

Related Contact Choice

Assessment Question Response

Funding Opportunity
Community Places

Applicant Portal Status
In Review

Start Date
2026-04-01

End Date
2026-06-30

Applied Date
2026-01-27, 6:22 p.m.

Project Budget

Eligible Project Budget
$53,128.68

Ineligible Project Budget
$2,656.43

Project Funding

Funding Amount Requested
$30,000.00

Eligible Requested from Other Sources
$23,128.68

Funding Amount Awarded

Applicant Business Profile

Account
108 Mile Ranch Community Association

Local Government
Cariboo Regional District

Mailing Address
4924 Telqua Dr
108 Mile Ranch British Columbia V0K 2Z1
Canada



Website
www.108ranch.com

Business Email
108rca@gmail.com

Business Phone
250-706-3126

Business Number

Non-Profit Registration Number

Applicant Primary Contact Information

Contact
Roxanne Zieflie

Title
Vice-President

Contact Phone
[redacted]

Primary Contact Email
[redacted]

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Details | Related

Expense Line Items (2)

New

Expense Line Item	Expense Name	Vendor	Amount
ELI-0000032180	Renovated ATCO Satellite Washroom (8'...	TG Schulz Ltd	$53,128.68
ELI-0000032181	GST	TG Schulz Ltd.	$2,656.43

View All

Other Funding Sources (3)

New

Other Funding Source	Source Name	Amount
OFS-0000015688	108 Mile Ranch Community Association	$20,128.68
OFS-0000015689	South Cariboo Pickleball Association	$3,000.00
OFS-0000016102	108 Mile Ranch Community Association	$2,656.43

GST

View All

Milestones (2)

New

Milestone Name	Start Date	End Date
Start Date	2026-04-01	2026-04-01
End Date	2026-06-30	2026-06-30

View All

Assessments (1)

Name	Assessment Status	Created By	Created Date
Community Places Application Form	In Progress	rzief	2026-01-27, 6:22 p.m.

View All

Funding Awards (1)

Name	Amount	Status
IA-0000012835 Funding Award	$30,000.00	Requested

View All

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Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 30/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Darron Campbell, Manager of Community Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 1855-05

Short Summary:

100 Mile Nordics Ski Society Community Works Funding (CWF) solar panel project and enabling agreement.

Voting:

Corporate Vote – Weighted

Memorandum:

The 100 Mile Nordics Ski Society has requested a Community Works Funding contribution of up to $45,000 to support a $62,240 project to install solar panels at their 99 Mile Cross Country Ski Trails facility.

The proposed solar panel project is also eligible for a BC Hydro rebate of up to $10,000 and the ski club will be pursuing that funding as well.

It is expected that the 50 - 505W solar PV panels, which are a combination roof-top and ground-mount system will produce energy of about 27,500 kWh annually, approximately enough to cover all power requirements for the facility. Any electricity reduction will help the ski club to lower the carbon footprint of the facility as well as free up funds for other projects.

Because the facility is not owned by the CRD, a contribution agreement between the Regional District and the 100 Mile Nordics is required for this project by UBCM under its Gas Tax Sharing Master Agreement with the federal government.

Under the terms of the agreement, the community group is responsible for managing the project, maintaining financial records, reporting on measurable results and retaining ownership of the asset for a minimum of 10 years.

Attachments:

1) Request letter from the 100 Mile Nordics
2) 100 Mile Nordics CWF project information package

Financial Implications:

The proposal from the 100 Mile Nordics requests up to $45,000 from the Community Hall and Recreation Facilities Energy Efficiency and Water Conservation envelope of the 2026 CWF program.

The Board approved the CWF funding schedule for 2026, including the Community Hall and Recreation Facilities Energy Efficiency and Water Conservation envelope which has a total of $350,000 initially available. If this application from the 100 Mile Nordics is approved, $45,000 will be committed, leaving a remaining balance of $235,000 available for other eligible community hall projects.

Policy Implications:

None. The Board approved the CWF funding schedule for 2026, including the Community Hall and Recreation Facilities Energy Efficiency and Water Conservation envelope.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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Recommendation:

That the request from the 100 Mile Nordics Ski Society for up to $45,000 for the installation of solar panels at the 99 Mile Cross Country Ski Trails facility be approved from the 2026 Community Hall and Recreation Facilities Energy Efficiency and Water Conservation envelope of the Community Works Fund, and that the appropriate signatories be authorized to enter into the necessary contribution agreement.

100 MILE NORDICS
250-395-2104 100milenordics.com info@100milenordics.com

March 19, 2026

Darron Campbell
Manager of Community Services
Cariboo Regional District

Re: solar array funding request

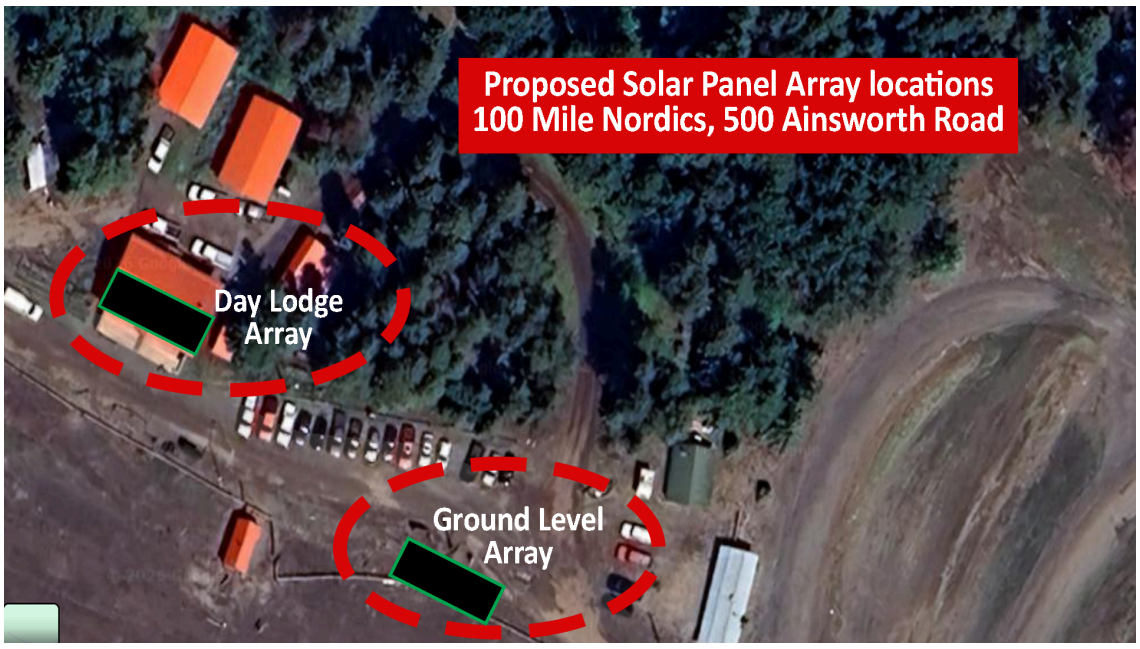
Hello Darron:

Established in 1977, the 100 Mile Nordic Ski Society has been the hub for Nordic skiing in the South Cariboo for fifty years. Countless skiers of all ages and skill levels have enjoyed our 45 km trail network, day lodge services, youth programs and events. Today, we look forward to the next fifty years and seek to ensure our small but mighty club is still going strong in 2077.

Solar Array Request

To that end the 100 Mile Nordics are requesting $45,000 in funding to enable the design, build, and installation of a 27,500 kW solar panel system at our facility. The proposed system consists of rooftop panels on our day lodge and a ground based array adjacent to our parking lot. The two arrays are designed to match our annual energy consumption and greatly reduce, or even eliminate, our annual electricity bill of roughly five thousand dollars (27 500 kWh x $0.1352 / kWh). Estimates for the proposed rooftop and ground installations are included.

Proposed Array location(s)



100 MILE NORDICS
250-395-2104 100milenordics.com info@100milenordics.com

Project Cost

Total cost for the project including GST is $62,240.85. In this proposal, the 100 Mile Nordics would cover the outstanding difference and apply for the BC Hydro self-generation rebate (estimated rebate $10,000) available at the completion of the project. If we receive the full amount of the rebate it will allow us to install the complete system with a minimal impact on our cash reserves (estimate: $7240.85).

Project Benefits

To summarize, the one-time cost of installation roughly equals how much the Nordics would spend on electricity in a decade. The impact this project would have on our facility and organization is transformative. Our night skiing lights and lodge heating requirements have significant energy demands. With unpredictable winters impacting opening dates and season length, major cost reductions are great for our bottom line, increasing our resilience across good and bad ski seasons. We think this is a prudent investment in a popular and well-used facility, loved by locals and South Cariboo visitors alike.

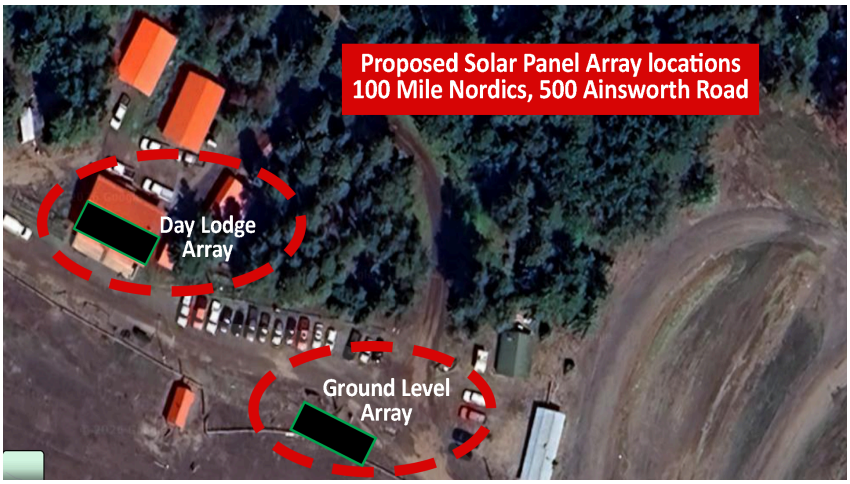
On behalf of the 100 Mile Nordics, I thank you for giving us the opportunity to make this request.

Best wishes,

Chris Keam
President - 100 Mile Nordics
president@100milenordics.com

100 MILE NORDICS
250-395-2104 100milenordics.com info@100milenordics.com

Proposed Array location(s)



Cariboo Regional District

Community Works Funds

Project Request

Description of Project

CRD Function: EA Administration (1002-2132-2920 cost code:)

Scope: Install solar panels and, if possible, carry out other related, minor services.

Location: 99 Cross Country Ski Trails facility

Category:

Public Transit	_____	Community Energy Systems	__X__
Water & Wastewater	_____	Solid Waste Management	_____
Capacity Building	_____		

Desired Outcomes – Please explain the outcomes this project will achieve:

The project's aim is to install solar panels at the facility.

The 50 505W PV panels are expected to generate approximately 27,500 kWh of energy annually for use at the facility.

Proposed Measurement – Please outline indicators to measure outcomes:

1) That the solar panels result in an annual energy production of approximately 27,500 kWh.

Budget – Please complete Schedule A – See Attached Budget Outline

Timeline – Please provide a timeline indicating projected start date and completion date of project.

Start date: April 13, 2026

Completion date: December 31, 2026

Progress Reporting:

For projects under $50,000 and less than one-month timeline, a progress report will be required at the completion of project.

For projects over $50,000 and longer than one month, a progress report is required at monthly intervals before funds can be transferred to applicable budget.

Progress Report on Completion _____X_____

Progress Report Monthly _____

Commencing: _____

Completed by: Kathleen MacDonald, Community Services

Date: March 30, 2026

Schedule A

Cariboo Regional District
Community Works Funds
Budget Outline

99 Cross Country Ski Trails facility - EA Administration

Tangible Capital Assets
Please list

Equipment/Improvements Contribution
Please list

Installation of solar panels		up to $45,000
	total	up to $45,000

Contracted Services
Please list

_____
_____

Professional Services
Please list

_____	$	-
_____	$	

Total Budget up to $45,000

1. Pro Circuit Electrical Ltd.

Date Proposal Call Completed: _____

AGENDA ITEM SUMMARY

Date: 31/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Darron Campbell, Manager of Community Services
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 8030-20-02

Short Summary:

Esler Sports Complex Access Road Project – Celtic Engineering Project Management and Coordinating Professional of Record Award of Contract

Voting:

Corporate Vote - Weighted

Memorandum:

The Esler Sports Complex Access Road project began as an important concept in the master design plan for the outdoor fields facility completed in 2008. The current access road is through the residential subdivisions along Hodgson Road and is not adequate for the high volume of traffic that visits the sports fields throughout the summer.

Following over ten years of provincial permitting processes and feasibility studies, a detailed design and cost estimate was completed in 2025 with a phased construction plan to develop the access road over three years.

Phase one of the development in 2026 includes site preparation work at the sports complex as well as preliminary road base clearing and construction. Phase two is development of the connection to Highway 20 including turning lanes and power pole relocation. Phase three is applying asphalt to the prepared surface and installing all final markings and signage.

The phased design plan and cost estimate was developed by Celtic Engineering Ltd. as the successful consultant to an initial Request for Proposals process through a contract awarded in April 2025.

The total cost estimate for the project is $4,515,810 plus a 10% contingency and the budget is approximately $1.5 million for each phase with some variation depending on scope completion.

In order to continue with phase one of the project, a project management contract with Celtic Engineering is required to oversee final design revisions, surveying, site supervision and quality control, as well as construction contract administration and tendering.

The proposed contract with Celtic Engineering will cover all three phases of the project and has a term from March 2026 to October 2028.

Attachments:

N/A

Financial Implications:

The full project cost of $4.97 million is included in the five-year financial plan for the Central Cariboo Recreation function (1553) distributed over fiscal years 2026, 2027 and 2028. Project Management and Coordinating Professional of Record costs are included in this overall amount.

The proposed Project Management contract with Celtic Engineering has a value $155,750 in 2026, $100,000 in 2027 and $75,000 in 2028 for a total cost of $330,750 plus applicable taxes.

Policy Implications:

This report recommends that Procurement Policy No. 2023-9-32 be waived.

This Policy requires a bidding process for the award of contracts and purchases of this value. The objective is to achieve the best overall value for the Regional District and taxpayers in its acquisition of goods and services. The direct award of the Proposed Project Management and Coordinating Professional of Record contract with Celtic Engineering Ltd. will achieve this core objective of the Policy.

Celtic was the successful engineering consultant on both the initial concept and the detailed design and cost estimate and will be necessary to continue as the engineer of record for the final as-built drawings required upon completion of the project. Celtic has been involved in the project for more than ten years and was an integral part of the provincial permitting processes and feasibility studies conducted to enable the project to proceed.

Alignment with Strategic Plan:

☒ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

That Procurement Policy No. 2023-9-32 be waived and a Project Management and Coordinating Professional of Record contract with Celtic Engineering Ltd. for the Esler Access Road Project with a term of March 2026 to October 2028 and a value of $330,750 plus applicable taxes be approved, and further, that the appropriate signatories be authorized to execute the agreement.

Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 31/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 1850-02

Short Summary:

Year-Round Grant for Assistance Application from Alexis Creek Community Club

Voting:

Corporate Vote - Unweighted

Memorandum:

A Year-Round Grant for Assistance application for $1000 has been received by the Cariboo Regional District from the Alexis Creek Community Club to assist with costs for their Seniors' Outreach Program, including weekly coffee get-togethers, luncheons for special occasions and a quilting group that donates the quilts toward community fundraisers.

Attachments:

Year-Round Grant for Assistance Application from the Alexis Creek Community Club

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Audet	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,500.00	$ 2,500.00
E	Director Neufeld	$ 5,000	$ 1,000.00	$ 4,000.00
F	Director LeBourdais	$ 5,000	$ 500.00	$ 4,500.00
G	Director Richmond	$ 5,000	$ 333.33	$ 4,666.67
H	Director Wagner	$ 5,000	$ 833.33	$ 4,166.67
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00
L	Director de Vries	$ 5,000	$ 1,333.34	$ 3,666.66
TOTAL		**$ 60,000**	**$ 6,500.00**	**$ 53,500.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?

v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:
i. Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☒ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Recommendation:

Action is the discretion of the Board.

APRIL 10 BOARD MTG

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

AIS - March 31/26

Organization Information

Name of Organization:	Alexis Creek Community Club (K)
Mailing Address:	PO Box 456, Alexis Creek, BC V0L 1A0
Telephone (office): [redacted]	email: [redacted]
Purpose of Organization:	Create space for social activities for our rural community for all ages.
What community does your organization serve?	Alexis Creek and surrounding area
BC Society Registration Number (if applicable):	89698 0125 BC0001 Business #
Federal Charitable Registration Number (if applicable):	
Chairperson's name:	Connie Haley
Telephone: [redacted]	email: [redacted]
Treasurer or Financial Officer's name:	Corinne Bayliff
Telephone: [redacted]	email: [redacted]

Grant Request $ 1000.00

Proposed Use of Grant: Every Monday morning the AC community hall has coffee and goodies which is a social time for the seniors in our community. There is consistently 15 people at the coffee hour with numbers greater up to 25 when they decided to have a luncheon for special occasions. Every second Monday there is a group of ladies that gather after the coffee hour to create hand crafted quilts and other items that they donate towards fundraisers. On those Mondays the numbers are higher at the coffee hour. The grant would be used to help cover costs, such as coffee, cream, hydro and cleaning. The seniors that attend also volunteer to bring baked goods and some make small donations in order for the event to continue. Alexis Creek have no other outreach programs available for the Seniors.
An added bonus to the year round use of the hall has been the users pointing out things that need to be attended to for health and safety. This helps keep the hall maintenance on track.

Start date of project: July 7, 2026

End date of project: July 6, 2027

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Previous CRD Grant (if applicable):

Year 2025 **$** 1000.00

Project Description:

How will you indicate the CRD is contributing to your organization?

We will have a sponsorship card placed on the table where the coffee is set up and will note it on the Alexis Creek Community Facebook page that the event is sponsored by the CRD.
Mary Engelbert, seniors advocate, writes a thank you note to the CRD every year as well.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Connie Haley

President/Chairperson [redacted]

March 20, 2026
Date

Cariboo Regional District

AGENDA ITEM SUMMARY

Working in partnership with communities large and small to offer local, sub-regional and regional services to ensure the Cariboo Chilcotin is a socially, economically and environmentally desirable region.

Date: 31/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 1850-02

Short Summary:

Year-Round Grant for Assistance Application from the Big Creek Community Association

Voting:

Corporate Vote - Unweighted

Memorandum:

A Year-Round Grant for Assistance for $1000 has been received by the Cariboo Regional District from the Big Creek Community Association to assist with purchasing groceries for the Big Creek Roundup.

Attachments:

Year-Round Grant for Assistance Application from the Big Creek Community Association

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Audet	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,500.00	$ 2,500.00
E	Director Neufeld	$ 5,000	$ 1,000.00	$ 4,000.00
F	Director LeBourdais	$ 5,000	$ 500.00	$ 4,500.00
G	Director Richmond	$ 5,000	$ 333.33	$ 4,666.67
H	Director Wagner	$ 5,000	$ 833.33	$ 4,166.67
I	Director Glassford	$ 5,000	$ -	$ 5,000.00
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00
L	Director de Vries	$ 5,000	$ 1,333.34	$ 3,666.66
TOTAL		**$ 60,000**	**$ 6,500.00**	**$ 53,500.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?
ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?

v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:
i. Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.

g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Recommendation:

Action is at the discretion of the Board.

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Organization Information

Name of Organization:	Big Creek Community Association
Mailing Address:	5160 Farwell Canyon Rd, Big Creek, BC V0L1A0
Telephone (office):	[redacted] email: [redacted]
Purpose of Organization:	Community Association- a gathering place for the people in the Big Creek area.
BC Society or Charitable Registration Number (if applicable):	S-0044592
Chairperson's name:	Ernie Perry - President
Telephone:	[redacted]
Treasurer or Financial Officer's name:	Iris Witte
Telephone:	[redacted]

Grant Request $ 1000

Proposed Use of Grant:

We would like to purchase the groceries and meat for the Big Creek Roundup.

We want to keep our prices affordable for families and pensioners to attend.

Without help we couldn't do this.

Start date of project: 01/09/2026 **End date of project:** 30/09/2026

Cariboo Regional District

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

How will you indicate the CRD is contributing to your organization?

We will mention the contribution in our community email and at our Big Creek Community fall meeting

Previous CRD Grant (if applicable) **Year:** 2025 **$** 1000

Project:

The Big Creek Roundup was a huge success. We purchased $1545 worth of groceries of which $850 went toward the meat. We fed 128 people.

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Colleen Hodgson- secretary
President/Chairperson

March 13, 2026
Date

AGENDA ITEM SUMMARY

Date: 01/04/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Kathie Vilkas, Regional Economic Community Development Officer
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 1850-02

Short Summary:

Year-Round Grant for Assistance Application from the Chimney Felker Lake Landholders Association

Voting:

Corporate Vote - Unweighted

Memorandum:

A Year-Round Grant for Assistance for $1000 has been received by the Cariboo Regional District from the Chimney Felker Lake Landholders Association to assist with food and beverage costs for a community fundraiser, a community engagement event highlighting completed projects and plans for the coming year.

Attachments:

Year-Round Grant for Assistance Application from the Chimney Felker Lake Landholders Association

Financial Implications:

		Tax requisition	Allocated	Unallocated
A	Director Audet	$ 5,000	$ -	$ 5,000.00
B	Director Bachmeier	$ 5,000	$ -	$ 5,000.00
C	Director Massier	$ 5,000	$ -	$ 5,000.00
D	Director Forseth	$ 5,000	$ 2,500.00	$ 2,500.00
E	Director Neufeld	$ 5,000	$ 1,000.00	$ 4,000.00
F	Director LeBourdais	$ 5,000	$ 500.00	$ 4,500.00
G	Director Richmond	$ 5,000	$ 333.33	$ 4,666.67
H	Director Wagner	$ 5,000	$ 833.33	$ 4,166.67
I	Director Glassford	$ 5,000	$ 333.34	$ 4,666.66
J	Director Pare	$ 5,000	$ -	$ 5,000.00
K	Director Anderson	$ 5,000	$ -	$ 5,000.00

L	Director de Vries	$	5,000	$	1,000.00	$	4,000.00
TOTAL		**$**	**60,000**	**$**	**6,500.00**	**$**	**53,500.00**

Policy Implications:

The Board may wish to consider the following excerpts from the Grants for Assistance Policy when considering this application.

POLICY STATEMENT:

1. ***Principles***

The Cariboo Regional District has adopted the following principles to govern and guide the decision making around the consideration of Grants for Assistance:

a) It is not mandatory to participate in a Grants for Assistance program. Electoral Area Directors should have the ability to declare that their respective Electoral Area is not participating in part or all the Grants for Assistance Program, or to establish financial limits to their participation.

b) The Cariboo Regional District Board does not intend to utilize these provisions of the Local Government Act to provide operational financing, but rather to assist with events and /or projects.

c) The Cariboo Regional District Board does not intend to provide assistance under the provisions of the Local Government Act to replace the financial responsibilities of senior levels of government, other governments or government agencies and affiliates, or to replace primary funding opportunities such as grants offered by senior levels of government.

d) The Cariboo Regional District Board has both statutory and budgetary limitations on the amount of funds available for providing assistance under the provisions of the Local Government Act and wishes to ensure that these funds are disbursed as fairly and equitably as possible to deserving applicants with due regard to the degree of benefit that will result to the taxpayers that will be responsible for paying for the assistance provided.

e) The Cariboo Regional District Board has an obligation to all of its citizenry to protect the regional district from exposure to liability that could arise as a result of its funding relationships.

f) There must be a direct and logical connection between the Electoral Area considering the Grants for Assistance and the event/project.

2. Evaluation (year-round applications)

c) The following shall be considered in evaluating and prioritizing the applications for assistance:

i. Is the purpose for which funding is requested consistent with the purpose and principles of the Grants for Assistance program?

ii. Does the organization have the capacity to deliver the proposed project or event?
iii. Is the amount of grant reasonable when compared with the potential community benefits?
iv. Has the applicant previously received assistance from the Cariboo Regional District or its member municipalities?
v. Has the organization publicly recognized previous financial assistance provided by the Cariboo Regional District and do they have suitable plans for recognition of this grant funding if approved?

d) Applications for Assistance will NOT be approved for:
i. Purposes for which the Board identifies as potentially exposing the Cariboo Regional District or its member municipalities to risk of unacceptable liability.
ii. Groups/projects/services which would more appropriately be funded by other levels of government, government agencies, affiliates and crown corporations.
iii. Purposes disallowed by the Local Government Act.
iv. Purposes which, in the Board's opinion, would more appropriately be addressed by establishing a regional district service to either operate an extended or local service or to contribute towards the costs of the service provided by someone else.
v. Applications that do not conform with the provisions or intents of this policy.

3. Award

a) *Applicants will be advised:*

i. *After the close of the application period, that their application has been received, that it is under review, and that they will be advised of a decision as soon as is practical.*
ii. Upon issuing of the grant cheque, the Cariboo Regional District's financial contribution is subject to specified conditions.

b) It is a condition of the grant that the applicant publicly recognizes the Cariboo Regional District's financial support as proposed in their application or as subsequently agreed.

c) It is a condition of the grant that, upon completion of the project or event, the applicant must provide a brief report of the project or event which outlines:

i. use to which the grant funds were put
ii. success of the project or event
iii. benefits of the project or event
iv. photographs where appropriate

d) Failure to provide a report will result in the rejection of future grant applications.

e) It is a condition of the grant that the applicant must obtain Board approval for substantive changes in the proposed use of grant funds.

f) Where a project or event is unable to proceed without funding from other sources, grant funds will not be issued by the Cariboo Regional District until the applicant has confirmed that the other funding is available.
g) Applicants who receive grant funds are encouraged to purchase goods and services from local businesses.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Recommendation:

Action is at the discretion of the Board.

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

Organization Information

Name of Organization: Chimney Felker Lake Landholders Association
Mailing Address: 2622 Chimney Lake Road Williams Lake, BC V2G 5J4
Telephone (office): 250- 392-3020 email: 91cflla@gmail.com
Purpose of Organization: To protect the environment, to develop community spirit, to provide fire protection and to maintain the Fireman's Fairways Golf Course
BC Society or Charitable Registration Number (if applicable):S27626
Chairperson's name: Sandi Field
Telephone: 250-392-3020 email: 91cflla@gmail.com
Treasurer or Financial Officer's name: Susan Erlandson
Telephon[redacted]Home[redacted] email: 91cflla@gmail.com

Grant Request $1000

Proposed Use of Grant:

We are hosting on May 2, 2026 an Italian Night Fundraiser to engage the whole community to come out and see what we have accomplished in the past year. Highlights will be the Solar Program that CRD funding helped us complete and have a look at what we have planned for the upcoming year. We would use the funds to offset the cost of food and beverages, so we can make the event affordable for the whole community to attend. We have volunteers making the meal and also helping with serving and cleanup.
Start date of project: May 2, 2026 End date of project: May 2, 2026

GRANTS FOR ASSISTANCE APPLICATION
Year-Round Intake for Grants Under $1,000

How will you indicate the CRD is contributing to your organization?

Your Logo will be on the tickets sold, it will be announced at the event that the CRD is sponsoring the event as well as your logo on our Social Media pages as well as on our Logo Board at the hall.

Previous CRD Grant (if applicable) Year: 2025 $ 550

Project: Firemans Fairway Golf Tournament

THE INFORMATION INCLUDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Sandi Fields March 27 2026
President/Chairperson Date

AGENDA ITEM SUMMARY

Date: 13/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 4210-20-26-02

Short Summary:
Forest Grove Fire Protection – Firehall Renovation Assent Vote

Voting:
Corporate Vote - Unweighted

Memorandum:
The Forest Grove Volunteer Fire Department needs significant repairs to its firehall.

The Area Director has discussed the situation with staff, and this item is presented for the Board's approval to proceed with an assent vote (referendum) for the authority to borrow funds to renovate the firehall.

The loan authorization and service amendment bylaws are presented on today's agenda for consideration of three readings, and the next steps in proceeding to assent voting may be taken as outlined in the recommendations below.

Attachments:
n/a

Financial Implications:
Click here to enter text.

Policy Implications:
n/a

Alignment with Strategic Plan:
☒ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:

1) Endorse recommendations;
2) Other action.

Recommendation:

#1: That the Cariboo Regional District proceed to an assent vote (referendum) in July 2026 for borrowing to renovate the firehall for the Forest Grove Fire Protection Service.

