

Meeting of the Board of the Regional District of Kitimat-Stikine to be held Friday, June 26, 2026 commencing at 12:00 PM electronically and in the District of Stewart Council Chambers, 705 Brightwell Street, Stewart, BC.

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## Regular Meeting of the Board Agenda

A Regular Meeting of the Board will be held for the purpose of going into a CLOSED to the Public Board Meeting at 12:00 p.m.

Reconvening at 1:00 p.m. for Regular Board proceedings

**A. CALL TO ORDER:**

**B. RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 1:00 P.M. AND IMMEDIATELY CONVENE INTO CLOSED SESSION:**

**1. RESOLVED:**

That pursuant to Section 226 (1) of the Local Government Act, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:

Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

Section 90(1)(f) of the Community Charter – law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;

Section 90(1)(g) of the Community Charter – litigation or potential litigation affecting the municipality;

Section 90(1)(i) of the Community Charter – the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;

Section 90(1)(c) of the Community Charter - labour relations or other employee relations;

Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;

Section 90(1)(c) of the Community Charter - labour relations or other employee relations;

Section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by

the municipality;  
Section 90(1)(c) of the Community Charter - labour relations or other employee relations.

**C. RECONVENE TO REGULAR BOARD MEETING:**

1. The Regional District of Kitimat-Stikine would like to acknowledge that this meeting is being held on the traditional territories of the Nisga'a Nation.
2. That this meeting is being livestreamed, recorded, and published on the RDKS website.
3. Truth and Reconciliation Commission of Canada: Calls to Action. #29. We call upon the parties and, in particular, the federal government, to work collaboratively with plaintiffs not included in the Indian Residential Schools Settlement Agreement to have disputed legal issues determined expeditiously on an agreed set of facts.

The status of Call to Action 29 is considered in progress or stalled. The Federal Government has an ongoing legal dispute with survivors of the St. Anne's Residential School that operated in Fort Albany Ontario from 1902 to 1976.

**D. AMENDMENTS TO THE AGENDA:**

**E. APPROVAL OF AGENDA:**

1. Agenda for the June 26, 2026 meeting of the Regional District of Kitimat-Stikine.

**F. DELEGATIONS:**

1. Thomas Mumford, Ph.D., P.Geo, President & CEO  
Sean Masse, Chief Operating Officer  
Scottie Resources  
  
Scottie Gold Mine Project 5 - 14

**G. ADOPTION OF MINUTES:**

1. Minutes of the May 29, 2026 meeting of the Regional District of Kitimat-Stikine. (for adoption) 15 - 21
2. Minutes of the May 29, 2026 meeting of the Planning Committee. (for information only) 22 - 23

## **H. CORRESPONDENCE:**

1. Presentation from Scottie Resources regarding Scottie Gold Mine Project. (for information only) (Delegation F.1)
2. Letter from Chris Calder, Chief Administrative Officer, Regional District of Fraser-Fort George, dated June 10, 2026 regarding 9-1-1 Call Answer Repatriation Project Update. (for information only) 24 - 25

## **I. REPORTS:**

1. Report from Economic Development Officer, dated June 26, 2026, regarding Request for Letter of Support - Terrace & District Chamber of Commerce Minerals North 2027. 26 - 29
2. Report from Project Manager, dated June 26, 2026, regarding New Remo Dike - Construction of Erosion Protection Works. 30 - 78
3. Report from Project Manager, dated June 26, 2026, regarding South Hazelton Weir Repair. 79 - 140
4. Report from Director of Protective Services, dated June 26, 2026, regarding Designation of Fire Investigators and Inspectors. 141 - 142
5. Report from Director of Development Services, dated June 26, 2026, regarding Contract for Shared GIS Services – The Hazeltons and Stewart. 143 - 144
6. Report from Director of Development Services, dated June 26, 2026, regarding Contract for Building Official. 145 - 146
7. Report from Director of Development Services, dated June 26, 2026, regarding Land Use Status Report - May 2026. (for information only) 147 - 152
8. Report from Acting CFO, dated June 26, 2026, regarding Electoral Area B Grant-in-Aid - District of New Hazelton- Canada Day Celebrations. 153 - 158
9. Report from Acting CFO, dated June 26, 2026, regarding Electoral Area C & E Grant In-Aid - Terrace & District Arts Council. 159 - 186
10. Report from Acting CFO, dated June 26, 2026, regarding Electoral Area C and E Grant In-Aid - My Recreational Mountain Cooperative Blueberry Festival. 187 - 199
11. Report from Acting CFO, dated June 26, 2026, regarding Electoral Area C Grant In-Aid Application - Rosswood Community Association. 200 - 210

12.	Report from Acting CFO, dated June 26, 2026, regarding Electoral Area E Grant In-Aid - Terrace & District Chamber of Commerce: Thornhill Heritage Day.	211 - 218
13.	Report from Acting CAO, dated June 26, 2026, regarding Security Issuing Bylaw No. 823, 2026.	219 - 225
<b>J.</b>	<b>RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEES &amp; COMMISSIONS:</b>	
<b>K.</b>	<b>BYLAWS:</b>	
1.	Bylaw No. 823, 2026 (Kitimat-Stikine Security Issuing Bylaw) - 1st and 2nd reading; 3rd reading; and adoption.	226 - 230
<b>L.</b>	<b>REPORTS ON BOARD ACTIVITIES:</b>	
<b>M.</b>	<b>NOTICE OF MOTION:</b>	
<b>N.</b>	<b>QUESTION PERIOD FROM THE MEDIA &amp; PUBLIC:</b>	
<b>O.</b>	<b>RESOLUTION RELEASED FROM THE CLOSED BOARD MEETING:</b>	
<b>P.</b>	<b>ADJOURNMENT:</b>	
	<b>NEXT MEETING DATE: August 21, 2026</b>	

# DELEGATION REQUEST FORM



Regional District of  
Kitimat-Stikine

Please submit completed application forms by 4:30 p.m., 10 days prior to the Board Meeting you wish to attend: Fax 250-635-9222, email [info@rdks.bc.ca](mailto:info@rdks.bc.ca), or in person to 300-4545 Lazelle Avenue. This form is also applicable to request to appear as a delegation to Regional District Committees or Commission meetings.

<b>Preferred Board Meeting Date</b>	May 29, 2026	<b>Date of Request</b>	Apr 28, 2026
<b>Applicant Name &amp; Contact Name (if different)</b>	Katie Shaw and Justin Berube		
<b>Subject of Presentation</b>	Scottie Resources: Scottie Gold Mine Project		
<b>Summarize the matter you wish to speak to as a delegate, and if applicable, include any questions you would like answered.</b>	The Scottie project is a historic high-grade gold mine located north of Stewart. The project has recently reached an important milestone, having been determined to fall below provincial and federal Impact Assessment thresholds following updated technical work and regulatory review. This provides greater clarity as Scottie advances through the next stages of project development and permitting.		
<b>Individuals presenting to the Board</b>	<b>Name(s):</b>	<b>Title(s):</b>	
	1. Thomas Mumford, Ph.D., P.Geo	1. President & CEO	
	2. Sean Masse	2. Chief Operating Officer	
	3.	3.	
<b>Purpose of Presentation</b>	<input checked="" type="checkbox"/> <b>information only</b> <span style="float: right;"><input type="checkbox"/> <b>requesting a letter of support (please complete Appendix A)</b></span>		
	<input type="checkbox"/> <b>requesting funding</b> \$ _____		
	<input type="checkbox"/> <b>other (provide details):</b>  		
<b>Will you be providing supporting documentation?</b>	<input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>  If yes: to be published in agenda (one original document due 4:30 p.m., 10 business days prior to the Board Meeting you wish to attend)		
<b>Technical Requirements</b>	<input type="checkbox"/> <b>flip chart</b> <input type="checkbox"/> <b>easel</b> <input type="checkbox"/> <b>other (provide details)</b> <input checked="" type="checkbox"/> <b>projector</b> <input type="checkbox"/> <b>laptop</b>		

**Applicants, please note:**

- Presentations are limited to under 10 minutes. If you require more than 10 minutes to deliver your presentation, please provide advance notice to Regional District staff, and note that this request is subject to Board approval.
- Delegations regarding any aspect of an Official Community Plan or Zoning application are prohibited between the conclusion of the Public Hearing and adoption of the Bylaw due to legal restrictions.
- Personal information on this form is collected under the authority of the Regional District of Kitimat-Stikine Board Procedure Bylaw, to be used for the purpose of conducting Board meetings.
- **Disclaimer:** Regular Board, Committee of the Whole, Economic Development Commission, and Planning Committee meetings that are open to the public are broadcast on the RDKS website using live-streaming video technology and recorded for video-on-demand access for subsequent viewing. By speaking at these meetings, you are consenting to disclosure of any personal information made evident through your speech or presentation materials. Personal information may include your image, name, address and personal opinions. Individuals presenting to the Board are requested to respect third-party information by not disclosing the personal information of others without their consent. Questions may be directed to Renee Lukasser, FOI Coordinator at (250) 615-6100.

The image features a scenic mountain landscape with a dirt road winding through a valley. The left side of the image is overlaid with a dark blue triangular graphic. The Scottie Resources Corp. logo is positioned in the upper left, with the word 'scottie' in white lowercase letters and 'RESOURCES CORP' in yellow uppercase letters below it. The background shows rugged mountains with patches of snow and a dense forest of evergreen trees. In the distance, a red excavator and other construction equipment are visible on a hillside.

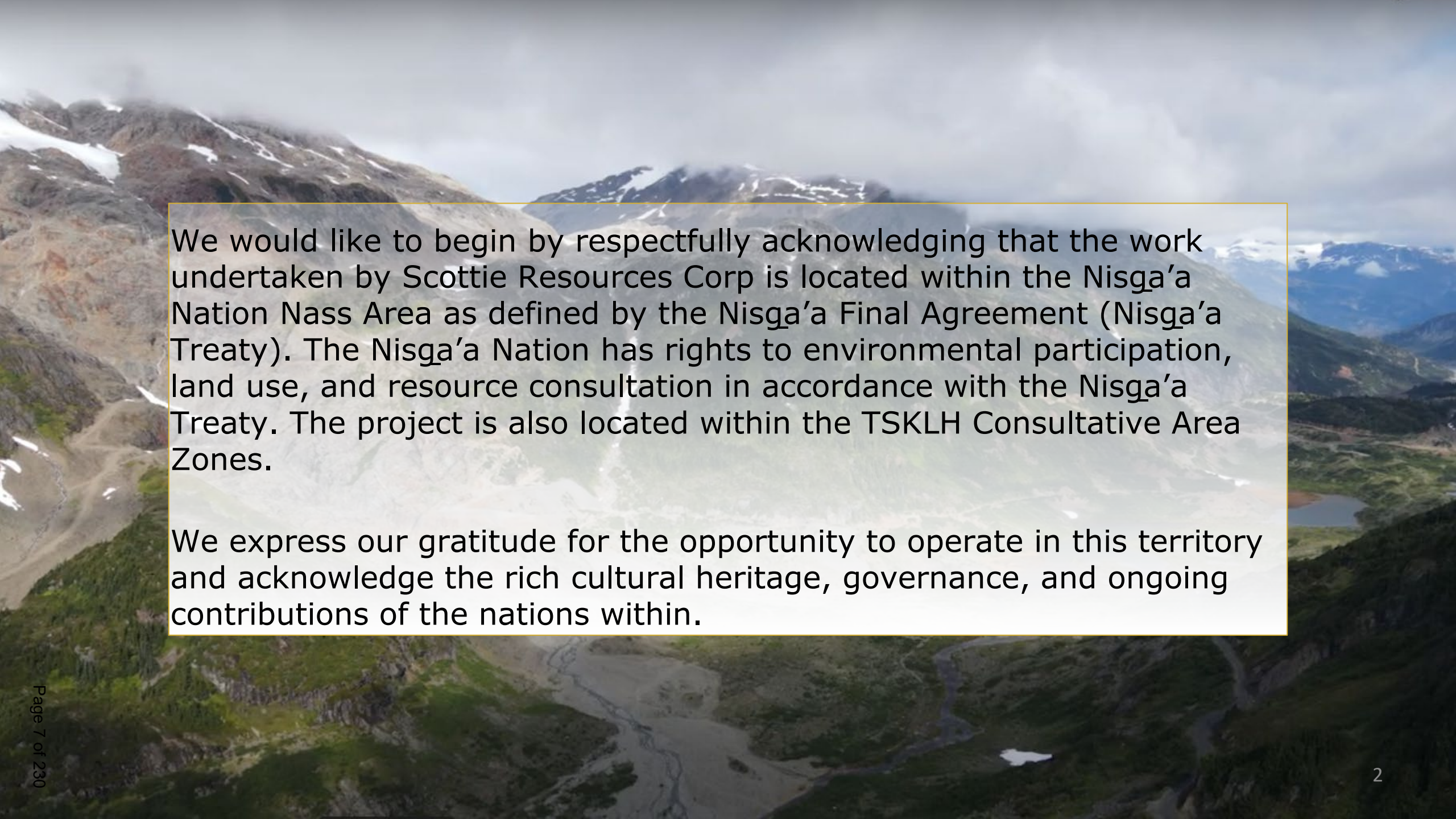
**scottie**  
RESOURCES CORP

**SCOTTIE GOLD PROJECT**

**Presentation to  
Regional District of Kitimat-Stikine**

June 26, 2026

TSX-V: SCOT | OTCQB: SCTSF | FSE: SR8

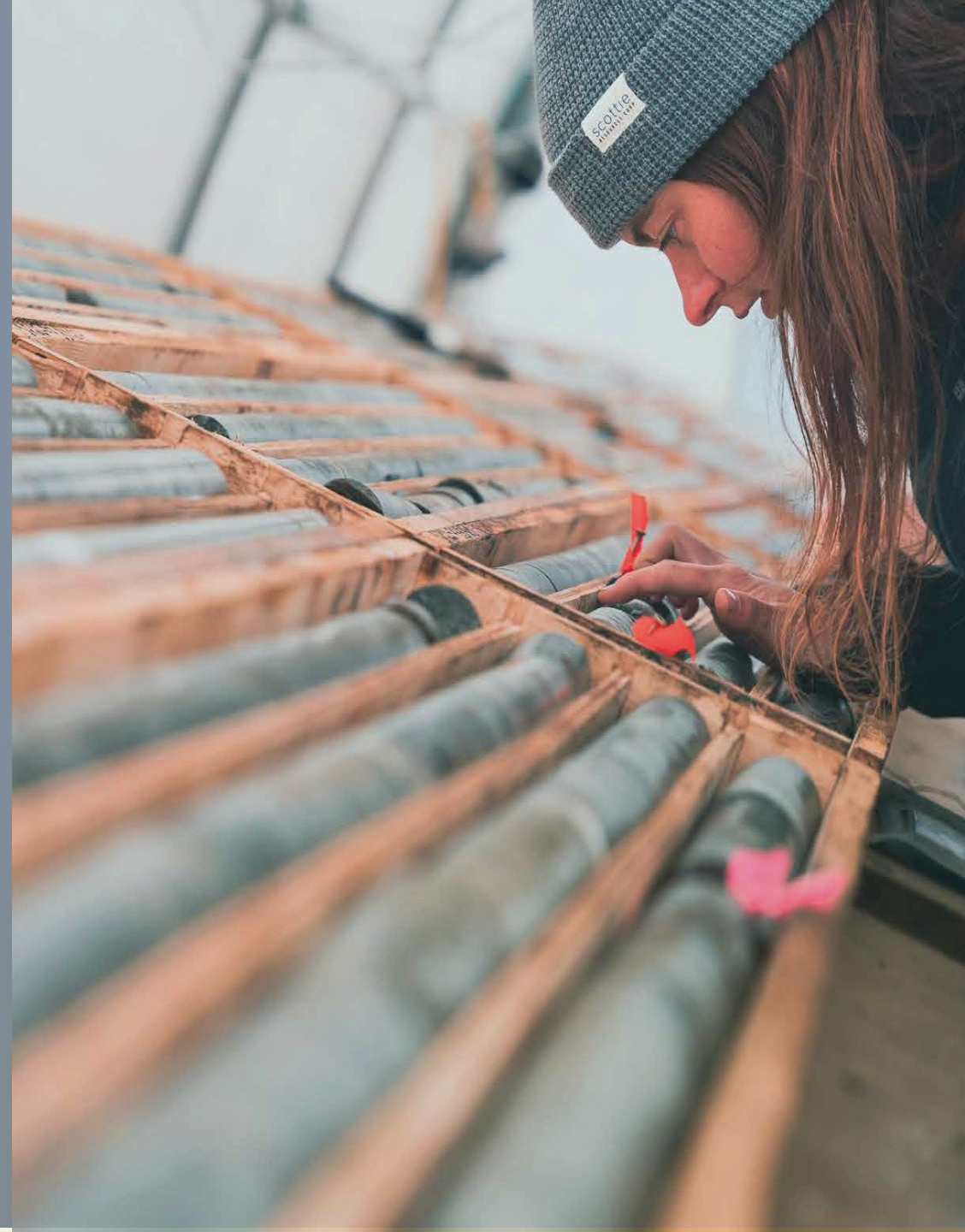
An aerial photograph of a mountain valley. In the foreground, a wide, braided river flows through a valley floor covered in green vegetation. The middle ground shows steep, rocky slopes with patches of snow. In the background, high mountain peaks are partially obscured by low-hanging clouds and mist. The overall scene is rugged and scenic.

We would like to begin by respectfully acknowledging that the work undertaken by Scottie Resources Corp is located within the Nisga'a Nation Nass Area as defined by the Nisga'a Final Agreement (Nisga'a Treaty). The Nisga'a Nation has rights to environmental participation, land use, and resource consultation in accordance with the Nisga'a Treaty. The project is also located within the TSKLH Consultative Area Zones.

We express our gratitude for the opportunity to operate in this territory and acknowledge the rich cultural heritage, governance, and ongoing contributions of the nations within.

# Agenda

- Introductions
- Project Description
- Timelines
- 2026 Plans
- Interactions



# Introductions



**THOMAS MUMFORD** | *CEO & President*

Thomas has been working on exploration projects in northwest BC for over 15 years. He's a geologist by training but is most excited about working with teams in the field and learning from the land. He's recently stepped into the President role and is focused on doing things the right way—through respectful engagement, environmental stewardship, and collaboration with the District of Stewart.



**SEAN MASSE** | *Chief Operating Officer*

Sean brings a deep background in underground mining. He's worked across BC and knows how important early and open conversations are when it comes to planning future projects. He's excited to be part of the team at Scottie and the opportunity to walk this path together with the District of Stewart.

# Project Development Concepts

With our proposed restart of the Scottie Gold Mine, our objective is to deliver a **low-impact, high-value** operation that aligns with modern permitting expectations and Nisga'a Treaty obligations. Key elements of our approach include:

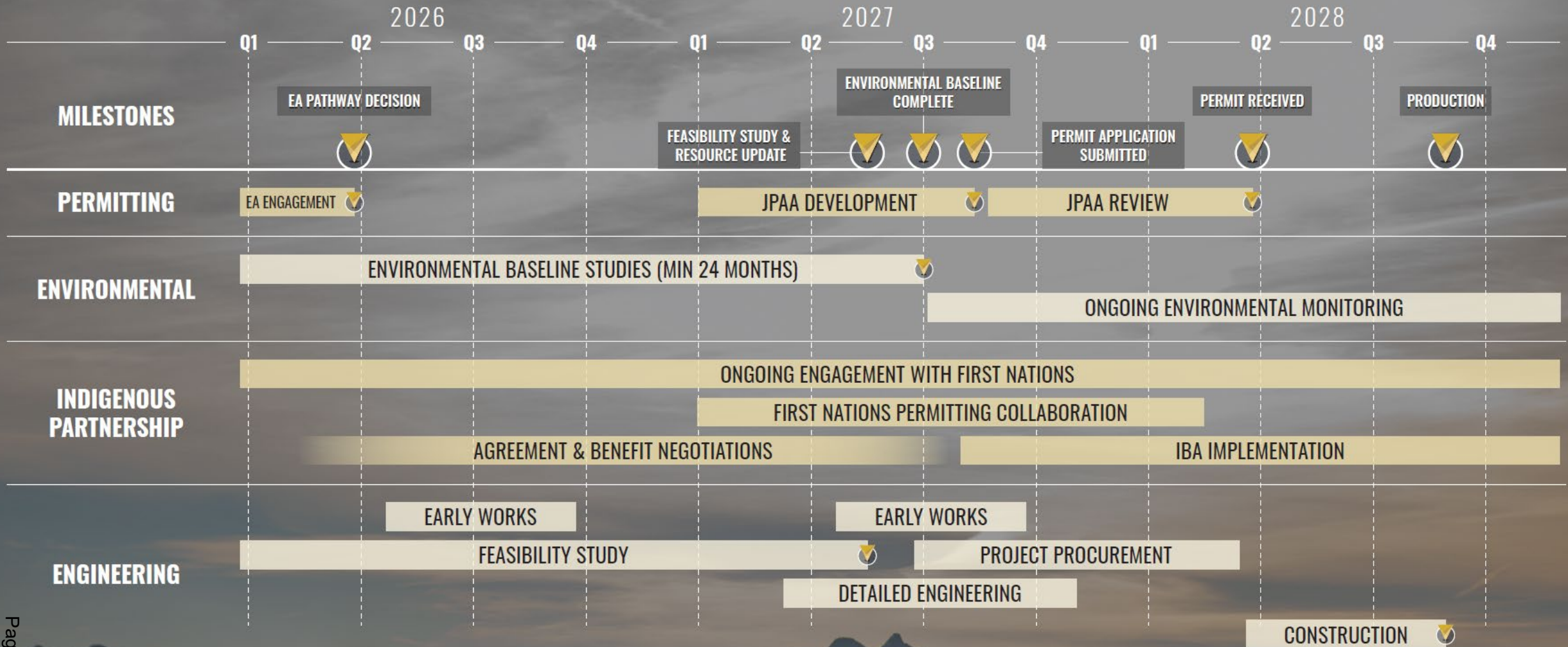
- 1** **Restarting a legacy mine** using a Direct Shipping Ore (DSO) model, eliminating the need for on-site processing and tailings storage
- 2** **Minimizing environmental disturbance** by utilizing existing infrastructure and limiting surface development
- 3** Incorporate objectives of both the **provincial EA and Nisga'a Treaty** Sections 8(e) and 8(f) directly into the JPAA permitting process
- 4** **Contribute to** sustainable mining and northern economic development by bringing a shovel-ready project into production within 2-3 years
- 5** Engage the **Nisga'a Nation as a collaborative partner** throughout project planning, ensuring meaningful involvement and shared decision-making in mine design and project components

## POSITION

Located 40 km from a deep-sea shipping terminal in one of the lowest-cost commercial shipping lanes between North America and Asia



# SGM PROJECT TIMELINE



# 2026 Season

- ~50,000m of drilling @ Scottie & 2000m @ Cambria (Heli)
- Constructing new Core Logging & Cutting facility at Bitter Creek Staging
- Ongoing environmental baseline & engineering studies
- Permitting processes ongoing
- Capacity funding agreement with NLG completed, ongoing collaboration

# Scottie & District Interactions

- Scottie will continue to use the Granduc road and plan to repair one of the bad condition large culverts
- Scottie will continue under the terms of the road use agreement
- Scottie hosting an open house at Stewart arena, planning for ~Aug 19th

**THANK YOU!**

**scottie**  
**RESOURCES CORP**

**HEAD OFFICE**

905 - 1111 West Hastings Street,  
Vancouver, British Columbia,  
Canada  
V6E 2J3

**THOMAS MUMFORD**  
**CEO & President**

[Thomas@scottieresources.com](mailto:Thomas@scottieresources.com)



**Minutes of the Regional District Board Meeting held Friday, May 29, 2026, electronically and in the Regional District of Kitimat-Stikine Board Room, 1st Floor-4545 Lazelle Avenue, Terrace, B.C, commencing at 5:00 PM.**

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- Present:**
- Chair:** Cyra Yunkws, Electoral Area B
- Directors:**
- Eric Nyce, Electoral Area A
  - Bruce Bidgood, Electoral Area C (e)
  - Dave Brocklebank, Electoral Area D (e) (joined at 5:36 p.m.)
  - Suresh Choudhary, Alternate, Electoral Area E
  - Tina Etzerza, Electoral Area F (e)
  - Julie Maitland, Village of Hazelton
  - Gail Lowry, District of New Hazelton
  - Angela Brand Danuser, District of Stewart
  - Phil Germuth, District of Kitimat
  - Brian Downie, Alternate, City of Terrace
  - James Cordeiro, City of Terrace
  - Victor Wright, Alternate Associate Member, Kitselas First Nation (e)
- Staff:**
- Marc Schibli, Acting CAO
  - Renee Lukasser, Director of Administration/Corporate Officer/HR
  - Ted Pellegrino, Manager of Strategic Initiatives
  - Robert Wickie, Director of Works & Services
  - Scott T. Low, Director of Development Services
  - Crissy Bennett, Director of Protective Services
  - Lori Stark, Manager of Administration/Deputy Corporate Officer
  - Meghan Vander Ploeg, Economic Development Officer
  - Therese Picton, Recording Secretary
- Absent:**
- Ted Ramsey, Electoral Area E
  - Sean Bujtas, City of Terrace

**CALL TO ORDER:**

Chair Cyra Yunkws called the meeting to order at 5:00 p.m.