#2: That Alice Johnston, Corporate Officer/Deputy CAO, be appointed Chief Election Officer, and Lore Schick, Deputy Corporate Officer/Executive Assistant, be appointed Deputy Chief Election Officer for the Forest Grove Fire Protection Service Firehall Renovation Assent Vote.

#3: That by an affirmative vote of at least 2/3rds of the votes cast, the Cariboo Regional District Board hereby provides that the participating area approval is to be obtained for the entire service area in the assent vote on Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026 and Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026.

#4: That the question to be put to the electors for the Forest Grove Fire Protection Service firehall renovation assent vote be as follows:

“Are you in favour of the Cariboo Regional District adopting:

- **Bylaw 5566:** to authorize the borrowing of up to $880,000 over 10 years to provide for the renovation of the existing firehall for the Forest Grove Fire Protection Service; and
- **Bylaw 5556:** to increase the service's annual taxation limit to a maximum of $1.4475/$1,000 of assessed property value or $548,808, whichever is higher?

(This borrowing will result in an estimated total annual parcel tax of $141 per parcel.)”

Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 20/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 400-50-02

Short Summary:

NCLGA Resolution – Improved Access to Publicly Funded Mental Health Services – Consideration of Co-Sponsorship

Voting:

Corporate Vote - Unweighted

Memorandum:

Director de Vries has received and submitted the attached request to co-sponsor an NCLGA resolution on improved access to publicly funded mental health services, for consideration of the Board.

Attachments:

Email from Bettina Johnson, Communications Support, North Central Local Government Association.

Financial Implications:

Click here to enter text.

Policy Implications:

n/a

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

Action at the discretion of the Board.

From: Eric de Vries
To: Alice Johnston; Murray Daly
Subject: Fw: Resolution Co-sponsors – Improved Access to Publicly Funded Mental Health Services
Date: March 19, 2026 12:51:24 PM
Attachments: 2026-03-10 NCLGA Resolution - Improved Access to Publicly Funded Mental Health Services.docx

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Eric de Vries
Area L Director
Cariboo Regional District
250-706-2758

From: Bettina Johnson <bjohnson@nclga.ca>
Sent: March 19, 2026 9:19 AM
To: Betty Anderson <banderson@cariboord.ca>; Eric de Vries <edevries@cariboord.ca>
Cc: Sandra Moore <admin@nclga.ca>
Subject: Resolution Co-sponsors – Improved Access to Publicly Funded Mental Health Services

To: NCLGA Member Signatories of the Mental Health and Addictions Accord – *Cariboo Regional District:*

NCLGA has received a resolution titled "*Improved Access to Publicly Funded Mental Health Services*" (see attached) from the City of Dawson Creek for consideration at the 2026 NCLGA AGM.

In the spirit of promoting collaboration and joint advocacy between the Accord Signatories, we are connecting with NCLGA members who are also Accord Signatories on their interest to co-sponsor this resolution.

Please advise if you would like to join as a co-sponsor by April 17 at noon (late resolution deadline), by submitting a confirmation note to bjohnson@nclga.ca, and cc'ing admin@nclga.ca. This can be an email confirmation or a certified letter via email.

Thank you,

Bettina Johnson
Communications Support
North Central Local Government Association

www.nclga.ca
ph 250-299-7220

March 10, 2026

North Central Local Government Association
155 George Street
Prince George, BC V2L 1P8

Email: admin@nclga.ca

To Whom It May Concern:

Re: Council Resolution and Supplementary Memo for NCLGA Annual General Meeting in 2026

At the Regular Meeting of Council held Monday, March 9, 2026, the Council of the City of Dawson Creek passed the following resolution regarding Improved Access to Publicly Funded Mental Health Services for consideration at the 2026 North Central Local Government Association (NCLGA) Annual General Meeting:

Improved Access to Publicly Funded Mental Health Services

WHEREAS *local governments experience increasing pressures on emergency services, policing, bylaw enforcement, homelessness response, and community safety systems associated with gaps in timely and accessible mental health services;*

AND WHEREAS *access to counselling and other mental health supports is often dependent on private insurance coverage, employer benefits, session limits, or out-of-pocket costs, creating barriers to equitable access, particularly in rural and northern communities;*

THEREFORE BE IT RESOLVED *that the North Central Local Government Association and the Union of British Columbia Municipalities request that the Province of British Columbia take steps to improve access to universal, publicly funded mental health services, including counselling and related supports, with a focus on early intervention and prevention.*

Sincerely,

[redacted]

Tabatha Young,
Corporate Officer

CERTIFIED A TRUE AND CORRECT COPY OF THE RESOLUTION OF COUNCIL FROM THE REGULAR MEETING HELD MARCH 9, 2026.

[redacted]

Tabatha Young
Corporate Officer

Improved Access to Publicly Funded Mental Health Services – Supplementary Memo

This request is being brought forward in the wake of the tragedy in Tumbler Ridge on February 10, 2026, where nine lives were lost and several others were injured in one of the deadliest school shootings in Canadian history.

This devastating event has prompted renewed reflection on mental health supports, early intervention pathways, and system coordination across British Columbia. As communities grieve, there is also a shared responsibility to strengthen preventive mental health systems and improve access to supports that may help reduce the likelihood of future tragedies.

Local governments across British Columbia are facing increasing pressures related to gaps in timely and accessible mental health services. In rural and northern communities, these challenges are often intensified by limited local services, workforce shortages, long travel distances, and reduced access to specialized care. When early intervention and community-based supports are unavailable, impacts frequently shift to municipal systems such as emergency services, RCMP detachments, bylaw enforcement, and homelessness response.

Access to counselling and related mental health supports in British Columbia is currently delivered through a mix of public and private funding. In many cases, services depend on private insurance coverage, employer benefits, session limits, or out-of-pocket costs, creating barriers to equitable care, particularly in smaller communities where alternatives may be limited.

Improving access to universal, publicly funded mental health services, including counselling and related supports, would help ensure individuals can access care regardless of income or private insurance coverage. Strengthening these services within the broader health system, with a focus on early intervention and prevention, may help reduce reliance on crisis-based responses and improve community stability. As the order of government most directly managing many of the local impacts, municipalities have a strong interest in advocating for improved access to these services, particularly in rural and northern communities, where service gaps are often most acute.

From: Kalyn May <kmay@cariboord.ca>
Sent: March 31, 2026 4:13 PM
To: Alice Johnston <AJohnston@cariboord.ca>
Subject: RE: Invasive plants letter

MOF and MOT are our largest funders, but it is not nearly enough to allocated to all known sites within our region (for example, there is approx 12,000 records of IPs in our region and must narrow down the list to 2000-3000).

Sites with plant species of ranking 1 get 2 site visits per season (survey and treatment if plants found)
Sites with plant species of ranking 2 get 1 site visits per season (survey and treatment if plants found)
Sites with plant species of ranking 3 get 1 site visits per season as resources allow

Of the species mentioned in Chilcotin Cattlemens letter, leafy spurge, field scabious, diffuse and spotted knapweed are all considered Priority 1 in the Chilcotin. We try to manage as many burdock sites as we can. Oxeye daisy is considered established and most treatments are in gravel pits as well as adjacent to properties to landowners who are actively treating it. This goes for all priorities of IPs, but the landowner needs to let us know (and sooner than later). We don't generally treat Mullein and Meadow and Yellow Goats beard unless requested for specific high-value agriculture/forage areas.

At the moment, the list of gravel pits to be treated is TBD, there are ~367 pits, about 60 in the Chilcotin region. The ISCBC has a gravel pit management program, and we collaborate as to not overlap treatments.

On March 13th, the MOF EDRR (Early Detection Rapid Response) Specialist notified us that Black henbane is no longer on the Provincial EDRR list for the MOFs IP Program for eradication in the Prov. The majority of known sites are in the Alexis Creek area, and we are likely going to classify henbane as a Regional EDRR. This will reduce the number of site visits during the season (from 3-5 per site to 2 per site) and hopefully free up field staff to focus more on inventory and biocontrol (knapweed, toadflax, maybe Canada thistle) status in the region- both past releases and potential collection sites.

Kalyn May, A.Ag
Invasive Plant Management Coordinator
kmay@cariboord.ca

Cariboo Regional District
Suite D, 180 North 3rd Avenue

From: Bev Madley <bevmadley@gmail.com>
Sent: March 23, 2026 9:19 AM
To: Betty Anderson <banderson@cariboord.ca>
Subject: Invasive plants letter

Good morning Betty, hope this finds you well.
I have attached a letter that came out of our spring meeting for your info, and if you could bring it to one of your board meetings that would be great. We ;need more awareness, and feel more agencies need to try harder. Seem the ones doing the work are the CRD people, and we appreciate their efforts, and need more of them. Some invasives need to be placed back on the priority list, which would make a great deal more work and money needed. We think MOTI and Dawson need to do more.
Thank you Betty, any questions or concerns, or suggestion, let me know, any time.
Bev Madley
Secretary, Chilcotin Stockmen's Association

Priority Invasive Plants by Sub-Region in the Cariboo Chilcotin

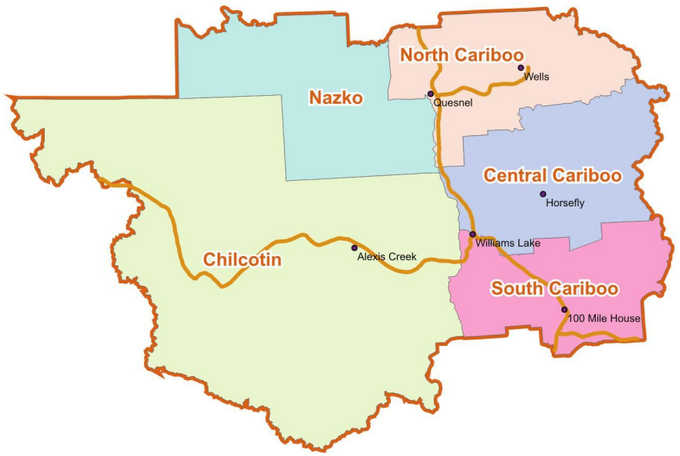
Priority Ranking	Description
1 New Invaders	Newly established species, current limited distribution, or at our borders. Expected to flourish if they become established, or if not managed. Management objective is elimination.
2 Containment	Well established species in our region, but have not yet infested all potential habitats. New sites will be managed to contain them and prevent further spread.
3 Established	Common and widespread species that occupy most or all potential habitats. Widespread control of these species is not currently possible.
4 Biological Control	Well established species in our region, for which effective biocontrol agents exist.

Species ranks that are in WHITE indicate the species is **NOT known to exist** in that sub-region. If Black, the species is present.

Sub-Region Name	North Cariboo	Central Cariboo	South Cariboo	Nazko	Chilcotin
Regional District Electoral Areas	A, B, C	D, F	E, G, H, L	I	J, K
Baby's-Breath	1	1	1	1	1
Black Henbane[1]	1	1	1	1	1
Blueweed	1	1	1	1	1
Burdock	3	3	3	3	2
Canada Thistle	3	3	3	3	3
Caraway	1	1	1	1	1
Common Tansy	2	2	2	1	1
Dalmatian Toadflax	4	4	4	1	2[3]
Diffuse Knapweed	2	2	2	1	2
Field Scabious	2	1	1	1	1
Flowering Rush[1]	1	1	1	1	1
Himalayan Balsam	1	1	1	1	1
Hoary Alyssum	1	1	1	1	1
Hoary Cress	1	1	1	1	1
Hound's-Tongue	1	1	4[5]	1	1
Knotweed Spp.	1	1	1	1	1
Leafy Spurge[2]	1	1	1	1[7]	1
Marsh Plume Thistle	1[9]	1	1	1	1
Meadow Knapweed	1	1	1	1	1
Mountain Bluet	1	1	1	1	1
Nodding Thistle	4	4	4	4	4
Orange Hawkweed	3	3	3	3	1
Oxeye Daisy	3	3	3	3	3
Perennial Pepperweed[1]	1	1	1	1	1
Plumeless Thistle	1	1	1	1	1
Purple Loosestrife	1[3]	1	1[3]	1	1
Russian Knapweed	1	1	1	1	1
Scentless Chamomile	2	3	3	2	3[3]
Spotted Knapweed	2	2[4]	2	1	2[8]
St. John's Wort[6]	2	2	2	1	1
Sulphur Cinquefoil	1	2	2	1	1
Tansy Ragwort	1	1	1	1	1
Yellow Flag Iris	1	1	1	1	1
Yellow Hawkweeds, Invasive	3	3	3	3	2
Wild Chervil	1	1	1	1	1
Wild Parsnip	1	1	1	1	1

Footnotes:
[1] Provincial EDRR (Early Detection Early Response) species.
[2] Biocontrol agent is present on dry sites, but not yet effective, it is effective in the TNRD near Canoe Creek
[3] Biocontrol agent is the primary means of control
[4] Biocontrol agent is present, but not yet effective
[5] In the Canoe/Dog/Churn Creek areas, species is mainly controlled by biocontrol agents.
[6] Biocontrol appears to be affected by a parasite.
[7] Classified as a New Invader (1) in the Western Nazko
[8] Grassland are at highest threat.
[9] Outside the established containment area.

Sub-Regions within the CCCIPC Region



www.cccipc.ca
cccipc

Invasive Species Council of BC
BCINVASIVES.CA

We gratefully acknowledge the financial support of the Province of British Columbia

Cariboo Chilcotin Coast
INVASIVE PLANT COMMITTEE
www.cccipc.ca

INVASIVE PLANTS OF CONCERN IN THE CARIBOO CHILCOTIN

EDUCATIONAL DOCUMENT & EXECUTIVE SUMMARY



Invasive Yellow Hawkweeds
(Hieracium piloselloides, H. caespitosum, H. praealtum, H. flagellare)

The CCCIPC is a multi-stakeholder non-profit society dedicated to minimizing the spread and impacts of invasive plants. It is an inclusive organization composed of all levels of government, various economic sectors, First Nations, and other interests in the Cariboo, Chilcotin and Central Coast. The CCCIPC has prepared an **educational document** to inform the public, government agencies and industry sectors on managing current infestations and preventing new ones.



Burdock
(Articum spp)



Canada Thistle
(Cirsium arvense)



Orange Hawkweed
(Hieraceum aurantiacum)



Oxeye Daisy
(Leucanthemum vulgare)



Scentless Chamomile
(Matricaria perforate)

HELP STOP THE SPREAD!

This document is an executive summary of the regional engagement forum. The entire plan, which can be downloaded at www.cccipc.ca, includes purpose, best practices, recommendations, invasive species information and priority maps of species distribution.

Invasive Plant Species Profiles

The recommended treatments have been used as effective means of control in our region. Other options do exist should jurisdictions prefer alternative treatments. **Please check with your local government to confirm the correct treatment for the plant and area of concern.**



Baby's Breath *(Gypsophila paniculata)*

Type: perennial
Method of Spread: seed spread by wind or by plant tumbling



Black Henbane *(Hyoscyamus niger)*

Type: annual or biennial
Method of Spread: exclusively by seed



Blueweed *(Echium vulgare)*

Type: biennial
Method of Spread: exclusively by seed sticking to hair, clothing or feathers



Caraway

Type: biennial
Method of Spread: seeds



Common Tansy *(Tanacetum vulgare)*

Type: perennial
Method of Spread: seed or creeping roots



Dalmatian Toadflax *(Linaria dalmatica)*

Type: perennial
Method of Spread: seed or creeping root



Diffuse Knapweed *(Centaurea diffusa)*

Type: biennial or short-lived perennial
Method of Spread: exclusively by seed



Field Scabious *(Knautia arvensis)*

Type: perennial
Method of Spread: exclusively by seed



Flowering Rush *(Butomus umbellatus)*

Type: perennial
Method of Spread: seed, root buds and root fragments



Himalayan Balsam *(Impatiens glandulifera)*

Type: annual
Method of Spread: seed



Hoary Alyssum *(Berteroa incana)*

Type: biennial or short-lived perennial
Method of Spread: exclusively by seed



Hoary Cress *(Cardaria draba)*

Type: perennial
Method of Spread: spreading roots, seed



Hound's Tongue *(Cynoglossum officinale)*

Type: biennial to short-lived perennial
Method of Spread: exclusively by seeds encapsulated in burrs



Knotweeds including Himalayan Knotweed *(Polygonum polystachyum)*, other Knotweeds *(Fallopia spp.)*

Type: perennial
Method of Spread: seeds and vegetative through rhizomes and root fragments



Leafy Spurge *(Euphorbia esula)*

Type: perennial
Method of Spread: seed or lateral roots



Marsh Plume Thistle *(Cirsium palustre)*

Type: biennial
Method of Spread: exclusively by seed



Meadow Knapweed *(Centaurea pratensis spp)*

Type: perennial
Method of Spread: primarily by seed, but also from root and crown fragments



Mountain Bluet *(Centaurea montana)*

Type: annual
Method of Spread: primarily by seed, but also from rhizomatous roots



Nodding Thistle *(Carduus nutans L.)*

Type: biennial
Method of Spread: primarily by seed



Perennial Pepperweed *(Lepidium latifolium)*

Type: perennial
Method of Spread: seed or root fragments



Plumeless Thistle *(Carduus acanthoides)*

Type: biennial
Method of Spread: primarily by seed



Purple Loosestrife *(Lythrum salicaria)*

Type: perennial
Method of Spread: plant parts and seed spread by water and wind



Russian Knapweed *(Acroptilon repens)*

Type: perennial
Method of Spread: primarily through seed; however, it can re-grow from root and crown fragments



Spotted Knapweed *(Centaurea stoebe)*

Type: biennial to short-lived perennial
Method of Spread: exclusively by seed



St. John's Wort *(Hypericum perforatum L.)*

Type: perennial
Method of Spread: seed and roots



Sulphur Cinquefoil *(Potentilla recta)*

Type: perennial
Method of Spread: seed and roots



Wild Chervil *(Anthriscus sylvestris)*

Type: Annual, biennial or perennial
Method of Spread: seed and roots



Yellow Flag Iris *(Iris pseudacorus)*

Type: perennial
Method of Spread: seed and roots

TREATMENT SYMBOLS LEGEND

herbicide
covering
mowing
cutting
livestock
digging
bio-control
dead heading hand pulling
fertilization

FOR MORE INFO AND TO REPORT WEEDS: 1-800-665-1636(CRD) or with your cell phone www.reportweedsbc.ca »www.cccipc.ca » #100 - 197 2nd Ave. N., Williams Lake, BC V2G 1Z5

From: ALC Burnaby ALC:EX <ALCBurnaby@Victoria1.gov.bc.ca>
Sent: March 23, 2026 11:19 AM
Subject: Important Message from the ALC Chair



Important Message from the Chair

Monday, March 23, 2026 – Please circulate to Mayor & Council/Board & Board Chair, the Chief Administrative Officer or City Manager, and the Director of the Planning and Building Departments.

ALC Staffing and Budget Pressures

This message is provided to advise local governments that the Agricultural Land Commission (ALC) has had to make the difficult decision to reduce staffing levels in order to remain within budget.

This decision follows several years of increasing statutory responsibilities without corresponding, stable funding. In 2019, legislative changes significantly expanded the ALC's mandate, introducing new application, notification, and authorization requirements that the Commission is legally required to administer. Although additional funding was approved in principle at that time, it was later withdrawn, and leaving the ALC to deliver its expanded mandate within its existing budget.

Since that time, the ALC's operating budget has remained essentially flat in real terms, while operating costs and service demands have continued to rise. Over this period, the Commission has faced negotiated wage increases through collective agreements, inflationary pressures, and sustained growth across all functions of the Commission, including application volumes, compliance and enforcement activities, and associated legal costs.

The combined effect of increasing workload and a fixed operating budget has progressively eroded the Commission's ability to maintain staffing levels. While temporary Ministry support helped manage these pressures in prior years, the Commission was advised in January 2026 that it must operate strictly within its approved annual budget, which was confirmed in February to remain unchanged at $5.5 million for the 2026/27 fiscal year.

Over the past year, the Commission implemented extensive cost-containment measures, including significant reductions to Commissioner expenses, staff travel, office supplies, and general project and meeting expenditures. Despite these efforts, salary and benefit costs now exceed available funding, leaving staffing reductions as the only remaining option to ensure fiscal compliance.

The ALC remains committed to protecting agricultural land and supporting farming in British Columbia. However, continued expansion of statutory responsibilities without commensurate funding directly affects service capacity, processing timelines, and organizational sustainability. While the Commission will continue to prioritize critical and time-sensitive matters wherever possible, some service impacts may be experienced.

Long-term service sustainability depends on stable funding that is aligned with the Commission's legislated mandate. The ALC will continue to work with government to seek funding arrangements that support effective service delivery, and we appreciate the understanding and cooperation of local governments during this period.

Jennifer Dyson
Chair
Provincial Agricultural Land Commission

Contact Us:

For more information, please visit the ALC's website at https://www.alc.gov.bc.ca

If you want to speak to someone from the ALC please contact us at https://www.alc.gov.bc.ca/contact

ABBOTSFORD

Mayor
Ross Siemens

Councillors
Les Barkman
Kelly Chahal
Patricia Driessen
Simon Gibson
Dave Loewen
Patricia Ross
Dave Sidhu
Mark Warkentin

March 3, 2026

File: 0530-003/0400-60

Via Email

UBCM Member Municipalities and Regional Districts

Dear UBCM Members:

Re: Request for Support – 2026 Proposed UBCM Resolutions

I am writing on behalf of Abbotsford City Council to respectfully request your favourable consideration and support for two proposed UBCM resolutions that will be brought forward for consideration at the 2026 Lower Mainland Local Government Association (LMLGA) Convention, in advance of the UBCM Convention.

At a recent Council meeting, Abbotsford City Council approved the submission of the following proposed resolutions:

1. Engagement on Pipeline Valuation Changes
2. Exempting Local Governments from Expanded Provincial Sales Tax Requirements

Both resolutions speak to issues of province-wide significance and reflect growing concerns shared by local governments and regional districts across British Columbia regarding financial sustainability, predictability, and intergovernmental fairness.

The first resolution calls on the Province to ensure that any future changes to the valuation methodology for gathering and transmission pipelines, or other major regulated utility properties, are preceded by a robust and transparent engagement process with local governments and regional districts, through UBCM. Stable and predictable assessment practices are essential for long-term financial planning, and changes of this magnitude have the potential to significantly affect taxation equity and local government budgets across the province.

The second resolution addresses the expanded application of the Provincial Sales Tax (PST) to professional and related services relied upon by local governments to deliver essential infrastructure and community services. As public-sector entities with limited revenue tools, local governments are already facing significant cost pressures. The application of expanded PST requirements represents a cost shift within the public sector that further constrains local government fiscal capacity without increasing service value.

Abbotsford believes these resolutions align with shared interests across local governments in advocating for meaningful consultation, fiscal fairness, and sustainable service delivery. We respectfully request your support for these resolutions as they move forward through the UBCM resolution process.

Thank you for your continued collaboration and leadership. We appreciate your consideration and look forward to working together on these important matters.

Sincerely,

[redacted]

Ross Siemens
Mayor

cc: Council members
Peter Sparanese, City Manager

Attachments:

- 2026 Proposed Resolution – Engagement on Pipeline Valuation Changes
- 2026 Proposed Resolution – Exempting Local Governments from Expanded Provincial Sales Tax Requirements

ABBOTSFORD
2026 Proposed Resolution

ENGAGEMENT ON PIPELINE VALUATION CHANGES

City of Abbotsford

WHEREAS in December 2025, the Province directed BC Assessment to postpone implementation of significant changes to the valuation methodology for Gathering and Transmission Pipelines, which would have resulted in substantial shifts in the tax burden from pipeline operators to residential and business property classes, creating financial impacts for local governments, and;

AND WHEREAS local governments rely on stable, predictable assessment practices for long-term financial planning, and any future changes to regulated rate property valuation methodologies (particularly within the Utilities Tax Class), will have province-wide implications for local government taxation, budgeting, and equity among property classes;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Province of British Columbia to direct BC Assessment to undertake a robust and fulsome engagement process with local governments and regional districts, through UBCM, prior to advancing any future changes to the valuation methodology for Gathering and Transmission Pipelines or other major regulated utility properties, including sufficient notice, clear disclosure of financial impacts, and opportunities for local government input before decisions are finalized.

ABBOTSFORD

2026 Proposed Resolution

EXEMPTING LOCAL GOVERNMENTS FROM EXPANDED PROVINCIAL SALES TAX

City of Abbotsford

WHEREAS the Government of British Columbia's 2026 Budget expands the application of the Provincial Sales Tax (PST) to a broader range of services, including professional services such as engineering, architectural, and related advisory services that are routinely required by local governments to deliver core infrastructure and services;

AND WHEREAS local governments have limited revenue tools and are already facing significant financial pressures related to infrastructure renewal, climate adaptation, housing delivery, and regulatory compliance, and unmitigated application of the expanded PST further constrains local government fiscal capacity;

AND WHEREAS local governments are public-sector entities that deliver provincially mandated and community-essential services, and the application of PST to local government purchases represents a cost shift within the public sector that does not increase service value but places additional pressure on local government operating and capital budgets;

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities urge the Government of British Columbia to exempt or eliminate the impact to local governments from the application of the expanded Provincial Sales Tax requirements introduced in the 2026 Budget, including PST applied to professional and related services, to avoid intergovernmental cost downloading and to protect local government financial sustainability and local affordability.

[redacted]

From: Council Correspondence <CouncilCorrespondence@abbotsford.ca>
Sent: March 4, 2026 12:42 PM
To: Council Correspondence
Subject: 2026-03-03 - Letter to UBCM Municipalities re Engagement on Pipeline Valuation Changes and Exempting Local Governments from Expanded Provincial Sales Tax
Attachments: 2026-03-03 Letter to UBCM Member Municipalities re Request for Support 2026 Proposed UBCM Resolutions_.pdf; City of Abbotsford 2026 Proposed Resolution Engagement on Pipeline Valuation Changes.pdf; City of Abbotsford 2026 Proposed Resolution Exempting Local Government from Expanded Provincial Sales Tax Requirements.pdf

Good afternoon,

Please see attached correspondence from Mayor Ross Siemens, City of Abbotsford for your respective Councils.

Sincerely,
Manjoo

Manjoo Clark
Administrative Manager, Executive Office
Tel: 604-557-1470

ABBOTSFORD
32315 South Fraser Way
Abbotsford, BC V2T 1W7
www.abbotsford.ca

City of Dawson Creek

Box I50, Dawson Creek, BC VI G 4G4

Office of the Mayor

Tel: (250) 784-3616
Fax: (250) 782-3203

March 11, 2026

Dear Mayor and Council/Chair and Board,

Re: Request for Support for NCLGA Resolution re: Improved Access to Publicly Funded Mental Health Services

Please find attached a resolution adopted by the City of Dawson Creek titled **"Improved Access to Publicly Funded Mental Health Services,"** which has been submitted for consideration at the 2026 North Central Local Government Association (NCLGA) Annual General Meeting.

The resolution calls for the Province of British Columbia to improve access to universal, publicly funded mental health services, including counselling and related supports, with a focus on early intervention and prevention. The resolution reflects growing pressures experienced by local governments as gaps in accessible mental health services increasingly affect municipal systems such as emergency response, policing, and community safety.

Council directed staff to circulate the resolution to northern municipalities and regional districts to request support in the form of co-sponsorship. Due to the approaching submission deadline, obtaining co-sponsorship was not feasible. As such, we are sharing the resolution so northern communities have an opportunity to review it in advance of the AGM.

If your Council or Board representatives are attending the NCLGA AGM, we would welcome your consideration of speaking in support of the resolution during debate. Communities that are supportive but unable to attend may also wish to provide a short letter of support that could be referenced during discussion.

If your Council or Board intends to support the resolution, we would appreciate hearing from you in advance of the AGM.

The resolution and supplementary background memo are attached for your review.

Thank you for your time and consideration.