**RESOLUTION TO EXCLUDE PUBLIC, RECESS THE PUBLIC MEETING UNTIL 5:30 P.M. AND IMMEDIATELY CONVENE INTO CLOSED SESSION:**

**RESOLVED:**

R098-2026

MOVED/SECONDED That pursuant to Section 226 (1) of the Local Government Act, the public be excluded from this portion of the meeting as the subject matter being considered relates to the following:

- section 90(1)(a) of the Community Charter – personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
- section 90(2)(b) of the Community Charter – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;
- section 90(2)(b) of the Community Charter – the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.

Carried.

### **RECONVENE TO REGULAR BOARD MEETING:**

The meeting reconvened at 5:30 p.m.

The Regional District of Kitimat-Stikine would like to acknowledge that this meeting is being held on the traditional unceded homelands and territory of Tsimshian First Nation.

That this meeting is being livestreamed, recorded, and published on the RDKS website.

Truth and Reconciliation Commission of Canada: Calls to Action.

#28. We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti racism.

The status of Call to Action 28 is considered in progress or stalled. The vast majority of law schools in Canada have implemented the mandatory courses however the Government of Alberta introduced Bill 13 the "Regulated Professions Neutrality Act", to prohibit regulators from making cultural competency, unconscious bias, or diversity, equity, and inclusion training mandatory.

### **AMENDMENTS TO THE AGENDA:**

### **APPROVAL OF AGENDA:**

Agenda for the May 29, 2026 meeting of the Regional District of Kitimat-Stikine.

R099-2026

MOVED/SECONDED THAT the Agenda for the May 29, 2026 meeting of the Regional District of Kitimat-Stikine, be accepted as presented.

Carried.

## **DELEGATIONS:**

Cariad Garratt, Principal  
Kat Jin, Associate-Data & Policy  
Pinna Sustainability

Regional District of Kitimat-Stikine Climate Action Plan. (see related documents in I.2)

The delegation presented the Draft Regional District of Kitimat-Stikine Climate Action Plan.

Director Dave Brocklebank joined the meeting at 5:36 p.m.

Courtney Bolger  
South Hazelton Community Association. (see related documents in I.6)

South Hazelton Baseball Field Revitalization.

The delegation provided a presentation on the South Hazelton Baseball Field Revitalization and requested the Regional District perform rehabilitation works on the baseball field.

## **ADOPTION OF MINUTES:**

Minutes of the April 17, 2026 meeting of the Regional District of Kitimat-Stikine. (for adoption)

R100-2026

MOVED/SECONDED THAT the Minutes of the April 17, 2026 meeting of the Regional District of Kitimat-Stikine, be adopted.

Carried.

Minutes of the April 17, 2026 meeting of the Committee of the Whole. (for information only)

Minutes of the April 17, 2026 meeting of the Planning Committee. (for information only)

Minutes of the May 6, 2026 meeting of the Upper Skeena Recreation Centre Advisory Committee. (for information only)

Minutes of the May 13, 2026 meeting of the Solid Waste Plan Monitoring Advisory Committee. (for information only)

## **CORRESPONDENCE:**

Letter from Dr. Laurie Waye, President & CEO, Coast Mountain College, dated May 13, 2026 regarding Update on the Hazelton Campus. (for information only)

Letter from Councillor Cori Ramsay, UBCM President, Union of BC Municipalities, dated May 11, 2026, regarding Provincial Response to 2025 Resolutions. (information only)

Report from Chair and Vice-Chair, Municipal Finance Authority of BC, regarding Activities during the 2025 year and for the first quarter of 2026 up to May 1, 2026. (information only)

## REPORTS:

Report from Planner I, dated May 29, 2026, regarding Request for Letter of Support - Iskut Ball Field.

R101-2026 MOVED/SECONDED THAT the Regional District of Kitimat Stikine Board direct staff to write letter to the Ministry of Water, Land and Resource Stewardship in support of a crown land tenure for the Tahltan Nation (Iskut Band) Community Days grounds.  
Carried.

Report from Economic Development Officer, dated May 29, 2026, regarding Draft Regional District of Kitimat-Stikine Climate Action Plan. (Delegation F.1)

R102-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board adopt the attached draft Regional District of Kitimat-Stikine Climate Action Plan.  
Defeated.

R103-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board refer the attached Draft Regional District of Kitimat-Stikine Climate Action plan to staff for review.  
Carried.

Report from Economic Development Officer, dated May 29, 2026, regarding Request for Letter of Support - Outdoor Artist Collective, Sima Festival.

R104-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board provide a letter of support to the Outdoor Artists Collective for Sima Festival, 2027.  
Carried.

Report from Manager of Strategic Initiatives, dated May 29, 2026, regarding Request for Letter of Support-Kispiox Valley Community Centre Association Crown Land Lease Renewal.

R105-2026 MOVED/SECONDED THAT the Regional District of Kitimat Stikine Board provide a letter of support to the Kispiox Valley Community Centre Association for the Crown Land lease renewal of the Kispiox Valley Community Grounds.  
Carried.

Report from Director of Protective Services, dated May 29, 2026, regarding Community Resiliency Investment Program - 2026 Winter/Spring Closed Intake FireSmart Funding.

R106-2026 MOVED/SECONDED 1. THAT the Regional District of Kitimat-Stikine Board support the application submitted to UBCM for funding under the CRI's 2026 Winter/Spring Closed Intake for Application-based Funding for FireSmart Activities, to undertake the development of new Community Wildfire Resiliency Plans (CWRPs), and lead public education, community planning, and FireSmart events throughout all electoral areas of the RDKS; AND 2. THAT the Regional District commit to providing the necessary administrative support, in-kind contributions such as staff time, and overall grant management/oversight; AND 3. THAT staff are authorized to contract or hire staff and/or consultants with allocated grant funds as eligible through the funding program through existing RDKS procurement policies and procedures.  
Carried.

Report from Director of Works & Services, dated May 29, 2026, regarding South Hazelton Ball Park Upgrades. (Delegation F.2)

R107-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board approve transferring \$100,000 from Electoral Area B Community Works Fund to South Hazelton Parks service for restoring the South Hazelton Ball Park.

Carried.

Report from Acting CFO, dated May 29, 2026, regarding Electoral Area C & E Grant In-Aid - Terrace Little Theatre.

R108-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board approve a one-time allocation of \$20,000 of Electoral Area C & Electoral Area E Grant In-Aid funding to the Terrace Little Theatre to assist with the repairs of their building.

Carried.

Report from Acting CFO, dated May 29, 2026, regarding 2026-2027 BC Transit Annual Operating Agreement (AOA).

R109-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board authorizes the execution of the 2026-2027 BC Transit Annual Operating Agreement for Skeena Regional and Hazelton's Area Transit Services.

Carried.

Report from Acting CFO, dated May 29, 2026, regarding 2025 Audited Financial Statements & 2025 Statement of Financial Information (SOFI)

R110-2026 MOVED/SECONDED 1. THAT the Regional District of Kitimat-Stikine Board adopt the Audited Financial Statements for the year ended December 31, 2025 and authorize signing by the Chief Financial Officer and Chair: and 2. THAT the Regional District of Kitimat-Stikine Board approve the 2025 Statement of Financial Information (SOFI) and authorize signing by the Chief Financial Officer and Chair.

Carried.

Report from Acting CAO, dated May 29, 2026, regarding Terrace Peaks Gymnastics - License of Occupation.

R111-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board approve a five year license of occupation for Terrace Peaks Gymnastics ending August 31, 2030 for their facility located at Lot A, District Lot 373, Range 5 Coast District, Plan 11615.

Carried.

Report from Acting CAO, dated May 29, 2026, regarding 2026 UBCM Provincial Minister Meeting Requests.

R112-2026 MOVED/SECONDED THAT the Regional District Board approve meeting requests with 1. The Premier for an Update from the RBA Steering Committee; and 2. The Minister of Finance for an Update from the RBA Steering Committee, and Payment in Lieu of Taxes - Provincially Owned Housing; and 3. The Minister of Housing and Municipal Affairs for an Update from the RBA Steering Committee, Local Government Act Reform and Bylaw Enforcement on Crown Land; and 4. The Minister of State for Local Government and Rural Communities for an Update from the RBA Steering Committee; and 5. The Minister of Indigenous Relations and Reconciliation for Upper Skeena Recreation Centre Operational Funding; and 6. The Minister of Environment and Parks for Environmental Review Process - Waste Management by Major Industry; and 7. The Minister of Transportation and Transit for Dease Lake Landfill, Highway 51 Maintenance Standards and Bylaw Enforcement in Ministry Right-of-Ways; and 8. The Minister of Health for Ambulance Service in Rural Communities; and 9. The Minister of Energy and Climate Solutions for Local Government Climate Action Funding.

Carried.

**RESOLUTION TO ADOPT RECOMMENDATIONS OF COMMITTEES & COMMISSIONS:**

**Committee of the Whole** (May 29, 2026 at 12:00 p.m.)

**Planning Committee** (May 29, 2026 at 1:00 p.m.)

Request for Frontage Exemption, Proposed Subdivision - Freeman Road, North Terrace (Electoral Area C).

R113-2026 MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board approve a frontage exemption for the proposed subdivision of the properties legally described as the West 1/2 District Lot 1110, Range 5 Coast District and Block A, DL 1110, Range 5 Coast District, Plan 1084, Freeman Road, provided that the subdivision meets all other regulatory requirements.

Carried.

Rezoning Application No. 166 - 3446 River Drive, Thornhill (Electoral Area E).

R114-2026 MOVED/SECONDED 1. THAT under the Bylaw section of the Agenda, the Regional District of Kitimat-Stikine Board give first and second reading to Thornhill Zoning Amendment Bylaw No. 824, 2026 for Zoning Amendment Application No. 166 at 3446 River Drive, Thornhill, legally described as Lot 1, Plan PRP7159, District Lot 373, Range 5, Coast Land District, PID 009479023; AND 2. THAT the Regional District of Kitimat-Stikine Board authorize staff to set a Public Hearing date; AND 3. THAT the Regional District of Kitimat-Stikine Board appoint Directors of Electoral Area E, C and City of Terrace or their delegates to the Public Hearing Committee.

Carried.

**BYLAWS:**

Bylaw No. 824, 2026 (Kitimat-Stikine Electoral Area E, Thornhill Zoning Amendment) - 1st and 2nd reading.

R115-2026 MOVED/SECONDED THAT Kitimat-Stikine Electoral Area E, Thornhill Zoning Amendment Bylaw No. 824, 2026 be introduced and read a first time and second time.

Carried.

**REPORTS ON BOARD ACTIVITIES:**

Report from Director, Electoral Area B, dated May 29, 2026, regarding Report of Board Activities.  
(for information only)

Director James Cordeiro expressed his appreciation to the Thornhill Fire Department for assisting the City of Terrace Fire Department during the recent bowling alley fire.

**NOTICE OF MOTION:**

**QUESTION PERIOD FROM THE MEDIA & PUBLIC:**

**RESOLUTION RELEASED FROM THE CLOSED BOARD MEETING:**

IC023-2026

1. THAT the Regional District Board appoint Art Moi, Bob Erb, and Mark Capewell to the Thornhill Advisory Planning Commission for 2-year terms; And 2. THAT the appointments to the Thornhill Advisory Planning Commission be released from the closed meeting.

Carried.

**ADJOURNMENT:**

R116-2026

MOVED/SECONDED THAT the meeting be adjourned.

Carried.

Chair Cyra Yunkws adjourned the meeting at 7:23 p.m.

**NEXT MEETING DATE: JUNE 26, 2026**

**DULY APPROVED:**

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director of Administration



**Minutes of the Planning Committee meeting held Friday, May 29, 2026, electronically and in the Regional District of Kitimat-Stikine Board Room, 1st Floor-4545 Lazelle Avenue, Terrace, B.C, commencing at 1:09 p.m.**

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- Present:**
- Chair:** Gail Lowry, District of New Hazelton
- Directors:** Eric Nyce, Electoral Area A  
Cyra Yunkws, Electoral Area B  
Bruce Bidgood, Electoral Area C (e)  
Dave Brocklebank, Electoral Area D (e)  
Suresh Choudhary, Alternate, Electoral Area E  
Tina Etzerza, Electoral Area F (e)  
Victor Wright, Associate Member Alternate, Kitselas First Nation (e)
- Staff:** Marc Schibli, Acting CAO  
Renee Lukasser, Director of Administration/Corporate Officer/HR  
Scott T. Low, Director of Development Services  
Lori Stark, Manager of Administration/Deputy Corporate Officer  
Maria Levkovytska, Planner I  
Sam Tateishi, Planner I  
Therese Picton, Recording Secretary
- Absent:** Ted Ramsey, Electoral Area E

**CALL TO ORDER:**

Chair Gail Lowry called the meeting to order at 1:09 p.m.

The Regional District of Kitimat-Stikine would like to acknowledge that this meeting is being held on the traditional unceded homelands and territory of Tsimshian First Nation.

That this meeting is being livestreamed, recorded, and published on the RDKS website.

**AMENDMENTS TO THE AGENDA:**

**APPROVAL OF AGENDA:**

Agenda for the May 29, 2026 meeting of the Planning Committee.

MOVED/SECONDED THAT the Agenda for the May 29, 2026 meeting of the Planning Committee, be accepted as presented.

Carried.

**DELEGATIONS:**

**ADOPTION OF MINUTES:**

Minutes of the April 17, 2026 meeting of the Planning Committee. (for adoption)

MOVED/SECONDED THAT the Minutes of the April 17, 2026 meeting of the Planning Committee, be adopted.

Carried.

**REPORTS:**

Report from Planner I, dated May 29, 2026, regarding Request for Frontage Exemption, Proposed Subdivision - Freeman Road, North Terrace (Electoral Area C).

MOVED/SECONDED THAT the Regional District of Kitimat-Stikine Board approve a frontage exemption for the proposed subdivision of the properties legally described as the West 1/2 District Lot 1110, Range 5 Coast District and Block A, DL 1110, Range 5 Coast District, Plan 1084, Freeman Road, provided that the subdivision meets all other regulatory requirements.

Carried.

Report from Planner I, dated May 29, 2026, regarding Rezoning Application No. 166 - 3446 River Drive, Thornhill (Electoral Area E).

MOVED/SECONDED 1. THAT under the Bylaw section of the Agenda, the Regional District of Kitimat-Stikine Board give first and second reading to Thornhill Zoning Amendment Bylaw No. 824, 2026 for Zoning Amendment Application No. 166 at 3446 River Drive, Thornhill, legally described as Lot 1, Plan PRP7159, District Lot 373, Range 5, Coast Land District, PID 009479023; AND 2. THAT the Regional District of Kitimat-Stikine Board authorize staff to set a Public Hearing date; AND 3. THAT the Regional District of Kitimat-Stikine Board appoint Directors of Electoral Area E, C and City of Terrace or their delegates to the Public Hearing Committee.

Carried.

Report from Director of Development Services, dated May 29, 2026, regarding Land Use Status Report - April 2026. (for information only)

**NOTICE OF MOTION:**

**ADJOURNMENT:**

MOVED/SECONDED THAT the meeting be adjourned.

Carried.

Chair Gail Lowry adjourned the meeting at 1:23 p.m.

**DULY APPROVED:**

**CERTIFIED CORRECT:**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director of Administration



## REGIONAL DISTRICT of Fraser-Fort George

June 10, 2026

Chair Cyra Yunkws  
Regional District of Kitimat-Stikine  
Suite 300, 4545 Lazelle Avenue  
Terrace, BC V8G 4E1

Dear Cyra:

### 9-1-1 Call Answer Repatriation Project Update

In January 2025 the Regional District of Fraser-Fort George (RDFFG) shared with our partners the 9-1-1 Call Answer Repatriation Project is proceeding, and 9-1-1 call answer services will transition from an E-Comm contract to a RDFFG staffed and operated service.

Bringing the provision of this vital public safety service back to northern BC has a number of benefits including:

- long-term cost certainty
- economic benefits to the region
- geographic redundancy and resilience
- flexibility to focus on northern and rural issues

The project is progressing well, with work towards major milestones and key deliverables in progress. Intentional project pause-points are being incorporated into the schedule to validate readiness, reduce risk and ensure a successful go-live outcome. This has resulted in some timeline adjustments to the initial project go-live date.

Additionally, the Canada-wide Next Generation 9-1-1 (NG 9-1-1) transition is impacting the project timeline. Developing a new 9-1-1 call answer service concurrently with the NG9-1-1 transition is straining vendor capacity and resources across Canada. The NG9-1-1 transition is considered the highest priority project on the 9-1-1 landscape and certain 9-1-1 call answer project activities are experiencing temporary pauses pending vendor and resource availability. The RDFFG is working closely with our vendors to coordinate competing activities and is nearing completion of its NG9-1-1 transition phase.

155 George Street, Prince George, BC V2L 1P8

[ELECTORAL AREAS A, C, D, E, F, G AND H](#) | [MACKENZIE](#) | [MCBRIDE](#) | [PRINCE GEORGE](#) | [VALEMOUNT](#)

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[rdffg.ca](http://rdffg.ca) | [district@rdffg.bc.ca](mailto:district@rdffg.bc.ca) | 250-960-4400 | 1-800-667-1959



**REGIONAL DISTRICT  
of Fraser-Fort George**

With the adjustments in the schedule, RDFFG Administration is targeting a 9-1-1 call answer switchover date in fall 2027. There is no risk that this timeline shift will interrupt 9-1-1 call answer service provision, and 9-1-1 call answer services will continue under an E-Comm contract until the switchover occurs.

Please share this update with your Board members and know that project updates are planned to be provided to all affected organizations and parties in the weeks ahead.

We are committed to applying our expertise and infrastructure to this significant undertaking and continuing to partner with you for the benefit of our northern residents whom we serve.

Sincerely,

**Chris Calder, CPA, CA (he, him, his)**

Chief Administrative Officer

250-960-4430 | [chris.calder@rdffg.bc.ca](mailto:chris.calder@rdffg.bc.ca)



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Meghan Vander Ploeg, Economic Development Officer  
**Date:** June 26, 2026  
**Re:** Request for Letter of Support - Terrace & District Chamber of Commerce Minerals North 2027

**Attachments:**

[Attachment #1 - TDCC Request for Support - Minerals North](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board provide a letter of support to the Terrace & District Chamber of Conference for their bid to host Minerals North 2027.

**Background:**

The Terrace & District Chamber of Commerce has requested a letter of support from the Regional District of Kitimat-Stikine Board for its bid to host the Minerals North 2027 conference in Terrace (**Attachment #1**).

Minerals North is an annual conference focused on the mining and resource sectors in northern British Columbia and typically brings together several hundred attendees, including industry representatives, government, Indigenous partners, and related businesses. Terrace previously hosted the conference in 2013, with Smithers hosting most recently in May of this year. The Chamber is in the early stages of planning and is forming a committee to oversee the event, with specific dates and venues still to be determined. The City of Terrace has provided a letter of support for the proposal following a recent Council meeting.

Hosting the conference in Terrace may result in increased economic activity across the region, particularly in areas such as accommodations, food services, transportation, and tourism. It may also create opportunities for local and regional businesses to connect with industry participants and strengthen professional relationships. The Chamber has not requested any financial or other support from the Regional District as part of this request for support. They have noted, however, that they would welcome participation from individuals representing the RDKS with an interest in being involved in the planning committee.

Staff recommend that the Board consider issuing a letter of support for the Terrace & District Chamber of Commerce's proposal to host Minerals North 2027. A draft letter of support has been provided and attached by the Chamber for consideration.

**Financial Implications:**

There are no financial implications associated with this request at this time.



**Strategic Plan Objectives:**

- Advocacy

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Meghan Vander Ploeg, Economic Development Officer

**Approved By:**

Lucy Botelho, Acting CFO  
 Renee Lukasser, Director of Administration/Corporate Officer/HR  
 Marc Schibli, Acting CAO

**Status:**

Approved - 16 Jun 2026  
 Approved - 16 Jun 2026  
 Approved - 18 Jun 2026



**APPENDIX 'A' RDKS Request for Letter/Resolution of Support**

<b>Date of Request:</b> May 28, 2026	
<b>Name of organization:</b> Terrace & District Chamber of Commerce	<b>Brief description of organization:</b> Non Profit organization committed to advocate and support the businesses in the northwest
<b>What is the program requiring a letter/resolution of support? Please be specific (eg: Northern Development Initiative Trust Recreation Infrastructure Program)</b> TDCC is requesting a letter of support from RDKS in our commitment of hosting Minerals North 2027	<b>If applicable, what is the dollar amount requested from the program? (Please attach budget details)</b>  <b>What is the deadline for your application to the program?</b> June 26 2026
<b>Brief Project Description and how the project, initiative or endeavour will directly benefit the overall community (Please attach project description):</b> <small>The Terrace &amp; District Chamber of Commerce is preparing a bid to host Minerals North 2027 in Terrace, BC. Minerals North is a major Northern BC mining and resource sector conference that brings together industry leaders, government representatives, Indigenous partners, suppliers, investors, and businesses from across the province and country. Hosting this event would provide significant economic and community benefits throughout the region, including increased visitation and support for local hotels, restaurants, transportation providers, tourism operators, retailers, and other hospitality and service-based businesses. The conference would also create valuable opportunities for local and regional businesses to connect directly with industry representatives and decision-makers, helping strengthen partnerships and support long-term economic development across Northwest BC. The project would further showcase the Regional District of Kitimat-Stikine as a welcoming, capable, and connected region with strong business, tourism, and industrial sectors.</small>	
<b>Total Project Budget (Please attach Project Budget):</b>	
<b>Type of request (please circle):</b> Resolution of Support / <b>Letter of Support</b> <small>*If requesting a letter of support, please send a draft version</small>	
<b>Contact Information</b>	
<b>Name:</b> Victoria Dozzi	<b>Phone Number:</b> 2506352063
<b>Email:</b> Admin@terracechamber.com	
<b>Notes:</b>	<b>Organization mailing address:</b> 3224 Kalum Street Terrace BC V8G 2N1  <b>Mailing address of where to send completed letter/resolution, if different from above:</b>

May 28, 2026

Minerals North Association  
minerals@mineralsnorth.ca

To Whom It May Concern,

The Regional District of Kitimat-Stikine is pleased to provide this letter of support for the Terrace & District Chamber of Commerce's bid to host Minerals North 2027 in Terrace, British Columbia.

Minerals North is a significant Northern BC conference that brings together leaders from the mining, exploration, resource, business, and government sectors from across the province and country. Hosting this event in Northwest BC would provide an important opportunity to showcase the strength, capacity, and economic importance of our region.

The Regional District recognizes the substantial economic and community benefits this event would bring, including increased visitation and support for local accommodations, restaurants, tourism operators, transportation providers, retailers, and other service-based businesses throughout the region. The conference would also create valuable networking and business development opportunities for local and regional businesses to connect directly with industry leaders and decision-makers.

The Terrace & District Chamber of Commerce has demonstrated strong leadership and commitment in pursuing this opportunity, and we are confident the region would serve as an excellent host community for Minerals North 2027.

The Regional District of Kitimat-Stikine is proud to support this initiative and encourages consideration of Terrace, British Columbia as the host community for Minerals North 2027.

Sincerely,

Regional District Kitimat-Stikine



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Raji John, Project Manager  
**Date:** June 26, 2026  
**Re:** New Remo Dike - Construction of Erosion Protection Works

**Attachments:**

[Attachment 1 - ITT 2026-WS-07](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board award the contract for the New Remo Dike - Construction of Erosion Protection Works to D.R. Holtom Ltd. in the amount of \$973,776.27 plus applicable taxes and authorize staff to execute an appropriate contract.

**Background:**

The Regional District of Kitimat-Stikine (RDKS) owns and maintains the New Remo Dike, which provides flood protection to the community of New Remo and the Zymagotitz River. The dike was originally constructed in the 1980s. As the designated diking authority, the RDKS conducts annual inspections to monitor the condition and integrity of this critical infrastructure asset.

In response to several years of high river flows and observations that the upstream channel of the Zymagotitz River was exhibiting signs of alignment changes, the RDKS retained Tetra Tech Canada Inc. to complete an engineering assessment of the dike. The assessment, completed in 2024, identified several conceptual recommendations to improve the functionality and long-term performance of the flood protection system.

On April 19, 2024, the Board passed a resolution supporting an application to the Union of BC Municipalities (UBCM) Disaster Risk Reduction – Climate Adaptation Program. In October 2024, the RDKS received confirmation of grant funding in the amount of \$2,320,000 to advance the recommended dike improvements.

Following receipt of funding, the RDKS proceeded with the next phase of the project, which included detailed engineering design, environmental permitting, and regulatory approvals required to advance the project to construction. Tetra Tech completed these services in early 2026. During the design phase, continued river migration and channel alignment changes necessitated revisions to the erosion protection works. The required permits and approvals were subsequently obtained from the relevant regulatory agencies.

A public tender for construction was issued through BC Bid (**Attachment #1**). A mandatory site meeting was held to review project requirements, site conditions, and construction constraints with prospective proponents. Four compliant bids were received. Following review and evaluation of the submissions, staff recommend awarding the construction contract to D.R. Holtom Ltd.



All granular materials and riprap required for construction will be sourced from the Kitsumkalum Quarry. Construction is anticipated to commence during the low-water period of the Zymagotitz River to minimize environmental impacts and facilitate safe construction activities.

Tetra Tech will provide construction management and quality assurance/quality control (QA/QC) services throughout the construction phase. An estimated budget for these services was included as part of the design phase cost estimate and approved by the Board in January 2025. These services will be delivered on a time-and-materials basis, with any additional costs to be addressed as part of the overall construction phase budget.

**Financial Implications:**

The proposed construction contract is fully funded through the UBCM Disaster Risk Reduction – Climate Adaptation Grant. Of the total grant funding of \$2,320,000, approximately \$2,130,082 remains available for the construction phase of the project following completion of the engineering design and permitting work.

The lowest compliant bid was submitted by D.R. Holtom Ltd. for \$973,776.27. The available grant funding is sufficient to award the contract and provides a substantial contingency to accommodate construction management, QA/QC services, construction monitoring, and any unforeseen project-related costs that may arise during construction.

**Strategic Plan Objectives:**

- Organizational Effectiveness
- Sustainable Service Delivery
- Governance and Partnerships with First Nations

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; weighted	Majority

**Prepared by:**

Raji John, Project Manager

**Approved By:**

Lucy Botelho, Acting CFO  
Renee Lukasser, Director of Administration/Corporate Officer/HR  
Marc Schibli, Acting CAO

**Status:**

Approved - 10 Jun 2026  
Approved - 16 Jun 2026  
Approved - 18 Jun 2026



Regional District of  
**Kitimat-Stikine**

**INVITATION TO TENDER FOR**

**NEW REMO DIKE – CONSTRUCTION OF EROSION  
PROTECTION WORKS**

**ITT Number: 2026-WS-07**

**April 22, 2026**

UNIT PRICE CONTRACT	INVITATION TO TENDERERS	INVITATION TO TENDERERS PAGE 1 OF 1 2009
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**Owner:** Regional District of Kitimat-Stikine

(NAME OF OWNER)

**Contract:** New Remo Dike – Construction of Erosion Protection Works

(TITLE OF CONTRACT)

**Reference No.** ITT 2026-WS-07

(OWNER'S CONTRACT REFERENCE NO.)

**The Owner invites tenders for:** Supply and installation of the riprap and aggregates for the construction of erosion protection works at new Remo Dike

(BRIEF DESCRIPTION OF THE WORK)

**The Contract Documents are available for viewing at:**

ITT documents, addenda or further and further information will be available electronically through BC Bid at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) and on the RDKS website at [www.rdks.bc.ca/government/rfps\\_tenders](http://www.rdks.bc.ca/government/rfps_tenders)

**Tenders are scheduled to close:**

**Tender Closing Time:** 2:00 pm Pacific Standard Time

**Tender Closing Date:** May 22, 2026

**Name of owner's representative** Raji Ann John, P. Eng, PMP  
Project Manager  
rjohn@rdks.bc.ca  
250-615-6100

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(FOR USE WHEN UNIT PRICES FORM THE BASIS OF PAYMENT TO BE USED ONLY WITH THE GENERAL CONDITIONS AND OTHER STANDARD DOCUMENTS OF THE UNIT PRICE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS.)

(TO BE READ WITH “INSTRUCTIONS TO TENDERERS - PART II”  
CONTAINED IN THE EDITION OF THE PUBLICATION  
“MASTER MUNICIPAL CONSTRUCTION DOCUMENTS” SPECIFIED IN ARTICLE 2.2 BELOW)

Owner: **Regional District of Kitimat – Stikine (RDKS)**

(NAME OF OWNER)

Contract: **New Remo Dike – Construction of Erosion Protection Works**

(TITLE OF CONTRACT)

Reference No. **2026-WS- 07**

(OWNER’S CONTRACT REFERENCE NO.)

**1.0 Introduction**

1.1 These Instructions apply to and govern the preparation of tenders for this *Contract*. The *Contract* is generally for the following work:

Clearing and grubbing along the self-launching riprap footprints, riprap armoring areas and along the existing dike; placement of riprap at the specified locations; removal of riprap protrusions from the watercourse; supply and installation of aggregates for dike capping and dike extension works; and improvements to the Zymagotitz Forest Service Road required for the completion of the works.

1.2 Direct all inquiries regarding the *Contract*, to:

**Raji Ann John, P.Eng. PMP Project Manager**

**Address:** Regional District of Kitimat – Stikine (RDKS)  
Suite 300 – 4545 Lazelle Avenue  
Terrace, British Columbia  
V8G 4E1

**Phone:** 250-615-6100

**Email:** rjohn@rdks.bc.ca

**2.0 Tender Documents**

2.1 The tender documents which a tenderer should review to prepare a tender consist of all of the *Contract Documents* listed in Schedule 1 entitled “Schedule of Contract Documents”. Schedule 1 is attached to the Agreement which is included as part of the tender package. The *Contract Documents* include

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the drawings listed in Schedule 2 to the Agreement, entitled “List of *Contract Drawings*”.

- 2.2 A portion of the *Contract Documents* are included by reference. Copies of these documents have not been included with the tender package. These documents are the Instructions to Tenderers - Part II, General Conditions, Specifications and Standard Detail Drawings. They are those contained in the publication entitled “Master Municipal Construction Documents - General Conditions, Specifications and Standard Detail Drawings”. Refer to Schedule 1 to the Agreement or, if not specified in Schedule 1, then the applicable edition shall be the most recent edition as of the date of the *Tender Closing Date*. All sections of this publication are by reference included in the *Contract Documents*.
- 2.3 Any additional information made available to tenderers prior to the *Tender Closing Time* by the *Owner* or representative of the *Owner*, such as geotechnical reports or as-built plans, which is not expressly included in Schedule 1 or Schedule 2 to the Agreement, is not included in the *Contract Documents*. Such additional information is made available only for the assistance of tenderers who must make their own judgment about its reliability, accuracy, completeness and relevance to the *Contract*, and neither the *Owner* nor any representative of the *Owner* gives any guarantee or representation that the additional information is reliable, accurate, complete or relevant.

**3.0 Submission of Tenders**

- 3.1 Signed Tenders must be submitted electronically in PDF form via email. Proponents are advised that the RDKS's file size limit is 15 MB. Email subject line should clearly state the Tender title and reference number as on the cover page

Email [procurement@rdks.bc.ca](mailto:procurement@rdks.bc.ca)

on or before:

**Tender Closing Time: 2:00 pm Pacific Time**

**Tender Closing Date: May 22, 2026**

- 3.2 Tenders and Revisions to Tenders received after the Closing Time will not be accepted or considered

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3.3 The RDKS is not responsible for Tenders delivered to wrong email addresses, or Tenders that are not received before the Closing Date and Time. It is the sole responsibility of each Tenderer to ensure their Tender is received as intended (complete) before the Closing Date and Time.

3.4 Tenders may be revised by written amendment by e- mail, at any time before the Closing Time, but not after. Files must be emailed to [procurement@rdks.bc.ca](mailto:procurement@rdks.bc.ca) with the subject "Revision to Tender Documents for Meziadin Landfill Fence Construction: **2025-WS-15**". The time stamp on the recipient's computer will be used to determine if the file was received on time. An amendment may show only changes to the Schedule of Quantities and Prices. An amendment must be signed by an authorized signatory of the Tenderer in the same manner

**4.0** **Additional Instructions to Tenderers**

4.1 Pre-Bid Conference

A pre bid conference and Site visit will be held at the Site (New Remo Dike) is located along the Zymagotitz Forest Service Road off of Kilby Road, New Remo, approximately 9km Southwest of Terrace.

Site Address: **Off to Zymagotitz Forest Service Road from Highway -16, New Remo**

The Site coordinates are 54.507667, -128.721094

**On May 07<sup>th</sup>, 2026, starting at 10am Pacific Time.**

Attendance in person at the pre-bid conference is required for all prospective bidders. Any bids submitted by parties who do not attend the pre-bid conference will not be considered for further evaluation.

Please note that the dates, times, and locations of the pre-bid conference may change. Any updates will be posted on BC Bid website and the Regional District website ([www.rdks.bc.ca](http://www.rdks.bc.ca)). Following the bidders meeting, a written summary of all questions raised, and the corresponding answers will be issued as an addendum and made available on the BC Bid website and the Regional District website

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FOR USE WHEN UNIT PRICES FORM THE BASIS OF PAYMENT - TO BE USED ONLY WITH GENERAL CONDITIONS AND OTHER STANDARD DOCUMENTS OF THE UNIT PRICE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS.

*Owner:* **Regional District of Kitimat – Stikine (RDKS)**  
(NAME OF OWNER)

*Contract:* **New Remo Dike – Construction of Erosion Protection Works**  
(TITLE OF CONTRACT)

*Reference No:* **2026-WS-07**  
(OWNER'S CONTRACT REFERENCE NO.)

**To Owner:**

**WE, THE UNDERSIGNED:**

1.1 have received and carefully reviewed all of the *Contract Documents*, including the Instructions to Tenderers, the specified edition of the “Master Municipal Construction Documents - General Conditions, Specifications and Standard Detail Drawings” and the following Addenda:

\_\_\_\_\_  
 \_\_\_\_\_;  
(ADDENDA, IF ANY)

1.2 have full knowledge of the *Place of the Work*, and the *Work* required; and  
 1.3 have complied with the Instructions to Tenderers; and

**ACCORDINGLY WE HEREBY OFFER**

2.1 to perform and complete all of the *Work* and to provide all the labour, equipment and material all as set out in the *Contract Documents*, in strict compliance with the *Contract Documents*; and

2.2 to achieve Substantial Performance of the *Work* on or before \_\_\_\_\_; and  
(WORK DURATION OR DATE)

2.3 to do the *Work* for the price, which is the sum of the products of the actual quantities incorporated into the *Work* and the appropriate unit prices set out in Appendix 1, the “*Schedule of Quantities and Prices*”, plus any lump sums or specific prices and adjustment amounts as provided by the *Contract Documents*. For the purposes of tender comparison, our offer is to complete the *Work* for the “*Tender Price*” as set out on Appendix 1 of this Form of Tender. Our *Tender Price* is based on the estimated quantities listed in the *Schedule of Quantities and Prices*, and

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- excludes GST.
- WE CONFIRM:** 3.1 that we understand and agree that the quantities as listed in the Schedule of Quantities and Prices are estimated, and that the actual quantities will vary.
- WE CONFIRM:** 4.1 that the following appendices are attached to and form a part of this tender:
- 4.1.1 the appendices as required by paragraph 5.3 of the Instructions to Tenderers – Part II; and
  - 4.1.2 the *Bid Security* as required by paragraph 5.2 of the Instructions to Tenderers – Part II.
- WE AGREE:** 5.1 that this tender will be irrevocable and open for acceptance by the *Owner* for a period of 90 calendar days from the day following the *Tender Closing Date and Time*, even if the tender of another tenderer is accepted by the *Owner*. If within this period, the *Owner* delivers a written notice ("*Notice of Award*") by which the *Owner* accepts our tender we will:
- 5.1.1 within 15 *Days* of receipt of the written *Notice of Award* deliver to the *Owner*:
    - .1 a Performance Bond and a Labour and Material Payment Bond, each in the amount of 50% of the Contract Price, covering the performance of the Work including the Contractor's obligations during the Maintenance Period, issued by a surety licensed to carry on the business of suretyship in the province of British Columbia, and in a form acceptable to the Owner;
    - .2 a Baseline Construction Schedule, as provided by GC 4.6.1;
    - .3 a "clearance letter" indicating that the tenderer is in Worksafe BC compliance; and
    - .4 a copy of the insurance policies as specified in GC 24 indicating that all such insurance coverage is in place and;
  - 5.1.2 within 2 *Days* of receipt of written "*Notice to Proceed*", or such longer time as may be otherwise specified in the *Notice to Proceed*, commence the *Work*; and
  - 5.1.3 sign the Contract Documents as required by GC 2.1.2.

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**WE AGREE:**

- 6.1 that, if we receive written *Notice of Award* of this *Contract* and, contrary to paragraph 5 of this Form of Tender, we:
- 6.1.1 fail or refuse to deliver the documents as specified by paragraph 5.1.1 of this Form of Tender; or
  - 6.1.2 fail or refuse to commence the Work as required by the Notice to Proceed,  
  
then such failure or refusal will be deemed to be a refusal by us to enter into the Contract and the *Owner* may, on written notice to us, award the *Contract* to another party. We further agree that, as full compensation on account of damages suffered by the *Owner* because of such failure or refusal, the *Bid Security* shall be forfeited to the *Owner*, in an amount equal to the lesser of:
    - 6.1.3 the face value of the *Bid Security*; and
    - 6.1.4 the amount by which our *Tender Price* is less than the amount for which the *Owner* contracts with another party to perform the *Work*.

**OUR ADDRESS IS AS FOLLOWS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Attention: \_\_\_\_\_

This Tender is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

*Contractor:*

\_\_\_\_\_  
(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

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(FOR USE WHEN UNIT PRICES FORM THE BASIS OF PAYMENT TO BE USED ONLY WITH THE GENERAL CONDITIONS AND OTHER STANDARD DOCUMENTS OF THE UNIT PRICE MASTER MUNICIPAL CONSTRUCTION DOCUMENTS.)

BETWEEN *OWNER* AND *CONTRACTOR*

This agreement made in duplicate this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Contract: **NEW REMO DIKE – CONSTRUCTION OF EROSION ROTECTION WORKS**  
(TITLE OF CONTRACT)

Reference No. **2026-WS- 07**  
(OWNER’S CONTRACT REFERENCE NO.)

BETWEEN:

The **REGIONAL DISTRICT OF KITIMAT – STIKINE (RDKS)**  
(NAME OF OWNER)  
(the “*Owner*”)

AND:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(NAME AND OFFICE ADDRESS OF CONTRACTOR)

(the “*Contractor*”)

**The *Owner* and the *Contractor* agree as follows:**

- Article 1 The Work Start / Completion Dates**
- 1.1 The *Contractor* will perform all *Work* and provide all labour, equipment and material and do all things strictly as required by the *Contract Documents*.
  - 1.2 The *Contractor* will commence the *Work* in accordance with the *Notice to Proceed*. The *Contractor* will proceed with the *Work* diligently, will perform the *Work* generally in accordance with the construction schedules as required by the *Contract Documents* and will achieve *Substantial Performance* of the *Work* on or before \_\_\_\_\_ subject to  
(INSERT DATE OF SUBSTANTIAL PERFORMANCE)  
the provisions of the *Contract Documents* for adjustments to the *Contract*

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Time.

- |                  |                                  |  |
|------------------|----------------------------------|--|
| <b>Article 2</b> | <b><u>Contract Documents</u></b> | <p>1.3 Time shall be of the essence of the <i>Contract</i>.</p> <p>2.1 The "<u>Contract Documents</u>" consist of the documents listed or referred to in <u>Schedule 1</u>, entitled "Schedule of <u>Contract Documents</u>", which is attached and forms a part of this Agreement, and includes any and all additional and amending documents issued in accordance with the provisions of the <u>Contract Documents</u>. All of the <u>Contract Documents</u> shall constitute the entire <i>Contract</i> between the <i>Owner</i> and the <i>Contractor</i>.</p> <p>2.2 The <i>Contract</i> supersedes all prior negotiations, representations or agreements, whether written or oral, and the <i>Contract</i> may be amended only in strict accordance with the provisions of the <u>Contract Documents</u>.</p>  |
| <b>Article 3</b> | <b><u>Contract Price</u></b>     | <p>3.1 The price for the <i>Work</i> ("<u>Contract Price</u>") shall be the sum in Canadian dollars of the following</p> <p style="margin-left: 20px;">1.1.1 the product of the actual quantities of the items of <i>Work</i> listed in the <u>Schedule of Quantities and Prices</u> which are incorporated into or made necessary by the <i>Work</i> and the unit prices listed in the <u>Schedule of Quantities and Prices</u>; plus</p> <p style="margin-left: 20px;">1.1.2 all lump sums, if any, as listed in the <u>Schedule of Quantities and Prices</u>, for items relating to or incorporated into the <i>Work</i>; plus</p> <p style="margin-left: 20px;">1.1.3 any adjustments, including any payments owing on account of <i>Changes</i> and agreed to <u>Extra Work</u>, approved in accordance with the provisions of the <u>Contract Documents</u>.</p> <p>3.2 The <u>Contract Price</u> shall be the entire compensation owing to the <i>Contractor</i> for the <i>Work</i> and this compensation shall cover and include all profit and all costs of supervision, labour, material, equipment, overhead, financing, and all other costs and expenses whatsoever incurred in performing the <i>Work</i>.</p> |
| <b>Article 4</b> | <b>Payment</b>                   | <p>4.1 Subject to applicable legislation and the provisions of the <u>Contract Documents</u>, the <i>Owner</i> shall make payments to the <i>Contractor</i>.</p> <p>4.2 If the <i>Owner</i> fails to make payments to the <i>Contractor</i> as they become due in accordance with the terms of the <u>Contract Documents</u> then interest calculated at 2% per annum over the prime commercial lending rate of the Royal Bank of Canada on such unpaid amounts shall also become due and payable until payment. Such interest shall be calculated and added to any unpaid amounts monthly.</p>  |

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**Article 5 Rights and Remedies**

- 5.1 The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.
- 5.2 Except as specifically set out in the Contract Documents, no action or failure to act by the *Owner*, Contract Administrator or *Contractor* shall constitute a waiver of any of the parties' rights or duties afforded under the *Contract*, nor shall any such action or failure to act constitute an approval of or acquiescence in any breach under the *Contract*.