Sincerely,

[redacted]

Darcy Dober
Mayor

March 10, 2026

North Central Local Government Association
155 George Street
Prince George, BC V2L 1P8

Email: admin@nclga.ca

To Whom It May Concern:

Re: Council Resolution and Supplementary Memo for NCLGA Annual General Meeting in 2026

At the Regular Meeting of Council held Monday, March 9, 2026, the Council of the City of Dawson Creek passed the following resolution regarding Improved Access to Publicly Funded Mental Health Services for consideration at the 2026 North Central Local Government Association (NCLGA) Annual General Meeting:

Improved Access to Publicly Funded Mental Health Services

WHEREAS *local governments experience increasing pressures on emergency services, policing, bylaw enforcement, homelessness response, and community safety systems associated with gaps in timely and accessible mental health services;*

AND WHEREAS *access to counselling and other mental health supports is often dependent on private insurance coverage, employer benefits, session limits, or out-of-pocket costs, creating barriers to equitable access, particularly in rural and northern communities;*

THEREFORE BE IT RESOLVED *that the North Central Local Government Association and the Union of British Columbia Municipalities request that the Province of British Columbia take steps to improve access to universal, publicly funded mental health services, including counselling and related supports, with a focus on early intervention and prevention.*

Sincerely,

[redacted]

Tabatha Young,
Corporate Officer

CERTIFIED A TRUE AND CORRECT COPY OF THE RESOLUTION OF COUNCIL FROM THE REGULAR MEETING HELD MARCH 9, 2026.

[redacted]

Tabatha Young
Corporate Officer

Improved Access to Publicly Funded Mental Health Services – Supplementary Memo

This request is being brought forward in the wake of the tragedy in Tumbler Ridge on February 10, 2026, where nine lives were lost and several others were injured in one of the deadliest school shootings in Canadian history.

This devastating event has prompted renewed reflection on mental health supports, early intervention pathways, and system coordination across British Columbia. As communities grieve, there is also a shared responsibility to strengthen preventive mental health systems and improve access to supports that may help reduce the likelihood of future tragedies.

Local governments across British Columbia are facing increasing pressures related to gaps in timely and accessible mental health services. In rural and northern communities, these challenges are often intensified by limited local services, workforce shortages, long travel distances, and reduced access to specialized care. When early intervention and community-based supports are unavailable, impacts frequently shift to municipal systems such as emergency services, RCMP detachments, bylaw enforcement, and homelessness response.

Access to counselling and related mental health supports in British Columbia is currently delivered through a mix of public and private funding. In many cases, services depend on private insurance coverage, employer benefits, session limits, or out-of-pocket costs, creating barriers to equitable care, particularly in smaller communities where alternatives may be limited.

Improving access to universal, publicly funded mental health services, including counselling and related supports, would help ensure individuals can access care regardless of income or private insurance coverage. Strengthening these services within the broader health system, with a focus on early intervention and prevention, may help reduce reliance on crisis-based responses and improve community stability. As the order of government most directly managing many of the local impacts, municipalities have a strong interest in advocating for improved access to these services, particularly in rural and northern communities, where service gaps are often most acute.

[redacted]

From: Cathy Tubb <ctubb@dawsoncreek.ca>
Sent: March 11, 2026 3:04 PM
To: Cathy Tubb
Subject: Request for Support from the City of Dawson Creek re: Resolution Submission for NCLGA AGM
Attachments: 2026-03-10 NCLGA Resolution - Improved Access to Publicly Funded Mental Health Services.pdf; Request for NCLGA Resolution Support - City of Dawson Creek.pdf

You don't often get email from ctubb@dawsoncreek.ca. Learn why this is important

Dear Mayor and Council / Chair and Board,

Please find attached a resolution adopted by the City of Dawson Creek titled *"Improved Access to Publicly Funded Mental Health Services,"* which has been submitted for consideration at the 2026 North Central Local Government Association (NCLGA) Annual General Meeting.
Council directed staff to circulate the resolution to northern municipalities and regional districts to request support. Due to the approaching submission deadline, we are sharing the resolution at this time so that neighbouring communities have an opportunity to review the matter in advance of the AGM.

If your Council or Board representatives are attending the NCLGA AGM, we would welcome consideration of speaking in support of the resolution during debate. Communities that are supportive but unable to attend may wish to provide a brief letter of support, which could be referenced during discussion.

For your reference, please find attached the resolution and supplementary background memo, and a letter from Mayor Dober requesting your consideration and support.

Thank you for your time and consideration.

Cathy Tubb
Executive Assistant to Mayor, Council & CAO
Administration
City of Dawson Creek

250-784-3636
ctubb@dawsoncreek.ca
www.dawsoncreek.ca
Dawson Creek, BC

The City of Dawson Creek acknowledges that we are privileged to live and work on Treaty 8 territory and the traditional home of the Cree, Dane-Zaa, Saulteau, Sikanni and Slavey First Nations. We value the Métis Peoples that live and gather here. We commit to upholding the respectful relationships these Nations have built with the land and we acknowledge our responsibility to carry that forward today and into the future.

March 11, 2026

File No. 0530-08

R.I.S.E. Society
1070 Fox Mountain Road
Williams Lake, BC V2G 5A7

Sent via email

Dear Sirs/Mesdames:

Re: R.I.S.E. Society – Non-Profit Initiative

Thank you for your presentation to City of Williams Lake Council at its Committee of Whole Council meeting on February 3, 2026. Council was grateful to receive information on the R.I.S.E. Society's proposed non-profit initiative focused on supporting individuals in or seeking recovery through regenerative land stewardship, silvopasture management, and peer-supported community wellness programming within the Williams Lake area.

The City appreciates the Society's intention to work in alignment with City priorities related to wildfire resilience, environmental stewardship, and community well-being, and we look forward to the success of this proposal as your plans progress.

As this is an initiative that affects the entire region, we are also encouraging local First Nations, the Cariboo Regional District and the Interior Health Authority to provide letters of support to R.I.S.E. Society, with the understanding that specific information will be provided by the Society for their consideration.

Should you require anything further, please do not hesitate to contact my office at 250.392.1775 or email mayor@williamslake.ca.

Yours truly,

[redacted]

Mayor Surinderpal Rathor

c: Northern Shuswap Tribal Council *administration@nstq.org*
Chief Willie Sellars and Council, Williams Lake First Nation *tammy,keith@wlfn.ca*
Tsilhqot'in National Government *reception@tsilhqotin.ca*
Chair Margo Wagner and Directors, Cariboo Regional District *mailbox@cariboord.ca*
Sylvia Weir, President and CEO, Interior Health Authority *sylvia.weir@interiorhealth.ca*

[redacted]

From: Margo Wagner
Sent: March 26, 2026 5:34 PM
To: CRD Mailbox
Subject: Fwd: Notice - Annual Vegetation Management Program
Attachments: Image_20250321_105328_680_1.jpeg; Image_20250321_105328_680_2.jpeg; CN Right-Of-Way Vegetation Management 2026 - British Columbia.pdf; Vegetation_4.046X5_BC_2026.pdf

Please include this on the next Board agenda. Thx
Margo Wagner
Chair Cariboo Regional District
Area H Director
Chair Northern Development Initiative Trust
Call 250-397-0016 or 250-706-0639

Begin forwarded message:

> **From:** CN Public Inquiry Line <CONTACT@cn.ca>
> **Date:** March 26, 2026 at 11:04:14 AM PDT
> **To:** Margo Wagner <mwagner@cariboord.ca>
> **Subject: Notice - Annual Vegetation Management Program**
> **Reply-To:** CN Public Inquiry Line <noreply_contact@cn.ca>
>
> Notice - Annual Vegetation Management Program
>
> Dear Chair Wagner,
>
> At CN, we are committed to operating a safe and efficient railway while fostering trust and collaboration with the communities we serve. As part of this commitment, we are reaching out to inform you of our upcoming vegetation management activities in your area, scheduled to take place between April and October 2026. You can find a regularly updated schedule at www.cn.ca/vegetation.
>
> Vegetation management is a crucial component of railway safety and regulatory compliance. In accordance with Transport Canada's requirements, our program helps mitigate potential risks to railway operations. By proactively managing vegetation, we enhance safety for both rail operations and the surrounding communities.
>
> For more details, please find enclosed a letter, which provides additional insights into the program. Should you have any questions or concerns, please don't hesitate to reach out.
>
> Best regards,

Box 8100
Montréal, Québec Canada
H3C 3N4

Boite 8100
Montréal, Québec/Canada
H3C 3N4

March 26, 2026

RE: CN RIGHT-OF-WAY VEGETATION MANAGEMENT

Dear Mayor,

At CN, we are committed to operating a safe and efficient railway while fostering trust and collaboration with the communities we serve. As part of this commitment, we are reaching out to inform you of our upcoming vegetation management activities in your area, scheduled to take place between April and October 2026. You can find a regularly updated schedule at www.cn.ca/vegetation.

Vegetation management is a crucial component of railway safety and regulatory compliance. In accordance with Transport Canada's requirements, our program mitigates potential risks to railway operations. By proactively managing vegetation, we enhance safety for both rail operations and the surrounding communities.

Management Strategies

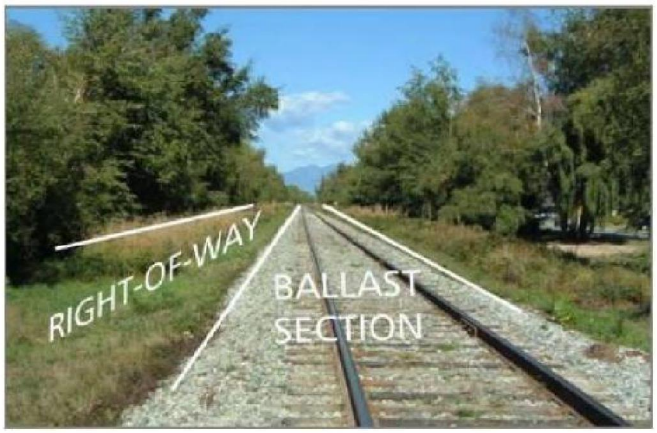
CN manages vegetation using both chemical and mechanical methods to ensure regulatory compliance and maintain safe railway operations. We are sensitive to concerns your community may have regarding chemical vegetation management and at CN, we strive to safeguard our neighbouring communities and the environment.

The track infrastructure is composed of two main sections, the 24-foot ballast section (which is primarily gravel and supports the track structure) and the right of way portion (which is the area outside of the ballast section to the CN property boundary). The use of pesticides is intended within the area to which the pest management plan applies.

Vegetation management using herbicides will focus on the ballast section, and as needed, selected areas around signals and communications equipment that are critical for safe railway operations.

Herbicide application on the ballast section is completed with spray trucks or spray trains fitted with downcast nozzles that spray a short distance above the ground surface with shrouded booms, specially designed to limit herbicide drift to non-target areas.

The right-of-way section may be maintained using mechanical control methods such as mowing, or brush cutting and may include the selected and localized use of herbicides to control invasive plant species, including noxious weeds.



CN has retained professional contractors qualified to undertake herbicide application and mechanical vegetation management on CN property. They are required to follow all laws and regulations that apply to CN, including but not limited to all provisions and requirements outlined in CN's Integrated Pest Management Plan, which is confirmed by the province of BC.

Inquiries

Should your community have any noxious weed removal requests, we ask that you contact CN's Public Inquiry Line at contact@cn.ca or fill out the form at CN.ca/vegetation before June 1, 2026 with the specific information and location. CN will make every effort to include those locations as part of our 2026 Vegetation Management Program. All notices sent after the above-mentioned date will be included in the 2027 Vegetation Management Plan.

We look forward to working with you and answering any questions you may have regarding our vegetation control activities in your community. Please find attached the notices CN is publishing in local papers to advise the public. We would kindly ask that you post copies on your community's website and at City Hall or other central locations for a wider distribution.

For any questions or more information, please contact the CN Public Inquiry Line by telephone at 1-888-888-5909, or by email at contact@cn.ca.

Please also find a list of FAQs regarding the program that may be of further assistance at www.cn.ca/en/vegetation.

COMMUNITY NOTICE

ANNUAL VEGETATION MANAGEMENT PROGRAM

Each year, CN is required to manage vegetation on its right-of-way. Managing this vegetation contributes to mitigating fire risks and enhances the efficiency of inspection of track infrastructure.

To ensure safe railway operations, CN will conduct its annual vegetation management program on its rail lines in the province of British Columbia. A certified professional (Davey Tree Expert Company of Canada, Ltd., 1-800-465-6367) will apply herbicides on and around the railway tracks (primarily along the 24-foot graveled area/ballast). The use of pesticides is intended within the area to which the pest management plan applies. All product requirements for setbacks in the vicinity of dwellings, aquatic environments, and municipal water supplies will be met.

CN only uses herbicides that have been approved for use in Canada and in the province within which they are applied.

The program is expected to take place from April to October 2026.

All CN land is private property, accessible to CN employees and approved contractors only.

Visit **www.cn.ca/vegetation** for more information or to make an inquiry, contact the CN Public Inquiry Line at **contact@cn.ca** or 1-888-888-5909.

CN.CA

MEMORANDUM

Date: 11/03/2026

To Central Cariboo/City of Williams Lake Joint Committee**:**
And To: Murray Daly, Chief Administrative Officer
From: Tera Grady, Manager of Solid Waste Management
Date of Meeting: Central Cariboo Joint Committee_Apr01_2026
File: 2240-20-5375

Short Summary:

Curbside Adjacency Agreement between the Regional District and the City of Williams Lake

Background:

As per the Region's Solid Waste Management Plan, a contract has been drafted between the Cariboo Regional District and the City of Williams Lake for the Dog Creek and South Lakeside communities to be included in the City's Statement of Work with Recycle BC for curbside collection of recycling. The attached agreement is being provided for information to the Central Cariboo Joint Committee before being brought to the CRD Board and the City of Williams Lake Council.

Attachments:

1. COWL/CRD Curbside_Adjacency_Recycling_Agreement 2026-29

CURBSIDE ADJACENCY AGREEMENT

BETWEEN

CARIBOO REGIONAL DISTRICT

And

CITY OF WILLIAMS LAKE

Adjacency Service for Dog Creek and South Lakeside

Term: _____, 2026 to December 31, 2029

Contents

1. CONDITIONS 4
2. INCENTIVE PAYMENTS 4
3. TERM 4
4. TERMINATION 5
5. INSURANCE 5
6. INDEMNITY 6
7. NOTICES 6
8. UNENFORCEABILITY 6
9. HEADINGS 7
10. WAIVER 7
SCHEDULE A – SERVICE AREA 8
SCHEDULE B – ADJACENCY CRITERIA 9
SCHEDULE C – RECYCLE BC TRANSITION & IMPLEMENTATION PLAN 10
SCHEDULE D – INCENTIVE RATES 16

CURBSIDE ADJACENCY AGREEMENT

THIS AGREEMENT dated the ____day of _____, 2026.

BETWEEN:

CARIBOO REGIONAL DISTRICT
Suite D, 180 North 3rd Avenue
Williams Lake, BC V2G 2A4

(hereinafter called the "Region")

AND:

CITY OF WILLIAMS LAKE
450 Mart Street
Williams Lake, BC V2G 1N3

(hereinafter called the "City")

WHEREAS the Region's Solid Waste Management Plan (SWMP), approved by the Ministry of Environment and Parks, the Region's Board of Directors, and supported by the City, includes new curbside collection of recycling for specified areas of the Region that are adjacent to the City's municipal boundary;

AND WHEREAS the City has an existing municipal service area for the collection of curbside Packaging and Paper Products (PPP) recycling authorized under a Statement of Work (SOW) issued by MMBC Recycling Inc. (Recycle BC);

AND WHEREAS Recycle BC states that "Eligible service providers may include…a local government providing curbside collection service in a service area adjacent to the proposed adjacent area, through a sub-contract with another applicable level of government";

AND WHEREAS the Region's new curbside collection service area identified in Schedule A as "Dog Creek and South Lakeside" (Service Area) meets Recycle BC's criteria for adjacency service (Schedule B);

AND WHEREAS the City is considered an eligible service provider, and the Region will sub-contract the supply of curbside recycling services to the Service Area;

NOW THEREFORE in consideration of the agreement and covenants set out in this agreement the Region and the City agree as follows:

1. CONDITIONS

1.1 The City will issue a SOW "change order request" to Recycle BC to add the Region's Service Area households;

1.2 Upon amendment of the City's SOW by Recycle BC, the Region will provide both curbside garbage and recycling collection services for the Service Area, including supply, delivery, and management of curbside totes. Aside from the funds noted in Section 2 below, nothing in this agreement shall be construed as requiring the City to provide or pay for any services in the Service Area, or take on significant additional administrative costs;

1.3 The Region will provide Service Area household count updates to the City by June 15th each year. The City will provide the updated household count to Recycle BC before the end of June annually in order for revised incentive payments to take effect July 1st;

1.4 Both garbage and recycling from the Service Area will be collected, managed and reported, separately from the City's curbside garbage and recycling;

1.5 The Region will be solely responsible for education regarding curbside collection services in the Service Area and the implementation, auditing, and promotion of curbside collection services in the Service Area, as described in Schedule C – Recycle BC Transition and Implementation Plan; and

1.6 The Region will be accountable for any Recycle BC audit report findings sampled from the Service Area, including any Service Level Failure Credits that may be levied, as per the City's SOW.

2. INCENTIVE PAYMENTS

2.1 Upon commencement of collection services in the Service Area, the City will receive financial incentive payments from Recycle BC for households in the Region's Service Area.

2.2 The Region will invoice the City bi-annually (twice per year) for the Recycle BC financial incentives listed in Schedule D and in accordance with the number of households in the Region's Service Area, per Section 1.3 of this agreement.

3. TERM

This agreement will come into effect as of the date of signature and will continue until December 31st, 2029. This agreement may be extended for up to two further periods of one year each, upon agreement by both parties.

4. TERMINATION

4.1 The Region may terminate this agreement at any time and for any reason by giving 30 days written notice of termination to the City.

4.2 The City may terminate this agreement by giving 90 days written notice of termination to the Region.

4.3 If the City terminates this agreement, such as failure of the Region to meet the conditions listed in Section 1 of this agreement, then the City may withhold outstanding incentive payments.

5. INSURANCE

The City and the Region will each obtain insurance coverage as set out below:

5.1 Comprehensive General Liability (CGL) coverage with limits of not less than $5,000,000 (five million dollars) per occurrence with a deductible not exceeding $1,000,000 (one million dollars) per occurrence;

5.2 A Waiver of Subrogation provided by the CGL insurer;

5.3 Seek advice and obtain any necessary environmental impairment liability insurance or other such policy as may be recommended by their insurance broker or legal counsel to adequately protect against risks of environmental liability;

5.4 Workers' Compensation Insurance or Workplace Safety & Insurance coverage with the applicable Provincial (including, in all cases, British Columbia) or Territorial Workplace Safety & Insurance Board or Employer's Liability Insurance or both with limits as required by Applicable Law covering all Contractor personnel;

5.5 CGL insurance should specify that it is primary and non-contributory for each party's people/premises/operations;

5.6 Recycle BC included as an additional insured on CGL policy with the following language: "MMBC Recycling Inc. and its affiliated entities, officers, partners, directors, employees, representatives and agents are included as additional insureds for Comprehensive General Liability. Such coverage is primary and non-contributing."; and

5.7 The other party included as an additional insured on each party's CGL.

6. INDEMNITY

6.1 The Region will indemnify and save harmless the City and all of its employees, servants, representatives and agents, from and against all claims, demands, causes of action, suits, losses, damages and costs, liabilities, expenses and judgments (including all actual legal costs) which the City or its employees, servants, representatives or agents incur, suffer or are put to arising out of or in connection with any failure, breach or non-performance by the Region of any obligation of this agreement, or any wrongful or negligent act of the Region or any employee or agent of the Region.

6.2 The indemnity described above will survive the termination or completion of this agreement and, notwithstanding such termination or completion, will continue in full force and effect for the benefit of the City.

7. NOTICES

Any notice, report or other document that either party may be required or may wish to give to the other must be in writing, unless otherwise provided for, and will be deemed to be validly given to and received by the addressee, if served personally, on the date of such personal service or, if delivered by mail, fax or email (both primary and secondary addresses), when received. The addresses for delivery will be as follows:

CARIBOO REGIONAL DISTRICT
Suite D, 180 North 3rd Avenue
Williams Lake, BC V2G 2A4
Primary Email Address: tgrady@cariboord.ca
Secondary Email Address: mailbox@cariboord.ca

CITY OF WILLIAMS LAKE
450 Mart Street
Williams Lake, BC V2G 1N3
Primary Email Address: ktoews@williamslake.ca
Secondary Email Address: corporateservices@williamslake.ca

8. UNENFORCEABILITY

If any provision of this agreement is found to be invalid or unenforceable by a Court of Competent Jurisdiction, it will be severed from the agreement and will not affect the enforceability or validity of the remaining provisions of the agreement.

9. HEADINGS

The headings in this agreement are inserted for convenience of reference only and will not form part of nor affect the interpretation of this agreement.

10. WAIVER

No waiver by either party of any breach by the other party of any of its covenants, obligations and agreements will be a waiver of any subsequent breach or of any other covenant, obligation or agreement, nor will any forbearance to seek a remedy for any breach be a waiver of any rights and remedies with respect to such or any subsequent breach.

IN WITNESS WHEREOF the said parties hereto have set their hands as of the date written below.

_____ _____

CARIBOO REGIONAL DISTRICT DATE

_____

PRINT NAME

_____ _____

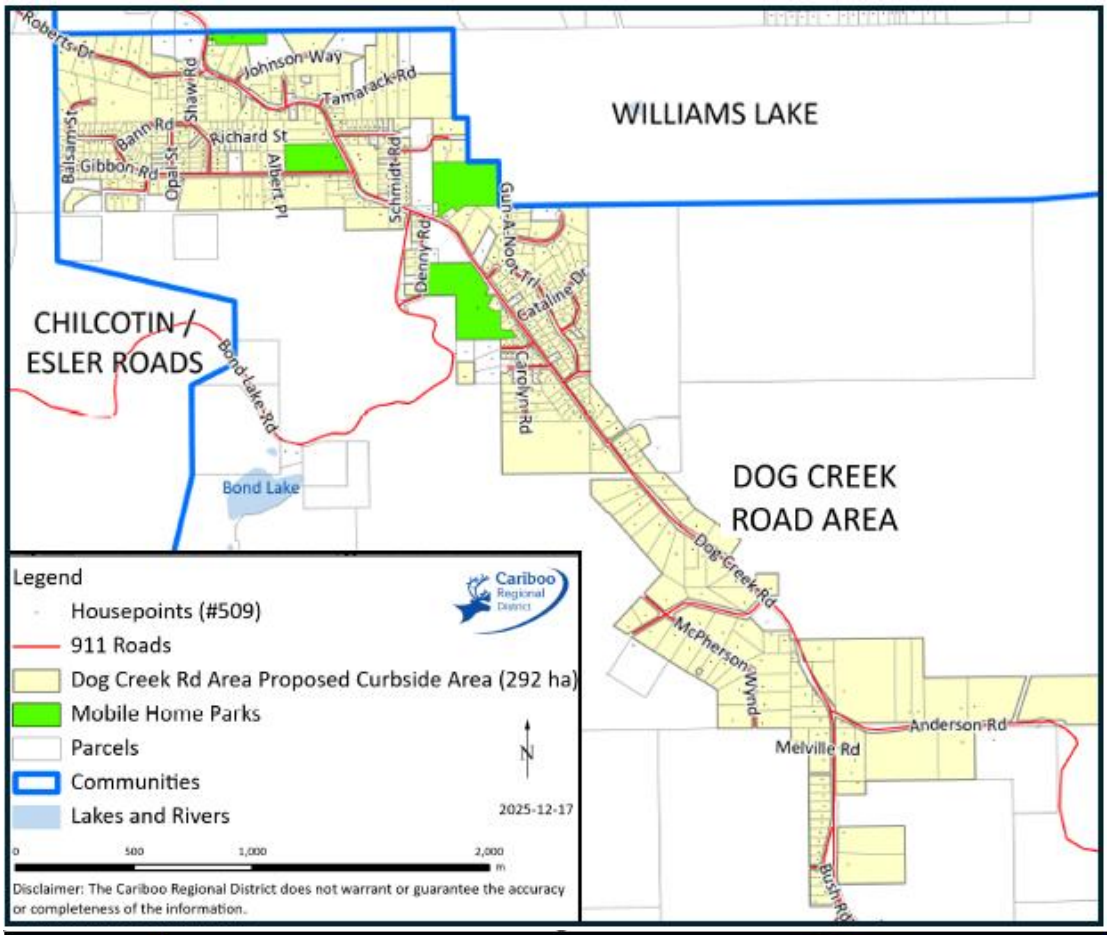
CITY OF WILLIAMS LAKE DATE

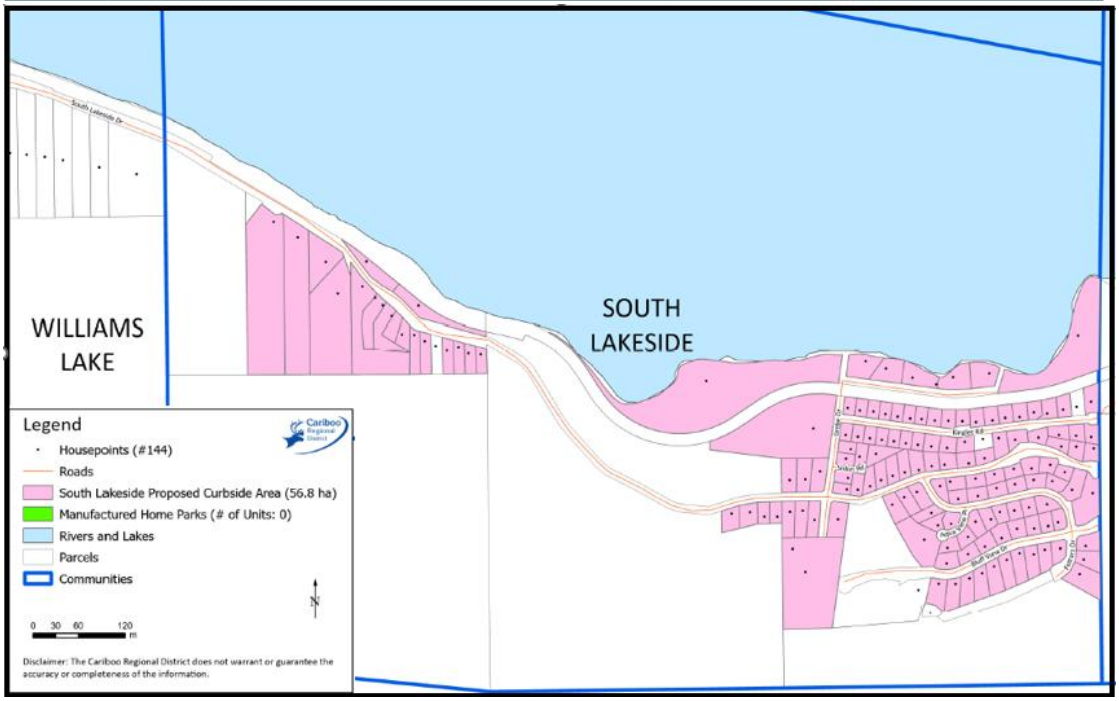
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PRINT NAME

SCHEDULE A – SERVICE AREA

"Dog Creek and South Lakeside" Service Area Map





SCHEDULE B – ADJACENCY CRITERIA

The "Curbside Eligibility Adjacent Areas" below is referenced from page 39 of Recycle BC's Packaging and Paper Product Extended Producer Responsibility Plan, dated August 19, 2025.

Curbside Eligibility – Adjacent Areas

The following outlines the eligibility criteria for densely populated areas immediately adjacent to existing municipal service areas.

Areas outside municipal jurisdictions that are adjacent to existing PPP curbside collection service areas included in the Recycle BC program are eligible to be serviced under the Recycle BC program provided each of the following criterion are met:

1. *The proposed adjacent area has a maximum population of 4,999 residents;*
2. *The proposed adjacent area has a minimum household density of 0.42 households/hectare;*
3. *There is a maximum distance of 5 km between the existing curbside service area included in the Recycle BC program and the proposed adjacent area; and*
4. *A curbside garbage collection program is in place in the proposed adjacent area or scheduled to launch no later than coinciding with the introduction of PPP curbside* collection.

For the purpose of evaluating the "Service Area" against the adjacency criteria, each area, Dog Creek and South Lakeside, have been evaluated separately:

1. South Lakeside has approximately 144 households (hh), equivalent to an estimated population of 317 residents. Dog Creek has approximately 509 hh, equivalent to an estimated population of 1,120 residents.

2. South Lakeside has approximately 144 hh spread out over 57 ha, equating to 2.53 hh/ha. Dog Creek has approximately 509 hh spread out over 292 ha, equating to 1.74 hh/ha.

3. South Lakeside's collection boundary is less than 500 m away from the last house serviced within the City's collection area. Dog Creek's collection boundary is less than 200 m away from the last house serviced within the City's collection area.

4. The Region will launch curbside garbage and recycling services simultaneously. The start date will depend upon the timeline established by the approved amendment to the City's SOW but is estimated to be between June 15th and July 15th, 2026.