**Article 6 Notices**

- 6.1 Communications among the *Owner*, the Contract Administrator and the *Contractor*, including all written notices required by the Contract Documents, may be delivered by hand, or by fax, or by pre-paid registered mail to the addresses as set out below:

The *Owner*:

Regional District of Kitimat - Stikine

Email: rjohn@rdks.bc.ca

Attention: Raji Ann John, Project Manager

The *Contractor*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Email: \_\_\_\_\_

Attention: \_\_\_\_\_

The Contract Administrator:

Tetra Tech Canada Inc.

Email: Dave.Wolfe@tetrattech.com

Attention: Dave Wolfe P. Eng

Email: \_\_\_\_\_

Attention: \_\_\_\_\_

- 6.2 A communication or notice that is addressed as above shall be considered to have been received
  - 1.1.4 immediately upon delivery, if delivered by hand; or
  - 1.1.5 immediately upon transmission if sent by email

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**Article 7 General**

- 6.3 The *Owner* or the *Contractor* may, at any time, change its address for notice by giving written notice to the other at the address then applicable. Similarly if the Contract Administrator changes its address for notice then the *Owner* will give or cause to be given written notice to the *Contractor*.
- 6.4 The sender of a notice by fax assumes all risk that the fax is received in hard copy.
- 7.1 This *Contract* shall be construed according to the laws of British Columbia.
- 7.2 The *Contractor* shall not, without the express written consent of the *Owner*, assign this *Contract*, or any portion of this *Contract*.
- 7.3 The headings included in the Contract Documents are for convenience only and do not form part of this *Contract* and will not be used to interpret, define or limit the scope or intent of this *Contract* or any of the provisions of the Contract Documents.
- 7.4 A word in the Contract Documents in the singular includes the plural and, in each case, vice versa.
- 7.5 This agreement shall ensure to the benefit of and be binding upon the parties and their successors, executors, administrators and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement the day and year first written above.

*Contractor:*

\_\_\_\_\_  
(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

*Owner:*

\_\_\_\_\_  
(FULL LEGAL NAME OF CORPORATION, PARTNERSHIP OR INDIVIDUAL)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

\_\_\_\_\_  
(AUTHORIZED SIGNATORY)

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(INCLUDE IN LIST ALL DOCUMENTS INCLUDING, IF ANY, SUPPLEMENTARY GENERAL CONDITIONS, SUPPLEMENTARY SPECIFICATIONS, SUPPLEMENTARY STANDARD DETAIL DRAWINGS.)

**Schedule 1 Schedule of Contract Documents**

The following is an exact and complete list of the Contract Documents, as referred to in Article 2.1 of the Agreement.

**NOTE:** The documents noted with "\*" are contained in the "Master Municipal Construction Documents - General Conditions, Specifications and Standard Detail Drawings", edition dated 2019. All sections of this publication are included in the Contract Documents.

- 8.1 Agreement, including all Schedules\*;
- 8.2 Supplementary General Conditions (if any, insert title and edition date);
- 8.3 General Conditions\*;
- 8.4 Specifications\*;
- 8.5 Supplementary Parmak Precision Energizer Installation and user Manual with photos;
- 8.6 Standard Detail Drawings\*;
- 8.7 Executed Form of Tender, including all Appendices;
- 8.8 Contract Documents listed in Schedule 2 to the Agreement—"List of Contract Documents";
- 8.9 Instructions To Tenderers - Part I;
- 8.10 Instructions to Tenderers - Part II\*;
- 8.11 The following Addenda:

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(ADDENDA, IF ANY)

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(COMPLETE LISTING OF ALL DRAWINGS, PLANS AND SKETCHES WHICH ARE TO FORM A PART OF THE CONTRACT, OTHER THAN STANDARD DETAIL DRAWINGS AND SUPPLEMENTARY STANDARD DETAIL DRAWINGS.)

**Schedule 2 List of Contract Documents**

TITLE	DRAWING NO.	DATE	REVISION NO.	REVISION DATE
Site Plan	G1.00			
Drawing Index General Notes & Specifications	G1.01			
Key Plan	C1.00			
Plan & Profile	C1.01			
Plan & Profile	C1.02			
Plan & Profile	C1.03			
Plan & Profile	C1.04			
Typical Sections	C1.05			
Riprap Armoring Site 1	C1.06			
Riprap Armoring Site 2	C1.07			
Cross Sections	C1.08			
Cross Sections	C1.09			

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APPENDIX 1  
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APPENDIX 1 – SCHEDULE OF QUANTITIES

APPENDIX 1

NEW REMO DIKE – CONSTRUCTION OF EROSION PROTECTION WORKS

SCHEDULE OF QUANTITIES AND UNIT PRICES

(All prices and Quotations including the contract Price shall include all Taxes, except GST.  
GST shall be shown separately)

Summary Sheet

Item	Title	Amount
1	General Requirements	
2	Brush Clearing and Grubbing	
3	Access Road Upgrade	
4	Dike Aggregates/ Fill Material	
5	Rip Rap	
6	Temporary and Optional Items	
	Total	

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APPENDIX 1 – SCHEDULE OF QUANTITIES

APPENDIX 1  
NEW REMO EROSION PROTECTION CONSTRUCTION

SCHEDULE OF QUANTITIES AND UNIT PRICES

(All prices and Quotations including the contract Price shall include all Taxes, except GST. GST shall be shown separately)

All granular materials for construction and Rip Rap (Item #'s 3.0, 4.0 & 5.0) must be sourced from Kitsumkalum Quarry

Item #	Spec	Item Description	Unit	Quantity	Unit Price	Amount (\$)
<b>1.0 GENERAL REQUIREMENTS</b>						
1.01	01 33 01	Survey Layout and Record Survey: Provide all survey required for construction installations	LS	1		
1.02	01 53 01	Mobilization/Demobilization	LS	1		
1.03	01 57 01	Environmental Protection	LS	1		
				<b>SUB - TOTAL</b>		
<b>2.0 BRUSH CLEARING AND GRUBBING</b>						
2.01	31 11 01	Clearing & grubbing Contractor to mechanically brush existing vegetation required for the extended dike and self-launching rip-rap footprints as identified on drawings C1.03 and C1.04	m <sup>2</sup>	2200		
2.02	31 11 01	Clearing & grubbing: See drawing C1.06 & C1.07. Contractor to mechanically brush out existing vegetation along road access edges required for the safe construction access to upstream Rip-Rap Armoring sites 1 & 2	l.m.	2000		
2.03	31 11 01	Clearing & grubbing: See drawings C1.01, C1.02 and C1.03 Contractor to mechanically brush out existing vegetation along the existing Dike toe on both the upstream and downstream sides to allow for placement of the Dike Capping Material. Approximately 4m wide on each side Sta 0+000 to Sta 0+500	m <sup>2</sup>	4000		
				<b>SUB - TOTAL</b>		
<b>3.0 ACCESS ROAD UPGRADE</b>						
3.01	32 11 23	Granular Base: Supply and Install Crushed Granular Base, 37.5mm minus, along project access road from Kilby Road to northmost construction location. Place 3 to 5 loads per 200m roadway length as required for improved access. Grade and	l.m.	3000		

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## APPENDIX 1 – SCHEDULE OF QUANTITIES

		compact to 98% SPMDD. Approximate total volume required = 600 cubic meters.				
3.02	32 11 23	Granular Base: Grade road smooth at end of project and static roll with compactor.	L.S.	1		
					<b>SUB - TOTAL</b>	
<b>4.0 DIKE AGGREGATES / FILL MATERIALS</b>						
4.01	31 05 17	Dike Capping Material: Supply and install 75mm minus crushed well graded base (WGB) be placed along existing Dike as shown on project drawings from Sta 0+000 to 0+500 and Sta 0+565 to 0+600. Average width 4m, average thickness 0.15m. Compact to 98% SPMDD.	m <sup>3</sup>	650		
4.02	31 05 17	Dike Extension Core Compacted Fill Material Supply and Install 75mm minus General Dike Fill Material as shown on project drawings approximately from Sta 0+610 to 0+688. Placed in 300mm lifts, compacted to 98% SPMDD.	m <sup>3</sup>	1250		
					<b>SUB - TOTAL</b>	
<b>5.0 RIPRAP</b>						
5.01	31 37 10 Drawing C1.00	Riprap, Class 500 Supply and Install Class 500 Riprap at locations specified on project drawings. Price to include all materials, labor and equipment costs for supply and placement.	m <sup>3</sup>	5500		
5.02	Drawing C1.03	Remove Riprap Protrusion from the watercourse at existing Dike under the direction of the Project Engineer with Qualified Environmental Oversight	L.S.	1		
					<b>SUB - TOTAL</b>	
<b>6.0 TEMPORARY AND OPTIONAL ITEMS</b>						
6.01	01 52 01	Supply, Install and Remove appropriately sized and load rated temporary bridge crossing at furthest upstream armoring area.	L.S.	1		
					<b>SUB - TOTAL</b>	

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APPENDIX 2 – PRELIMINARY CONSTRUCTION SCHEDULE

**NEW REMO DIKE - CONSTRUCTION OF EROSION PROTECTION WORKS**

(TITLE OF CONTRACT)

See paragraph 5.3.2 of the Instructions to Tenderers – Part II.

Indicate Schedule with bar chart with major item descriptions and time.

MILESTONE DATES: \_\_\_\_\_

ACTIVITY	CONSTRUCTION SCHEDULE									
	1	2	3	4	5	6	7	8	9	10

Tenderer's Initials \_\_\_\_\_

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APPENDIX 3 – EXPERIENCE OF SUPERINTENDENT

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**NEW REMO DIKE - CONSTRUCTION OF EROSION PROTECTION WORKS**

(TITLE OF CONTRACT)

See paragraph 5.3.3 of the Instructions to Tenderers – Part II.

**Name:** \_\_\_\_\_

**Experience:** \_\_\_\_\_

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Tenderer's Initials* \_\_\_\_\_

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APPENDIX 4 – COMPARABLE WORK EXPERIENCE

**NEW REMO DIKE – CONSTRUCTION OF EROSION PROTECTION WORKS**

(TITLE OF CONTRACT)

See paragraph 5.3.4 of the Instructions to Tenderers – Part II.

PROJECT	OWNER / CONTACT NAME PHONE and FAX	WORK DESCRIPTION	VALUE (\$)
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
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	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		
	Owner / Contract _____ Phone ( ) Fax ( )		

Tenderer's Initials \_\_\_\_\_

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APPENDIX 5 - SUBCONTRACTORS

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**NEW REMO DIKE – CONSTRUCTION OF EROSIPN PROTECTION WORKS**

(TITLE OF CONTRACT)

See paragraph 5.3.5 of the Instructions to Tenderers – Part II.

TENDER ITEM	TRADE	SUBCONTRACTOR NAME	PHONE NUMBER

Tenderer's Initials \_\_\_\_\_



The General Conditions for this project are contained in the Master Municipal Construction Documents (MMCD ) Platinum Edition Volume II, 2009, except as specified in the following Supplementary General Conditions and MMCD Supplemental Updates (see Schedule 1 of the Agreement). These Supplementary General Conditions take precedence over the applicable MMCD General Conditions.

This section provides “Measurement for Payment” clauses for items not addressed in the MMCD specifications or provides revised/amended clauses for items included in MMCD. These items have “Drawing C10X” notation in the ‘Spec’ column of Appendix 1 of the Form of Tender.

### **General**

- Submission of a Tender shall constitute acknowledgment by the Contractor that any delay in obtaining permits from regulatory authorities shall not entitle the Contractor to additional compensation from the Owner.
- Payments will be made on the basis of the lump sum prices bid and the unit prices bid in the Tender.
- The lump sum prices bid for various items of work, unless specifically noted otherwise, shall include the supply of all labour, plant, material and product equipment necessary to construct THE WORK in accordance with the specifications, and render it fully operational.
- The prices bid shall be full compensation for supplying, hauling, installing, cleaning, testing, and placing in service together with all other work subsidiary and incidental thereto for which separate payment is not provided elsewhere.
- Payments will be made on the basis of the following:
  - a) Lump Sum and Unit Price items in the Schedule of prices in the Tender Forms.
  - b) For each Lump Sum item in the Schedule of Unit Prices, the C.A. will, in cooperation with the Contractor, estimate the percentage of the item completed at the end of the payment period.
  - c) Where a specific measurement and payment clause is not included, the Schedule of Quantities provides enough detail for defining payments.

### **Item 1.0 General Requirements**

#### **Item 1.01 – Section 01 33 01 – Survey Layout and Record Survey**

The lump sum payment will be paid on pro-rata basis as the project progresses.

#### **Item 1.02 - Section 01 53 01 – Mobilization/Demobilization**

Lump sum payment will be paid on commencement and end of construction as follows:

Mobilization – 50%

Demobilization – 50%

#### **Item 1.03 -Section 01 57 01 - Environmental Protection**



Lump sum payment will be paid on environmental monitoring during the course of construction on a pro-rata basis as the project progresses.

This lump sum price shall be full compensation for:

- Contractor Environmental Management Plan.
- All labour, equipment, materials, and services required to complete the environmental protection work as specified.
- All administrative costs, training, reporting, and coordination with stakeholders.

### **Item 2.0 Brush Clearing and Grubbing**

#### **Item 2.01 – Section 31 11 01 – Clearing and Grubbing**

The square meter payment will be based on a pre-construction and post-construction review of the area cleared completed by the contractor's surveyor (with data supplied to RDKS) and verified by the CA.

#### **Item 2.02 – Section 31 11 01 – Clearing and Grubbing:**

The lineal meter payment will be based on a pre-construction and post-construction review of the cleared areas using a measuring wheel by the CA.

#### **Item 2.03 – Section 31 11 01 – Clearing and Grubbing:**

The square meter payment will be based on a pre-construction and post-construction review of the area cleared completed by the contractor's surveyor (with data supplied to RDKS) and verified by the CA.

### **Item 3.0 Access Road Upgrade**

#### **Item 3.01 – Section 32 11 23 – Granular Base:**

The payment will be based on a lineal meter measurement by the contractor surveyor and verified by the CA.

#### **Item 3.02 – Section 32 11 23 – Granular Base:**

The payment will be lump sum to be paid at the end of the project, once verified by the CA.

### **Item 4.0 Dike Aggregates / Fill Materials**

#### **Item 4.01 – 31 05 17 – Dike Capping Material:**

The cubic meter payment will be based on a pre-construction and post-construction topographical survey of the Dike from Station 0+000 to 0+500 (survey data supplied to RDKS from the contractor).

#### **Item 4.02 – 31 05 17 – Dike Extension Core Compacted Material:**



The cubic meter payment will be based on a pre-construction and post-construction topographical survey of the Dike from Station 0+000 to 0+500 (survey data supplied to RDKS from the contractor).

#### **Item 5.0 Riprap**

##### **Item 5.01 – Riprap, Class 500:**

The cubic meter payment will be based on submitted load weights provided by the contractor to the CA. Load weights will be converted to cubic meter volumes based on a trial volume to weight ratio review completed by the project engineer at the start of the project at the Kitsumkalum Quarry and shall be confirmed by the CA, RDKS Project Manager, the engineer and the contractor prior to proceeding with any riprap work at the project site.

##### **Item 5.02 – Riprap, Class 500:**

The payment will be lump sum to be paid on the next monthly installment, once verified completed by the CA.

#### **Item 6.0 Optional Items**

##### **Item 6.01 – 01 52 01 -Supply and Install Temporary Bridge**

The payment will be lump sum to be paid at the end of the project, once verified by the CA. This section provides guidance for submittal items not addressed in the MMCD specifications.



This section provides guidance for submittal items not addressed in the MMCD specifications

### **1.0 General**

1. Submittals are required in accordance with the provisions of this section to determine whether the specified Material and Product are furnished and installed in accordance with design intent as expressed in the Contract Documents.
2. Individual submittals as required are detailed in other sections of the specifications.
3. Until submissions are reviewed, work involving relevant Product or Material may not proceed.

### **2.0 Identification of Submittals**

1. Identify each submittal and resubmittal by showing at least the following information:
  - a) Name, address and telephone number of the submitter, and a name of an individual for contact.
  - b) Drawing number and specification number to which the submittal applies.
  - c) Whether or original submittal or resubmittal.
  - d) Confirmation of prior review by the Contractor.
  - e) Date of submittal (or re-submittal).
  - f) Authorized signature of the Submitter.

### **3.0 Coordination of Submittals**

1. Prior to submittal for the Contract Administrator's review, coordinate all material:
  - a) Determine and verify field dimensions and conditions and conformance with specifications, including material, catalogue numbers, type numbers and similar data.
  - b) Coordinate with requirements under laws, regulations, etc.
  - c) Secure required approvals of public agencies, inspection agencies and standards agencies and show proof of approvals acquisition.
  - d) Indicate any deviations from the intent of design as expressed in the Contract Documents and request specific review of these deviations.

### **4.0 Timing of Submittals**

1. Make submittals far enough in advance to allow adequate time for coordination, Contract Administrator's review, revisions and resubmittals, and for supply and delivery in time for the scheduled installation in the work.
2. Allow at least ten (10) calendar days for the Contract Administrator's review after receipt of submittals.
3. Costs due to delays in making submittals shall be borne solely by the Contractor.

### **5.0 Shop Drawings**



1. "Shop Drawings" mean custom drawings, product data, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided to illustrate details of a portion of the Work.
2. Arrange for the preparation of clearly identified shop drawings as specified or as the Contract Administrator may reasonably request. Shop drawings are to clearly indicate materials, methods of construction and attachment of anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of the work. Where articles or equipment attach or connect to other articles or equipment, clearly indicate that all such attachments and connections have been properly coordinated, regardless of the trade under which the adjacent articles or equipment will be supplied and installed. Shop drawings are to indicate their relationship to design drawings and specifications. Notify the Contract Administrator in writing of any deviations in shop drawings from the requirements of the Contract Documents.
3. Examine all shop drawings prior to submission to the Contract Administrator to ensure that all necessary requirements have been determined and verified and that each shop drawing has been checked and coordinated with the requirements of the Work and the Contract Documents. Examination of each shop drawing shall be indicated by stamp, date and signature of a responsible person of the Subcontractor for supplied items and of the General Contractor for fabricated items. Shop drawings not stamped, signed and dated will be returned without being reviewed and stamped "Re-submit".
4. Submit shop drawings with reasonable promptness and in an orderly sequence so as to cause no delay in the Work. Failure to submit shop drawings in ample time is not to be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed. Jointly prepare a schedule fixing the dates of submission and return of shop drawings.
5. The Contract Administrator will review and return shop drawings in accordance with the schedule agreed upon or otherwise with reasonable promptness so as to cause no delay in Work.
6. The review of shop drawings by the Contract Administrator shall not relieve the Contractor of his responsibility to ensure that those portions of the Work covered by such drawings meet the specifications, and he shall not rely on the review of the Contract Administrator for quality control.
7. Review by the Contract Administrator shall not relieve the Contractor of his responsibility for errors or omissions in shop drawings or for proper completion of the Work in accordance with the Contract Documents.
8. Responsibility for verification and correlation of field dimensions, fabrication processes, techniques of construction, installation and coordination of all parts of the Work rests with the Contractor.
9. Shop drawings will be returned to the Contractor with one of the following notations:
  - a) "Reviewed and Approved for Use" – no modifications will be required
  - b) "Reviewed and Approved for Use as Modified" – modifications are as indicated on the mark-ups by the C.A.
  - c) "Revise and Resubmit" – revisions required as indicated on the mark-ups by the C.A.Only a) & b) shall be used for the work.
10. No further revisions may be permitted once either a) or b) above have been met.



This section provides guidance for Wildlife Monitoring which is not addressed in the MMCD specifications.

### **1.0 Wildlife Management**

1. Develop a Wildlife Management Plan, as part of the Site-Specific Health and Safety Plan (SSHSP), that includes bear and large mammal safety and as a minimum meets the following requirements:
  - a) Firearms must be stored and used in accordance with all Authorities Having Jurisdiction.
  - b) Terms of Use for firearms must be submitted to RDKS representative for review.
2. All wildlife encounters and sightings must be reported to RDKS representative weekly.
3. All persons on site must be made aware of wildlife attractants and proper procedures to be followed in the event of wildlife encounter.

### **2.0 Wildlife**

1. Avoid or terminate activities on-site that attract or disturb wildlife and stay away from bears, wolves, moose or other animals that display aggressive behavior. Extra care should be taken to control materials that might attract wildlife (e.g. lunches and food scraps).
2. Notify the RDKS representative immediately of all relevant activity around the site.

# NEW REMO DIKE IMPROVEMENTS ZYMAGOTITZ RIVER, BC



**SITE PLAN**  
SCALE: NTS

ISSUED FOR TENDER

CLIENT 		PROJECT NO. ENG KGE004030-01	OFFICE VANC	DES JDM	CHK KM	REV -	DRAWING
		DATE March 13, 2026	SHEET No. - of -	DWN MK	APP DNM	STATUS IFT	G1.00

DRAWING NO.	DESCRIPTION
G1.00	COVER
G1.01	DRAWING INDEX AND GENERAL NOTES AND SPECIFICATIONS
C1.00	KEY PLAN
C1.01	PLAN AND PROFILE
C1.02	PLAN AND PROFILE
C1.03	PLAN AND PROFILE
C1.04	PLAN AND PROFILE
C1.05	TYPICAL SECTIONS
C1.06	RIPRAP ARMORING SITE 1
C1.07	RIPRAP ARMORING SITE 2
C1.08	CROSS SECTIONS
C1.09	CROSS SECTIONS

**GENERAL NOTES:**

- ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE REGIONAL DISTRICT OF KITIMAT-STIKINE (RDKS) STANDARDS (DEPENDING ON LOCATION). IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO CORRECT ANY ERROR, OMISSION, OR VARIATION FROM THE ABOVE REQUIREMENTS AND THE PLANS. ALL CORRECTIONS SHALL BE AT NO ADDITIONAL COST OR LIABILITY TO REGIONAL DISTRICT OF KITIMAT-STIKINE.
- ALL DESIGN AND CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE MMCD AND THE DEPARTMENT OF FISHERIES AND OCEANS CANADA STANDARDS. IT SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO CORRECT ANY ERROR, OMISSION, OR VARIATION FROM THE ABOVE REQUIREMENTS AND THE PLANS. ALL CORRECTIONS SHALL BE AT NO ADDITIONAL COST OR LIABILITY TO THE RDKS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR RESTORING THE SITE TO PRE-CONSTRUCTION CONDITION FOLLOWING THE COMPLETION OF THE PROJECT.
- A COPY OF APPROVED ISSUED FOR CONSTRUCTION DRAWINGS MUST BE AT THE JOB SITE WHENEVER CONSTRUCTION IS IN PROGRESS.
- PROOF OF LIABILITY INSURANCE SHALL BE SUBMITTED TO RDKS PRIOR TO THE CONSTRUCTION OF THE PROPOSED WORKS.
- CONTRACTOR TO DEVELOP AND STAKE A DETAILED LAYOUT PLAN PRIOR TO THE COMMENCEMENT OF CONSTRUCTION.
- CONTRACTOR SHALL IDENTIFY NEARBY SURVEY CONTROL POINTS AND USE THEM FOR CONSTRUCTION SURVEY LAYOUT AND TO DEVELOP AS-BUILT SURVEYS. CONTRACTOR SHALL PROVIDE AS-BUILT SURVEYS REFERENCING RDKS CONTROL POINTS IN RDKS'S STANDARD UTM SYSTEM. IN ADDITION, THE CONTRACTOR SHALL USE A QUALIFIED SURVEYOR, ACCEPTABLE TO RDKS, FOR THE ESTABLISHING OF CONTROL POINTS, CONSTRUCTION LAYOUT AND FINAL AS-BUILT SURVEYS, TO CONFIRM THE LINE AND GRADE OF THE PROPOSED WORKS. THE CONTRACTOR WILL PROVIDE SUFFICIENT SURVEY CONTROL TO ALLOW THE CONTRACT ADMINISTRATOR TO CONFIRM THE ACTUAL INSTALLATIONS WITH THE DESIGN REQUIREMENTS ON THE DRAWINGS. COSTS ASSOCIATED TO SURVEYING THE SITE AND/OR LAYING OUT THE ALIGNMENT OF THE PROPOSED WORKS SHALL BE INCIDENTAL TO PAY ITEM 1.01.
- CONTRACTOR MUST NOTIFY LOCAL RESIDENTS PRIOR TO COMMENCEMENT OF CONSTRUCTION ACTIVITIES. CONTRACTOR MUST COORDINATE COMMUNICATION AND NOTIFICATIONS BASED ON THE PROJECT-SPECIFIC COMMUNICATION PLAN (TO BE PROVIDED UPON PROJECT AWARD).
- BEFORE ANY CONSTRUCTION OR DEVELOPMENT ACTIVITY, A PRE-CONSTRUCTION MEETING MUST BE HELD BETWEEN THE ENGINEER, RDKS AND THE CONTRACTOR.
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO LOCATE ALL EXISTING UTILITIES. ALL UTILITIES MAY NOT BE SHOWN ON THE DRAWINGS. IF UTILITIES ARE DAMAGED OR BROKEN IT IS THE SOLE RESPONSIBILITY OF THE CONTRACTOR TO FIX THESE. THE RDKS OR THE ENGINEER WILL NOT BE HELD LIABLE FOR DAMAGES TO EXISTING UTILITIES.
- PRIOR TO CONSTRUCTION, ANY REVISIONS TO THESE DRAWINGS MUST BE APPROVED BY THE CONTRACT ADMINISTRATOR.
- FIGURED DIMENSIONS SHALL GOVERN OVER SCALED DIMENSIONS.
- ALL TESTING OF MATERIAL AND COMPACTION SHALL BE PERFORMED BY A CERTIFIED TESTING AGENCY. COPIES OF THE TESTING REPORT SHALL BE SUBMITTED TO THE CONTRACT ADMINISTRATOR AS SOON AS IN RECEIPT.
- CONTRACTOR TO ADHERE TO REQUIREMENTS OF PROVIDED CHANCE FIND MANAGEMENT PLAN (CFMP).
- CONTRACTOR TO NOTIFY CONTRACT ADMINISTRATOR TWO (2) BUSINESS DAYS PRIOR TO ANY GROUND DISTURBING ACTIVITIES.

**EROSION AND SEDIMENT CONTROL (ESC):**

- CONTRACTOR SHALL PROVIDE A DETAILED SEDIMENT AND EROSION CONTROL PLAN FOR APPROVAL PRIOR TO CONSTRUCTION.
- THE IMPLEMENTATION OF ESC PLANS AND THE CONSTRUCTION, MAINTENANCE, REPLACEMENT AND UPGRADING OF THESE ESC FACILITIES IS THE RESPONSIBILITY OF THE CONTRACTOR UNTIL ALL CONSTRUCTION IS COMPLETE.
- THE ESC FACILITIES MUST BE CONSTRUCTED PRIOR TO OR IN CONJUNCTION WITH ALL CLEARING AND GRADING SO AS TO ENSURE THAT THE TRANSPORT OF SEDIMENT TO SURFACE WATERS, DRAINAGE SYSTEMS AND ADJACENT PROPERTIES IS MINIMIZED.
- DURING THE CONSTRUCTION PERIOD, ESC FACILITIES SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND MODIFIED TO ACCOUNT FOR CHANGING SITE CONDITIONS (E.G., ADDITIONAL PUMPS, RELOCATION OF SWALES AND SILT FENCES, ETC.)
- THE ESC FACILITIES SHALL BE INSPECTED DAILY BY THE SITE SUPERVISOR AND MAINTAINED TO ENSURE CONTINUED PROPER FUNCTIONING. WRITTEN RECORDS SHALL BE KEPT OF BI-WEEKLY REVIEWS OF THE ESC FACILITIES.
- ANY AREAS OF EXPOSED SOILS AND EMBANKMENTS, THAT WILL NOT BE DISTURBED FOR SEVEN (7) DAYS SHALL BE IMMEDIATELY STABILIZED WITH THE APPROVED ESC METHODS (E.G. SEEDING, MULCHING, PLASTIC COVERING, ETC.)
- ANY AREA NEEDING ESC MEASURES NOT REQUIRING IMMEDIATE ATTENTION SHALL BE ADDRESSED WITHIN SEVEN(7) DAYS.
- THE ESC FACILITIES ON INACTIVE SITES SHALL BE INSPECTED AND MAINTAINED A MINIMUM OF ONCE A WEEK OR WITHIN TWENTY-FOUR (24) HOURS FOLLOWING A STORM EVENT.
- STABILIZED CONSTRUCTION ENTRANCES, ROADS AND HAUL ROUTES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ANY TEMPORARY CONSTRUCTION ENTRANCES, ROADS AND HAUL ROUTES SHALL BE REMOVED AND SEEDED AT THE END OF CONSTRUCTION. ADDITIONAL MEASURES, SUCH AS WASH PADS, MAY BE REQUIRED TO ENSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SWEEPING CITY ROADS WHICH ARE NOT KEPT CLEAN. ALL SWEEPING COSTS SHALL BE INCIDENTAL TO THE PROJECT UNIT PRICES.
- ALL SEEDING MUST BE COMPLETED BEFORE COMPLETION OF THE PROJECT. ANY SUPPLEMENTAL SEEDING MUST BE COMPLETED PRIOR TO THE BEGINNING OF THE WET SEASON (OCT. 1). ALL DISTURBED AREAS SHALL BE REVIEWED TO IDENTIFY WHICH ONES CAN BE SEEDED IN PREPARATION FOR THE WINTER RAINS. DISTURBED AREAS SHALL BE SEEDED WITHIN ONE WEEK OF THE BEGINNING OF THE WET SEASON. THE ENGINEER CAN REQUIRE SEEDING OF ADDITIONAL AREAS IN ORDER TO PROTECT SURFACE WATERS, ADJACENT PROPERTIES OR DRAINAGE FACILITIES.

**TRAFFIC MANAGEMENT:**

- THE CONTRACTOR SHALL PROVIDE CONSTRUCTION SIGNAGE AND OTHER MEASURES AT ALL TIMES TO ENSURE THE SAFETY OF THE PUBLIC. NO ROAD SHALL BE CLOSED WITHOUT THE WRITTEN CONSENT OF THE DISTRICT.
- THE CONTRACTOR IS RESPONSIBLE FOR THE SUPPLY, ASSEMBLY, MAINTENANCE AND DISASSEMBLY OF ALL TEMPORARY SIGNAGE AND MARKINGS TO THE SATISFACTION OF THE RDKS AND CONTRACT ADMINISTRATOR.

**GEOTECHNICAL:**

- APPROVED IMPORTED GRANULAR MATERIAL TO BE USED FOR ALL BACKFILL AND COMPACTED TO 95% MODIFIED PROCTOR MAXIMUM DRY DENSITY (MPMDD, ASTM D1557). NATIVE MATERIAL USED ONLY WHEN APPROVED BY THE GEOTECHNICAL ENGINEER.
- ALL ORGANIC, LOOSE, WET OR SOFT SOIL AND OTHER DELETERIOUS MATERIAL SHALL BE STRIPPED AND CLEARED TO SATISFACTION OF GEOTECHNICAL ENGINEER WITHIN THE LIMITS OF THE FILL PLACEMENT OR CUT SECTIONS.

**ENVIRONMENTAL:**

- ALL WORKS TO BE COMPLETED IN ACCORDANCE WITH THE WATER SUSTAINABILITY ACT APPROVAL TERMS AND CONDITIONS AND DFO REQUIREMENTS.
- ALL WORKS TO BE COMPLETED UNDER FULL TIME ENVIRONMENTAL MONITORING. CONTRACTOR TO PROVIDE FULL TIME ENVIRONMENTAL MONITORING.
- INSTREAM WORK IS TO BE COMPLETED UNDER ISOLATION OF FLOWS. STREAM FLOWS ARE TO BE DIVERTED AROUND THE WORKSITE BY PUMPING OR PIPING 100% OF THE CREEK. FLOWS MUST BE MAINTAINED TO THE DOWNSTREAM REACH AT ALL TIMES. CONTRACTOR TO SELECT FLOW BYPASS METHODOLOGY AND CAPACITY AND SUBMIT WRITTEN PLAN TO CONTRACT ADMINISTRATOR AND ENVIRONMENTAL CONSULTANT FOR COMMENT PRIOR TO CONSTRUCTION.
- FLOW BYPASS SYSTEM TO BE MONITORED AND MAINTAINED BY THE CONTRACTOR DAILY INCLUDING WEEKENDS AND HOLIDAYS TO ENSURE THESE ARE WORKING PROPERLY.
- ANY TREE REMOVALS SHOULD BE RETAINED AS COARSE WOODY DEBRIS PLACEMENTS, OR SHOULD BE USED AS LARGE WOODY DEBRIS ELEMENTS INSTREAM AS DIRECTED BY THE ENVIRONMENTAL CONSULTANT.
- DISTURBED AREAS OUTSIDE OF THE DEFINED PLANTING PLAN SHALL BE REVEGETATED WITH NATIVE TREES AND SHRUBS FOLLOWING A RIPARIAN PLANTING PLAN COMPLETED BY THE ENVIRONMENTAL CONSULTANT. THE PLANTING PLAN WILL BE FINALIZED BASED ON INVENTORY OF DISTURBED AREAS ONCE MACHINE WORK IS COMPLETE. COST OF PLANTING WILL BE AT CONTRACTOR'S EXPENSE.

**LEGEND**

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

NO.	DATE	OWN	CHK	APP	DESCRIPTION
F	31/09	JEM	KM	DW	ISSUED FOR TENDER
E	29/08	JEM	KM	DW	ISSUED FOR REVIEW
D	21/10/26	JEM	KM	DW	ISSUED FOR REVIEW
C	11/10/25	JEM	KM	DW	ISSUED FOR REVIEW
B	02/05	JEM	KM	DW	ISSUED FOR REVIEW
A	01/2025	JEM	KM	DW	ISSUED FOR REVIEW

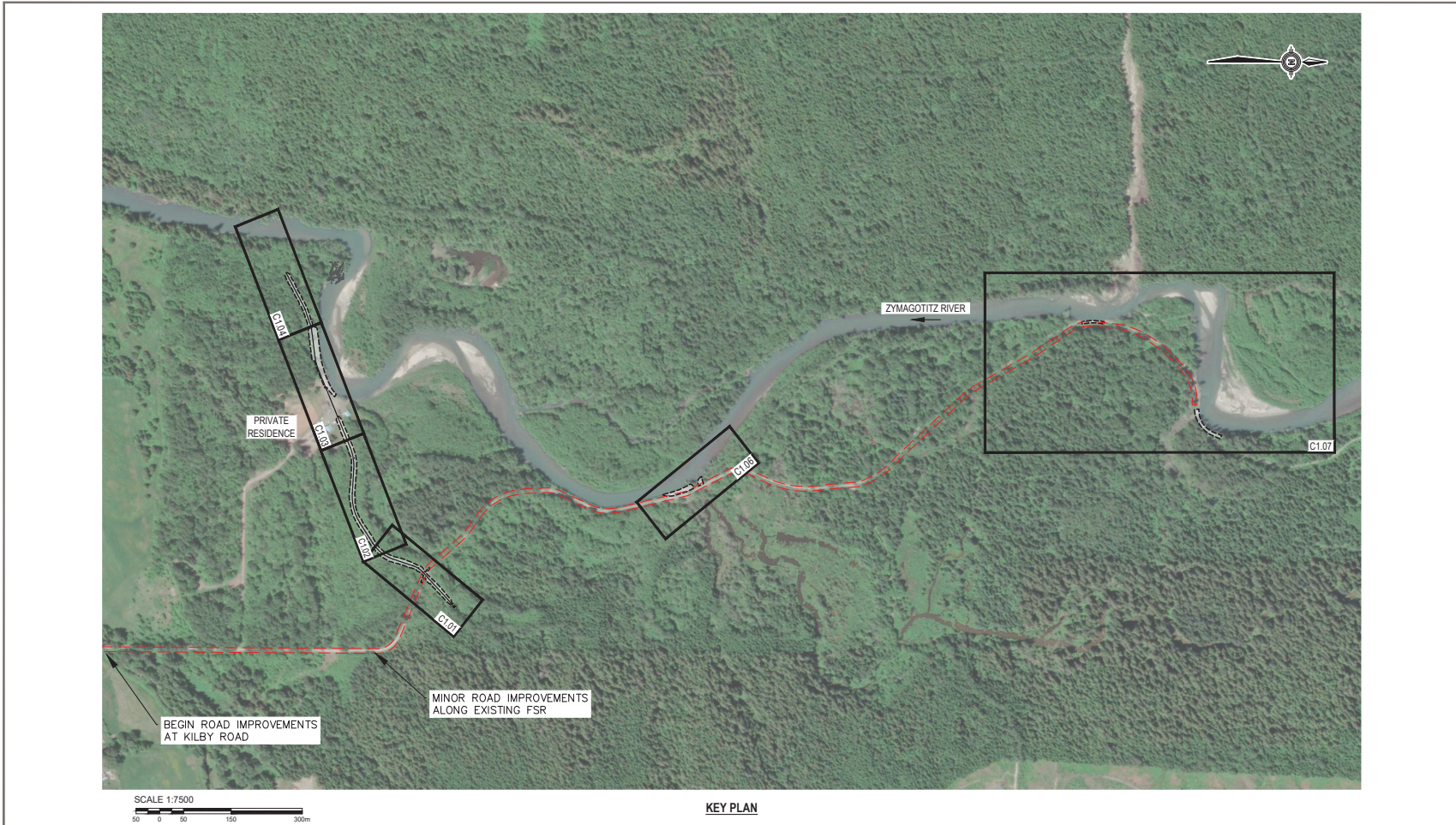


CLIENT

Regional District of  
Kitimat-Stikine

TETRA TECH

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC					
DRAWING INDEX, GENERAL NOTES AND SPECIFICATIONS					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG KGE004030-01	VANC	JDM	KM	F	G1.01
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	1 of 11	MK	DNM	IFT	



KEY PLAN

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

NOTES

NO.	DATE	OWN	CHK	APP	DESCRIPTION
F	3/13/26	JDM	KM	DW	ISSUED FOR TENDER
E	2/25/26	JDM	KM	DW	ISSUED FOR REVIEW
D	2/11/26	JDM	KM	DW	ISSUED FOR REVIEW
C	1/17/26	JDM	KM	DW	ISSUED FOR REVIEW
B	9/25/25	JDM	KM	DW	ISSUED FOR REVIEW
A	8/12/25	JDM	KM	DW	ISSUED FOR REVIEW

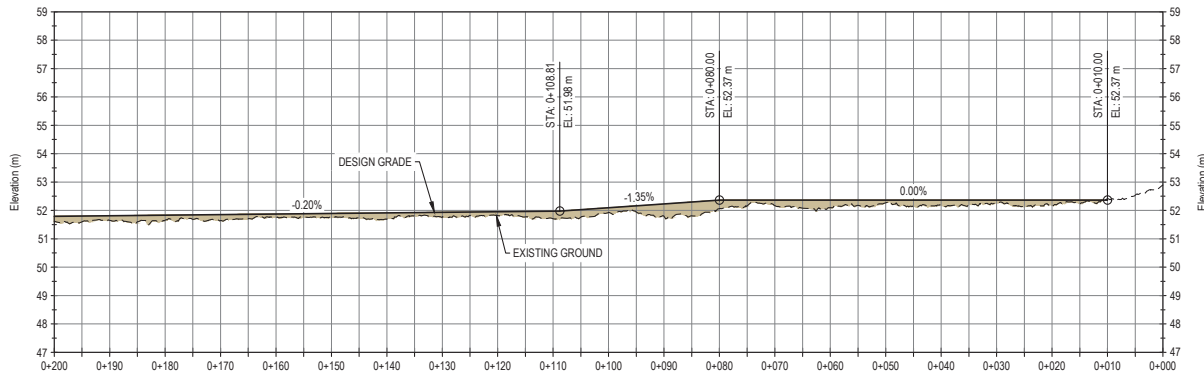
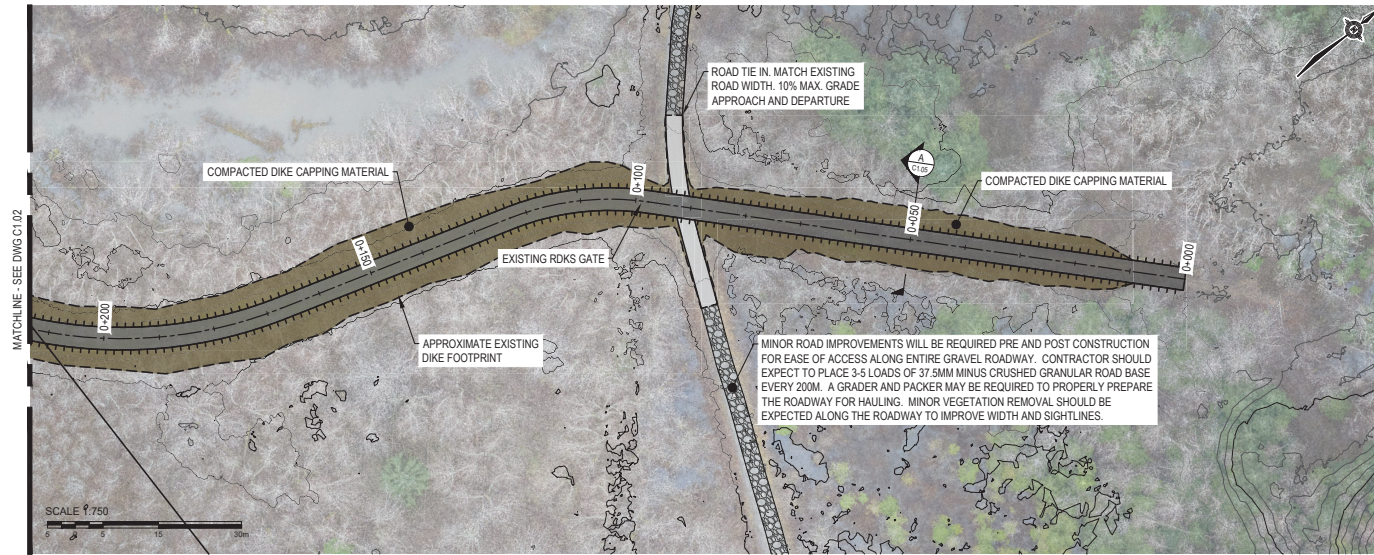


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Regional District of  
Kitimat-Stikine

TETRA TECH

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTITZ RIVER, BC					
KEY PLAN					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG-KGEO04030-01	VANC	JDM	KM	F	C1.00
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	2 of 11	JDM	DW	IFT	



PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

NOTES

- Lidar and orthophoto provided by Rekon Solutions Inc dated November 23, 2023.
- Profile view is exaggerated by 5 times vertically.
- Homeowner access may be required. Contractor to upgrade with 3' minus from Kalum quarry rock. 10 loads (standard) dump truck at start and regraded at project completion. RDKS access road to have 5 loads 1 1/2" gravel for project access improvements.