SCHEDULE C – RECYCLE BC TRANSITION & IMPLEMENTATION PLAN

South Lakeside and Dog Creek Adjacency Curbside Collection:
Addition to Existing City of Williams Lake SOW
RECYCLE BC TRANSITION AND IMPLEMENTATION PLAN

BACKGROUND

The City of Williams Lake (City) collects curbside Packaging and Paper Products (PPP) for Recycle BC. During the Cariboo Regional District's (Region) last Solid Waste Management Plan (SWMP) update, nineteen communities in the Region were identified as meeting Recycle BC's Adjacency Criteria for expansion of curbside PPP collection. During phase two of the SWMP consultation in May of 2023 all nineteen communities were surveyed to determine interest in curbside services. Survey results concluded that five (5) communities were in favour of the new services, two of which were Dog Creek and South Lakeside (Service Area). The Service Area is adjacent to the City of Williams Lake's collection area. See below for adjacency criteria.

Curbside Adjacency Criteria:

1. The proposed adjacent area has a maximum population of 4,999 residents;
    a. *Together the South Lakeside and Dog Creek areas have approximately 653 households, equivalent to an estimated population of 1,437 residents.*

2. The proposed adjacent area has a minimum household density of 0.42 households/hectare;
    a. *South Lakeside has approximately 144 households spread out over 57 ha, equating to 2.53 hh/ha.*
    b. *Dog Creek has approximately 509 households spread out over 292 ha, equating to 1.74 hh/ha.*

3. There is a maximum distance of 5 km between the existing curbside service area included in the Recycle BC program and the proposed adjacent area; and
    a. *South Lakeside's collection boundary is less than 500 m away from the last house serviced within the City's collection area.*
    b. *Dog Creek's collection boundary is less than 200 m away from the last house serviced within the City's collection area.*

4. A curbside garbage collection program is in place in the proposed adjacent area or scheduled to launch no later than coinciding with the introduction of PPP curbside collection.
    a. *The Region will launch curbside garbage and recycling services simultaneously. The start date will depend upon the timeline established by the approved amendment to the City's SOW but is estimated to be between May 15th and July 15th, 2026.*

COLLECTION REQUIREMENTS

Collection Model

Both garbage and recycling collection will be automated, using 240-litre collection totes, supplied by the Region. PPP will be single stream collection (mixed containers and paper/cardboard). Garbage will be collected weekly and recycling every other week.

Totes have already been purchased and are in storage.

Glass Collection

Glass collection will not be included in the Service Area; residents will be directed to recycle glass at the nearest Recycle BC depot.

Flexible Plastic Collection

Flexible Plastics collection will not be included in the Service Area; residents will be directed to recycle flexible plastics at the nearest Recycle BC depot.

Change to Collection Model

Both garbage and recycling curbside collection will be new services for the Service Area residents; as such, each household will receive advanced notice of the collection services, including information on costs and how/when they will be charged. Each household will receive a collection schedule, a recycling guide providing details on what will be accepted and not accepted in curbside recycling collection, information on locations of where non-curbside PPP can be recycled and links to both rcbc.ca and recyclebc.ca with the delivery of their curbside totes.

The Cariboo Chilcotin Conservation Society (CCCS) will be hired to complete curbside audits of recycling in Service Area. If contamination rates are unacceptable, audits will be ramped up and public meetings will be provided in combination with house visits for those unable to attend public meetings.

The Region will be responsible for all promotion and education programs for the Service Area and will at minimum provide annual outreach to residents.

INSTITUTIONAL, COMMERCIAL AND INDUSTRIAL MATERIALS (ICI)

No ICI material will be collected.

RECEIVING FACILITY

Environmental 360 Solutions' (E360S) location in Williams Lake (formerly Central Cariboo Disposal) is the receiving facility for PPP collected within the City. The Region will direct its contractor to use this facility unless Recycle BC designates a different location, as per the SOW. E360S is the current curbside contractor for the City.

ADMINISTRATIVE REQUIREMENTS

Curbside Household Updates

Curbside Household Updates will be provided in June annually. The complete list of Service Area households will be tracked internally by the Region and updated when new builds are added (when totes are delivered) or when houses are demolished (as tracked by demolition permits through the Region's building department). The Region will supply updated house counts to the City by June 15th annually so the City can, in turn, update their house count with Recycle BC before July 1st.

Multi-Family Household Updates

Not applicable.

TIMEFRAME FOR LOCAL GOVERNMENT APPROVAL

Timeframe for Local Government Approval

The curbside adjacency areas are included in the Region's updated SWMP, which was approved by the Region's Board in December of 2024 and approved by ENV in March of 2025.

Procurement and Delivery of Collection Containers

The Region has procured 240-litre Rehrig totes for both garbage and recycling collection. They have already been received and are in storage.

PROMOTION AND EDUCATION

Each household in the Service Area will receive advanced notice of the new collection services, including information on costs and how/when they will be charged. Each household will receive a collection schedule, a recycling guide, information on locations of where non-curbside PPP can be recycled and links to both rcbc.ca and recyclebc.ca with the delivery of their curbside totes.

The CCCS provides Waste Wise education classes to elementary school children in the Service Area and will include curbside education in their programming. CCCS will also be hired to complete curbside audits of recycling in the Service Area and will utilize "Oops" notices or "Good Job" stickers as required.



TRAINING OF COLLECTION STAFF

If the collection staff are not already familiar with acceptable curbside PPP, the Region will ensure they are trained. E360S has been responsible for collecting PPP in Williams Lake since 2014. Their drivers are trained in-house, and since E360S is also responsible for the baling of PPP their staff are very aware of contamination and how important it is to minimize it. Special attention is paid to watch for hazardous materials.

CONTAMINATION REMEDIATION PLAN

Required Elements

The Region's Service Area PPP will be collected, transported and weighed separately from the City of Willimas Lake's PPP. If Recycle BC audits show unacceptable levels of contamination from the Region's Service Area, the Region will activate a Contamination Remediation Plan. In absence of Recycle BC audit data the Region will be proactive in minimizing contamination by carrying out the activities listed below.

Promotion and Education

The Region will be responsible for all promotion and education programs for the Service Area and will at minimum provide annual outreach to residents.

For the launch of the new service, each household in the Service Area will receive an information package with the delivery of their curbside recycling tote. Each package will contain:

1. Collection Schedule, including brief overview of non-accepted items;
2. Recycling guide, providing details on what will be accepted and not accepted in curbside recycling collection;
3. Information on locations where non-curbside PPP can be recycled; and
4. Links to cariboord.ca, rcbc.ca and recyclebc.ca.

The CCCS provides Waste Wise education classes to elementary school children in the Service Area and will include curbside education in their programming. CCCS will also be hired to complete curbside audits of recycling in the Service Area. CCCS currently provides this service in the 108 Mile Ranch and Williams Lake and utilizes "Oops" notices and "Good Job" stickers.

Monitoring

During the initial two months of service the CCCS will complete curbside audits of Service Area to ensure only curbside program materials are being captured and contamination levels are acceptable.

If contamination rates are unacceptable, audits will be ramped up and public meetings will be provided in combination with the offer of house visits for those unable to attend public meetings.

Training

CCCS and Region staff are all long-term employees who have been involved in the collection and auditing of PPP materials since 2014. If any changes/updates occur to the list of accepted or not accepted PPP materials all staff involved will be informed and trained on the changes. Any new staff will be trained.

Enforcement

In the case that totes are found to be over 25% contamination on more than three occasions, totes will be removed from properties.

During the first occurrence, totes are returned to the home. If residents are home the auditor(s) will go through the tote with them. Most times, this resolves the issue. If no one is home, the tote is left at the house with a note on the tote and a door hanger on the front door. Both the note and door hanger let the resident(s) know why their tote was returned and request that they call the Environmental Services Department at the Region to follow up. If requested during the phone call, a home visit will be arranged for CCCS staff to work with the resident(s). First offence address will be recorded in the audit Excel file and flagged as “excessive contamination”. Flagged addresses will be re-audited during the next audit.

If totes are found to be over 25% contamination a second time, the same actions are carried out as with the first occurrence, but residents are informed that if the same or worse levels of contamination are found a third time, their recycling totes will be removed from the property. Upon a second occurrence the audit Excel file is updated and the property is flagged with a “second offence”. Auditors will make a dedicated audit trip to inspect second offence totes within the next quarter to check for a third time.

In the event that over 25% contamination is found a third time, the recycling tote will be removed. If unreasonable reactions are encountered and CCCS or Region staff are concerned for their safety in tote removal, we will enlist the aid of one of the Region’s Bylaw Enforcement Officers to assist.

If new residents move into the home, or the current residents indicate that they are willing to participate in another training session and successfully demonstrate their understanding of what is permitted in their recycling, their tote will be returned.

For contamination rates below 25%, addresses are tracked in the audit spreadsheet and the type and amount of contamination is recorded. This information is used as a reference during all follow-up audits to track if homes are improving. It is our experience that most homes improve each time they are audited. It is also our experience that most homes are well below 10% contamination and homes that are over 25% are 50 to 75% over. It should also be noted that we assess contamination as number of items not included, not on a weight basis. Most of the contamination found is flexible plastic packaging and Polystyrene foam, which are both light in weight.

Tracking

All audit data is recorded and saved at the Region; this allows for easy follow-up on problem addresses and provides a history of audit data in case recycling totes need to be removed.

INSURANCE

Certificates of insurance will be provided, evidencing that the coverages and policy endorsements required by the MSA are maintained in force, with the inclusion of the necessary language listing Recycle BC as an additional insured.

BUSINESS CONTINUITY PLAN

Business Continuity Plan will be provided.

PROGRAM INCENTIVES

Residents of the Service Area will be charged by the Region for garbage collection. Recycle BC incentives will be used to cover the majority of PPP collection costs including promotion, education and auditing. This incentive will be paid to the City of Williams Lake, as per their SOW, and the Region reimbursed by issuing invoices.

SCHEDULE D – INCENTIVE RATES

Excerpt from Recycle BC's SOW with the City:

The Curbside Collection Fee and Top up Fee will be adjusted each year, up or down, on the first day of January of each year. Recycle BC reserves the right to choose the adjustment mechanism to be used each year, as between (i) the results of a cost study that samples the collection service providers to determine the costs associated with the performance of Curbside Collection services; and (ii) an adjustment that is based on the Consumer Price Index (CPI) for BC (All Items), which will be calculated as follows:

2026 Rates:

	Curbside Collection Fee	
	Collection Type	**$ per Curbside Household per Year**
☒	Single-Stream using automated carts – Mixed Containers and Paper and Cardboard	$41.00

	Top Up Fee	**$ per Curbside Household per Year**
☒	Resident Education Top Up	$1.25
☒	Service Administration Top Up	$3.75

FOI Records Search

Date:	March 24, 2026
FOI File: 058-20-	182
Staff Name:	Jodie or Janelle / Cheryl
Department:	Quesnel CRD Office / Environmental Services
Deadline:	April 7, 2026

Details:
Requesting copies of records related to water, septic, or plumbing permits and inspections for 2171 Bluff View Drive, Williams Lake, PID 028-420-667. Any records the CRD has related to both utilities and building for this property in 2020, including permits, inspections, upgrades, and any compliance-related information.

(Definition – A record includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.)

Search Instructions

Please note that your department is responsible for identifying and providing all records that are responsive to this access request.

If this request is reviewed by the Office of the Information and Privacy Commissioner (OIPC), you may be required to demonstrate the steps taken to search for responsive records, including providing evidence by way of a sworn affidavit.

If locating and retrieving the records will take **less than three (3) hours**, please retrieve the records and send them to the Information Privacy and Records Management Lead (Kenza Lahlou) along with this completed form.

If locating and retrieving the records will take **more than three (3) hours**, you are not required to retrieve the records at this stage. However, in order to prepare a fee estimate, please provide:

- An approximate number of pages to be copied or produced; and
- An estimated amount of time required to locate and retrieve the records.

All records and related information must be sent to the **Information Privacy and Records Management Lead** (Kenza Lahlou), even if this form was provided to you by another staff member.

If the responsive records already exist in Laserfiche, you may either:

- Provide the Laserfiche file number, and the Information Privacy and Records Management Lead will retrieve the records; or
- Attach the records directly with this form.

If the records do not exist in Laserfiche, please attach copies of the records to this form when submitting them to the Information **Privacy and Records Management Lead**.

If you have any questions, please contact Kenza Lahlou.

Search Results

Location Searched	Result & Description (Including # of Pages)	Length of Time Spent Locating/ Retrieving

Location Not Searched	Reason for Not Searching

SQUAMISH - LILLOOET
REGIONAL DISTRICT

Box 219, 1350 Aster Street
Pemberton, BC V0N 2L0
P. 604-894-6371 TF. 800-298-7753
F. 604-894-6526
info@slrd.bc.ca www.slrd.bc.ca

February 26, 2026

BY EMAIL ONLY (FIN.Minister@gov.bc.ca)

The Honourable Brenda Bailey, M.L.A.
Minister of Finance

Dear Minister:

RE: Establishing a Sustainable Provincial Funding Model for Search and Rescue

On behalf of the Squamish-Lillooet Regional District Board of Directors, I am writing to request that the Province work in partnership with the BC Search and Rescue Association (SAR) and local governments to establish a stable, long-term funding model for search and rescue services.

Search and rescue is a provincially mandated and essential public safety service. Across British Columbia, 78 groups and approximately 3,200 volunteers provide 24/7 emergency response, often in high-risk environments and frequently at personal cost. Despite this critical role, SAR does not receive secure provincial operating funding. For more than two decades, local governments have called through the Union of BC Municipalities for a sustainable funding solution. Continued reliance on property taxation is inequitable and unsustainable as service demands grow.

We support a transparent, metrics-based provincial funding model tied to operational needs such as call volume, training standards, equipment lifecycle, and volunteer readiness. We also request that the Province increase the BC Volunteer First Responder Tax Credit to match the federal exemption to strengthen recruitment, retention, and recognition of volunteers.

We urge the Province to take action to ensure search and rescue services remain strong, equitable, and sustainable across British Columbia.

Regards,

[redacted]

Jen Ford
Chair, Squamish-Lillooet Regional District

CC: SLRD Board
Heather Paul, CAO, SLRD
Kelly Greene, Minister of Emergency Management and Climate Readiness, EMCR.Minister@gov.bc.ca

[redacted]

From: Nathalie Klein <NKlein@slrd.bc.ca>
Sent: March 5, 2026 4:26 PM
To: jjack@acrd.bc.ca; mark.parker@rdbn.bc.ca; cmcneilsmith@crd.bc.ca; CRD Mailbox; jkennedy@ccrd.ca; awatson@rdck.bc.ca; lwooldridge@kelowna.ca; nmelnychuk@csrd.bc.ca; wcole-hamilton@courtenay.ca; kate.segall@cvrd.bc.ca; director.gay@rdek.bc.ca; pross@abbotsford.ca; lbeckett; info@rdks.bc.ca; gmcgregor@rdkb.com; elaine.wong@burnaby.ca; ahory@rdmw.bc.ca; ma-director@ncrdbc.com; sfowler@cityofarmstrong.bc.ca; JustAsk@NorthernRockies.ca; info@rdos.bc.ca; brad.sperling@prrd.bc.ca; cbrander@qathet.ca; Jen Ford; mbaker@srd.ca; alton.toth@scrd.ca; broden@ashcroftbc.ca
Cc: Heather Paul
Subject: FW: Establishing a Sustainable Provincial Funding Model for SAR
Attachments: 20260305MOFinSARFunding.pdf

Dear BC Regional Districts,

For your information, attached is the subject letter sent to the Minister of Finance and the Minister of EMCR.

Kind regards,

Nathalie Klein | Executive Coordinator
D: 604-894-6371 x 223 | SLRD.bc.ca

From: Nathalie Klein
Sent: March 5, 2026 3:55 PM
To: FIN.Minister@gov.bc.ca
Cc: Minister, EMCR EMCR:EX <emcr.minister@gov.bc.ca>; Heather Paul <HPaul@slrd.bc.ca>
Subject: Establishing a Sustainable Provincial Funding Model for SAR

Dear Minister Brenda Bailey,

Please find attached a letter from the Squamish-Lillooet Regional District regarding ***Establishing a Sustainable Provincial Funding Model for SAR.***

Kind regards,

Nathalie Klein | Executive Coordinator

Office of the CAO | Squamish-Lillooet Regional District
E: nklein@slrd.bc.ca | D: 604-894-6371 x 223
Toll Free: 1-800-298-7753
SLRD.bc.ca | Stay Connected

_____SLRD EOP_____

THOMPSON-NICOLA
REGIONAL DISTRICT
The Region of BC's Best

300-465 Victoria Street
Kamloops, BC V2C 2A9
Tel: 250-377-8673
Toll Free in BC: 1-877-377-8673
Email: admin@tnrd.ca

Department: Board of Directors

March 5, 2026

To my Regional District Colleagues,

I am reaching out on behalf of our Board to share our support for the City of Kamloops resolution regarding the Heritage Conservation Act.

As local governments, we understand firsthand the challenges that arise when we are not engaged early in policy development. This resolution simply requests that officials from each of our Local Government Associations be included in ongoing discussions related to the *Declaration on the Rights of Indigenous Peoples*, the *Heritage Conservation Act*, and the policies connected to these legislative frameworks going forward.

We have included the resolution for your review, and hope that you too will support this at your Local Government convention so it can make it to UBCM.

Regards,

[redacted]
Barbara Roden, Chair of the Board
Thompson-Nicola Regional District

CITY OF KAMLOOPS

RESOLUTION FROM THE MINUTES OF A REGULAR MEETING OF THE MUNICIPAL COUNCIL OF THE CITY OF KAMLOOPS, HELD IN COUNCIL CHAMBERS, CITY HALL, 7 VICTORIA STREET WEST, KAMLOOPS, BC

WHEREAS local governments in British Columbia are responsible for land-use planning, infrastructure, permitting, and development approvals, all of which are directly affected by provincial reconciliation policy, archaeology requirements, and the *Heritage Conservation Act* and Regulations;

AND WHEREAS the Province of British Columbia is implementing the Declaration on the Rights of Indigenous Peoples Act (DRIPA) and also undertaking reviews of reconciliation, archaeology, and heritage policy frameworks;

AND WHEREAS local governments are not consistently included as formal partners in provincial policy development related to DRIPA implementation, archaeology processes, and heritage legislation, despite being responsible for implementation at the community level and for public infrastructure projects that are significantly impacted by these policies;

AND WHEREAS the current *Heritage Conservation Act* is outdated, and existing archaeology processes create uncertainty, delays, and cost impacts for local governments, Indigenous communities, and the public, which further contribute to challenges in delivering affordable development and housing in British Columbia;

THEREFORE BE IT RESOLVED that this resolution be forwarded to the Southern Interior Local Government Association, Association of Vancouver Island and Coastal Communities, North Central Local Government Association, Lower Mainland Local Government Association, and Association of Kootenay and Boundary Local Governments, urging the Province of British Columbia to ensure that senior representatives of all local government associations in British Columbia are formally included in discussions and decision-making related to the review, reform, and implementation of DRIPA, reconciliation policy, archaeology processes, and any replacement or reform of the *Heritage Conservation Act*.

CARRIED.

I HEREBY CERTIFY that this is a true copy of a resolution from the minutes of a meeting of the Kamloops City Council held on the 3rd day of February, 2026.

Dated at Kamloops, BC, this 3rd day of February, 2026.

[redacted]

M. Mazzotta
Corporate Officer

From: Jamee Justason <jjustason@ubcm.ca>
Sent: March 20, 2026 10:34 AM
To: Alice Johnston <AJohnston@cariboord.ca>
Subject: FW: FCM Resolution Update: Leaves of Absence Provisions for Elected Officials - Category A Concurrence

Hello Alice,

I hope you are doing well.

Following the 2025 UBCM Convention, your resolution 2025-NR107 Leaves of Absence Provisions for Elected Officials was referred to the UBCM Executive. The Executive chose to endorse 2025-NR107 and it was conveyed to FCM for their consideration.

We have now heard back from FCM and they are supportive of the request and will write to the federal government. Please see the email below.

Thank you,

Jamee Justason, Resolutions and Policy Analyst *(she/her)*
Union of BC Municipalities
604-270-8226 ext. 100 | jjustason@ubcm.ca
60 – 10551 Shellbridge Way, Richmond, BC V6X 2W9

From: Resolutions <resolutions@fcm.ca>
Date: Thursday, March 19, 2026 at 8:03 AM
To: Jamee Justason <jjustason@ubcm.ca>
Subject: FCM Resolution Update: Leaves of Absence Provisions for Elected Officials - Category A Concurrence

Dear Jamee Justason,

Thank you for your resolution submission to FCM about **Leaves of Absence Provisions for Elected Officials**. We understand that this issue is an important concern to your community and we appreciate you bringing it to the attention of FCM.

At the latest board meeting in March 2026, the FCM Board of Directors considered the resolution and adopted it as Category A – Concurrence. This category contains resolutions not addressed by FCM in the last three years that are the direct responsibility or concern of Canadian municipalities beyond a regional level and falls within the jurisdiction of the federal government. As this resolution has been adopted with concurrence, it will guide future FCM policy positions. More details on FCM's resolution procedures can be found here.

In support of this adopted resolution, a letter will be sent to the relevant federal government minister outlining the call for action directed at the federal government contained in the resolution.

FCM looks forward to continue working with you and your community in representing the municipal voice at the federal level. If you or your staff have any questions or require further information, please contact resolutions@fcm.ca.

Resolutions
FCM Resolutions | Policy and Public Affairs
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T. 613-907-6334

FCM FEDERATION OF CANADIAN MUNICIPALITIES FÉDÉRATION CANADIENNE DES MUNICIPALITÉS

MEETING NO. 3 – March 17, 2026

A Regular North Cariboo Joint Advisory Committee meeting was held on the 17th day of March, 2026, commencing at 5:30 p.m. at Council Chambers, City Hall, 410 Kinchant Street, Quesnel, B.C.

PRESENT FROM CITY: Co-Chair Laurey-Anne Roodenburg, Mayor Ron Paull, Councillors Tony Goulet, and Scott Elliott.
Staff: Community Services Director Jeff Norburn, Economic Development Manager Amy Reid, Executive Assistant Laura Long [Recorder]

PRESENT FROM CRD: Co-chair Jim Glassford (CHAIR), Directors Barb Bachmeier, John Massier and Nicole Audet
Staff:

REGRETS: Councillors Debra McKelvie, Martin Runge, and Mitch Vik

GUEST(s): CRD Economic & Community Development Officer – Beth Holden, and NCSC President, Colleen Gauthier

MEDIA: The Goat

GALLERY: There were two (2) members of the public in attendance in the gallery for portions of the meeting.

A. CALL TO ORDER - CO-CHAIR GLASSFORD

Co-Chair Glassford called the March 17, 2026, North Cariboo Joint Advisory Committee meeting to order at 5:30 p.m.

B. ADOPTION OF AGENDA

26-03-17 MOVED Mayor Paull, Seconded Councillor Roodenburg and resolved: THAT the North Cariboo Joint Advisory Committee approve the March 17, 2026, meeting agenda as presented.

CARRIED
UNANIMOUSLY

C. DELEGATION(S):

1. Regional Workforce Retention and Expansion Project
- CRD Economic & Community Development Officer – Beth Holden

- Cariboo Regional District (CRD) Economic & Community Development Officer Beth Holden provided the North Cariboo Joint Advisory Committee (NCJAC) with an update on the regional workforce retention and expansion project.
- The "Make the Move" website, hosting interactive features, has been created with the intent of engaging employers and newcomers to the community.
- Will Creative has been hired to aid in the brand identity and creative development of the website and supporting materials.
- The key branding concept has been chosen as "Cariboo. It's True.", featuring a colourful logo, typography, and graphics, and interactive concepts.
- Next steps incorporate content acquisition, advertising campaigns and the development of social media strategies, including the possibility of partnering with community tourism platforms to host the social media campaigns and messaging.
- The North Cariboo Joint Advisory Committee suggested that the Economic & Community Development Officer include additional

messaging and imagery of gold, heritage, First Nations, rivers/landscapes, wildlife, and fishing, and to consider engaging with the local Mills, Work BC, and Business Improvement Area Associations.

2. North Cariboo Seniors' Council 2025 Report - NCSC President, Colleen Gauthier

- North Cariboo Seniors' Council President, Colleen Gauthier, provided the North Cariboo Joint Advisory Committee (NCJAC) with an update on the Council's utilization of funding it receives from the City of Quesnel and Cariboo Regional District.
- Since starting in 2019, the North Cariboo Seniors Council has grown to 45 members, including 7 board members, and one part-time Executive Director.
- The North Cariboo Seniors' Council has moved into a new location, sharing the space with Better at Home and Community Connector, allowing for one-on-one support.
- Along with additional collaborations, the North Cariboo Seniors' Council oversees United Way programs, including Better at Home, Social Prescribing Community Connector, Social Meals, and Emergency Transport Assistance Program.
- The North Cariboo Joint Advisory Committee suggested that the North Cariboo Seniors' Council to engage with the ManShed program, Christmas Bells, Seniors Advocacy Group, Literacy Quesnel, the Golden Centre, and the Seniors Centre for additional options for collaboration and community support.

D. ADOPTION OF MINUTES

1. Minutes of February 10, 2026

26-03-18 MOVED Director Bachmeier, Seconded Director Massier and resolved: THAT the North Cariboo Joint Advisory Committee adopt the February 10, 2026 Minutes, as presented.

CARRIED UNANIMOUSLY

E. STAFF REPORT(S):

1. Staff Report - Administrative Report #10/26 - North Cariboo Recreation and Parks 2025 Year End Budget Summary - Director Norburn to Report

(Brought forward for informational purposes)

26-03-19 MOVED Councillor Elliott, Seconded Director Audet and resolved: THAT the North Cariboo Joint Advisory Committee direct staff to undertake an analysis of the financial impacts associated with reducing the Quesnel and District Arts and Recreation Centre admission rates for individuals aged 70 years and older by fifty percent (50%) and report the findings back to the Committee.

CARRIED UNANIMOUSLY

2. Staff Report - Administrative Report #11/26 - Visitor Information Centre Statistics - Director Norburn to Report

(Brought forward for informational purposes only; no Committee resolution(s) considered for this agenda item.)

3. Staff Report - Administration Report #5/26 - Virtual streaming and recording options for NCJAC meetings - Committee Discussion

Requested to be brought back for discussion as the following resolution from the February 10, 2026, North Cariboo Joint Advisory Committee meeting was not endorsed by the Cariboo Regional District Board: Resolution: 26-02-11 - THAT the North Cariboo Joint Advisory Committee direct staff to implement recording and posting of Joint Advisory Committee meetings on the City of Quesnel website. Defeated

26-03-20 MOVED Councillor Elliott, Seconded Director Bachmeier and resolved: THAT the North Cariboo Joint Advisory Committee refer Resolution 26-02-11, regarding recording and posting North Cariboo Joint Advisory Committee meetings on the City of Quesnel website, back to the Cariboo Regional District Board for reconsideration.

AND THAT the North Cariboo Joint Advisory Committee Co-Chairs forward a letter addressing the concerns raised by the Board and clarifying the Committee's rationale.

CARRIED (CITY: 4:0/CRD: 2:2)

F. NEW BUSINESS:

G. CORRESPONDENCE

H. NEXT MEETING

April 14, 2026

I. GALLERY QUESTIONS:

There were no gallery questions.

J. MOVE TO SPECIAL CLOSED

K. RELEASE ITEM(S) FROM SPECIAL CLOSED TO SPECIAL OPEN OR TO AN IN-CAMERA CARIBOO REGIONAL DISTRICT MEETING

L. ADJOURN SPECIAL CLOSED AND RESUME SPECIAL OPEN

M. ADJOURNMENT:

With there being no further business to discuss, the March 17, 2026, North Cariboo Joint Advisory Committee meeting ended at 7:25 p.m.

CERTIFIED CORRECT

Jim Glassford (Chair)
Cariboo Regional District

Laurey-Anne Roodenburg
City of Quesnel

CENTRAL CARIBOO

JOINT COMMITTEE MINUTES

April 1, 2026
5:30 p.m.
Cariboo Regional District Board Room
Suite D - 180 Third Avenue North
Williams Lake, B.C.