NO.	DATE	OWN	CHK	APP	DESCRIPTION
F	3/13/26	JEM	KM	DW	ISSUED FOR TENDER
E	2/25/26	JEM	KM	DW	ISSUED FOR REVIEW
D	2/11/26	JEM	KM	DW	ISSUED FOR REVIEW
C	1/17/26	JEM	KM	DW	ISSUED FOR REVIEW
B	9/2/25	JEM	KM	DW	ISSUED FOR REVIEW
A	8/12/25	JEM	KM	DW	ISSUED FOR REVIEW

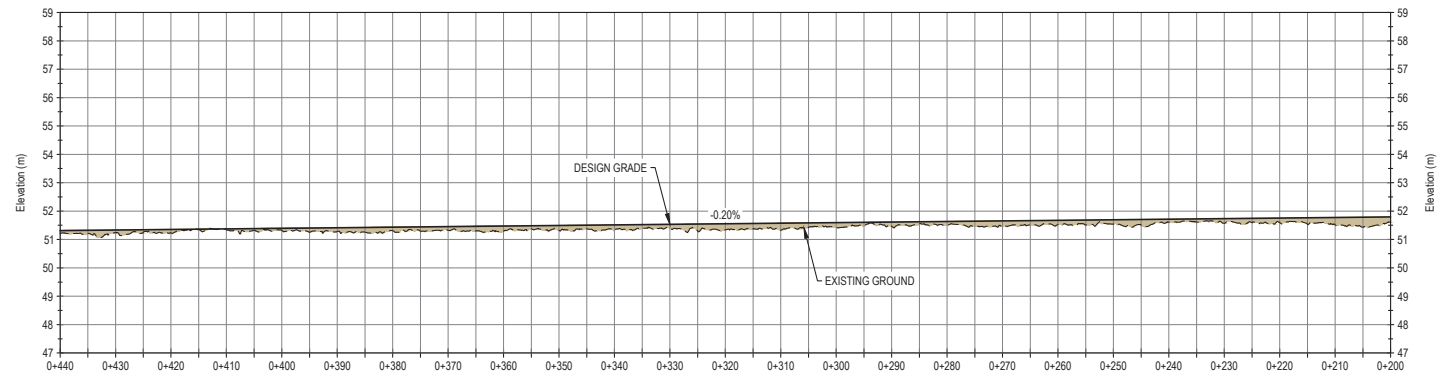
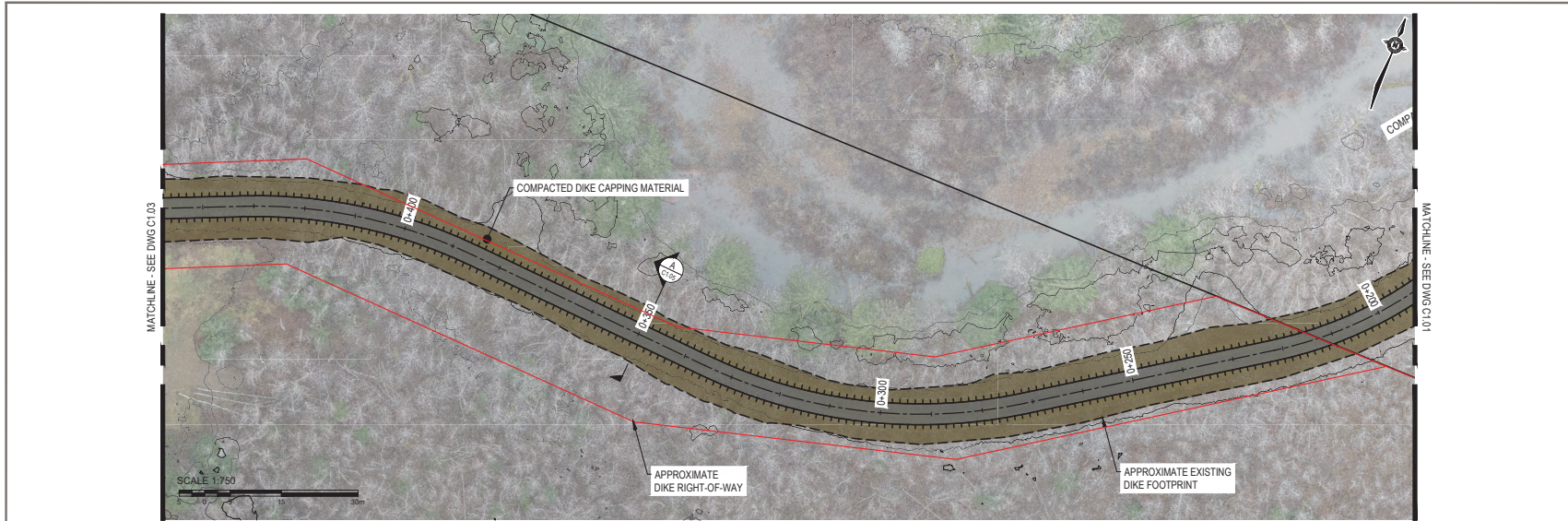
PROFESSIONAL SEAL  
JEM  
23 APR 2026

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Regional District of  
Kitimat-Stikine

TETRA TECH

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC					
PLAN AND PROFILE					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG.KGEO04030-01	VANC	JDM	KM	F	C1.01
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	3 of 11	JDM	DW	IFT	



**PERMIT TO PRACTICE**  
**TETRA TECH CANADA INC.**  
 PERMIT NUMBER: 1001972

**ISSUED FOR TENDER**

- NOTES**
- Lidar and orthophoto provided by Rekon Solutions Inc dated November 23, 2023.
  - Profile view is exaggerated by 5 times vertically.
  - Homeowner access may be required. Contractor to upgrade with 3' minus from Kalum quarry rock. 10 loads (standard) dump truck at start and regraded at project completion. RDKS access road to have 5 loads 1 1/2" gravel for project access improvements.

NO.	DATE	OWN	CHK	APP	DESCRIPTION
F	3/13/26	JJM	KM	DW	ISSUED FOR TENDER
E	2/25/26	JJM	KM	DW	ISSUED FOR REVIEW
D	2/11/26	JJM	KM	DW	ISSUED FOR REVIEW
C	1/17/26	JJM	KM	DW	ISSUED FOR REVIEW
B	9/2/25	JJM	KM	DW	ISSUED FOR REVIEW
A	8/12/25	JJM	KM	DW	ISSUED FOR REVIEW

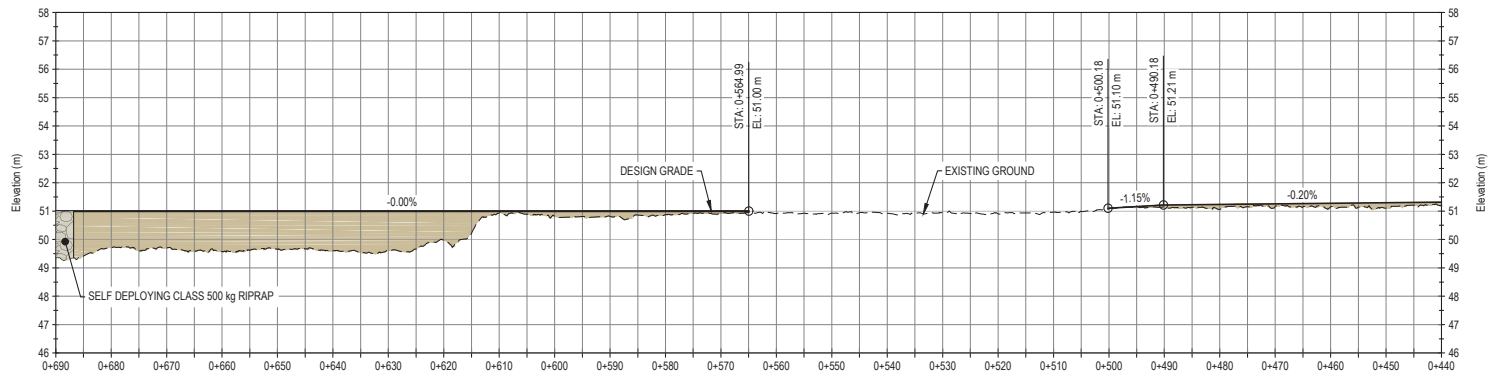
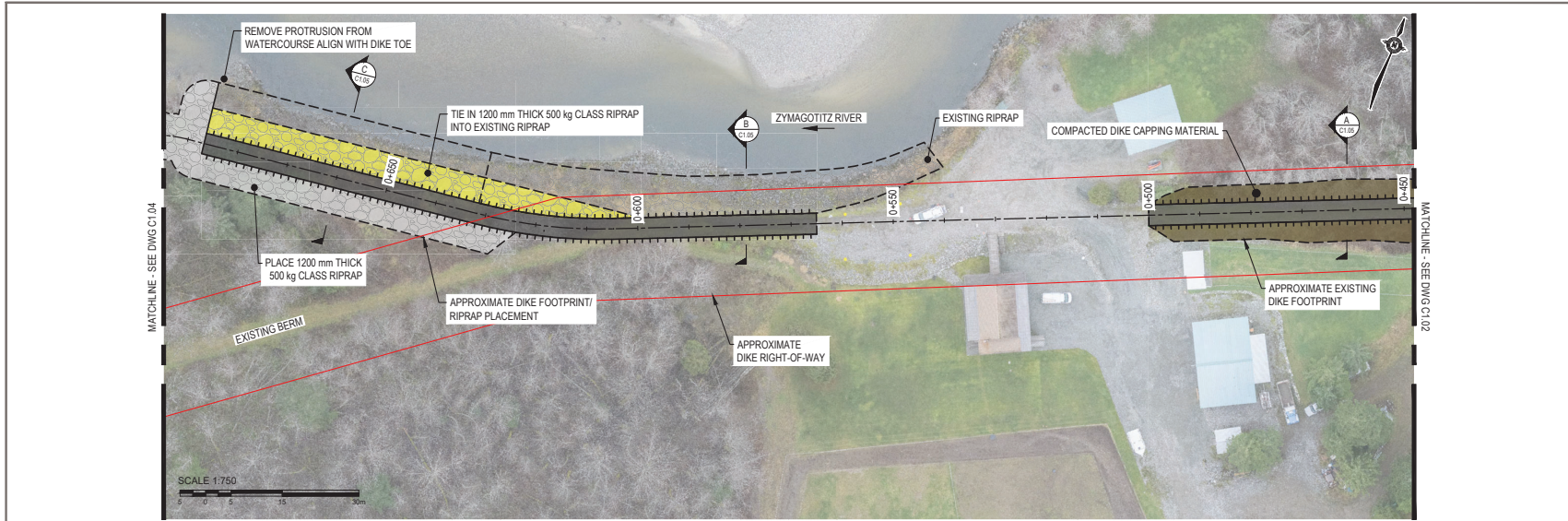


CLIENT

**Regional District of Kitimat-Stikine**

**TETRA TECH**

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC					
PLAN AND PROFILE					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG KGEO04030-01	VANC	JJM	KM	F	C1.02
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	4 of 11	JJM	DW	IFT	



**PERMIT TO PRACTICE**  
**TETRA TECH CANADA INC.**  
**PERMIT NUMBER: 1001972**

**ISSUED FOR TENDER**

- NOTES**
- Lidar and orthophoto provided by Rekon Solutions Inc dated November 23, 2023.
  - Profile view is exaggerated by 5 times vertically.
  - Homeowner access may be required. Contractor to upgrade with 3' minus from Kalum quarry rock. 10 loads (standard) dump truck at start and regraded at project completion. RDKS access road to have 5 loads 1 1/2" gravel for project access improvements.

NO.	DATE	OWN	CHK	APP	DESCRIPTION
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E	2/25/26	JEM	KM	DW	ISSUED FOR REVIEW
D	2/11/26	JEM	KM	DW	ISSUED FOR REVIEW
C	1/17/25	JEM	KM	DW	ISSUED FOR REVIEW
B	9/2/25	JEM	KM	DW	ISSUED FOR REVIEW
A	8/12/25	JEM	KM	DW	ISSUED FOR REVIEW



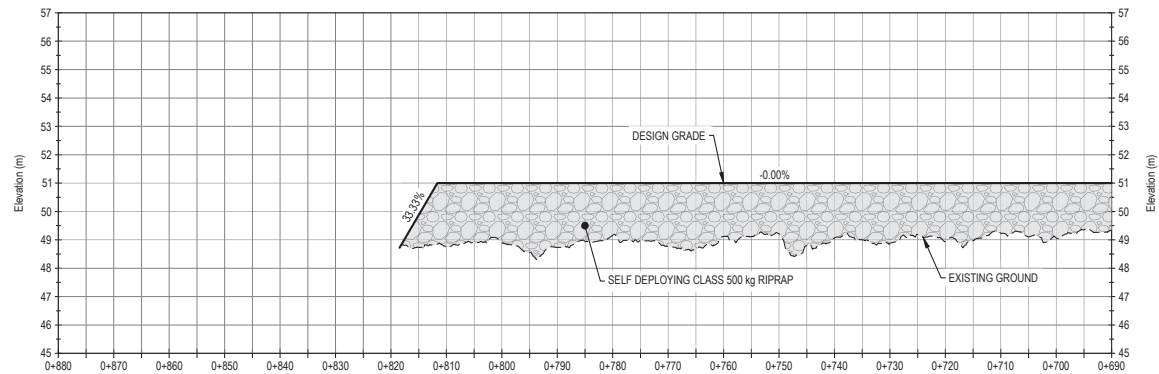
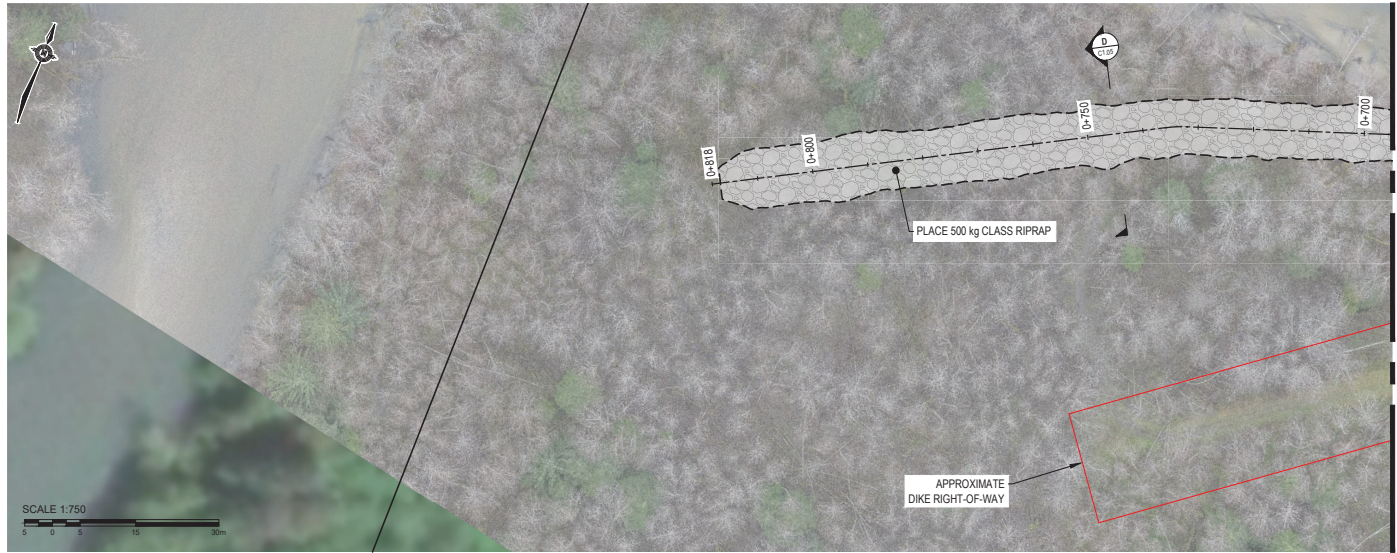
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**Regional District of Kitimat-Stikine**

**TETRA TECH**

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC				
PLAN AND PROFILE				
PROJECT NO.	OFFICE	DES	CHK	REV
ENG KGEO04030-01	VANC	JDM	KM	F
DATE	SHEET No.	DWN	APP	STATUS
March 13, 2026	5 of 14	JDM	DW	IFT

**C1.03**



PERMIT TO PRACTICE  
**TETRA TECH CANADA INC.**  
 PERMIT NUMBER: 1001972

**ISSUED FOR TENDER**

**NOTES**

- Lidar and orthophoto provided by Rekon Solutions Inc dated November 23, 2023.
- Profile view is exaggerated by 5 times vertically.
- Homeowner access may be required. Contractor to upgrade with 3" minus from Kalum quarry rock. 10 loads (standard) dump truck at start and regraded at project completion. RDKS access road to have 5 loads 1 1/2" gravel for project access improvements.

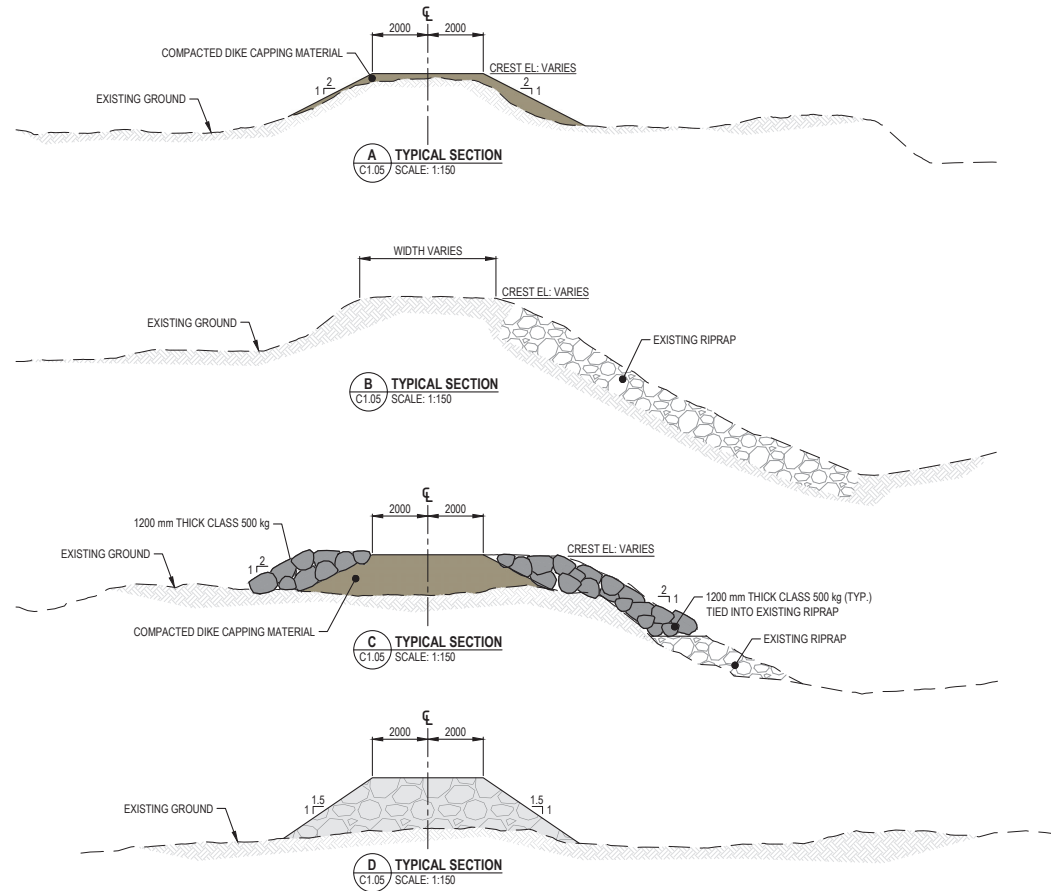
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E	2/25/26	JEM	KM	DW	ISSUED FOR REVIEW
D	2/11/26	JEM	KM	DW	ISSUED FOR REVIEW
C	1/17/26	JEM	KM	DW	ISSUED FOR REVIEW
B	9/2/25	JEM	KM	DW	ISSUED FOR REVIEW
A	8/12/25	JEM	KM	DW	ISSUED FOR REVIEW



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**Regional District of Kitimat-Stikine**

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC					
PLAN AND PROFILE					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG KGEO04030-01	VANC	JDM	KM	F	
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	6 of 14	JDM	DW	IFT	<b>C1.04</b>



NOTES

- DIMENSIONS ARE IN MILLIMETERS.