PRESENT : Co-Chair M. Neufeld, Director M. LeBourdais, Co-Chair S. Rathor, Councillor S. Nelson

ABSENT : Director S. Forseth, Councillor M. Moses

STAFF : M. Daly, Chief Administrative Officer, D. Campbell, Manager of Community Services, L. Schick, Deputy Corporate Officer/Executive Assistant, G. Muraca, Chief Administrative Officer, Stacey Miranda, Director of Community Services, T. Grady, Manager of Solid Waste (for a portion of the meeting)

1. CALL TO ORDER - By Co-Chair M. Neufeld

1.1 Adoption of Agenda

CCJ.2026-04-1
Moved Director LeBourdais
Seconded Councillor Nelson

That the agenda be adopted as presented.

Carried

2. ADOPTION OF MINUTES

2.1 Minutes of the Central Cariboo Joint Committee - February 25, 2026

CCJ.2026-04-2
Moved Co-Chair Rathor
Seconded Councillor Nelson

That the minutes of the Central Cariboo Joint Committee meeting, held February 25, 2026, be adopted.

Carried

3. DELEGATIONS

3.1 5:30 p.m. - R.I.S.E Society

Greg Jeannotte, from the R.I.S.E. Society, was in attendance to discuss a proposed initiative in Electoral Area E.

Ratification required by the Cariboo Regional District.

CCJ.2026-04-3
Moved Director LeBourdais
Seconded Co-Chair Rathor

That a letter of support be provided to the R.I.S.E Society from the Cariboo Regional District.

Carried

T. Grady, Manager of Solid Waste, left the meeting.

5. ACTION ITEMS

5.1 2025 Operational/Budget Information for Cariboo Memorial Recreation Complex

CCJ.2026-04-4
Moved Councillor Nelson
Seconded Director LeBourdais

That staff bring a report forward to the Central Cariboo Joint Committee, with options for amending the Central Cariboo Recreation Capital and Financial Plan to account for the 2025 Cariboo Memorial Complex Operational deficit.

Carried

6. ACTION PAGE

CCJ.2026-04-5
Moved Co-Chair Rathor
Seconded Councillor Nelson

That items 4 and 8 be removed from the Action Page as presented at the Central Cariboo Joint Committee meeting on April 1, 2026.

Carried

Ratification required by the Cariboo Regional District and City of Williams Lake

CCJ.2026-04-6
Moved Councillor Nelson
Seconded Director LeBourdais

That Mayor Rathor and Stacey Miranda from the City of Williams Lake, and Director Neufeld and Darron Campbell from the Cariboo Regional District be appointed to a Working Group for the development of an Indoor Multi-Use Facility in the Central Cariboo.

Carried

7. In-Camera Session

7.1 In-Camera Session

CCJ.2026-04-7
Moved Director LeBourdais
Seconded Co-Chair Rathor

That the meeting be closed to the public to discuss items suitable for discussion in-camera pursuant to Section 90(1)(k) of the *Community Charter*.

Carried

The meeting recessed to go in-camera at 6:05 p.m.

The meeting reconvened at 6:18 p.m.

8. ADJOURNMENT

CCJ.2026-04-8
Moved Co-Chair Rathor
Seconded Councillor Nelson

That the meeting of the Central Cariboo Joint Committee be adjourned at 6:22, April 1, 2026.

Carried

Co-Chair

Co-Chair

AGENDA ITEM SUMMARY

Date: 09/03/2026

To: Chair and Directors, Policy Committee
And To: Murray Daly, Chief Administrative Officer
From: Kat Chatten, Manager of Communications
Date of Meeting: Policy Committee_Mar19_2026
File: 340-50

Short Summary:
Community Engagement Sessions Policy

Voting:
-

Memorandum:
The Board previously approved transitioning from the Board on the Road program to a Community Engagement Sessions model intended to support more focused and effective community discourse.

Community Engagement Sessions will provide opportunities for residents to learn about regional initiatives, ask questions, and provide feedback on issues relevant to their communities. Unlike the previous model, these sessions are not formal Board meetings and do not require full Board attendance.

The attached policy formalizes the Community Engagement Sessions approach and replaces the existing Board on the Road Meetings Policy (2024-1-3).

Attachments:
Draft Policy-Community Engagement Sessions Policy

Financial Implications:
Community Engagement Sessions are expected to reduce travel and accommodation costs compared to the Board on the Road program, as they do not require full Board attendance and are generally structured as single-day events. No additional funding is required.

Policy Implications:
Adoption of the proposed Community Engagement Sessions Policy will repeal and replace the Board on the Road Meetings Policy (2024-1-3).

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:

1. Endorse recommendation;
2. Other action.

Recommendation:

That the draft Community Engagement Sessions Policy be endorsed as attached, replacing the Board on the Road Meetings Policy (2024-1-3).

Regional Board Policy

Community Engagement Sessions Policy

Category:	**Policy Number:**	**Replaces:** 2024-1-3
Type: ☒ Policy ☐ Procedure	**Authority:** ☒ Board ☐ Administrative	**Approved By:** ☐ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Communications		
Date Adopted:	**Board Resolution Number:**	**Date to be Reviewed:**
Manner Issued: CRD Policy Manual		

PURPOSE:

To establish a structured approach for community engagement events hosted throughout the Cariboo Regional District that provide residents with opportunities to learn about regional initiatives, ask questions, and provide feedback on issues affecting their communities.

POLICY:

1. The Cariboo Regional District will organize Community Engagement Sessions to support communication between residents, Electoral Area Directors, and CRD staff regarding local and regional initiatives.

2. Up to four Community Engagement Sessions may be held annually.

3. Community Engagement Sessions will be rotated through Electoral Areas of the Cariboo Regional District where feasible.

4. The schedule and host locations will be coordinated by the Communications Department in consultation with Electoral Area Directors.

5. Community Engagement Sessions are intended to provide issue-focused engagement opportunities and are not formal Board meetings.

6. Each Community Engagement Session may focus on one or two issues relevant to the host community.

7. Community Engagement Sessions will be coordinated by the Electoral Area Director for the host area with support from the Communications Department.

8. The Communications Department will assist with promotion, preparation of engagement materials, and logistical coordination.

9. Participation at Community Engagement Sessions may include the host Electoral Area Director, relevant CRD staff, and partner organizations where appropriate.

10. Full Board attendance is not required.

11. Community Engagement Sessions may include a community hospitality component hosted by the local Director.

12. The Indigenous government on whose traditional territory a Community Engagement Session is held may be invited to participate. Territorial acknowledgements will be provided where appropriate.

13. Advertising for Community Engagement Sessions may include direct mail, website promotion, social media, and other communication methods as deemed appropriate by the Manager of Communications.

14. Community Engagement Session expenses will be allocated to the Administrative Services fund. Travel costs will be allocated per Board Policy.

POLICY STATEMENT:

The Cariboo Regional District will host Community Engagement Sessions in communities throughout the region to support meaningful public participation and dialogue on regional services and initiatives.

***** END OF POLICY *****

Amended (Y/N)	Date Reissued	Authority (Resolution #)

AGENDA ITEM SUMMARY

Date: 09/03/2026

To: Chair and Directors, Policy Committee
And To: Murray Daly, Chief Administrative Officer
From: Kat Chatten, Manager of Communications
Date of Meeting: Policy Committee_Mar19_2026
File: 340-50

Short Summary:
CRD Graphic Standards Manual Policy

Voting:
-

Memorandum:
The Cariboo Regional District Graphic Standards Manual has been updated to provide clear direction for the consistent use of CRD branding across communications materials.

The updated manual outlines standards for logo usage, colour palettes, typography, templates, layout guidance, and accessibility considerations. These standards support consistent, professional, and accessible communications across CRD departments and service areas.

The updated Graphic Standards Manual is attached for the Committee's review. If endorsed, the manual will be forwarded to the Board for adoption.

Attachments:
1. CRD Graphic Standards Manual Policy
2. CRD Graphic Standards Manual 2026

Financial Implications:
There are no additional financial implications to the Cariboo Regional District.

Policy Implications:
This update replaces the current Graphic Standards Manual that supports the CRD's corporate branding policy.

Alignment with Strategic Plan:
☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:

1. Endorse recommendation;
2. Other action.

Recommendation:

That the Cariboo Regional District Graphic Standards Manual Policy be endorsed as attached.

C2.1 Graphic Standards Manual Policy

Regional Board Policy

Graphic Standards Manual Policy

Category: Graphic Standards	**Policy Number:** PS. 10-06A-2	**Replaces:**
Type: ☒ Policy ☐ Procedure	**Authority:** ☒ Board ☐ Administrative	**Approved By:** ☒ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Communications Department		
Date Adopted:	**Board Resolution Number:**	**Date to be Reviewed:**
Manner Issued: CRD Policy Manual		

PURPOSE:

To have a set policy of CRD Graphic Standards

POLICY:

That the Cariboo Regional District Graphic Standards Manual be received and endorsed as presented as a policy of the CRD (Document attached as reference)

***** END OF POLICY *****

Amended (Y/N)	Date Reissued	Authority (Resolution #)
Adopted – New Policy		

GRAPHIC STANDARDS MANUAL

Produced and maintained by the Cariboo Regional District Communications Department and subject to approval by the Cariboo Regional District Board of Directors.

Last Updated: February 2026

The Cariboo Regional District is committed to working to advance reconciliation, recognizing and honouring Indigenous rights, and fostering meaningful relationships with Indigenous Peoples, with the intention of working together to create enduring partnerships that support resilient communities for the benefit of all residents, now and into the future.

GRAPHIC STANDARDS

Who Should Use This Guide?

This guide is intended to be used by Cariboo Regional District (CRD) staff, committees and commissions, consultants and graphic designers to help ensure consistency by providing standards and specifications for the use of the CRD corporate identity in a variety of situations.

While it can be appealing to get creative and explore new ways to apply a brand, this often leads to inconsistent design results and misuse. Consistent and repeated application of the CRD brand leads to better overall recognition and builds trust with our audiences.

The information contained within this document is intended as general guidance for use of CRD branding and recommended formatting requirements for the corporate identity and other branded elements.

Corporate Brand Management

The CRD Corporate Branding Guidelines are administered by the Communications Department under the authority of the Chief Administrative Officer.

The Communications Department is responsible for the development, design, and oversight of all public-facing communications and materials. Departments provide subject matter expertise and program information, and Communications works collaboratively to ensure all materials are accurate, accessible, and aligned with approved brand standards.

Use of the CRD Corporate Brand must occur through or in collaboration with the Communications Department.

Application

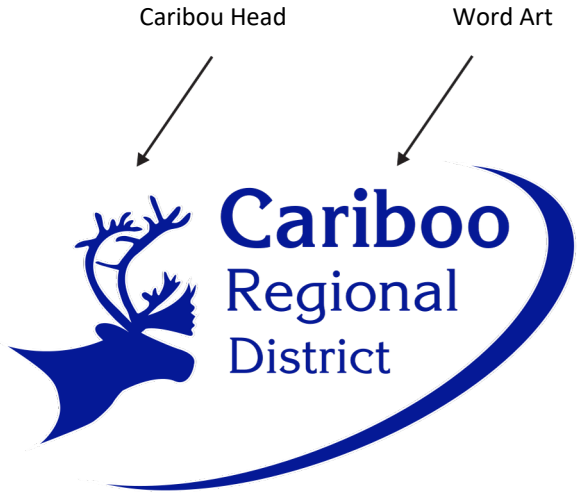
This guide should be followed for all printed and multi-media Regional District communications. This manual provides the technical information required to ensure that the visual identity of CRD is used consistently and uniformly.

Guidelines Assistance

If you should have any questions regarding the application of the guidelines or require digital brand files, please email: communications@cariboord.ca

CRD LOGO GUIDELINES AND USAGE

There are three versions of the CRD logo. There are no other acceptable versions of the logo except the ones shown below.



Authorized Logo

The official Cariboo Regional District logo, with the caribou head and word art is preferred for most standard uses. It must be used using official camera- ready artwork or digital files obtained from the Communications Department.

Banner

This logo, with the words extended out to the right is only to be used in cases where vertical space is not available.



Utility

This logo, without the word art, is only to be used in extreme cases where the text of (a) or (b) would be unreadable, as a watermark or in cases where only an iconic representation is required.



Minimum Size

The official logo must never be printed smaller than the minimum size, 8mm wide.



The banner logo must never be printed smaller than the minimum size, 35mm wide.



Clear space equal to the height of the caribou head must be maintained on all sides.

CRD LOGO GUIDELINES AND USAGE

Primary Brand Colours

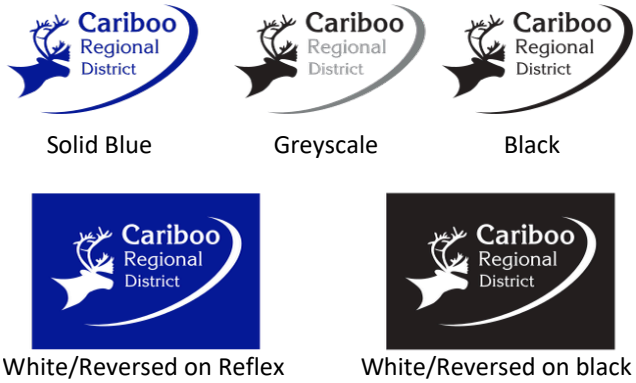
The CRD Colours are:

Reflex Blue: Pantone Reflex Blue or CMYK (c100,m96,y7,k17) #1F2d8d
Grass Green: Pantone 382 or CMYK(c30,y100) #b5d333

When this option is not available solid colour versions can be used in reflex Blue, Black, Greyscale or Reversed white.

PANTONE REFLEX BLUE #1F2d8d

PANTONE GRASS GREEN #b5d333



Solid Blue | Greyscale | Black

White/Reversed on Reflex | White/Reversed on black

Secondary Brand Colours

For larger projects, there is a secondary colours and accent colour file available. Please see communications for usage.

CRD Logo Fonts

Korinna



Incorrect Logo Usage

- When a logo is reduced or enlarged, it should be treated as one unit. Resize all elements proportionately. Do not stretch, skew or reshape the logo.
- The CRD logo should appear large enough to be clearly identified.
- Never substitute the logo colours. The only exception will be a tone on tone application for wearables.
- Never substitute the fonts in the CRD logo.



CRD LOGO GUIDELINES AND USAGE

Building Communities Together Slogan

The *building communities together* slogan is used as an integral part of the consistent visual appearance of the Cariboo Regional District.

The slogan should always be lowercase and shown in black, white or reflex blue.

When the slogan is used within a body of text, it should be italicized.

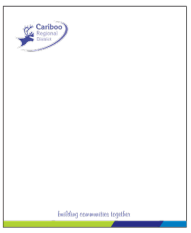






CRD Slogan Font

MurrayHill BT



Typography

Typography is used as an integral part of the consistent visual appearance of the Cariboo Regional District. Whenever possible, body text should be printed in black or reflex blue.

Kozuka Gothic Pro H is the font to be used for headers and headlines.

As a general rule, all correspondence should be in Calibri 12pt, full justification, except where impractical.

Kozuka Gothic Pro H
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#$%&*()?/

Calibri
ABCDEFGHIJKLMNOPQRSTUVWXYZ
abcdefghijklmnopqrstuvwxyz
1234567890!@#$%&*()?/

CRD LOGO GUIDELINES AND USAGE

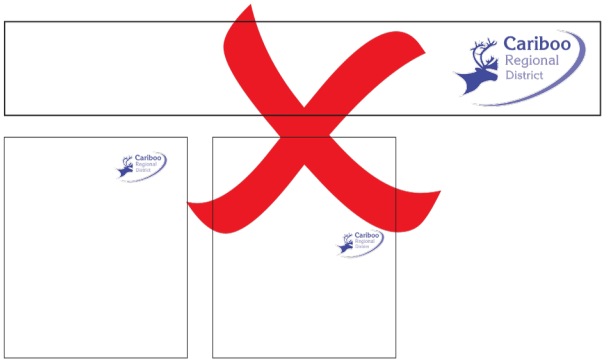
Right Facing

The CRD logo is a Right Facing logo and should always appear on the left, facing in towards the copy or centered and never on the right facing out.

Accepted use:



Non-Accepted use:



Accent Bars

The accent bar can be used as an element throughout designs. It may be used as a treatment in a variety of cases, such as a bottom bleed, floating, a separator at the base of a document (such as a footer or above contact information) or a navigation feature. The bar should generally not exceed 3% of the copy area in height.



ACCESSIBILITY

Accessibility Considerations

To support readability and accessibility, CRD materials should follow these practices when applying the approved brand standards.

Use approved fonts consistently
All materials must use the approved CRD fonts outlined in this manual. These fonts were selected to support readability across print and digital formats.

Maintain adequate text size
Text should be sized appropriately for the format to ensure readability. Body text in print materials should generally not be smaller than 11–12 pt, and digital graphics should use larger text where possible.

Ensure sufficient colour contrast
Text and important information should maintain strong contrast against the background. Avoid placing text over busy images or low-contrast colour combinations.

Do not rely on colour alone to convey meaning
Information should not rely solely on colour to communicate meaning. When colour is used to highlight information, additional labels, symbols, or text should also be included.

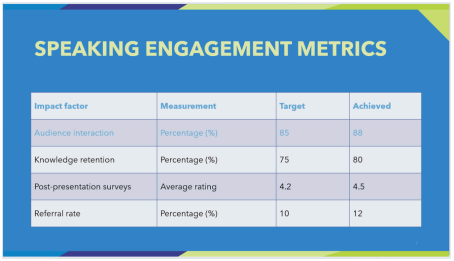
Use clear layouts
Maintain consistent spacing, margins, and alignment to improve readability and visual clarity.

Use high-quality images and graphics
Images should be clear, high resolution, and not distorted or pixelated when resized.

PRESENTATIONS

Presentations delivered on behalf of the Cariboo Regional District should use the approved presentation templates provided by the Communications Department. Using the standard template helps ensure consistent application of CRD branding, including logo placement, colours, fonts, and layout. Staff are encouraged to contact the Communications Department for access to the current presentation templates or assistance with preparing presentation materials.





LETTERHEAD AND TEMPLATES

A number of guidelines have been developed for directors and staff in using Regional District letterhead and memo templates for correspondence.

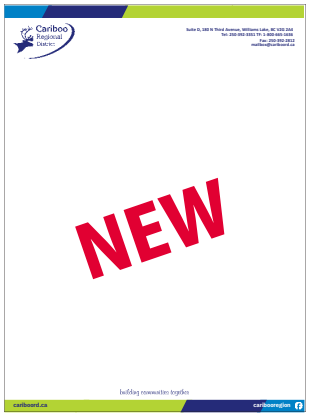
1. Regional District letterhead and memoranda templates are to be used for official Cariboo Regional District business only.

2. Regional District letterhead may only be used by directors with an express Board resolution or when:

- the letter is not related to policy;
- the letter relates to a community group or event within the director's electoral area or municipality;
- the letter does not conflict with other CRD initiatives.

If staff determine the correspondence conflicts with corporate objectives, use of Regional District letterhead may be declined.





Going forward, we will be transitioning to the new letterhead style once the pre-printed letterhead supply is finished.

BUSINESS CARDS

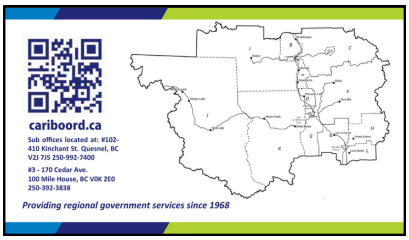
Business cards represent the Cariboo Regional District's professional image and must consistently reflect the CRD brand.

All business cards must follow approved design standards and use official logos, brand fonts, and approved colour palettes. Layout, spacing, and hierarchy must align with the CRD Brand and Graphics Manual to ensure a clean, professional, and consistent appearance across all departments.

To maintain brand integrity and consistency, all business card design and printing is coordinated through the Communications Department.

The reverse side of the business card may be customized by department or service area to include approved messaging, imagery, or program-specific information. All reverse-side content must be reviewed and approved by Communications to ensure alignment with CRD branding standards.



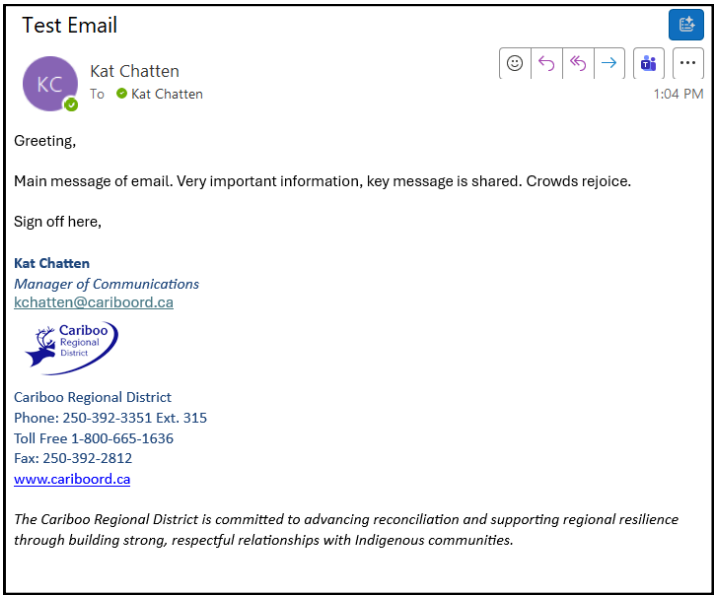




EMAIL FORMATTING

Email communication represents the Cariboo Regional District's professional image and must reflect the CRD brand in tone, clarity, and presentation.
Because emails may be viewed across a wide range of platforms and devices, formatting must remain simple and universally readable.
Formatting Requirements

- Use standard formatting supported across major email platforms.
- Emails must use a white background.
- Background images, background colours, watermarks, and decorative templates are not permitted.
- Avoid excessive graphics or advanced formatting that may not display consistently across devices.



Signatures & Footers

Staff are expected to use the approved CRD email signature format to maintain a consistent and professional organizational presence.

The approved signature template is available from the Communications Department.



Staff may include the approved CRD reconciliation statement beneath their contact information.

If additional content is added to a staff email signature, this statement is the only approved addition. Personal messages, quotes, taglines, advertising, or other supplemental content are not permitted.
When included, the statement must appear exactly as written:

The Cariboo Regional District is committed to advancing reconciliation and supporting regional resilience through building strong, respectful relationships with Indigenous communities.

GENERIC ADVERTISING & NOTICES



LAC LA HACHE - AREA G

Cariboo Regional District

LAND ACT

Application for Crown Land

Cariboo Regional District of Williams Lake, BC has applied for a statutory Right Of Way over Crown land described as follows:

UNSURVEYED STATUTORY RIGHT-OF-WAY OVER PART OF SURVEYED DISTRICT LOT 2822, LILLOOET DISTRICT, PLAN 9588.

Location: Lac La Hache
BCGS Mapsheet(s):92P.083
Approximate application size: 0.048 hectares (80mx6m)
Application Purpose: Statutory Right-of-Way for water system

Written comments regarding this application will be received by the Integrated Land Management Bureau (ILMB) until June 19, 2008. The ILMB will not consider comments or expressions of interest received after this date.

Integrated Land Management Bureau
201-172 North 2nd Avenue
Williams Lake, B.C.V2G 1Z6
Phone: 250-398-4574
Fax: 250-398-4836

Please quote file No. 5407414 on all correspondence.

Any written responses to this advertisement will be considered part of the public record and may be released upon request. For more information, contact the Freedom of Information Advisor at the Integrated Land Management Bureau.

building communities together

cariboord.ca

Generic Advertising and Notices

GLANCE AREA

The glance area is a portion of the ad which the reader can quickly and easily comprehend the purpose of the ad without reading the body text.

A) Flag

The flag is a reversed area at the top of the ad which identifies the connection with the target reader. This is a headline and is in ALL CAPS and CENTERED. This will usually be a general area (108 Mile Ranch, Big Lake, etc) followed by the electoral area. This area should not be larger than 8% of the copy area height. The flag area may not always be applicable.

B) Headline

The logo should be on the left hand side and headline is in ALL CAPS and LEFT ALIGNED, and should indicate what this ad is. This should be executed in as few words as possible. Example: PUBLIC NOTICE.

C) Summary Headline

This is a third headline in which the purpose of the ad is explained. It indicates WHAT and WHY or WHERE. It is in Title Case and Left Aligned.

D) Date/Location

In case of a public meeting or event, please indicate WHEN and WHERE. This line should be in sentence case, smaller than the summary headline.

E) Body

Body text should be in Calibri font and never be any smaller than 7 point under any circumstances.

F) Slogan

G) Contact Information

If the contact information is not in the body text, add it here in Calibri.

H) Website

The CRD website should be in a reversed area at the base of the ad. Do not include the www. This may not always be applicable

PRINT & CREATIVE MATERIALS

Print and creative materials are often the first impression people have of the Cariboo Regional District. Consistent, well-designed materials build trust, support accessibility, and strengthen the CRD's visual identity across the region.

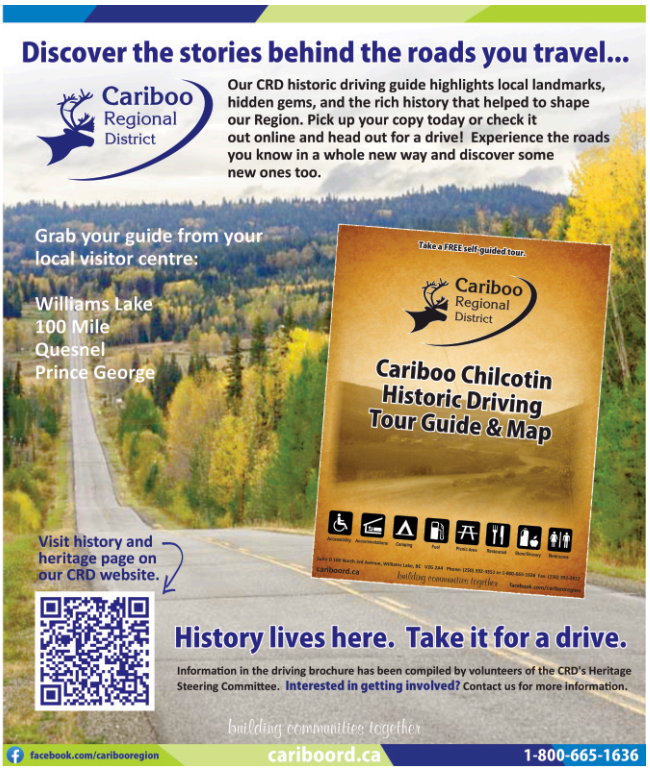
The Communications Department is responsible for the development, design, and production of all public-facing print and creative materials. Departments provide subject matter expertise, program details, and scheduling information, and Communications works collaboratively to ensure materials are accurate, accessible, and aligned with approved brand standards.

All public-facing print and creative materials — including brochures, posters, reports, signage, advertisements, and promotional items — can be developed in collaboration with the Communications Department prior to printing or public release.

All print and creative materials must:

- Use approved CRD logos, colours, and fonts as outlined in this guide.
- Reflect the CRD's professional image and adhere to accessibility best practices.
- Be used for official Regional District business and community engagement only.
- Be reviewed by the Communications Department before printing or public release to ensure accuracy and consistency

Unauthorized alteration of the CRD logo, colours, or design elements is not permitted. When in doubt, contact Communications for assistance or clarification before developing materials.





SOCIAL MEDIA

The CRD uses social media accounts to communicate about CRD initiatives, events and goals and as an avenue for engaging with residents. Facebook, Instagram and YouTube are approved channels. X (formerly Twitter) is only used by the Emergency Operations Centre when it is activated. Our primary goals for using social media are:

- Increasing public awareness of and citizens' access to the Regional District; Providing better customer service, including sharing time-sensitive information, correcting misinformation, fixing mistakes or providing updates on service changes;
- Enhancing the reputation and image of the CRD; Gathering feedback and facilitating conversations for stronger two-way communication with the public; and Building trust and strengthening relationships with residents, partners and stakeholders.





For more guidance on using social media as an employee or elected official please reference the full CRD Social Media Communications Policy.

The following standards apply to all public-facing social media content:

- Approved brand templates must be used for all graphics whenever applicable.
- Photography must be high quality, authentic, and platform-appropriate. Low resolution, blurry, stretched, pixelated, or clipart-style images are not permitted.
- Graphics must not be overloaded with text. Use a concise headline or key message only. Detailed information should be included in the caption.
- Colours, fonts, and imagery must align with established CRD brand guidelines.
- Excessive or decorative use of emojis is not permitted. Emojis may be used sparingly to emphasize a key point where appropriate.
- All social media content must be proofread and reviewed by the Communications Department prior to posting.

GRAPHICS QUALITY CHECKLIST

All CRD publications, advertising, print collateral, and electronic and audio visual materials must display an approved application of the logo in a reasonably prominent, but not necessarily dominant, location.

Check the following reminders when utilizing a CRD logo:

1. Logos should always be taken directly from authorized electronic files or camera-ready art provided by the Communications Department.

2. When a logo is reduced or enlarged, it should be treated as one unit. Resize all elements proportionately.

3. Check all colour for accuracy and make sure the logo is legible in the chosen print context.

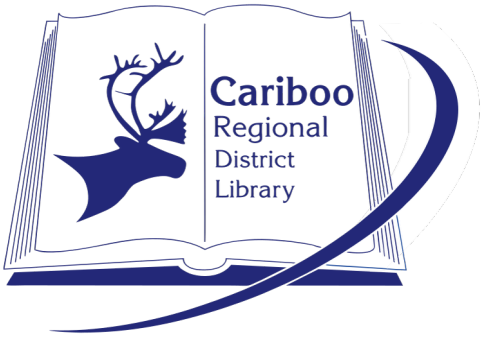
4. A logo should never be integrated into illustrations, cartoons or other symbols or logos.

5. A logo does not have to be large to be effective — but it should have ample space around it for legibility and integrity.

6. All public facing documents should be approved by the CRD Communications Department prior to publication or printing.









CRD CORPORATE VFD LOGO GUIDELINES AND USAGE

CRD VFD Logo

This is the official Cariboo Regional District VFD logo. It must be used using official camera-ready artwork or digital files obtained from the Communications Department.

The corporate VFD logo represents all of the Cariboo Regional District Volunteer Fire Departments under a unified brand.

It is intended for use on official materials, correspondence, and communications that speak of the CRD's Fire Protection Services as a whole.





Colours

Reflex Blue: Pantone Reflex Blue or CMYK (c100,m96,y7,k17) #1F2d8d

When this option is not available solid Black or Reversed white versions can be used.

PANTONE
REFLEX BLUE
#1F2d8d



Black



Solid Blue



White/Reversed on Reflex



White/Reversed on black

CRD VFD & CCSAR LOGOS GUIDELINES AND USAGE

CRD VFD & CCSAR Logos

These are the official logos for the CRD Volunteer Fire Departments and the Central Cariboo Search and Rescue. These must be used using official camera-ready artwork or digital files obtained from the CRD Communications Department.

Use by Volunteer Fire Departments

Volunteer Fire Departments (VFDs) operating under the Cariboo Regional District are representatives of the organization and play an important role in public safety and community engagement. Consistent, professional communication across departments helps maintain public trust and reinforces the CRD's identity as a unified regional service provider.

VFDs are to work with the Communications Department when developing or updating any print or creative materials, such as recruitment posters, public notices, event flyers, signage, or social media graphics. The Communications team can assist with concept development, design, and layout to ensure materials follow CRD brand standards while still highlighting each department's local identity.

Use of Logos and Crests

The CRD logo must only be used on materials that have been prepared and approved by the Communications Department. This includes any posters, advertisements, public information materials, or digital content that reference or display the CRD brand. The fire department crest may be used independently on uniforms, safety gear, apparatus, and internal materials specific to that department's operations, training, or local events. When both logos are used together, the CRD logo should appear in accordance with the visual standards in this guide, maintaining clear space and proportion.

Review and Approval

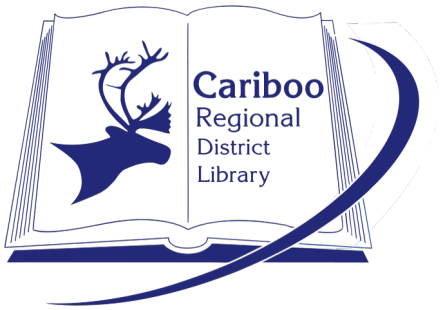
All materials displaying the CRD logo - whether digital or print - must be reviewed by the Communications Department prior to public distribution to ensure accuracy, consistency, and proper logo usage.

When in doubt, departments are encouraged to contact Communications for guidance or design assistance.

CRD LIBRARY LOGO GUIDELINES AND USAGE

CRD Library Logo

This the official Cariboo Regional District library logo. It must be used using official camera-ready artwork or digital files obtained from the Communications Department.

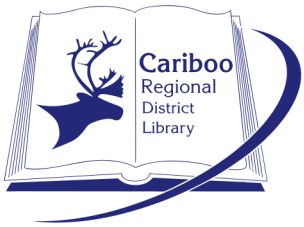


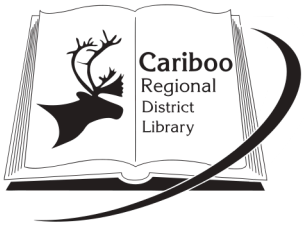
Colours

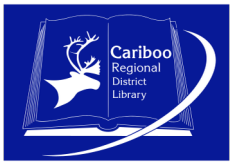
Reflex Blue: Pantone Reflex Blue or CMYK (c100,m96,y7,k17)

When this option is not available solid Black or Reversed white versions can be used.

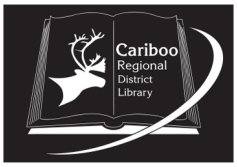
PANTONE
REFLEX BLUE
#1F2d8d







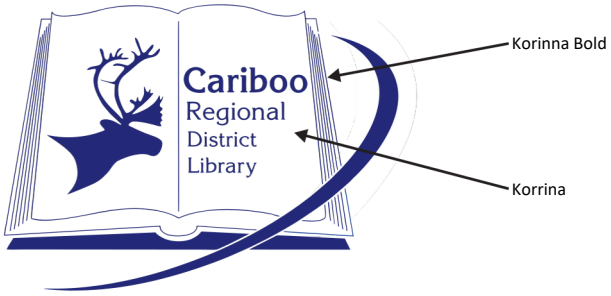
White/Reversed on Reflex



White/Reversed on black

CRD Library Logo Fonts

Korinna



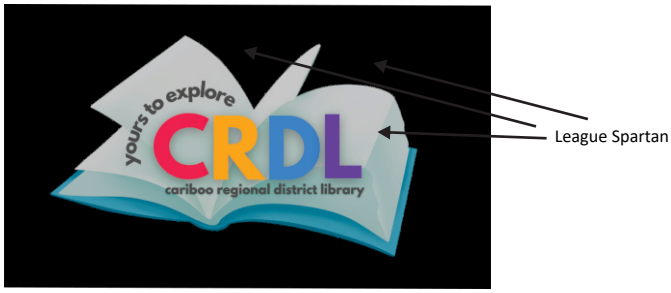
CRD LIBRARY CARDS & PROMOTIONAL BRANDING

CRD Library Cards & Promotional Branding

In 2025, the CRD Libraries went through a branding exercise for our new library cards. The designs were well received and moving forward and at the time of this publication we are working on branding guidelines to use the CRDL word treatment and the y*ours to explore* slogan and colours for promotional and multimedia materials. Reach out to the Communications Department for more details.

CRD Library Word Treatment Font

League Spartan

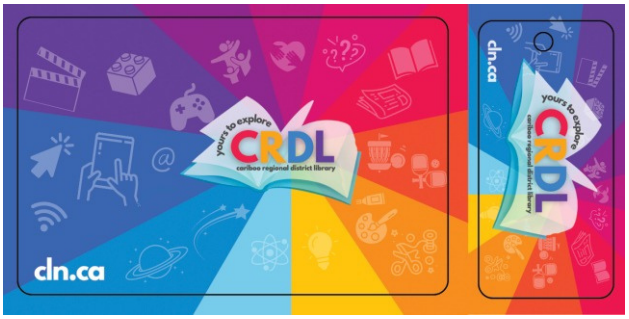


#3286c9	#b5d333
#3e418f	#555555

CRDL Word Treatment Colors

For larger projects, there is a secondary colours and accent colours file available. Please see communications for usage.

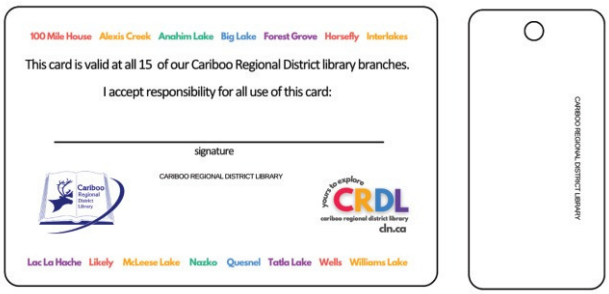
Front of Cards







Back of Cards



CRD EMERGENCY PROGRAMS LOGO GUIDELINES AND USAGE

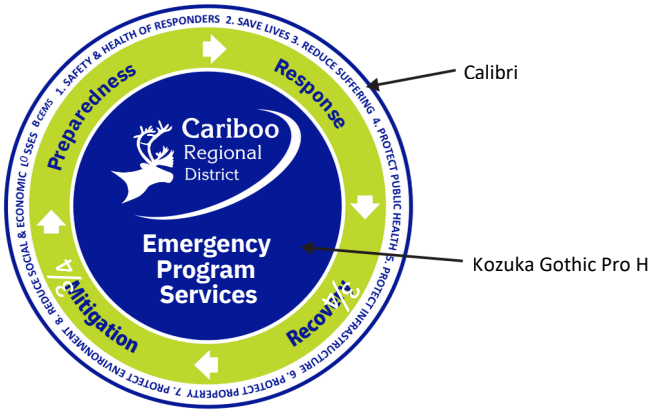
CRD Emergency Program Services

The official Cariboo Regional District Emergency Program Services logo, with the caribou head, four pillars of emergency management and BCEMS is preferred for most standard uses. This logo is used for official documentation coming out of the Emergency Program Services department and the Emergency Operations Centre during an activation.

It must be used using official camera-ready artwork or digital files obtained from the Communications Department.

A more simplified version is also available that does not have the BCEMS priorities around the circle. This is to be used when the size of the logo is too small and impacts the ability to read the words legibly.

The Emergency Program Services is to work with the Communications Department when developing or updating any print or creative materials, such as recruitment posters, public notices, event flyers, signage, or social media graphics. The Communications team can assist with concept development, design, and layout to ensure materials follow CRD brand standards while still highlighting each department's local identity.





Colours

The CRD Colours are:
Reflex Blue: Pantone Reflex Blue or CMYK (c100,m96,y7,k17) #1F2d8d
Grass Green: Pantone 382 or CMYK(c30,y100) #b5d333

When this option is not available solid colour versions can be used in reflex Blue, Black or Reversed white.

PANTONE
REFLEX BLUE
#1F2d8d

PANTONE
GRASS GREEN
#b5d333



Solid Blue



Black



White/Reversed on Reflex



White/Reversed on black

For further information and camera ready art, contact the Cariboo Regional District Communications Department at 250-392-3351 or 1-800-665-1636.

Central Cariboo - Williams Lake
Suite D, 180 North 3rd Avenue
Williams Lake, BC V2G 2A4
Phone: (250) 392-3351 or
1-800-665-1636
Fax: (250) 392-2812

North Cariboo - Quesnel
#102 - 410 Kinchant Street
Quesnel, BC V2J 7J5
Phone: (250) 992-7400
Fax: (250) 992-7414

South Cariboo – 100 Mile House
Unit 2 - 170 Cedar Avenue
100 Mile House, BC V0K 2E0
Phone: (250) 395-3838
Fax: (250) 395-4898

AGENDA ITEM SUMMARY

Date: 12/03/2026

To: Chair and Directors, Policy Committee
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Policy Committee_Mar19_2026
File: 0340-50

Short Summary:

CRD Privacy Management Program Policy - Amendment

Voting:

-

Memorandum:

The *Freedom of Information and Protection of Privacy Act* requires public bodies to designate a Head responsible for carrying out duties related to access to information and the protection of privacy.

The Cariboo Regional District has established a Privacy Management Program Policy to support compliance with the requirements of FOIPPA and to provide a framework for how the organization collects, uses, discloses, and protects personal information. The policy also outlines roles and responsibilities related to privacy management within the organization.

The proposed amendment updates the policy to reflect the Regional District's current operational structure by designating the Information Privacy and Records Management Lead as the Privacy Officer responsible for administering the Privacy Management Program and overseeing privacy-related matters. The amendment removes references to the previous structure where these responsibilities were assigned to the Corporate Officer/Deputy CAO and a Privacy Coordinator. Changes are highlighted for ease of reference.

This update clarifies accountability for privacy governance within the organization and ensures that the policy accurately reflects the role responsible for overseeing compliance with FOIPPA and the CRD's privacy management practices.

Attachments:

Privacy Management Program Policy - Amendment

Financial Implications:

N/A

Policy Implications:

This item proposes an amendment to the Cariboo Regional District Privacy Management Program Policy to update the designation of the Head responsible for privacy matters and align the policy with the current organizational structure.

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Strengthens transparency and accountability in the Regional District's handling of personal information by clarifying governance and responsibilities for privacy matters, supporting public trust in CRD operations.

Options:

1. Endorse the recommendation;
2. Other action.

Recommendation:

That the amendment to the Privacy Management Program Policy be approved.

Privacy Management Program Policy

A6.1 Privacy Management Program Policy

Regional Board Policy

Privacy Management Program Policy

Category: Administration	**Policy Number:** 2025-1-25	**Replaces:**
Type: ☒ Policy ☐ Procedure	**Authority:** ☒ Board ☒ Administrative	**Approved By:** ☐ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Administration		
Date Adopted: January 2026	**Board Resolution Number:** TBD	**Date to be Reviewed:** January 2028
Manner Issued: CRD Policy Manual		

PURPOSE:

The purpose of the Cariboo Regional District's Privacy Management Program Policy is to describe how the CRD collects, uses, discloses and protects personal information. This policy provides a framework for how the CRD will operate in order to ensure personal information is managed in accordance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

Implementation of this policy is intended to:

- Set expectations for privacy accountability, and
- Support compliance with the privacy requirements of FOIPPA.

SCOPE

This policy applies to all employees, volunteers, service providers, officers, and directors of the CRD.

This policy applies to personal information that the CRD collects, uses or discloses in any form (including verbal, electronic or written personal information).

*The CRD requires third-party service providers to demonstrate full compliance with the CRD's privacy obligations, principles and processes as outlined in this policy.

DEFINITIONS

Act	means the *Freedom of Information and Protection of Privacy Act* (BC)
Commissioner	means the Information and Privacy Commissioner for BC.
Contact Information	is defined as any information that would enable an individual to be contacted at their place of work.
FOIPPA	means the *Freedom of Information and Protection of Privacy Act.*
Head	means the Head of the public body in relation to FOIPPA, as appointed by the Board either by bylaw or resolution
Indirect Collection	is defined as the collection of personal information from a source other than the individual for whom the information is about.
Personal Information	is defined as recorded information about an identifiable individual (excluding contact information). Examples of personal information include: name, residential address and telephone number, ethnic origin, sex, marital status, employment history, financial information (including financial history), health care history, etc.
Privacy Breach	means the theft or loss, or the collection, use or disclosure that is not authorized by the *Freedom of Information and Protection of Privacy Act*, of personal

	information in the custody or under the control of a public body.
Privacy Impact Statement	means a tool used to help assess risks to privacy and protect personal information.
Privacy Officer	Means the Information Privacy and Records Management Lead, who is responsible for being the point of contact for privacy-related matters; directing the development, implementation, and maintenance of privacy policies and procedures; and supporting the public body's compliance with FOIPPA.
Public Body	means the Cariboo Regional District.
CRD	means the Cariboo Regional District.
Service Provider	means a person or business retained under a contractual agreement to perform services for the CRD.
Us	refers to the CRD, as do "our," "we," and similar terms, not to any employees or elected or appointed CRD officials.
You	refers to anyone whose personal information we collect, use or disclose.

OBJECTIVE

This policy is designed to comply with Division 4—Privacy Management Programs and Privacy Breach Notifications of Bill 22—2021 *Freedom of Information and Protection of Privacy Amendment Act*, 2021.

POLICY:

1. COLLECTION OF PERSONAL INFORMATION

We collect personal information:

a. where collection is authorized under a statute, such as the *Community Charter* (British Columbia) and the *Local Government Act* (British Columbia), or is authorized under CRD bylaws;
b. for the purposes of our activities, services and programs;
c. for the purposes of planning or evaluating our activities, services and programs;
d. for law enforcement purposes, including enforcing our bylaws; and

e. at presentations, ceremonies, performances, sporting events, or similar events, that are open to the public and where you voluntarily appear, such as public meetings and public hearings.

We collect your personal information directly from you, but we may also collect it from another source if you have consented to our doing so. We may also collect your personal information from another source as permitted under the Act, including in these cases:

f. where another law allows us to do so;
g. for law enforcement, for a court proceeding, to collect a debt or fine from you, or to make a payment to you;
h. where your personal information is necessary for us to deliver, or evaluate, a common or integrated program or activity;
i. where your personal information is necessary to establish, manage or terminate an employment relationship between you and us;
j. if your personal information may be disclosed to the CRD under Part 3 of the Act; or
k. where we collect your personal information for the purpose of determining your suitability for an honour or award.

2. USE AND DISCLOSURE OF PERSONAL INFORMATION

We will use and disclose your personal information only for the purpose we collected it for or for a purpose that is consistent with why we collected it in the first place.

We may also use or disclose your personal information for another purpose if you have identified the information and consented to the other use. Lastly, we may use your personal information for a purpose for which it can be disclosed to us under Part 3 of the Act. We may also disclose your personal information:

a. if you have identified the information and consented in writing to its disclosure;
b. to our employees or service providers if the information is necessary for their duties, for delivery of a common or integrated program or activity, or for planning or evaluating a CRD program or activity;
c. if your personal information is made publicly available in British Columbia by a law that authorizes or requires it to be made public;
d. to a public body or law enforcement agency to assist in a specific investigation or law enforcement proceeding;
e. to your union representative who is making an inquiry, if you have given the representative written authority to make the inquiry or it is otherwise authorized;
f. to our legal counsel for the purpose of legal advice or for use in legal proceedings involving us;
g. to your Member of the Legislative Assembly if you have asked them to help resolve a problem; or
h. as otherwise permitted or required under Part 3 of the Act.

Please note that all information provided at open meetings of the Board or its committees is considered to be public. If you provide or disclose your personal information to us for that purpose, you are consenting to that information being available to the public, including through posting on our website or audio or video recording. This information is considered to be a part of the public record and cannot be removed or changed. However, if you satisfy us in advance that you have legitimate personal safety concerns for yourself or an immediate family member, we may allow you to submit your personal information to the Board or a committee in confidence. We will not make it publicly available in that case, although we will keep it in our Corporate Administration office, as part of the record.

3. SAFEGUARDING OF PERSONAL INFORMATION

The CRD administers the highest security standards to ensure the personal information in its custody and/or control is secure at all times. CRD employees and service providers are responsible for ensuring the physical and technical security of all data (including data at rest or in transit) and must meet all applicable security standards.

4. ACCURACY OF PERSONAL INFORMATION

The CRD makes every reasonable effort to ensure that personal information we use to make a decision directly affecting you is accurate and complete.

5. ACCESS TO PERSONAL INFORMATION

You can ask us to give you a copy of your personal information that is in our custody or control by contacting the Corporate Administration department. If you are an employee and would like a copy of your own employee personal information, you will need to contact the Human Resources department. If we believe your request may involve someone else's personal information, or information protected under the Act, we may require you to make a formal request under the Act for access to records. The Act gives us 30 business days to respond to a formal request, starting on the date your request is received (the Act also allows that time to be extended). Please note that in some cases the Act may require us to refuse you access to even your own personal information. We will give you written reasons for every decision on a formal request. Before disclosing your personal information, we will require you to verify your identity, so we can be assured that you are the individual whose information is being requested. This helps ensure we do not disclose your personal information to someone to whom it should not be given.

6. CORRECTION OF PERSONAL INFORMATION

If you believe there is an error or omission in or from your personal information, you can contact the CRD in writing and ask us to correct it. If we decide to correct your information, we will do so as soon as reasonably possible. If we decide not to correct your information, we will note your requested change on the information as well as why we did not correct your information as you asked.

7. RETENTION AND DISPOSAL OF PERSONAL INFORMATION

The CRD and its service providers utilize records retention policies customized for each area. This customization takes into account the length of time information must be

retained. If an individual's personal information is used to make a decision, a record of that decision will be kept for a minimum of one year after the decision has been made. Once personal information is no longer needed it is authorized for destruction and confidentially disposed of.

8. USING THE CRD WEBSITE

The CRD website automatically collects and stores the following information from visitors to the website:

- the internet protocol (IP) address and domain name used (the IP address is a numeric identifier assigned to either the individual's internet service provider or directly to the computer)
- the type of browser and operating system
- the date and time of the visit
- the webpage(s) accessed
- amount of time spent on each page

Information automatically collected is used only for the purposes of administering the website, assessing system performance, improving services and website management. The CRD will not use this data to determine the inquirer's identity unless required to do so as part of an internal investigation for law enforcement purposes.

Personal information such as names, email addresses and demographic information is only obtained when individuals supply it voluntarily through contacting us via email or using the forms available on our website. This information will only be used for statistical purposes and to support your relationship with the CRD.

9. LINKS TO OTHER WEBSITES

The CRD website may include links to webpages operated by other organizations. These links are not intended to be referrals and are posted only for convenience. The CRD has no responsibility for, liability, or control over these links or websites. Please refer to the individual privacy policies and terms and conditions of use for external sites.

If you have any questions or concerns regarding the collection, use, disclosure or safeguarding of personal information associated with this website, please contact privacy@cariboord.ca.

10. PROCEDURE – PRIVACY COMPLAINTS AND BREACHES

Any complaint about any privacy-related matter under this policy or under the Act must be made to us in writing. We will consider your complaint, including about a breach of your privacy, and will disclose the outcome to you in writing. We expect you to co-operate reasonably and in a timely way with our work, including by promptly providing us with information that we might reasonably need to do our work. Your failure to do so may result in our deciding not to proceed any further with your complaint. You can make a written formal complaint to the Office of the Information and Privacy Commissioner for British

Columbia, although we encourage you to use our complaint procedure first. Wherever we can, we try to work things out directly with people, to their satisfaction.

Requirement to Notify

1. Should a privacy breach occur, the Privacy Officer must be contacted, in writing, without reasonable delay.
2. Then, the Privacy Officer will, without unreasonable delay:
   (a) notify an affected individual if the privacy breach could reasonably be expected to result in significant harm to the individual, including identity theft or significant:
   (i) bodily harm,
   (ii) humiliation,
   (iii) damage to reputation or relationships,
   (iv) loss of employment, business or professional opportunities,
   (v) financial loss,
   (vi) negative impact on a credit record, or
   (vii) damage to, or loss of, property, and

   (b) notify the Commissioner if the privacy breach could reasonably be expected to result in significant harm referred to in paragraph (a) above.

How to Notify

Direct Notifications— Affected Individuals

Notifications must include the following information:

- the name of the public body;
- the date on which the privacy breach came to the attention of the public body;
- a description of the privacy breach including, if known,
  a) the date on which or the period during which the privacy breach occurred, and
  b) a description of the nature of the personal information involved in the privacy breach;
- confirmation that the Commissioner has been or will be notified of the privacy breach;
- contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;
- a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

Indirect Notifications—Affected Individuals

A notification may be given to an affected individual in an indirect manner if:

a) the public body does not have accurate contact information for the affected individual,

b) Privacy Officer reasonably believes that providing the notice directly to the affected individual would unreasonably interfere with the operations of the public body, or

c) Privacy Officer reasonably believes that the information in the notification will come to the attention of the affected individual more quickly if it is given in an indirect manner.

If a notification must be given in an indirect manner, the notification must

a) be given by public communication that can reasonably be expected to reach the affected individual, and
b) contain the following information:
    - the name of the public body;
    - the date on which the privacy breach came to the attention of the public body;
    - a description of the privacy breach including, if known,
        a) the date on which or the period during which the privacy breach occurred, and
        b) a description of the nature of the personal information involved in the privacy breach;
    - confirmation that the Commissioner has been or will be notified of the privacy breach;
    - contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
    - a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individual;
    - a description of steps, if any, that the affected individual could take to reduce the risk of harm that could result from the privacy breach.

Notifications – Commissioner

A notification under section 36.3 (2)(b) of the Act must be given to the Commissioner in writing and must include the following information:

- the name of the public body;
- the date on which the privacy breach came to the attention of the public body;
- a description of the privacy breach including, if known,

a) the date on which or the period during which the privacy breach occurred,
b) a description of the nature of the personal information involved in the privacy breach, and
c) an estimate of the number of affected individuals;

- contact information for a person who can answer, on behalf of the public body, questions about the privacy breach;
- a description of steps, if any, that the public body has taken or will take to reduce the risk of harm to the affected individuals.

Not Required to Notify

1. The Privacy Officer is not required to notify an affected individual under section 36.3(2) of the Act if notification could reasonably be expected to

(a) result in immediate and grave harm to the individual's safety or physical or mental health, or
(b) threaten another individual's safety or physical or mental health.

11. PRIVACY IMPACT ASSESSMENTS

Privacy Impact Assessments (PIAs) are conducted to determine if a proposed system, project, program or activity meets or will meet the requirements of Part 3 of FOIPPA. A PIA will be done for any new system, project, program or activity involving personal information and for any new collection, use or disclosure of personal information. A PIA will also be conducted for common or integrated programs or activities and data-linking initiatives, as well as when significant modifications are made to existing systems, projects, programs or activities.

Employees initiating new systems, projects, programs, or activities that involve the collection, use, storage, or sharing of personal information must notify the Privacy Officer, who will complete the Privacy Impact Assessment (PIA) (Schedule A attached) in collaboration with the requesting staff.

12. SERVICE PROVIDER MANAGEMENT

Employees who prepare or manage contracts with service providers are to include the privacy protection schedule or standard privacy language, as designated by the Privacy Officer, in all contracts that involve the service provider having access to, or collecting, using or disclosing, personal information in the custody or under the control of the CRD.

13. INFORMATION SHARING AGREEMENTS

If initiatives include a regular or systematic exchange of personal information with partners outside of the public body, an Information Sharing Agreement must be completed (Schedule B attached) and submitted to the Privacy Officer.

14. EDUCATION AND AWARENESS

All CRD employees receive training on the Act and privacy generally as appropriate to their work function. Additional training is given in the following circumstances:

- Employees handling what we consider high-risk or sensitive personal information electronically receive training related to information systems and their security, in coordination with the IT department;
- Employees managing programs or activities receive training related to privacy impact assessments; and
- Employees managing common or integrated programs or activities receive training related to information sharing agreements.

15. ROLES AND RESPONSIBILITIES

Board of Directors:

- Approves policy and procedures.

Department Heads:

- Support and cooperate with the Privacy Officer in implementing the policy and in complying with FOIPPA.

Information Privacy and Records Management Lead (Privacy Officer):

- Responsible for the development, management and implementation of the CRD's privacy management program including ongoing assessments and revisions.
- Coordinates employee training and education, ensuring that all new employees receive FOIPPA orientation and training within the first year of their employment.

16. AUTHORITY TO ACT

The **Information Privacy and Records Management Lead** is delegated responsibility and authority for ensuring compliance with this policy and FOIPPA.

17. RELATED DOCUMENTS

- *Freedom of Information and Protection of Privacy Act* [RSBC 1996] Chapter 165
- Cariboo Regional District Freedom of Information and Protection of Privacy Bylaw No. 5261, 2020

18. REVIEW

This policy shall be reviewed by the Corporate Officer at least every 3 years.

19. ACCESS TO PERSONAL INFORMATION AND QUESTIONS REGARDING PRIVACY

Inquiries, complaints, or access requests should be addressed to:

Information Privacy and Records Management Lead , CRD
250.392-3351 | **mailbox@cariboord.ca**

For more information, please visit: the Office of the Information and Privacy Commissioner.

The CRD may change this policy when it is appropriate to do so. As such, it is recommended users review the policy regularly.

Schedule A: Privacy Impact Assessment

Table of Contents

Before you start……...10

PART 1: GENERAL INFORMATION……...11

PART 2: COLLECTION, USE AND DISCLOSURE…….....13

PART 3: STORING PERSONAL INFORMATION…….....13

PART 4: ASSESSMENT FOR DISCLOSURES OUTSIDE OF CANADA……14

PART 5: SECURITY OF PERSONAL INFORMATION……17

PART 6: ACCURACY, CORRECTION AND RETENTION……..18

PART 7: PERSONAL INFORMATION BANKS……..20

PART 8: ADDITIONAL RISKS……..20

PART 9: SIGNATURES……21

Use this Privacy Impact Assessment (PIA) template if you work for or are a service provider to the Cariboo Regional District (CRD) and are starting a new initiative or significantly changing an existing initiative.