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

NO.	DATE	OWN	CHK	APP	DESCRIPTION
E	3/13/26	JDM	KM	DW	ISSUED FOR TENDER
D	2/11/26	JDM	KM	DW	ISSUED FOR REVIEW
C	12/29/25	JDM	KM	DW	ISSUED FOR REVIEW
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A	9/2/25	JDM	KM	DW	ISSUED FOR REVIEW

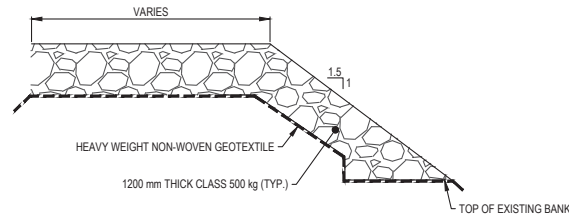
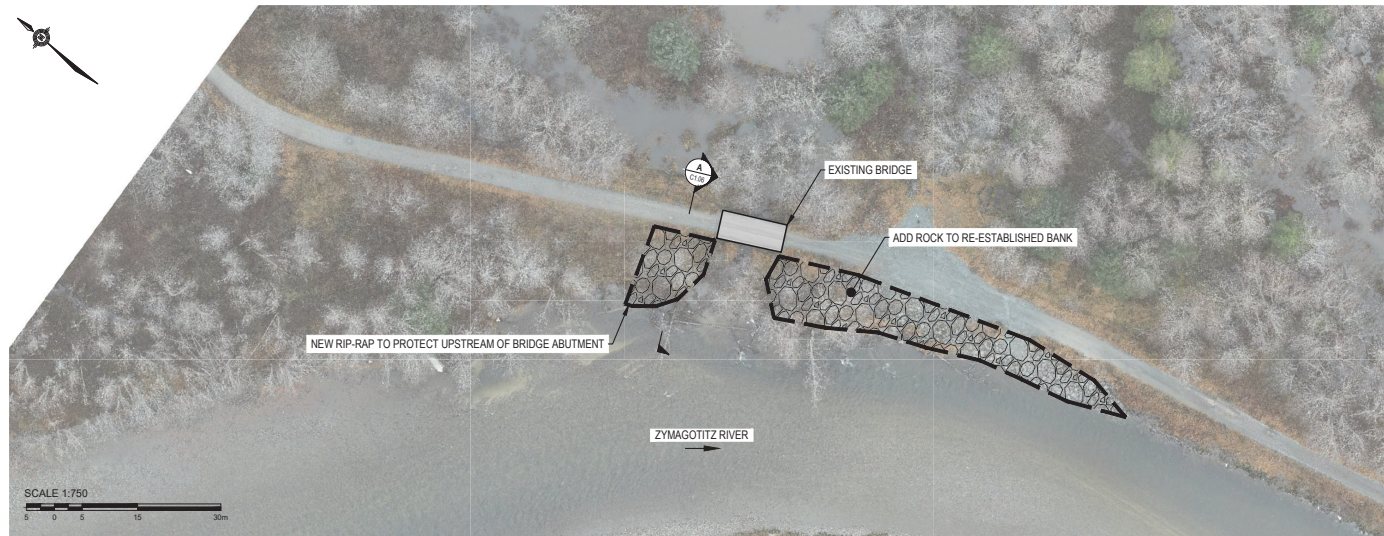


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Regional District of  
**Kitimat-Stikine**

**TETRA TECH**

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC					
TYPICAL SECTIONS					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG KGE004030-01	VANC	JDM	KM	E	C1.05
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	7 of 11	JDM	DW	IFT	



**A** RIPRAP ARMORING SECTION  
C1.06 SCALE: 1:100

NOTES

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

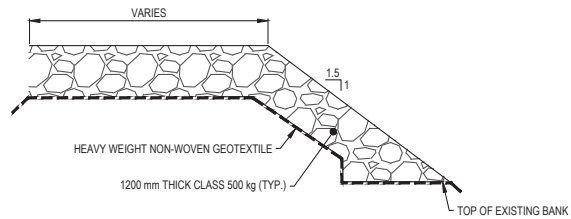
ISSUED FOR TENDER

NO.	DATE	OWN	CHK	APP	REVISIONS	DESCRIPTION
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D	3/13/26	JDM	KM	DW		ISSUED FOR TENDER
C	12/25/25	JDM	KM	DW		ISSUED FOR REVIEW
B	11/19/25	JDM	KM	DW		ISSUED FOR REVIEW
A	9/2/25	JDM	KM	DW		ISSUED FOR REVIEW

PROFESSIONAL SEAL  
D. WOODS  
REGISTERED PROFESSIONAL ENGINEER  
2026

CLIENT  
Regional District of  
Kitimat-Stikine  
**TETRA TECH**

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTITZ RIVER, BC					
RIPRAP ARMORING SITE 1					
PROJECT NO. ENG KGEO04030-01	OFFICE VANC	DES JDM	CHK KM	REV E	DRAWING C1.06
DATE April 15, 2026	SHEET No. 8 of 11	DWN JDM	APP DW	STATUS IFT	



**A** RIPRAP ARMORING SECTION  
C1.07 SCALE: 1:100



FIGURE 1: RELOCATE RIPRAP ALONG EMBANKMENT



FIGURE 2: CUT AND PLACE DOWNED TREE IN RIVER

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

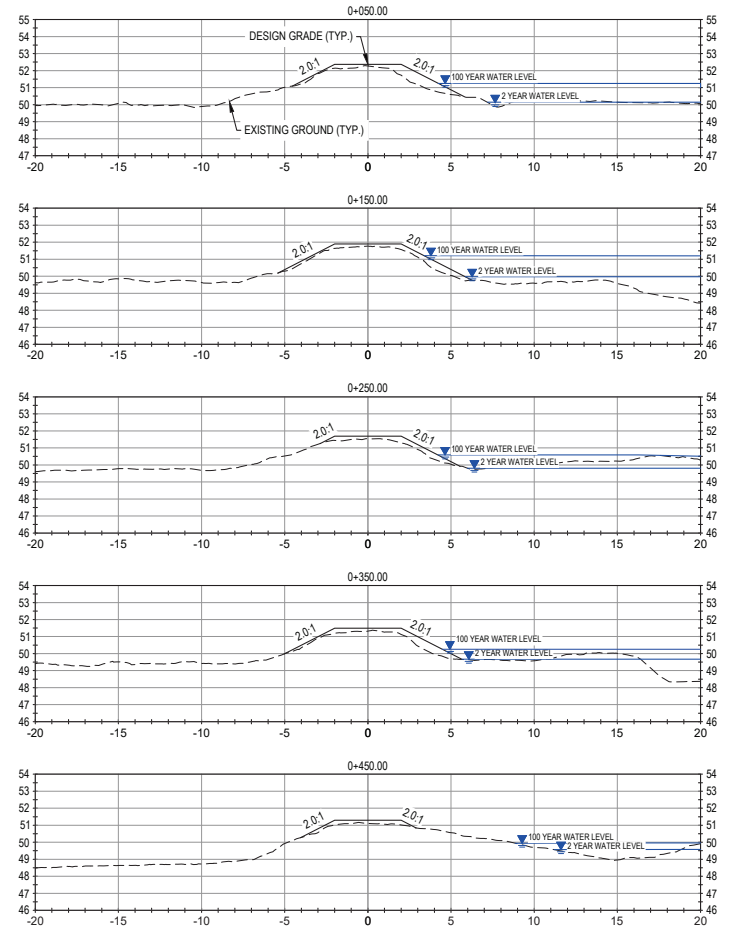
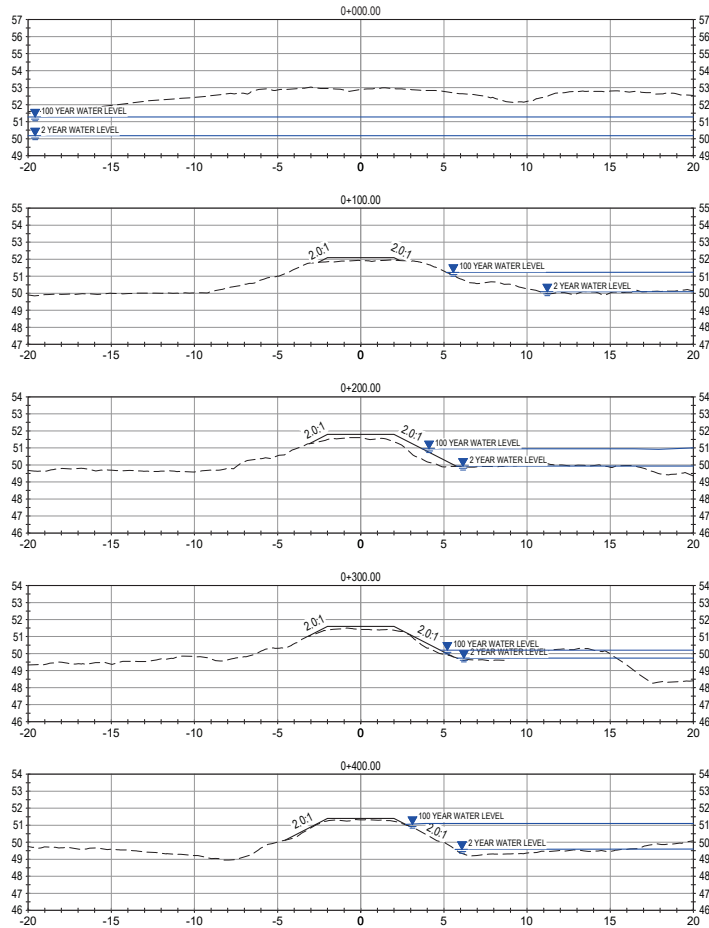
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C	12/23/25	JDM	KM	DW		ISSUED FOR REVIEW
B	11/19/25	JDM	KM	DW		ISSUED FOR REVIEW
A	9/25/25	JDM	KM	DW		ISSUED FOR REVIEW



CLIENT  
Regional District of  
Kitimat-Stikine

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTITZ RIVER, BC					
RIPRAP ARMORING SITE 2					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG.KGEO04030-01	VANC	JDM	KM	F	C1.07
DATE	SHEET No.	OWN	APP	STATUS	
April 15, 2026	9 of 11	JDM	DW	IFR	



NOTES

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

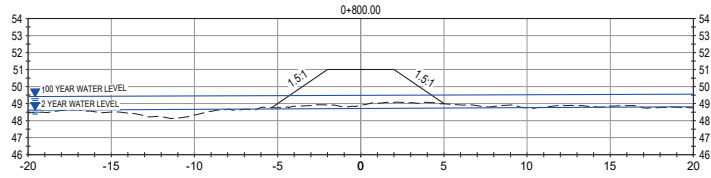
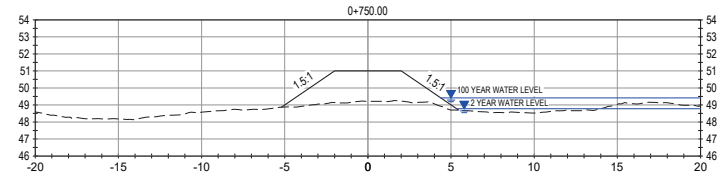
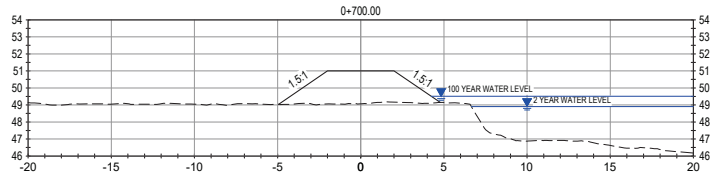
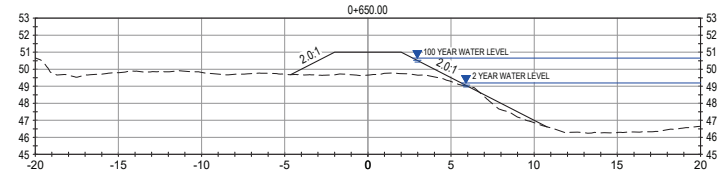
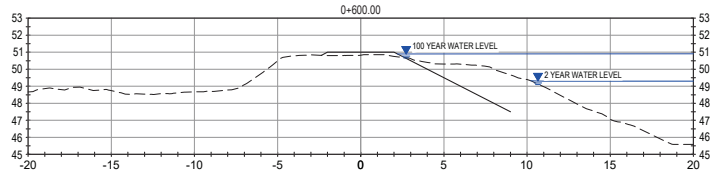
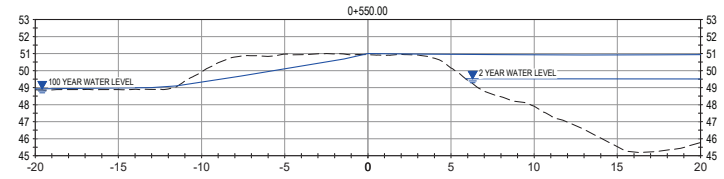
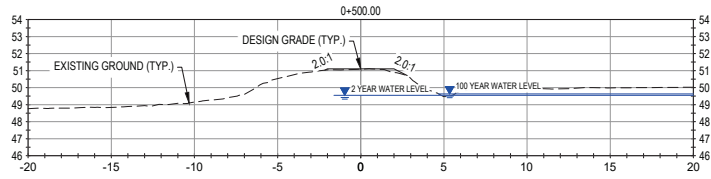
NO.	DATE	OWN	CHK	APP	DESCRIPTION
D	3/13/26	JDM	KM	DW	ISSUED FOR TENDER
C	2/25/26	JDM	KM	DW	ISSUED FOR REVIEW
B	1/19/25	JDM	KM	DW	ISSUED FOR REVIEW
A	9/2/25	JDM	KM	DW	ISSUED FOR REVIEW



CLIENT  
Regional District of  
Kitimat-Stikine

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC				
CROSS SECTIONS				
PROJECT NO.	OFFICE	DES	CHK	REV
ENG-KGEO04030-01	VANC	JDM	KM	D
DATE	SHEET No.	DWN	APP	STATUS
March 13, 2026	10 of 11	JDM	DW	IFT

C1.08



NOTES

PERMIT TO PRACTICE  
TETRA TECH CANADA INC.  
PERMIT NUMBER: 1001972

ISSUED FOR TENDER

NO.	DATE	OWN	CHK	APP	DESCRIPTION
E	3/13/26	JDM	KM	DW	ISSUED FOR TENDER
D	2/26/26	JDM	KM	DW	ISSUED FOR REVIEW
C	12/2/25	JDM	KM	DW	ISSUED FOR REVIEW
B	11/19/25	JDM	KM	DW	ISSUED FOR REVIEW
A	9/2/25	JDM	KM	DW	ISSUED FOR REVIEW



CLIENT

Regional District of  
Kitimat-Stikine

TETRA TECH

NEW REMO DIKE IMPROVEMENTS ZYMAGOTTIZ RIVER, BC					
CROSS SECTIONS					
PROJECT NO.	OFFICE	DES	CHK	REV	DRAWING
ENG-KGEO04030-01	VANC	JDM	KM	E	C1.09
DATE	SHEET No.	DWN	APP	STATUS	
March 13, 2026	11 of 11	JDM	DW	IFT	



**ADDENDUM #1**  
**ITT No. 2026-WS-07**  
**New Remo Dike – Construction of Erosion Protection Works**

**To All Respondents:**

**May 11, 2026**

This Addendum forms part of ITT No. 2026-WS-07, New Remo Dike – Construction of Erosion Protection Works and shall be read, interpreted, and coordinated with all other parts. The following changes, additions, deletions, or clarifications are hereby made as a part of the ITT:

The list of attendees at the mandatory in person bidders meeting, is attached as **Appendix A**. It was held at New Remo Dike on Thursday, May 07<sup>th</sup>, 2026.



## APPENDIX A



Regional District of  
**Kitimat-Stikine**

Regional District of Kitimat-Stikine  
ITT # 2026-WS-07 New Remo Dike – Construction of Erosion Protection Works

### Bidders Meeting Attendance

<b>Owner:</b>	Regional District of Kitimat-Stikine
	Chris Kerr, Project Coordinator
<b>Owner's Representative:</b>	
	Raji Ann John, Project Manager
<b>Consultant:</b>	Tetra Tech Canada Inc
<b>Consultant's Representative:</b>	Dave Wolfe
<b>Contract:</b>	New Remo Dike – Construction of Erosion Protection Works
<b>Reference No.:</b>	2026-WS-07
<b>Meeting Time:</b>	May 07, 2026, 10:00AM PST
<b>Meeting Location:</b>	New Remo Dike

Name of the Company	Name of the Representative	Phone	E-mail	Signature
Tetra tech	Evan Watt	250-279-9319	evanwatt86@gmail.com	
PVC	Andrew Kennedy	250 631-7151	Andrew.kennedy@PVL Group.com	
TTC	Stacy Power	250 641 2856	stacy.power@pvlgroup.com	
PVL	Eric Allen	250 615 8981	eric.allen@pvl.com	
Noble 5 Creek	Fletcher Rowland	778 316 4499	fletcher@noble5creek.com	
Daudet Creek	Shawn Duijck	250 632-1033	Shawn@DaudetCreek.com	
Mile stone	gary		jeff@milestoneenv.ca	



Bidders Meeting Attendance

Name of the Company	Name of the Representative	Phone	E-mail	Signature
D.B. Vethes	Skye Oros	250-631-3711	admin@obvewerks.org	
D.R. Holtom LTD	Zoss Holtom	250-615-9311	drholtomltd@gmail.com	
D.R. Holtom LTD	Kyle Holtom	250-631-9220	kyle@drholtomltd.ca	
Noble Five Creek	Ted McCreery	250-615-1050	ted@noblescreek.com	
Tyler West Metrics	Tyler West Johnson	250-631-7943	tyler@westmetrics.ca	
West Metric	Tony Collins	250-631-0446	tonycollins@westmetric.com	



**End of Addendum 1**

**ADDENDUM #2**  
**ITT No. 2026-WS-07**  
**New Remo Dike – Construction of Erosion Protection**

**To All Respondents:**

**May 21, 2026**

This Addendum forms part of ITT No. 2026-WS-07 New Remo Dike – Construction of Erosion Protection and shall be read, interpreted, and coordinated with all other parts. The following changes, additions, deletions, or clarifications are hereby made as a part of the ITT:

**Questions and Answers:**

The Regional District provides the following answers / responses to the Respondent's submitted questions:

1. Q. Clarify the notes regarding instream work provided in the drawing No G1.01 under environmental section and also the amount of in-stream work required under this project?

Ans. The Notes 3, 4, and 6 provided in Drawing No. G1.01 under the Environmental section can be removed, as they are no longer required under the current project scope.

The only in-stream works included in this project are the two rock removal areas identified in Drawing No. C1.07, for which isolation is not required. The rocks should be removed using an excavator claw and bucket, with notice provided to DFO/Environment, along with an onsite environmental monitor present during this work, as discussed during the site walk-over.

This work item will be measured under Item No. 5.02 of the Schedule of Quantities (SoQ).

2. Q. Provide clarification on how the quantities on the access road upgrades items are estimates?

Ans. Contractors should bid based on the quantities listed in the Schedule of Quantities (SoQ). Any quantities or amounts indicated on the drawings are approximate estimates only and are provided for reference purposes.

**End of Addendum 1**



**To:** Marc Schibli, Acting CAO, for the RDKS Board

**From:** Raji John, Project Manager

**Date:** June 26, 2026

**Re:** South Hazelton Weir Repair

**Attachments:**

[Attachment 1 - RFP 2026-WS-11](#)

**Recommendation:**

THAT the Regional District of Kitimat Stikine Board award the contract for the South Hazelton Weir Repair to Cutting Edge Projects Ltd. in the amount of \$730,000 plus applicable taxes and authorize staff to execute an appropriate contract.

**Background:**

The South Hazelton Water Supply System relies entirely on Chicago Creek as its source of water. In 2014, the existing concrete weir located on the creek was damaged due to stream undercutting and became non-functional. Temporary water collection works were subsequently installed to divert water to the treatment system. While these measures have allowed continued operation of the water system, they have proven increasingly difficult to maintain and are not reliable during low-flow and winter conditions, creating challenges in meeting community water demands.

To improve the reliability and long-term performance of the water supply system, the Regional District of Kitimat-Stikine (RDKS) proposes to repair the damaged weir and construct a water collection gallery. The project also includes temporary works and measures to maintain an uninterrupted water supply to the South Hazelton community throughout construction.

Due to the specialized nature of the work, limited site accessibility, challenging concrete construction requirements, and the need to maintain water service during construction, a Request for Proposals (RFP) was publicly advertised through BC Bid (**Attachment #1**). A mandatory site meeting was held to review project requirements, site conditions, and construction constraints with prospective proponents.

One proposal was received and evaluated, including a review of the proposed construction methodology and force account rates for potential unforeseen work. Based on the evaluation, staff recommends awarding the contract to Cutting Edge Projects Ltd. in the amount of \$730,000, plus applicable taxes.

**Financial Implications:**

The 2026 budget, as approved by the RDKS Board in the 2026-2030 Financial Plan, allocated \$900,000 for the South Hazelton Weir Repair project. The funds will come from available Electoral Area B Community Works Funds.

**Strategic Plan Objectives:**

- Sustainable Service Delivery

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; weighted	Majority

**Prepared by:**

Raji John, Project Manager

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 10 Jun 2026

Approved - 16 Jun 2026

Approved - 18 Jun 2026



Regional District of  
**Kitimat-Stikine**

**REQUEST FOR PROPOSALS**

**South Hazelton Weir Repair**

RFP Number: 2026-WS-11

April 22, 2026



**REQUEST FOR PROPOSALS**  
**REGIONAL DISTRICT OF KITIMAT-STIKINE**

The Owner, the Regional District of Kitimat-Stikine (RDKS), invites proposals from qualified contractors to provide construction services for the repair of the South Hazelton Weir located at Chicago Creek.

Request for Proposal (RFP) documents, Addenda or further information will be available electronically through BC Bid at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) and on the RDKS website at [www.rdks.bc.ca/government/rfps\\_tenders](http://www.rdks.bc.ca/government/rfps_tenders). It is the sole responsibility of the Proponent to monitor these websites regularly to check for updates.

RFP Title: RFP 2026-WS-11 South Hazelton Weir Repair

RFP Closing Date: May 22, 2026

RFP Closing Time: 2:00 pm Pacific Standard Time

For general inquiries regarding this RFP, contact:

Lucy Botelho, Acting Chief Financial Officer

Email: [procurement@rdks.bc.ca](mailto:procurement@rdks.bc.ca)

For technical inquiries regarding this RFP, contact:

Raji John, Project Manager

Email: [rjohn@rdks.bc.ca](mailto:rjohn@rdks.bc.ca)



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## 1 INTRODUCTION

### 1.1 General Information

The Owner (Regional District of Kitimat-Stikine or RDKS) invites proposals from qualified contractors to provide construction services for the repair of the South Hazelton Weir located at Chicago Creek.

The scope of the project includes providing and maintaining a temporary water barrier and completing all work required to isolate the weir repair activities within Chicago Creek, without impacting the operation of the community water system.

The scope also includes the repair and construction of the liner at the lower infiltration basin as an optional item. This optional work will be determined based on the evaluation of the infiltration basin conditions during the spring assessment. If authorized, the optional scope will also include providing a temporary water barrier to complete the infiltration basin work without affecting the operation of the community water system.

### 1.2 Definitions

In this RFP, the following definitions apply:

**“Closing Date and Time”** means the closing date and time specified on the first page of this RFP.

**“Contract”** means a formal written contract for the Services between a Proponent and the RDKS.

**“Contractor”** means the Proponent, if any, who executes the Contract.

**“Incorporated Material”** means any materials in existence prior to the start of this agreement and developed independently from this agreement that are integrated, included, or imbedded into the Intellectual Property.

**“Intellectual Property”** means all materials produced by the Consultant or Sub-consultant under this agreement, including but not limited to:

- a. studies,
- b. reports,
- c. drawings,
- d. plans,
- e. designs,
- f. specifications,
- g. models,
- h. photographs,
- i. software,
- j. digital data,
- k. spatial data, and



I. sketches

**“Proponent”** means a person who submits a Proposal.

**“Proposal”** means a proposal submitted to the RDKS in response to this RFP.

**“Regional District” or “RDKS”** means the Regional District of Kitimat-Stikine.

**“RFP”** means this Request for Proposal document in its entirety, including any amendments and addenda.

**“Services”** means the services in respect of which the RDKS is seeking proposals, as outlined in this RFP and Appendix A, B, C and D.