Before you start

- An initiative is an enactment, system, project, program or activity
- If you have any questions, email privacy@cariboord.ca or call 250.392-3351.

PART 1: GENERAL INFORMATION

Initiative title:	
Organization:	
Department:	
Your name and title:	
Your work phone:	
Your email:	
Initiative Lead name and title:	
Initiative Lead phone:	
Initiative Lead email:	
Privacy Officer:	
Privacy Officer phone:	250.392.3351 Ext 269
Privacy Officer email:	klahlou@cariboord.ca

General information about the PIA:

Is this initiative a data-linking program under FOIPPA? If this PIA addresses a data-linking program, you must submit this PIA to the Office of the Information and Privacy Commissioner.
Is this initiative a common or integrated program or activity? Under section FOIPPA 69 (5.4), you must submit this PIA to the Office of the Information and Privacy Commissioner.
Related PIAs, if any:

1. What is the initiative?

Describe your initiative in enough detail that a reader who knows nothing about your work will understand the purpose of your initiative and who your partners and other stakeholders are. Describe what you are doing, how it works, who is involved and when or how long your initiative runs.

2. What is the scope of the PIA?

Your initiative might be part of a larger one or might be rolled out in phases. What part of the initiative is covered by this PIA? What is out of scope of this PIA?

3. What are the data or information elements involved in your initiative?

Please list all the elements of information or data that you might collect, use, store, disclose or access as part of your initiative. If your initiative involves large quantities of

information or datasets, you can list categories or other groupings of personal information in a table below or in an appendix.

3.1 Did you list personal information in question 3?

Personal information is any recorded information about an identifiable individual, other than business contact information. Personal information includes information that can be used to identify an individual through association or reference.

Type “yes” or “no” to indicate your response.

- If yes, go to Part 2
- If no, answer question 4 and submit questions 1 to 4 to your Privacy Officer. You do not need to complete the rest of the PIA template.

4. How will you reduce the risk of unintentionally collecting personal information?

Some initiatives that do not require personal information are at risk of collecting personal information inadvertently, which could result in an information incident.

PART 2: COLLECTION, USE AND DISCLOSURE

This section will help you identify the legal authority for collecting, using and disclosing personal information, and confirm that all personal information elements are necessary for the purpose of the initiative.

5. Collection, use and disclosure

Use column 2 to identify whether the action in column 1 is a collection, use or disclosure of personal information. Use columns 3 and 4 to identify the legal authority you have for the collection, use or disclosure.

Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative.	Collection, use or disclosure	FOIPPA authority	Other legal authority
Step 1:			
Step 2:			
Step 3:			
Step 4:			

Optional: Insert a drawing or flow diagram here or in an appendix if you think it will help to explain how each different part is connected.

6. **Collection Notice**

If you are collecting personal information directly from an individual the information is about, FOIPPA requires that you provide a collection notice (except in limited circumstances).

Review the sample collection notice and write your collection notice below. You can also attach the notice as an appendix.

PART 3: STORING PERSONAL INFORMATION

If you are storing personal information outside of Canada, identify the sensitivity of the personal information and where and how it will be stored.

7. **Is any personal information stored outside of Canada?**

   Type “yes” or “no” to indicate your response.

8. **Where are you storing the personal information involved in your initiative?**

9. **Does your initiative involve sensitive personal information?**

Type “yes” or “no” to indicate your response.

- If yes, go to question 10
- If no, go to Part 5

10. Is the sensitive personal information being disclosed outside of Canada under FOIPPA section 33(2)(f)?

Type “yes” or “no” to indicate your response.

- If yes, go to Part 5
- If no, go to Part 4

PART 4: ASSESSMENT FOR DISCLOSURES OUTSIDE OF CANADA

Complete this section if you are disclosing sensitive personal information to be stored outside of Canada. You may need help from your organization’s Privacy Officer. More help is available in the Guidance on Disclosures Outside of Canada.

11. Is the sensitive personal information stored by a service provider?

Type “yes” or “no” to indicate your response.

- If yes, fill in the table below (add more rows if necessary) and go to question 13
- If no, go to question 12

Name of service provider	Name of cloud infrastructure and/or platform provider(s) (if applicable)	Where is the sensitive personal information stored (including backups)?

12. Provide details on the disclosure, including to whom it is disclosed and where the sensitive personal information is stored.

13. Does the contract you rely on include privacy-related terms?

Type “yes” or “no” to indicate your response.

- If yes, describe the contractual measures related to your initiative.

14. What controls are in place to prevent unauthorized access to sensitive personal information?

15. Provide details about how you will track access to sensitive personal information.

16. Describe the privacy risks for disclosure outside of Canada.

Use the table to indicate the privacy risks, potential impacts, likelihood of occurrence and level of privacy risk. For each privacy risk you identify describe a privacy risk response that is proportionate to the level of risk posed.

This may include reference to the measures to protect the sensitive personal information (contractual, technical, security, administrative and/or policy measures) you outlined. Add new rows if necessary.

Privacy risk	**Impact to individuals**	**Likelihood of unauthorized collection, use, disclosure or storage of the sensitive personal information (low, medium, high)**	**Level of privacy risk (low, medium, high, considering the impact and likelihood)**	**Risk response (this may include contractual mitigations, technical controls, and/or procedural and policy barriers)**	**Is there any outstanding risk? If yes, please describe.**

Outcome of Part 4

The outcome of Part 4 will be **a risk-based decision made by the Privacy Officer of the public body on whether to proceed with the initiative**, with consideration of the risks and risk responses, including consideration of the outstanding risks in question 17. **The CRD may document the decision in an appropriate format as determined by the Head of the public body or by using this PIA template.**

PART 5: SECURITY OF PERSONAL INFORMATION

In Part 5 you will share information about the privacy aspect of securing personal information. People, organizations or governments outside of your initiative should not be able to access the personal information you collect, use, store or disclose. You need to make sure that the personal information is safely secured in both physical and technical environments.

17. Does your initiative involve digital tools, databases or information systems?

Type "yes" or "no" to indicate your response.

- If yes, work with your Privacy Officer to determine whether you need a security assessment to ensure the initiative meets the reasonable security requirements of FOIPPA section 30

17.1 Do you or will you have a security assessment to help you ensure the initiative meets the security requirements of FOIPPA section 30?

Type "yes" or "no" to indicate your response.

- If yes, you may want to append the security assessment to this PIA. Go to question 20
- If no, go to question 19

18. What technical and physical security do you have in place to protect personal information?

Describe where the digital records for your initiative are stored (e.g., on your organization's local area network, on your computer desktop, etc.) and the technical security measures in place to protect those records. Technical security measures include secure passwords, encryption, firewalls, etc. Physical security measures include restricted access to filing cabinets or server locations, locked doors, security guards, etc. If you have completed a security assessment, you may want to append it to the PIA.

19. Controlling and tracking access

Please check each strategy that describes how you limit or restrict who can access personal information and how you keep track of who has accessed personal information in the past. Insert your own strategies if needed.

Strategy	
We only allow employees in certain roles access to information	
Employees that need standing or recurring access to personal information must be approved by department manager	
We use audit logs to see who accesses a file and when	
Describe any additional controls:	

PART 6: ACCURACY, CORRECTION AND RETENTION

In Part 6 you will demonstrate that you will make a reasonable effort to ensure the personal information that you have on file is accurate and complete.

20. How will you make sure that the personal information is accurate and complete?

FOIPPA section 28 states that a public body must make every reasonable effort to ensure that an individual's personal information is accurate and complete.

21. Requests for correction

FOIPPA gives an individual the right to request correction of errors or omissions to their personal information. You must have a process in place to respond to these requests.

21.1 **Do you have a process in place to correct personal information?**

Type "yes" or "no" to indicate your response.

21.2 **Sometimes it is not possible to correct the personal information. FOIPPA requires that you make a note on the record about the request for correction if you are not able to correct the record itself. Will you document the request to correct or annotate the record?**

Type "yes" or "no" to indicate your response.

21.3 **If you receive a request for correction from an individual and you know you disclosed their personal information in the last year, FOIPPA requires you to notify the other public body or third party of the request for correction. Will you ensure that you conduct these notifications when necessary?**

Type "yes" or "no" to indicate your response.

22. Does your initiative use personal information to make decisions that directly affect an individual?

Type "yes" or "no" to indicate your response.

- If yes, go to question 24
- If no, skip ahead to Part 7

23. Do you have an information schedule in place related to personal information used to make a decision?

FOIPPA requires that public bodies keep personal information for a minimum of one year after it is used to make a decision.

Type "yes" or "no" to indicate your response.

- **If no, describe how you will ensure the information will be kept for a minimum of one year after it is used to make a decision that directly affects an individual.**

PART 7: PERSONAL INFORMATION BANKS

A Personal Information Bank (PIB) is a collection of personal information searchable by name or unique identifier.

24. Will your initiative result in a Personal Information Bank?

Type “yes” or “no” to indicate your response.

- If yes, please complete the table below.

Describe the type of information in the bank
Name of main organization involved
Any other ministries, agencies, public bodies or organizations involved
Business contact title and phone number for person responsible for managing the Personal Information Bank

PART 8: ADDITIONAL RISKS

Part 8 asks that you reflect on the risks to personal information in your initiative and list any risks that have not already been addressed by the questions in the template.

25. Risk response

Describe any additional risks that arise from collecting, using, storing, accessing or disclosing personal information in your initiative that have not been addressed by the questions on the template.

Add new rows if necessary.

Possible risk	Response
Risk 1:	
Risk 2:	
Risk 3:	
Risk 4:	

PART 9: SIGNATURES

You have completed a PIA. Submit the PIA to your Privacy Officer for review and comment, and then have the PIA signed by those responsible for the initiative.

Privacy Officer Comments

Privacy Officer Signatures

This PIA is based on a review of the material provided to the Privacy Officer as of the date below.

Role	Name	Electronic signature	Date signed
Privacy Officer / Privacy Officer Representative			

Program Area Signatures

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored or disclosed, the program area will engage with the Privacy Officer and if necessary, complete a PIA update.

Program Area Comments:

Role	Name	Electronic signature	Date signed
Initiative lead			
Program/Department Manager			
Contact Responsible for Systems Maintenance and/or Security Only required if they have been involved in the PIA			
Head of public body, or designate (if required)			

Schedule B—Information Sharing Agreement

If your initiative includes or will be part of a regular and systematic exchange of personal information with partners in or outside of the CRD, you may require an Information Sharing Agreement (ISA).

Please provide information about your ISA and once complete, submit to the Privacy Officer.

Description of ISA
Name of CRD department involved:
Any other ministries, agencies, public bodies or organizations involved:
Business contact title and phone number for person responsible for maintaining the ISA:
ISA start date:
ISA end date:

***** END OF POLICY *****

Amended (Y/N)	Date Reissued	Authority (Resolution #)
Adopted – New Policy Yes		2025-1-25

Central Cariboo Joint Committee

ACTION PAGE

Meeting Date: April 1, 2026

Project #	Summary of Resolution	Action Required	Delegation	Status
1.	*Discussion Item – Central Cariboo Arts & Culture and Recreation Facilities* That the topic of additional arts, culture and recreation facilities be included as a standing item on the Action Page. (*Standing Item* per CCJC Nov 23, 2022 mtg)			Discussed at November 23/22 CCJC meeting and directed to add as standing item on Action Page.
2.	That the Central Cariboo Joint Committee commit to prioritizing the Esler Fields Access Road Project for future grant opportunities. (CCJC Dec 18, 2023 mtg) …… That direction be given to staff to investigate submission of an application to the UBCM Strategic Priorities Fund for the Esler Sports Complex Access Road Project, and this item be discussed at the CRD Board table for preliminary endorsement to proceed; and further, that this item be brought back to the June 18, 2025 Central Cariboo Joint Committee meeting for further discussion and endorsement based on the information presented at that time. (May 21, 2025 mtg) …… That the City of Williams Lake provide a letter of support for a Central Cariboo application to the UBCM Strategic Priorities Fund for the Esler Sports Complex Access Road Project, subject to preliminary discussion and endorsement by the CRD Board to proceed; and further, an update be provided at the September 17, 2025 Central Cariboo Joint Committee meeting for information. (Jun 18, 2025 mtg) ……	CRD / City staff to investigate and bring information back for June 18th CCJC discussion. CRD staff to present information to CRD Board and send request to City for ltr of support in due course	CRD and City staff	Ongoing …… In progress

Project #	Summary of Resolution	Action Required	Delegation	Status
	That the update on the CRD Central Cariboo application to the UBCM Strategic Priorities Fund for Phase 3 of the Esler Sports Complex Access Road Project, together with the letter of support from the City of Williams Lake dated September 2, 2025, be received. (Sep 17, 2025 mtg)			
3.	That staff bring a report forward to the Central Cariboo Joint Committee, regarding a Naming Policy for the Cariboo Memorial Complex. (Apr 24, 2024 mtg) …… That the report of Brandy Links, Community Services Facility Manager, City of Williams Lake dated June 3, 2025 regarding information and options for a naming rights and sponsorship agreements policy for the Cariboo Memorial Recreation Complex be received for information; and further, that the Joint Committee direct staff to bring back additional information and a draft policy to the September 17, 2025 Central Cariboo Joint Committee meeting for further discussion. (Jun 18, 2025 mtg) …… That this item be deferred to the October 22, 2025 Central Cariboo Joint Committee agenda. (Sep 17, 2025 mtg) …… That staff move forward with developing a draft naming rights policy for consideration at a future Central Cariboo Joint Committee meeting. (February 25, 2026 meeting)	Bring report forward Initial report to Jun 18, 2025 CCJC; updated report and draft policy coming in Sept 2025. Deferred	City staff	On February 25, 2026 agenda In progress

Project #	Summary of Resolution	Action Required	Delegation	Status
4.	That pursuant to the report of Stacey Miranda, Director of Community Services, City of Williams Lake dated August 8, 2025, the Central Cariboo Joint Committee endorse the display of "The Goalie" chainsaw carving, gifted to the City of Williams Lake by the District of Chetwynd, in the arena lobby of the Cariboo Memorial Recreation Complex, and the final display / background plans for the carving be brought back to Joint Committee for final review. (Sep 17, 2025 mtg)	Bring report back to CCJC	City staff	
5.	That the memo of Ross Coupé, Corporate Officer, City of Williams Lake dated September 12, 2025 regarding a request from the City's Indigenous Relations Working Group for the Central Cariboo Joint Committee to consider a resolution to begin planning a project of a mural at the Cariboo Memorial Recreation Complex arena for Phyllis Webstad and the orange jersey project, including seeking grant funding for the project, be received and Joint Committee endorse the proposal in principle and direct staff to proceed with project planning. (Sep 17, 2025 mtg)	Board/Council endorsement Further investigation and report back to CCJC	City staff	In progress
6.	That a meeting be scheduled early in 2026 between all organizations included in the Joint Use Facilities Agreement (Cariboo Regional District-City of Williams Lake-School District No. 27-District of 100 Mile House-TRU WL) to initiate a discussion on making the agreement more equitable amongst all parties. (Dec 1, 2025 mtg) …… That staff report back to the February Central Cariboo Joint Committee regarding the Joint Use Facilities Agreement (January 28, 2026 meeting)	January 13th CCJC agenda to seek further clarification for staff to proceed.	CRD/City staff	In progress – Anticipated to be brought forward to the March meeting.

Project #	Summary of Resolution	Action Required	Delegation	Status
7.	That City of Williams Lake and CRD staff bring forward to the next Central Cariboo Joint Committee, a proposal for the makeup of a Working Group for the development of an Indoor Multi-Use Facility. (January 28, 2026 meeting)	Bring report forward	City/CRD staff	In progress – Anticipated to be brought forward to the March meeting.
8.	That Darren VanEs and Greg Jeannotte from R.I.S.E. Society be invited to a future meeting of the Central Cariboo Joint Committee to discuss their proposal that was presented to the City of Williams Lake. (February 25, 2026 meeting)	Invite delegation	CRD Staff	Delegation is on the April 1 agenda
9.	That the Williams Lake Stampede Association be invited to a future meeting of the Central Cariboo Joint Committee to provide an update on current activities and future plans.	Invite delegation	CRD/City Staff	Staff will reach out for April 22 meeting

AGENDA ITEM SUMMARY

Date: 31/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Lore Schick, Deputy Corporate Officer/Executive Assistant
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 0540-01

Short Summary:
Virtual Streaming and Recording Options for North Cariboo Joint Advisory Committee Meetings

Voting:
Corporate Vote - Unweighted

Memorandum:
At its March 20, 2026 meeting the Board defeated the following resolution:

> "That the following recommendation from the North Cariboo Joint Advisory Committee held February 10, 2026, be endorsed:
>
> *That the North Cariboo Joint Advisory Committee direct staff to implement recording and posting of Joint Advisory Committee meetings on the City of Quesnel website."*

Per North Cariboo Joint Advisory Committee Terms of Reference, the item was referred back to the Committee for reconsideration at its March 17, 2026 meeting. The Committee resolved to send the item back to the Board for reconsideration along with a letter clarifying the Committee's rationale. The resolution is therefore now being brought forward for the Board's reconsideration, along with correspondence from the North Cariboo Joint Advisory Committee.

Attachments:
1. Correspondence from North Cariboo Joint Advisory Committee
2. City of Quesnel Staff Report

Financial Implications:
Click here to enter text.

Policy Implications:
n/a

Alignment with Strategic Plan:

☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☒ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

Consider and vote on the following resolution:

"That the following recommendation from the North Cariboo Joint Advisory Committee held February 10, 2026, be endorsed:

That the North Cariboo Joint Advisory Committee direct staff to implement recording and posting of Joint Advisory Committee meetings on the City of Quesnel website."

CITY OF Quesnel

Cariboo Regional District

March 30, 2026

Cariboo Regional District (CRD) Board
Suite D, 180 North Third Avenue,
Williams Lake, BC
V2G 2A4.

Re: Virtual streaming and recording options for NCJAC meetings

Dear Chair Wagner and Members of the Cariboo Regional District Board,

At its Regular Meeting on March 17, 2026, the North Cariboo Joint Advisory Committee (NCJAC) passed a resolution to refer the issue of recording Committee meetings and posting them on the City of Quesnel website, back to the CRD Board for reconsideration.

The Committee understands that the Board has concerns about maintaining consistency and that presently other advisory committees do not have their meetings recorded and posted on-line The Committee also recognizes that some Board members expressed concern that resolutions made by any advisory committee, including the NCJAC, are only recommendations until they are ratified by the appropriate governing body and that posting videos of these meetings on-line may result in heightened awareness of recommendations that haven't yet been approved by the Board.

NCJAC meetings in Quesnel are already different in many ways from other CRD and City advisory committees. They have a long and established history of attracting media attention and community engagement. Opting not to record and post these meetings on-line won't prevent the media from reporting on these meetings. Since community and media interest is already high, the Committee maintains that it makes sense to post videos of these meetings on-line to improve transparency.

Quesnel City Council currently records and posts video of Council meetings on-line. As a result, residents of the North Cariboo have become accustomed to this process which has led to requests for this practice to be extended to include NCJAC meetings. While recording and posting videos of meetings may not be a consistent practice throughout the Regional District, it is an expectation that many residents of the North Cariboo have.

Because the City administers the North Cariboo Recreation and Parks Service and because the City currently records and posts Council meetings on-line, this is something

that City staff can easily accommodate without any cost to the North Cariboo Recreation and Parks Service.

In light of this, the North Cariboo Joint Advisory Committee requests the Cariboo Regional District Board support video recording of NCJAC open meetings and posting these recordings to the City of Quesnel YouTube channel to enhance public transparency and community engagement.

Sincerely,

[redacted]

Jim Glassford
Cariboo Regional District

[redacted]

Laurey-Anne Roodenburg
City of Quesnel

CITY OF Quesnel

Original signed by: City Manager McKay

City Staff Report

Report Date: February 2, 2026
Meeting Date: February 10, 2026 (NCJAC)

To:	City Manager
From:	Director of Community Services
Subject:	**Virtual Streaming and Recording Options for Meetings**
Strategic Pillar:	N/A

Recommendation:

That the North Cariboo Joint Advisory Committee direct staff to implement recording and posting Joint Advisory Committee meetings on the City of Quesnel website.

Is this a current strategic objective?

☐Yes

☒No

If not a current strategic objective, is it part of the normal course of business for the local government?

☒Yes

☐No

Purpose

The purpose of this report is to seek direction from the Joint Advisory Committee (JAC or the Committee) regarding options to live stream or record and post audio and video recordings of Committee meetings.

Summary

- At it's meeting on September 9, 2025 the Committee passed a resolution directing staff to bring forward a report outlining the feasibility and costs involved to record and/or livestream North Cariboo Joint Advisory Committee meetings.
- Currently the Cariboo Regional District is live-streaming Board meetings on a six-month pilot however they do not record them or post them on their website for the public to access at their convenience.
- Currently the City of Quesnel does not live-stream Council meetings however they do record meetings and post them on their website which enables the public to view them anytime, at their convenience.

<u>Livestreaming Option:</u>

- Livestreaming allows the public to watch meetings in real time.

- Livestreamed meetings could also be recorded and posted on the City website however because the City does not currently livestream meetings and is not expected to implement livestreaming in the short-term, upgrades will be required.
- The capital cost to upgrade equipment and integrate it with current systems is $15,000. This does not include the additional staff time required by the City's Information Technology Department for maintenance and trouble-shooting.
- The City's Financial Sustainability and Audit Committee considered this as a supplemental budget item for 2026 but chose not to move forward with it at this time.

Record and Post Option:

- While recording and posting videos of meetings does not enable viewers to watch meetings in real time, it does allow viewers to watch meetings at their convenience and, if they choose to, only watch those portions of the meeting that interest them.
- There is no additional cost to record and post JAC meetings on the City of Quesnel website. This is currently done for Council meetings, usually the next day, and the equipment and processes are already in place.
- The additional staff time required to record and post the videos to the website is not expected to be significant and will have no impact on the North Cariboo Recreation and Parks budget.

Financial Implications

- If the Committee would like to proceed with livestreaming JAC meetings the capital cost to NCRP would be $15,000. There may also be incremental costs for staff time to maintain and trouble-shoot the system.
- If the Committee would like to proceed with recording and posting videos of meetings on the City website, there is no cost.

Statutory Requirements

Storing and posting videos of meetings must be done in accordance with the Freedom of Information and Protection of Privacy Act.

Timing

- Recording and posting of videos of meetings can begin immediately if approved.
- If approved, livestreaming will require equipment upgrades and integration that is expected to take months to implement.

Relevant Council or CRD Policy - NA

Additional Background - NA

Concurrence

Director of Finance and Corporate Services, City of Quesnel

Attachments:

NA

CITY OF WILLIAMS LAKE

DATE & ITEM NO. **February 10 2026-E1**

RES # **RES #58/26**

SUBJECT R.I.S.E. Society Request for Letter of Support

Moved and Seconded

That pursuant to Committee of Whole Council Report #03-2026, the presentation from Darren VanEs and Greg Jeannotte, R.I.S.E. Society, be received and a letter of support be provided to the RISE Society; and further, that the City request local First Nations, the Cariboo Regional District (via the Central Cariboo Joint Committee) and the Interior Health Authority to also provide letters of support to the Society.

CARRIED

RECORD OF VOTE (UPON REQUEST)

YEAS _____

NAYS _____

CITY OF WILLIAMS LAKE
COMMITTEE OF WHOLE COUNCIL
REPORT #03-2026

PRESENTED:	**Regular Meeting of Council – February 3, 2026**	**DATE:**	**February 4, 2026**
FROM:	**Committee of Whole Council**	**FILE:**	**0340-50**
SUBJECT:	**R.I.S.E. Society Request for Letter of Support**		

The Committee of Whole Council met on February 3, 2026 to consider the above matter and makes the following recommendation to Council:

RECOMMENDATION:

"That the presentation from Darren VanEs and Greg Jeannotte, R.I.S.E. Society, be received and that a letter of support be provided to the RISE Society; and further, that the City request local First Nations, the Cariboo Regional District (via the Central Cariboo Joint Committee) and the Interior Health Authority to also provide letters of support to the Society."

Respectfully submitted,

Ross Coupé
Corporate Officer

From: Darren VanEs FOIPPA Sec 22(1)
Sent: Friday, January 9, 2026 2:22 PM
To: Ross Coupe <rcoupe@williamslake.ca>
Subject: Re: February 3rd Delegation

1

CAUTION: External email.

R.I.S.E SOCIETY

Darren VanEs , Greg Jeannotte , Ben Shoults

FOIPPA Sec 22(1)

FOIPPA Sec 22(1)

RISE Society is seeking to brief Council on a proposed non-profit initiative focused on regenerative land stewardship, silvopasture management, and peer-supported community wellness programming within the Williams Lake area.

The concept involves maintaining land within existing Agricultural Land Reserve (ALR) zoning while improving forest health through selective thinning, grazing-based vegetation management, and fuel-load reduction. The project emphasizes wildfire risk mitigation, ecological restoration, and the creation of meaningful, structured work opportunities for individuals in or seeking recovery.

No zoning change is proposed. The intent is to work within existing agricultural and land-use frameworks, in alignment with City priorities related to wildfire resilience, environmental stewardship, and community well-being.

This delegation is intended as an early informational update and to seek guidance on appropriate next steps, municipal considerations, and alignment with City policies and planning objectives.

Desired Resolution (if applicable):

That Council receive the presentation for information and provide guidance on:

- Alignment with City of Williams Lake strategic priorities
- Appropriate municipal processes or departments to engage
- Future opportunities for collaboration related to wildfire mitigation, land stewardship, and community wellness initiatives

No funding request is being made at this time.


9:06
13
750 Ottoman Drive
Restaurants
Gas
Coffee
Groceries
Dog Creek Rd
750 Ottoman D
Recently viewed
500 ft
200 m
Google Maps

From: Greg Jeannotte [redacted]>
Sent: March 26, 2026 10:05 PM
To: Lore Schick <LSchick@cariboord.ca>
Cc: Darren VanEs [redacted]
Subject: Re: Invitation to Attend Central Cariboo Joint Committee Meeting

You don't often get email from [redacted] Learn why this is important

Previous Application (Crown Land Tenure)

- A Crown Land Tenure application was submitted in November 2025
- The application was not processed due to an existing Section 17 file
- We are reviewing next steps and appropriate pathways for resubmission

Attached is correspondence from FrontCounter BC regarding the application status.

We are continuing to engage with the appropriate channels to ensure any future application aligns with regulatory requirements.

On Thu, Mar 26, 2026 at 9:51 PM Greg Jeannotte [redacted]> wrote:
Hi Lore,

Thank you again for the opportunity to present.

I am providing additional factual information to accompany our previous materials, outlining our current structure, team experience, and ongoing activities.

Current Participant Structure
- 2–6 individuals with less than one year of sobriety
- 6 individuals with over one year of sobriety

Team Experience and Training

Greg Jeannotte
- Life Skills Worker in a continued care recovery setting in Alkali Lake
- Enrolled in Recovery Coach training, with plans to complete Recovery Coach Trainer certification
- Red Seal Plumbing certification and Gas Fitter “B” certification
- 7 months of volunteer experience in a primary treatment centre

Ben Shoults
- Applying for Addictions Counselling training
- Provides sound therapy and dream work sessions
- Experience in landscaping, farming, and construction

Darren Van Es
- Support worker with adults with disabilities
- Enrolled in the Provincial Peer Training Curriculum
- First Aid certified
- Over 600 hours of volunteer service in a treatment centre
- Participating in ongoing business coaching

Land-Based Activities (Current Work)
- Selective tree removal to improve sunlight and reduce overcrowding
- Replanting and ground cover seeding to support biodiversity
- Preparation for small-scale food production and animal integration
- Repurposing organic material into mulch and soil inputs

Community Contribution (Current Capacity)
- Supporting the development of additional recovery meeting spaces in Williams Lake
- Ongoing participation in local recovery networks
- Volunteer-based contributions to peer support environments

Our approach remains small-scale, with a focus on structured, manageable participation and continued alignment with existing community supports.

Please let me know if any further information would be helpful ahead of the meeting.

Thank you,
Greg Jeannotte

BRITISH COLUMBIA | FrontCounterBC

Tracking Number: 100492364

January 20, 2026

Sent via e-mail: [redacted]

R.I.S.E. Society
750 Ottoman Road
Williams Lake BC V2G 4V6

Dear Greg Jeannote,

Re: Your Natural Resource Application(s) – **Community Institutional**

On November 24, 2025 you submitted the following application(s):

Type of Application	**Virtual Tracking Number**
Crown Land Tenure – Community Institutional	100492364

FrontCounter BC is unable to process your application due to:

We cannot accept applications over the current Section 17, File 5407690.

If you wish to resubmit an application, please reference https://portalext.nrs.gov.bc.ca/ website for further information on Crown Land Programs.

Questions

If you have questions about your application, please contact us at 250-398-4574 or Authorizingagency.WilliamsLake@gov.bc. between 8:30 am to 4:30 pm local time Monday to Friday (except holidays).

Sincerely,

[redacted]

Trish Hoffos, Natural Resource Specialist
FrontCounter BC, Williams Lake
Ministry of Water, Land and Resource Stewardship

March 11, 2026

File No. 0530-08

R.I.S.E. Society
1070 Fox Mountain Road
Williams Lake, BC V2G 5A7

Sent via email

Dear Sirs/Mesdames:

Re: R.I.S.E. Society – Non-Profit Initiative

Thank you for your presentation to City of Williams Lake Council at its Committee of Whole Council meeting on February 3, 2026. Council was grateful to receive information on the R.I.S.E. Society's proposed non-profit initiative focused on supporting individuals in or seeking recovery through regenerative land stewardship, silvopasture management, and peer-supported community wellness programming within the Williams Lake area.

The City appreciates the Society's intention to work in alignment with City priorities related to wildfire resilience, environmental stewardship, and community well-being, and we look forward to the success of this proposal as your plans progress.

As this is an initiative that affects the entire region, we are also encouraging local First Nations, the Cariboo Regional District and the Interior Health Authority to provide letters of support to R.I.S.E. Society, with the understanding that specific information will be provided by the Society for their consideration.

Should you require anything further, please do not hesitate to contact my office at 250.392.1775 or email mayor@williamslake.ca.

Yours truly,

[redacted]

Mayor Surinderpal Rathor

c: Northern Shuswap Tribal Council *administration@nstq.org*
Chief Willie Sellars and Council, Williams Lake First Nation *tammy,keith@wlfn.ca*
Tsilhqot'in National Government *reception@tsilhqotin.ca*
Chair Margo Wagner and Directors, Cariboo Regional District *mailbox@cariboord.ca*
Sylvia Weir, President and CEO, Interior Health Authority *sylvia.weir@interiorhealth.ca*

Cariboo Regional District

AGENDA ITEM SUMMARY

Working in partnership with communities large and small to offer local, sub-regional and regional services to ensure the Cariboo Chilcotin is a socially, economically and environmentally desirable region.

Date: 05/03/2026

To: Chair and Directors, Policy Committee
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Policy Committee_Mar19_2026
File: 0340-50

Short Summary:

Update to Remuneration of Election Officials Policy

Voting:

-

Memorandum:

The attached policy includes tracked revisions to ensure alignment with the current minimum wage requirements in British Columbia. As of June 1, 2025, the provincial minimum wage is $17.85 per hour and will increase again in June of this year to $18.25.

Under the Board's existing Election Official Remuneration Policy, Presiding Election Officials receive a flat rate of $330 per day, and Election Officials receive $230 per day. Election workers are required to be on-site for the full 12‑hour voting period; arrive at least 30 minutes prior to opening and remain at least 30 minutes after closing to complete setup, takedown, and ballot counting. This results in a minimum expected commitment of approximately 13 hours. When the existing flat-rate amounts are averaged over this required timeframe, the remuneration for Election Officials falls below the current provincial minimum wage:

Presiding Election Officials: $330 ÷ 13 hours = $25.38/hour
Election Officials: $230 ÷ 13 hours = $17.69/hour

To ensure continued compliance with provincial legislation and maintain competitive compensation for election staffing, updated flat rates are proposed:

Presiding Election Officials: $375/day
Election Officials: $275/day

These revised rates satisfy current minimum wage requirements when averaged over both a 13‑hour and a more accurate 13.5‑hour work period:

$375 ÷ 13 hours = $28.85/hour

$275 ÷ 13 hours = $21.15/hour

$375 ÷ 13.5 hours = $27.78/hour
$275 ÷ 13.5 hours = $20.37/hour

The proposed adjustments ensure that election officials are compensated at rates consistent with statutory requirements while reflecting the time commitments typically associated with election-day responsibilities.

Attachments:
Existing policy with proposed changes shown.

Financial Implications:
Click here to enter text.

Policy Implications:
Click here to enter text.

Alignment with Strategic Plan:
- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.
- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.
- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.
- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:
1) Endorse recommendation
2) Other action

Recommendation:
That Policy #02-04B-5(6) Remuneration for Election Officers/Officials be endorsed as amended to increase the flat rate paid to election officials from $330/$230 to $375/$275 reflecting current minimum wage requirements in BC.

E1.2 Remuneration for Election Officers and Officials

Regional Board Policy

Remuneration for Election Officers / Officials

Category: Elections and New Services	**Policy Number:** 02-04B-5(6)	**Replaces:**
Type: ☒ Policy ☐ Procedure	**Authority:** ☒ Board ☐ Administrative	**Approved By:** ☒ Board ☐ CAO ☐ Department Head
Office of Primary Responsibility: Corporate Services		
Date Adopted: April 2002	**Board Resolution Number:** 02-04B-5	**Date to be Reviewed:**
Manner Issued: CRD Policy Manual		

PURPOSE:

This policy sets the remuneration amounts for those people who work at a CRD election or assent vote.

POLICY:

General Elections

The following is the remuneration to be paid for working on any General Election:

Position	Remuneration
Chief Election Officer	$1,500.00
Deputy Chief Election Officer	$1,000.00
Presiding Election Official	~~$330.00~~ $375.00
Election Official	~~$230.00~~ $275.00

Cariboo Regional District staff that work at either of the Advance Polling opportunities, which occur during normal working hours, shall be compensated as follows:

Position	Remuneration	
Presiding Election Official	During Normal Working Hours	Regular Pay

	After Normal Working Hours	$30.00/hour
Election Official	During Normal Working Hours	Regular Pay
	After Normal Working Hours	$20.00/hour

It shall be understood by election personnel who are both employees of the Cariboo Regional District and members of the Union, that they are volunteering to work on the Election and that the Collective Agreement and the rules surrounding overtime are not applicable. Each employee shall be required to sign a statement to that effect prior to working on the election. CRD employees that work the Election will be subject to payroll withholdings as required by the relevant legislation in place at that particular time.

Assent Voting

For all Assent Voting opportunities that include four or more Electoral Areas and/or Municipalities, please use the remuneration tables established for General Elections.

For all Assent Voting opportunities that include less than four Electoral Areas or Municipalities please use the following tables:

Position	Remuneration
Chief Election Officer (CEO)	$900.00
Deputy Chief Election Officer (DCEO)	$750.00
Presiding Election Official (PEO)	~~$330.00~~ $375.00
Election Official (EO)	~~$230.00~~ $275.00

Cariboo Regional District staff that work at either of the Advance Polling opportunities, which occur during normal working hours, shall be compensated as follows:

Position	Remuneration	
Presiding Election Official	During Normal Working Hours	Regular Pay
	After Normal Working Hours	$30.00/hour
Election Official	During Normal Working Hours	Regular Pay
	After Normal Working Hours	$20.00/hour

It is expected that the CEO and DCEO may have to work as either PEO's or EO's on voting days. They shall be compensated for hours worked outside of normal working hours on Advance Polling days at the applicable rate. No further compensation related to their performance of PEO or EO duties is allowed pursuant to this policy.

The following applies for both General Election and Assent Voting opportunities:

Travel Expenses

The CEO and DCEO are eligible to claim expenses for travel.

Election Officials are entitled to reimbursement for kilometers travelled from their home to the location where training is provided (and back), as well as from their home to the polling station they are working at (and back), provided the total distance is in excess of 15 kilometers. The election officials will provide their home address to the Chief or Deputy Chief Election Officer, and the distances will be calculated by the CRD during the calculation of payment for election staff. The amount paid per kilometer will be the current rate paid for CRD staff travel.

Meals

The CRD will compensate election officers and officials $60.00 per day worked for all meals.

Miscellaneous Expenses

The CEO is given discretionary authorization to approve unanticipated extraordinary expenses associated with the conducting of an election.

***** END OF POLICY *****

Amended (Y/N)	Date Issued	Resolution #
Yes	June 20, 2025	2025-06-19
Yes	September 23, 2022	2022-9B-6
Yes	May 24, 2019	2019-05B-28
Yes	July 2008	08-07A-63
Yes	November 2005	05-11A-20
Adopted – New Policy	April 2002	02-04B-5(6)

Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 13/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3900-20-5556

Short Summary:
Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026

Voting:
Corporate Vote - Unweighted

Memorandum:
The requisition maximum must be amended by bylaw to allow the Forest Grove Fire Protection Service to borrow the funds required for the firehall renovation. Bylaw No. 5556 requires three readings before it can be submitted to the Province for statutory approval, which must occur prior to undertaking the assent voting process.

Attachments:
1) Bylaw No. 5556
2) Financial Implications Summary

Financial Implications:
As attached

Policy Implications:
None

Alignment with Strategic Plan:
☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:

1) Endorse recommendation;
2) Other action.

Recommendation:

That Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026 be read a first, second, and third time this 10th day of April 2026.

CARIBOO REGIONAL DISTRICT

BYLAW No. 5556

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend the Forest Grove Fire Protection Service.

The Board of Directors of the Cariboo Regional District enacts as follows:

1. Title

This bylaw may be cited as "Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026".

2. Amendment

Section 3 of Bylaw No. 2438, is deleted in its entirety and replaced with the following:

"3. The maximum amount of money that may be requisitioned in any one year for the service provided in Section 1 of this bylaw shall not exceed the greater of $545,808 or an amount raised by applying a tax rate of $1.4475/$1,000 to the next taxable value of land and improvements in the service area."

READ A FIRST TIME THIS ____ DAY OF _____, 2026.

READ A SECOND TIME THIS ____ DAY OF _____, 2026.

READ A THIRD TIME THIS _____ DAY OF _____, 2026.

I certify the foregoing to be a true and correct copy of Bylaw No. 5556 cited as the "Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026", as read a third time by the Regional District Board on the _ day of __, 2026.

_____
Corporate Officer

Approved by the Inspector of Municipalities on the ___ day of ___, 2026.

Received assent of the electors within the Forest Grove Fire Protection Service Area on the day of _____, 2026.

ADOPTED THIS _____ DAY OF _____, 2026.

_____
Chair

_____
Corporate Officer

I certify the foregoing to be a true and correct copy of Bylaw No. 5556 cited as the "Forest Grove Fire Protection Service Amendment Bylaw No. 5556, 2026", as adopted by the Cariboo Regional District Board on the ___ day of ___, 2026.

_____
Corporate Officer

Cariboo Regional District
Forest Grove Firehall Improvement Loan Authorization
Bylaw No.

		Net Taxable Assessment		Converted Assessment
Proposed Taxation Rate				
2026 Completed Roll Assessment *Land and improvements*	$	377,068,228		38,855,994
2026 Proposed Tax Requisition		545,808		545,808
Tax Rate per $1,000 of Land and Improvements	$	1.4475		
Residential Rate per $100,000			$	140.47

Taxation Limit -the greater of : $ 545,808

OR

$1.4475 per $1,000 on the net taxable value of land and improvements for the service Area

Prepared by: Kevin Erickson
Chief Financial Officer, February 5th, 2026

AGENDA ITEM SUMMARY

Date: 13/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3900-20-5566

Short Summary:
Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026

Voting:
Corporate Vote - Weighted

Memorandum:
Earlier on today's agenda, the Board was asked to authorize an assent vote requesting permission to borrow funds for the renovation of the Forest Grove Fire Protection Service firehall. Bylaw 5566, the corresponding loan authorization bylaw, is presented for consideration of three readings so that it may be submitted to the Province for statutory approval prior to initiating the assent voting process.

Attachments:
Bylaw No. 5566

Financial Implications:
This bylaw, if approved, allows the borrowing of up to $880,000 over ten years.

Policy Implications:
None

Alignment with Strategic Plan:
- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.
- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:

1) Endorse the recommendation;
2) Other action.

Recommendation:

That Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026 be read a first, second, and third time this 10th day of April 2026.

CARIBOO REGIONAL DISTRICT

BYLAW NO. 5566

A bylaw of the Cariboo Regional District to authorize the borrowing of the estimated cost to renovate the firehall for the Forest Grove Fire Protection Service.

The Board of the Cariboo Regional District enacts as follows:

1. The Regional Board is empowered and authorized to undertake and carry out or cause to be carried out the renovation of the firehall for the Forest Grove Fire Protection Service, and to do all things necessary in connection therewith and without limiting the generality of the foregoing:

   a) To borrow upon the credit of the Regional District a sum not exceeding eight hundred eighty thousand dollars ($880,000).

   b) To acquire all such real property, easements, rights-of-way, licenses, rights or authorities as may be requisite or desirable for or in connection with the provision of said firehall renovation.

2. The maximum term for which debentures may be issued to secure the debt created by this bylaw is ten (10) years.

3. This bylaw may be cited as “Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026”.

READ a first time this __ day of _____, 2026.

READ a second time this __ day of _____, 2026.

READ a third time this ___ day of ___, 2026.

I certify the foregoing to be a true and correct copy of Bylaw No. 5566 cited as the "Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026", as read a third time by the Cariboo Regional District Board on the __ day of ____, 2026.

_____
Corporate Officer

Approved by the Inspector of Municipalities the ____ day of ___, 2026.

Received assent of the electors within the Forest Grove Fire Protection Service Area on the ___ day of _____, 2026.

ADOPTED THIS __ day of _____, 2026.

_____
Chair

_____
Corporate Officer

I certify the foregoing to be a true and correct copy of Bylaw No. 5566 cited as the "Forest Grove Fire Protection Firehall Renovation Loan Authorization Bylaw No. 5566, 2026", as adopted by the Cariboo Regional District Board on the ___ day of _____, 2026.

_____
Corporate Officer

Cariboo Regional District

AGENDA ITEM SUMMARY

Date: 24/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3900-20-5568

Short Summary:
Map Services and Fees Bylaw No. 5568, 2026

Voting:
Corporate Vote – Weighted

Memorandum:
Staff undertook a review of the existing Map Services and Fees Bylaw, noting that it had not been updated since 2010. As a result of this review, a revised bylaw has been prepared and is presented to the Board of Directors for consideration of adoption.

Attachments:
1) Bylaw No. 5568
2) Schedule A

Financial Implications:
Click here to enter text.

Policy Implications:
n/a

Alignment with Strategic Plan:
☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards

associated with climate change and provides efficient and consistent processes for landowners and developers.

☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Recommendation:

#1: That Map Services and Fees Bylaw No. 5568, 2026 be read a first, second, and third time this 10th day of April 2026.

#2: That Map Services and Fees Bylaw No. 5568, 2026 be adopted this 10th day of April 2026.

SCHEDULE A: FEES
BYLAW NO. 5568, 2026

1. **FEES FOR PLOTTED MAPS:**

No Ortho				Ortho		
Paper Size	**Dimensions**	**Price**		**Paper Size**	**Dimensions**	**Price**
A (letter)	216 x 279 mm (8.5 x 11”)	$5.00		A (letter)	216 x 279 mm (8.5 x 11”)	$10.00
Legal	216 x 356 mm(8.5 x 14”)	$7.50		Legal	216 x 356 mm(8.5 x 14”)	$15.00
B(ledger)	279 x 432 mm (11 x 17”)	$10.00		B(ledger)	279 x 432 mm (11 x 17”)	$20.00
D	559 x 864 mm (22 x 34”)	$40.00		D	559 x 864 mm (22 x 34”)	$80.00
Custom: 36”x any = $0.05/square inch.				Custom: 36”x any = $0.10/square inch.		

2. **LOT PLAN FEE:**

   Lot plans, as defined in this bylaw, are subject to a fee of $5.00.

3. **FEE FOR DELIVERY OF DIGITAL MAPS:**

   Digital Maps include all digital formats, protected or unprotected, and can be delivered via e-mail free of charge.

4. **CUSTOM STAFF TIME FEES:**

   $100.00 per hour. A minimum ¼ hour for custom staff time. All time measured in ¼ hour increments and rounded up.

5. **SHIPPING CHARGES:**

   All shipping and handling charges (and any taxes) shall be applied.

All fees and charges are subject to applicable sales taxes.

CARIBOO REGIONAL DISTRICT
BYLAW NO. 5568

A bylaw of the Cariboo Regional District in the Province of British Columbia to determine fees and procedural regulations for map creation and delivery.

The Board of Directors of the Cariboo Regional District enacts as follows:

TITLE

(1) This bylaw may be cited as the "Map Services and Fees Bylaw No. 5568, 2026".

DEFINITIONS:

(2) For the purpose of this bylaw, the following terms are defined as follows:

(a) "Custom Mapping Time" means time spent by any Mapper in the creation of a Map. Moreover, it includes any computer processing time, including but not limited to geoprocessing and file transfer time.

(b) "Lot Plan" means a Map laid out and/or printed in letter size which outlines one or more parcels, not dimensioned and used as an illustrative reference only.

(c) "Manager" means an employee or contractor of the Cariboo Regional District whose job description includes a managerial or supervisory role or roles.

(d) "Mapper" means any employee or contractor of the Cariboo Regional District whose job description includes the provision of Map preparation services.

(e) "Map" means any digital or hard copy representation of a geographical area highlighting relationships between elements of that space such as objects, regions, and themes.

SCOPE

(3) This bylaw applies to any external request submitted pursuant to this bylaw for Map services by any Mapper.

MAP SERVICES AND FEES:

(4) All requests for Maps:

(a) greater than 1,290.32 sq cm (200 sq in); and/or

(b) requiring custom mapping time

are required to be first approved by a Manager.

(5) The Cariboo Regional District reserves the right to deny or delay the creation or delivery of any Map.

(6) The Map requestor shall pay the Cariboo Regional District or put on account the service fee in the amount prescribed in the Fee Schedule attached hereto as Schedule A, forming part of this bylaw, prior to delivery.

(7) The Cariboo Regional District reserves the right to request a deposit of up to 50% of the estimated cost of Map preparation at the time of Map request submission.

REPEAL:

(8) "Cariboo Regional District Map Services and Fees Bylaw No. 4655, 2010" is repealed.

READ a first time this ____ day of _____ 2026.

READ a second time this ____ day of _____ 2026.

READ a third time this ____ day of _____ 2026.

ADOPTED by an affirmative vote of at least 2/3rds of the Board this ___ day of _____ 2026.

_____

Chair

_____

Corporate Officer

I certify the foregoing to be a true and correct copy of Bylaw No. 5568 cited as the “Map Services and Fees Bylaw No. 5568, 2026”, as adopted by the Cariboo Regional District Board on the __ day of , 2026.

_____

Corporate Officer

AGENDA ITEM SUMMARY

Date: 23/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 3900-20/5565

Short Summary:
Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026

Voting:
Corporate Vote - Unweighted

Memorandum:
The Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026 was given three readings at the Board's March 20, 2026 meeting.

> *That Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026 be read a first, second, and third time, this 20th day of March 2026.*

This item is being brought forward for consideration of adoption by the Board.

Attachments:
1. Bylaw No. 5565
2. Schedule "A"

Financial Implications:
Click here to enter text.

Policy Implications:
n/a

Alignment with Strategic Plan:
☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

Click here to enter text.

Options:

1. Endorse recommendations;
2. Other action.

Recommendation:

That Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026 be adopted this 10th day of April 2026.

CARIBOO REGIONAL DISTRICT

BYLAW NO. 5565

A bylaw of the Cariboo Regional District, in the Province of British Columbia, to amend the Wildwood Fire Protection Service Area.

The Board of Directors of the Cariboo Regional District enacts as follows:

1. Title

This bylaw may be cited as "Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026".

2. Amendment

Schedule "A", as referred to in Section 1 of Bylaw No. 2319, is hereby deleted in its entirety and replaced by Schedule "A", attached to and forming part of this bylaw.

READ A FIRST TIME THIS 20th DAY OF March, 2026.

READ A SECOND TIME THIS 20th DAY OF March, 2026.

READ A THIRD TIME THIS 20th DAY OF March, 2026.

Written consent to the adoption of Bylaw No. 5565 was provided by the Director of Electoral Area D on the 20th day of March, 2026.

Written consent to the adoption of Bylaw No. 5565 was provided by the Director of Electoral Area F on the 20th day of March, 2026.

ADOPTED THIS 20th DAY OF March, 2026.

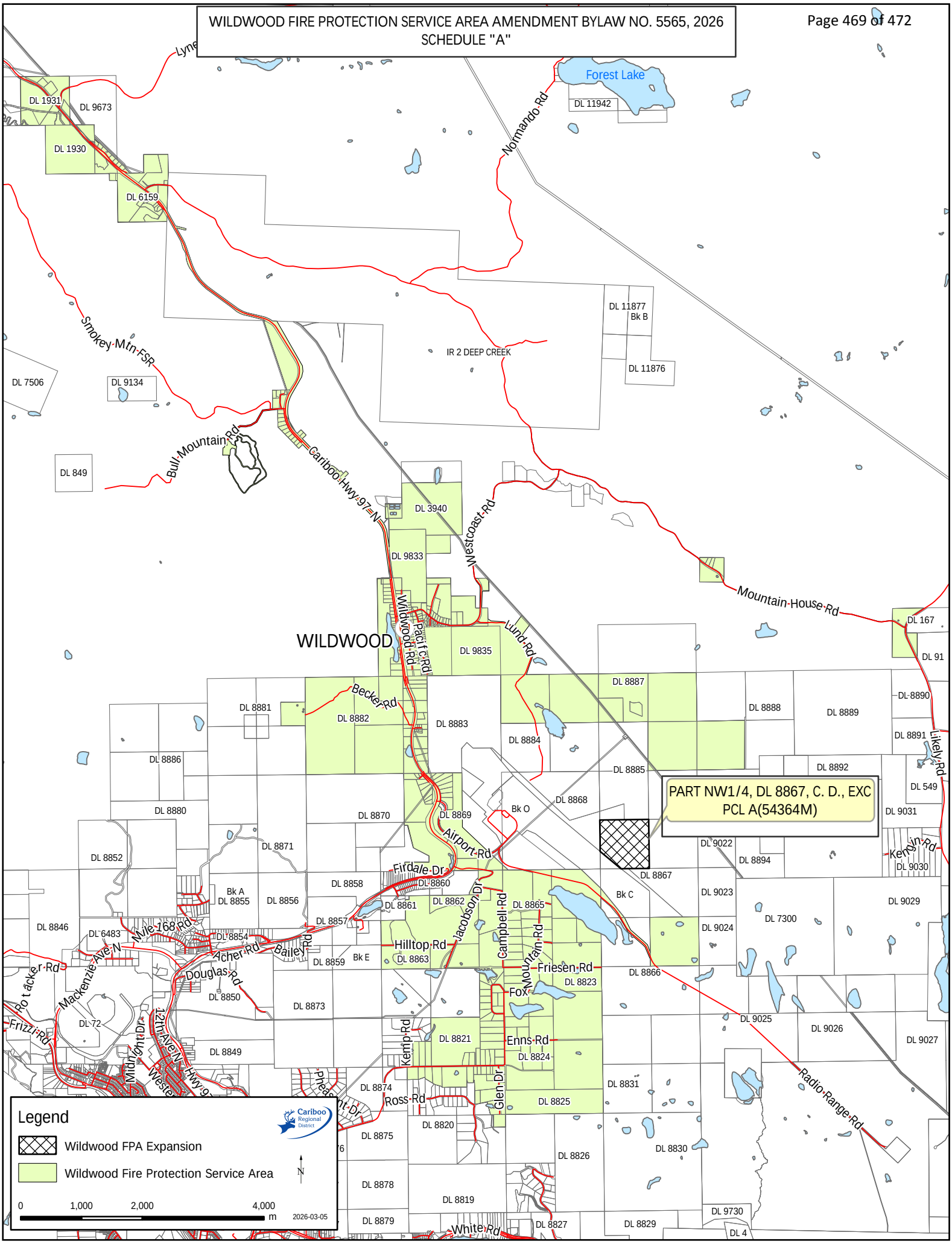
Chair

Corporate Officer

I hereby certify the foregoing to be a true and correct copy of Bylaw No. 5565 cited as "Wildwood Fire Protection Service Area Amendment Bylaw No. 5565, 2026", as adopted by the Cariboo Regional District Board on the 20th day of March, 2026.

Corporate Officer

WILDWOOD FIRE PROTECTION SERVICE AREA AMENDMENT BYLAW NO. 5565, 2026
SCHEDULE "A"



GOABC

I attended the Guide Outfitters of BC, 60th Anniversary Conference in Kelowna, on March 27 and 28, 2026. This was the best conference I have ever attended, bar none! Done with excellence with a great amount of effort, engaging topics, good planning, great food and service.

On Friday it was Politicians Day. I sat with 5 MLA's at one point, including Lorne Doerkson and Sheldon Claire. The lively presentations began with Dan Brooks who spoke on his software program for Guide Outfitters.

Next was a Takla video and discussion on First Nation Guide mentorship. After that was Mark Hall presenting on "Project Grizzly Balance". The moratorium on Grizzly hunting since 2017, was discussed.

Roy Rea from UNBC Forestry Field school presented the programs he teaches there in P.G., a component of the Forestry program. We also had a Conservation Officer from Service and Parks speaking.

The Ministry of Indigenous Relations and Reconciliation spoke and lastly the Minister of Water, Lands and Resources and her team spoke with many questions from the audience throughout the presentation.

In the evening was the Banquet with the theme "Denim and Diamonds" which was a nice mixer and fun. The following night was the Gala and Silent Auction, honoring 60 years as an organization. There was bidding on various hunts which was also online. There was an honoring to past award winners and various fun activities as well.

I was pleased to see and visit with the Yohetta Outfitters team, now owned by Xeni but in my Area K. There were a group of them including their Economic Dev. Officer. I did visit the Lodge and previous owners in my last term. Lori Ackerman whom you may know from being Mayor of Fort St. John, also was there, with Profet River First Nation. They also have a Guide Outfitters. Lori had some good questions and concerns.

All in all, it was worth it!

I would certainly recommend for Tolan to go next year.

Sincerely,

Betty A.

AGENDA ITEM SUMMARY

Date: 31/03/2026

To: Chair and Directors, Cariboo Regional District Board
And To: Murray Daly, Chief Administrative Officer
From: Alice Johnston, Corporate Officer/Deputy CAO
Date of Meeting: Cariboo Regional District Board_Apr10_2026
File: 0400-20/80

Short Summary:
Request from Director Forseth – ALC and TRU

Voting:
Corporate Vote - Unweighted

Memorandum:
Director Forseth has submitted the following requests for consideration of the Board:

1) Agriculture Land Commission

That a letter be forwarded to the BC Minister of Agriculture & Food expressing disappointment that the 2026 provincial budget did not allocate the necessary financial resources for the work of the Agriculture Land Commission (ALC) and has now caused ALC staff layoffs and will cause longer processing times for ALR Applications which current processing time for ALR applications already frustrate Cariboo-Chilcotin ranchers and farmers and that the Cariboo Regional District respectfully asks that the 2027 Provincial Budget allocate the appropriate financial resources for the Agriculture Land Commission and its very necessary work and finally, that a copy of this letter be forwarded to BC's Minister of Finance

2) TRU Williams Lake Campus

That a letter be forwarded to the Thompson Rivers University Board of Governors respectfully asking that no closure of the TRU Williams Lake Campus occur in Spring 2028 until the planning exercise around re-imagining post-secondary education in Williams Lake and area is fully complete and next steps are determined and that a copy of this letter be forwarded to BC's Post-Secondary Education and Future Skills

Attachments:
None

Financial Implications:

Click here to enter text.

Policy Implications:

None

Alignment with Strategic Plan:

- ☐ **Infrastructure and Asset Management**: To establish a systematic, predictable approach to managing the regional district's assets and infrastructure that builds on current asset management data and condition assessments.

- ☐ **Enhanced Communications and Engagement**: To build trust and credibility of the regional district by enhancing our communications and engagement with citizens, stakeholders, and volunteers.

- ☐ **Effective and Responsive Land Use Planning and Development**: To ensure our land use planning and development is responsive to future growth and housing needs, anticipates risks and hazards associated with climate change and provides efficient and consistent processes for landowners and developers.

- ☐ **Relationships with First Nations**: To foster a healthy and inclusive region by building and strengthening our relationships with First Nations and embracing the principles of reconciliation.

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Recommendation:

Action at the discretion of the Board.