**“Sub-consultant”** means all sub-consultants, suppliers, and agents that a Proponent proposes to engage in connection with the performance of the Services.

**“Work”** means all the labour, materials, equipment, supplies, services, and other things necessary for the execution, completion, and fulfilment of the Services.

## **2 INSTRUCTIONS TO PROPONENTS**

### **2.1 Site Visit**

A mandatory site visit is required to submit a proposal under this RFP. The RDKS will be conducting a site visit with the contractors. The site visit will take place at the site on:

**May 05<sup>th</sup>, 2026 starting at 10:30am Pacific Standard Time.**

The site (South Hazelton Water Treatment Facility) is located off Highway 16 – Hwy, approximately 2km Southeast of South Hazelton Community on Chicago Creek.

Site Address: Off Richmond Fronting Rd approximately 1.2km Southeast along the gravel road

The Site coordinates are 55.2057322, -127.6510901

Attending the site visit is mandatory for Proponents.

Proponents are responsible for understanding the Site, either by visiting it themselves or through a representative. By submitting a Proposal, Proponents are assumed to have accounted for all relevant site factors, including location, site access, local weather, drainage, ground conditions, and the availability of labour, materials, and equipment. This expectation applies to any qualified contractor familiar with similar work in British Columbia.

By submitting a Proposal, Proponents confirm they have considered these site factors. No extra payments or time extensions will be granted for difficulties that could have reasonably been expected.

### **2.2 Closing Date and Time**

Proposals are to be submitted electronically before the Closing Date and Time as noted on the cover page of this RFP.



### **2.3 Proposal Format and Location**

Proposals are to be prepared as per the format prescribed in Appendix B. The RDKS prefers to receive Proposals in PDF form via email to [procurement@rdks.bc.ca](mailto:procurement@rdks.bc.ca). Proponents are advised that the RDKS's file size limit is 15 MB. Email subject line should clearly state the RFP title and reference number as on the cover page.

The RDKS is not responsible for Proposals delivered to wrong email addresses, or Proposals that are not received before the Closing Date and Time. It is the sole responsibility of each Proponent to ensure their Proposal is received as intended (complete) before the Closing Date and Time.

### **2.4 Examination of RFP Document(s)**

Proponents will be deemed to have carefully examined all RFP documents, including all appendices, schedule(s), addenda, etc. prior to preparing and submitting a Proposal.

### **2.5 Late Proposals**

Late Proposals will not be considered.

### **2.6 Amendments to Proposals**

Written amendments to Proposals will be accepted as per Section 2.2 and 2.3.

### **2.7 Inquiries**

For general inquiries regarding this RFP, please contact Lucy Botelho , Acting Chief Financial Officer at [procurement@rdks.bc.ca](mailto:procurement@rdks.bc.ca). For inquiries regarding the scope of work or other technical details, please contact Raji Ann John, Project Manager, at [rjohn@rdks.bc.ca](mailto:rjohn@rdks.bc.ca).

Inquiries should clearly state the RFP title and reference number as on the cover page and be made no later than five days before Closing Date and Time. The RDKS may choose not to respond to inquiries made within five days of the Closing Time. Inquiries and responses will be recorded and may be distributed as per Section 2.8 at the discretion of the RDKS.

The RDKS shall have no responsibility for, and the Proponent agrees not to rely upon, communications, representation, or statements from any other person regarding this RFP, its subject matter, or any subsequent Contract.

### **2.8 Addenda**

The RDKS may choose to respond to an inquiry or other communication related to this RFP by way of a written addendum. Addenda will be available electronically through BC Bid at [www.bcbid.gov.bc.ca](http://www.bcbid.gov.bc.ca) and on the RDKS website at [https://www.rdks.bc.ca/government/rfps\\_tenders](https://www.rdks.bc.ca/government/rfps_tenders). It is the sole responsibility of the Proponent to monitor these websites regularly to check for updates.



## **2.9 Opening of Proposals**

There will not be a public opening for Proposals received.

## **2.10 Pricing**

Proposal pricing will be in Canadian currency. Taxes are to be stated separately.

## **2.11 Insurance**

If the RDKS selects a Proponent, the Proponent will be required, at its own expense, to obtain and maintain insurance coverage with limits no less than those specified below. All insurance must be carried through an insurer acceptable to and approved by the Owner:

- (1) Automotive Liability Insurance (Owned and Non-Owned Units)

Limits: Bodily Injury and Property Damage - inclusive each accident \$5,000,000

The Contractor shall, at the Contractor's expense, throughout the term of the Contract, maintain such insurance as required under the Insurance (Motor Vehicle) Act of British Columbia. The insurance should be covering all vehicles owned, leased or operated by the Contractor including Third Party Legal Liability Insurance.

- (2) Commercial General Bodily Injury and Property Damage Liability Insurance

Limits: Bodily Injury and Property Damage – inclusive \$5,000,000

The insurance shall include Contractor's Contingent Liability, and Contractual Liability of sufficient scope to include the liability assumed by the Contractor under the terms of this Contract and Completed Operations Liability. The policy shall include the Owner and the RDKS as additional insured with a cross-liability clause. Any property damage deductible shall be for the account of the Contractor and shall not exceed \$5,000.00 for any one occurrence.

- (3) Course of Construction Builders' Risk Insurance Coverage on an "All Risks" basis in the amount of not less than the amount of the Contract Price; subject to a deductible provision for the Contractor's account not exceeding \$5,000.00 each loss. Coverage to include the Owner as an additional insured.

- (4) Insurance on Contractor supplied Equipment

Equipment rented or owned by the Contractor to its full insurable value.

## **3 EVALUATION AND SELECTION**

### **3.1 General**

- a. Proponents should refer to APPENDIX B – Proposal Content and Format, for a list of information that should be contained within the Proposal.



- b. The evaluation of Proposals will be conducted at the RDKS's sole discretion and may include consultation with others, references, industry research, etc. Any information obtained by the RDKS, whether provided by the Proponent or not, may be used in the evaluation process.
- c. The RDKS intends to evaluate Proposals based on the best overall value to the RDKS in its sole discretion.
- d. The RDKS is not obligated to complete a detailed evaluation of all Proposals and may, at its discretion, after completing a preliminary review of all the Proposals, identify and remove from the detailed evaluation any Proposal that the RDKS deems is not in contention to be recommended for final selection.
- e. Execution of a Contract, if any, is subject to RDKS policies, procedures, and bylaws, including funding approval, and may require approval by senior staff and/or the elected Board of Directors of the RDKS.
- f. The RDKS may, prior to entering into a Contract, negotiate changes to the scope of the Work, the materials, the Specifications or any conditions with any one or more of the Proponents without having any duty or obligation to advise any other Proponents or to allow them to vary their prices as a result of changes to the scope of Work, the materials, the Specifications, or any conditions, and the RDKS shall have no liability to any other Proponent(s) as a result of such negotiations or modifications.
- g. The RDKS may elect to shortlist some of the Proponents and require shortlisted Proponents to provide additional information or details, including making a presentation, supplying samples, demonstrations, and/or additional technical literature. Samples of items, when required, should be submitted within the time specified and at no expense to the RDKS. If possible, they will be returned at the Proponent's request and expense.
- h. Proponents will be advised of the outcome of the process after it is concluded whether by the execution of a Contract or by cancelling the RFP process. Once a Contract is executed, the name of the contracted party only will be disclosed to anyone that enquires and may be published on the RDKS's website.

### **3.2 Evaluation Process**

The RDKS intends to assign an evaluation committee to evaluate Proposals in detail and to make a recommendation for selection of one or more preferred Proponents. The evaluation team will use the Proposal Evaluation Form included in APPENDIX A which follows a two-step evaluation process with Step 1 and Step 2 detailed as follows:

- Step 1:** Proposals will undergo a Pass/Fail test where the evaluation committee will look to see if the Proposal contains a list of specific content listed under Step 1 of the Proposal Evaluation Form. Only proposals that contain all the content and detail listed in Step 1 of the Evaluation Form will advance to Step 2.
- Step 2:** Proposals will be graded against a set of criteria listed under Step 2 of the Proposal Evaluation Form to assign points for specific Proposal Criteria and



content. Proposals will then be weighted according to the value of points that is scored.

The evaluation team will not be limited to the criteria included in the Proposal Evaluation Form and may consider additional criteria that the evaluation team identifies during the evaluation process. Any additional criteria considered will be evenly applied to all Proposals.

The RDKS may, at its discretion, request clarifications or additional information from one or more Proponents and may consider such clarifications or additional information in evaluating Proposals.

Proponents are advised that no information relating to our process will be given out after the Closing Date or while the evaluation and selection process is underway. Proponents are asked to refrain from contacting the RDKS during the evaluation process.

At the conclusion of the RFP process, Proponents may request a debriefing. The RDKS will only discuss the merits of the Proponent's Proposal and will not discuss the merits of other Proposals received.

### **3.3 Litigation**

In addition to any other provision of this RFP, the RDKS may, at its absolute discretion, choose not to consider a Proposal if the Proponent, or any officer or director of the Proponent, is or has been engaged directly or indirectly in a legal action against the RDKS in relation to any matter.

### **3.4 Negotiations May Occur with Proponents**

At any time, the RDKS may choose to negotiate with one or more Proponents, including in relation to the scope of the Services, financial terms, and the terms of the Contract.

### **3.5 Execution of Contract**

If the RDKS selects a Proponent and negotiations, if any, are successful, the RDKS and the Proponent would execute the Contract.

The successful Proponent is expected to enter into a contract with the RDKS to perform the services set out and agreed upon in the accepted Proposal.

## **4 GENERAL TERMS AND CONDITIONS OF THIS RFP**

### **4.1 No Contractual Obligations Resulting from this RFP**

This RFP is a request for proposals only, and not a call for tenders or request for offers. While the RDKS has issued this RFP with a view to entering a Contract with a Proponent, no contractual obligations shall arise between the RDKS and any Proponent as a result of the issuance of this RFP or the submission of a Proposal, until and unless the RDKS and a Proponent execute a written Contract.



#### **4.2 No Claim for Compensation**

Without limiting the preceding section, no Proponent shall have any claim for any compensation of any kind whatsoever as a result of participating in this RFP, and by submitting a Proposal, each Proponent shall be deemed to have agreed that it has no claim.

#### **4.3 Approval of Contract Resulting from this RFP**

Before entering into a Contract with a Proponent, the RDKS will have to comply with applicable RDKS policies, procedures, bylaws, and legal requirements, which may include obtaining the approval of the RDKS Board, including funding approval.

#### **4.4 Conflict of Interest**

Proponents should disclose in their Proposal any actual or potential conflicts of interest and existing business relationships it may have with the RDKS, its elected or appointed officials or employees. The RDKS may rely on such disclosure.

#### **4.5 Ownership of Proposals and Freedom of Information**

All Proposals submitted under this RFP become the property of the RDKS and will not be returned to the Proponent. The RDKS advises Proponents that parts or all of their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FOIPPA) and the Community Charter. Proponents who wish to ensure particular parts of their Proposals are protected from disclosure under the FOIPPA Act should specifically identify any information or records provided with their Proposals that constitute:

- a. Trade secrets,
- b. That are supplied in confidence, and
- c. The release of which could significantly harm their competitive position.

Information that does not meet all three of the foregoing categories may be subject to disclosure to third parties. Please refer to the Freedom of Information and Protection of Privacy Act for further information.

#### **4.6 Use of RFP Documents**

No person may, without the express prior written consent of the Owner, shall use, copy or disclose any information contained in the RFP Documents for any purpose other than for the purpose of preparing a Proposal.

#### **4.7 Ownership of the Project's Findings**

The Contractor agrees that all intellectual property developed and prepared in the performance of the Contractor's Services will become the property of the RDKS, and grants the RDKS non-exclusive, perpetual, irrevocable, royalty-free, worldwide license use to reproduce, modify, publish and distribute Incorporated Materials. The RDKS reserves copyright, patent and trademark of all Intellectual Properties developed and prepared in the performance of the



Contractor's Services. Upon completion of the Services, copies of all documents and electronic copies of all intellectual property will be delivered to the RDKS Project Manager.

#### **4.8 Solicitation**

Proponents should not attempt to solicit any members of the elected Board of Directors or employees of the RDKS. Any solicitation may result in the Proponent being removed from consideration.

#### **4.9 Dispute Resolution**

All claims, disputes, or issues in dispute between the RDKS and the Contractor shall be decided by mediation or arbitration, if the parties agree, or failing Agreement, in a Court of competent jurisdiction within the Province of British Columbia and be governed by the laws of British Columbia.

#### **4.10 Liability for Errors**

While the RDKS has used considerable efforts to ensure information in this RFP is accurate, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by the RDKS, nor is it necessarily comprehensive or exhaustive.

#### **4.11 Completeness of RFP Documents**

Proponents are responsible to review the RFP Document, and Appendices to verify they are complete and should immediately notify the Contact Person, in writing, if the RFP Documents appear to be incomplete or contain any discrepancies, inconsistencies, ambiguities, errors or omissions.



**APPENDIX A: PROPOSAL EVALUATION FORM**

Proponent: \_\_\_\_\_ Evaluated Proposal Cost: \$ \_\_\_\_\_

Project Title: South Hazelton Weir Repair Lowest Proposal Cost: \$ \_\_\_\_\_

Evaluation Date: \_\_\_\_\_

Evaluator: \_\_\_\_\_

Step 1		Description	Yes	No
Mandatory Criteria		Fixed Price Table Excel file with Phases and Tasks Provided		
		Hourly Rates for Force Account Provided		
		Project Manager Identified		
		Proposal Received Prior to Closing Date and Time		
		Proposed Schedule Provided in Gantt Chart Format		
		Proposal Signatory Form Included		
		Proposed Sub-Consultant List Provided		
Step 2		Description	Points Available	Points Awarded
Project Team and Firm (15 Points)		Qualification and experience of Firm	10	
		References	5	
Proposal Content (65 Points)		Project Approach and Methodology	20	
		Work Plan, phases and tasks described including milestones	20	
		Project schedule (Appendix B of the Proposal)	20	
		Value added components, or innovation of methodology	5	
Financial (20 Points)		(Lowest cost Proposal/by Proposal being evaluated) x 20%	20	
<b>Total Score</b>			<b>100</b>	



## APPENDIX B: PROPOSAL CONTENT AND FORMAT

To ensure that similar and relevant information is received from Proponents, the RDKS requests that Proponents follow the format provided in the below tables and figures. A detailed description of the required Services is provided in Appendix C (Scope of Work).

Section	Description
<b>1</b>	<b>Cover Page</b>
<b>2</b>	<b>Table of Contents</b>
<b>3</b>	<b>*Proposal Signatory Form</b>
<b>4</b>	<b>Project Team and Firm</b>
4.1	Provide a list of similar projects that the firm and/or the team members have worked on (Refer table 1 & 2). Include at least three references, including contact information
4.2	Include a list of any proposed sub-consultants (Refer Table 3). Sub-consultants listed are not to be changed without prior written approval from the RDKS.
<b>5</b>	<b>Project Approach and Methodology</b>
<b>5.1</b>	Describe the proposed approach and methodology for undertaking the project
<b>6</b>	<b>Work Plan</b>
6.1	Provide a detailed description of the project phases and tasks, indicating work breakdown and milestones.
6.2	*Provide a project schedule using the Gantt chart method, consistent with the sample template in Figure 1.
<b>7</b>	<b>Budget</b>
7.1	Provide estimate of budget for all proposed options
7.2	Provide Hourly rate for Force account (if any)

\*Mandatory Requirement



**SCHEDULE OF QUANTITIES AND UNIT PRICES**

(All prices and Quotations including the contract Price shall include all Taxes, except GST.  
GST shall be shown separately)

<b>Item No</b>	<b>Description</b>	<b>Unit</b>	<b>Rate</b>	<b>Amount</b>
1	Survey Layout and Record Survey:	LS		
2	Mobilization / Demobilization	LS		
3	Environmental Protection	LS		
4	Creek Diversion & Water Supply Management	LS		
5	Site preparation and access improvements	LS		
6	Concrete – includes all required rebar and prep. And formwork	LS		
7	Creek bed liner - Layfield or approved alternate	LS		
8	Supply, hauling, placement of riprap	LS		
9	Supply and install of Intake structure and associated appurtenances	LS		
10	Regrade side slopes	LS		
	<b>Total</b>			
11	Infiltration basin Reconstruction (Optional Scope)	LS		



*Table 1: Comparable Work Experience of the Firm*

PROJECT	OWNER / CONTACT NAME PHONE and FAX	WORK DESCRIPTION	VALUE (\$)
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		
	Owner / Contract _____ Phone ( ) _____ Fax ( ) _____		



*Table 2: Experience of the Superintendent*

**Name:** \_\_\_\_\_

**Experience:**

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

**Dates:** \_\_\_\_\_

Project Name: \_\_\_\_\_

Responsibility: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_





## **APPENDIX C: SCOPE OF WORK**

### **BACKGROUND**

The Regional District of Kitimat-Stikine (RDKS) operates the South Hazelton Water Supply System, which relies entirely on Chicago Creek as its water source. Water from the creek is conveyed to a treatment facility prior to distribution to the community.

### **INTRODUCTION**

In 2014, the existing concrete weir located at the upper section of Chicago Creek was damaged due to stream undercutting, rendering the structure non-functional. Temporary measures were subsequently implemented to allow water collection from the creek and conveyance to the lower infiltration basin for treatment. Currently, several water collection pipes installed along the upstream side of the weir and creek bank to collect water and convey it to an upper manhole, from which water flows by gravity to the lower infiltration basin. However, due to difficulties in capturing sufficient water during low flow conditions and winter months, the community water system has been experiencing challenges in meeting water demand requirements.

To address these issues, RDKS intends to repair the weir and construct a collection gallery to improve the reliability and performance of the community water supply system.

Recent inspections of the lower infiltration basin have also identified signs of leakage. RDKS has undertaken interim repair measures; however, the effectiveness of these repairs will be reassessed during a spring inspection. Should the interim repairs prove insufficient, RDKS intends to proceed with reconstruction of the infiltration basin liner. As such, RDKS is seeking optional pricing for infiltration basin improvements as part of the weir repair project.

Both the weir repair work and any optional infiltration basin improvements must include provisions for temporary works and measures to maintain uninterrupted operation of the community water supply system. The weir repair will require construction activities within Chicago Creek, including temporary creek diversion. RDKS has obtained the required permits from Fisheries and Oceans Canada (DFO) and other applicable regulatory authorities to complete in-stream works.

RDKS is seeking proposals from qualified contractors outlining methodologies and approaches for completing the weir repairs and potential infiltration basin improvements in an efficient and effective manner.

The scope of work described below is a general summary of the works included in this project. It is not considered to be an exhaustive list of tasks. The exclusion of any task or work item from this summary of works does not exclude it from the project. The work, unless otherwise stated, shall include the furnishing



of all labour, materials, tool, equipment and services necessary including clearing, grubbing, location of existing utilities, relocation/removal/reinstatement and/or disposal of any obstructions within rights-of-ways as necessary to complete the work.

The scope of work includes providing temporary works and ensuring continuous water supply protection during construction for both the Weir Repair and Infiltration Basin Improvements. The temporary work scope includes, but is not limited to,

- Design, supply, construct, maintain, and remove temporary upstream control structures (such as cofferdams, bypass channels, or diversion systems) required to safely complete the work at the weir.
- Provide temporary rerouting of the existing intake system or implement alternative temporary water supply arrangements to prevent any disruption to the community water supply, recognizing that this is the sole water source for the system.
- Ensure all temporary works comply with safety, environmental, and regulatory requirements.

Wildlife and environmental monitoring during construction activities to ensure compliance with regulatory requirements and protection of local habitat.

The scope for repairing the Existing Concrete Weir and Associated Works includes but may not be limited to the following:

- Provide and install shuttering/formwork, supply and place reinforcing steel (rebars) in accordance with approved design drawings.
- Prepare the existing weir surface and apply all required bonding agents or bonding layers.
- Reconstruct the creek bed upstream and downstream of the weir in accordance with the design drawings.
- Drill into the existing concrete weir and fill voids beneath with concrete in accordance with the design drawings.
- Supply and install liner systems, base fill and riprap.
- Supply, install and connect the intake structure to existing manhole.
- Regrade and stabilize side slopes adjacent to the work area.

Estimate of the key tasks and quantities - Weir Repair project

Item	Units	Quantity
Subgrade Prep	m <sup>2</sup>	275
Remove and dispose of existing culvert	Ea.	1
MoTT Class 100 Rip Rap at 700mm thick	m <sup>3</sup>	100



MoTT Class 50 Rip Rap at 550mm thick	m <sup>3</sup>	75
Concrete – includes all required rebar and prep.	m <sup>3</sup>	40
Creek bed liner - Layfield or approved alternate	3D m <sup>2</sup>	190
Supply and install 200mm threaded stainless steel well screen – 6m long with 2mm openings. Includes concrete blocks, stainless steel pipe supports and anchorage.	Ea.	1
Regrade side slopes to 2:1	m <sup>2</sup>	35
Liner Welding	Ea.	1
Liner Key-In	Ea.	1

The scope of the proposed work at the infiltration basin includes, but is not limited to (optional Scope):

- **Excavation** of the infiltration basin to specified grades.
- **Supply and installation** of an impermeable liner, including all subgrade preparation and attachment to existing structures.
- **Integration with existing infrastructure**, including attachment of the liner to the weir and concrete chamber.
- **Site grading and surface restoration**, including erosion protection measures such as riprap placement.
- **Provision of a temporary water barrier**, with all associated work to isolate the liner construction area from the intake system **without interrupting the ongoing water supply operations**.

Estimate of the key tasks and quantities - Infiltration basin Improvement project

<b>Item</b>	<b>Units</b>	<b>Quantity</b>
Pond Liner - Layfield EL1020	3D m <sup>2</sup>	40.00
Non-woven Geotextile - Layfield LP3.5	3D m <sup>2</sup>	40.00
Concrete Attachment Assembly - batten and butyl tape	m	3.00
Concrete Lag Bolts and Anchors - 150 mm spacing	each	20.00
MOTT Select Granular Road Base Gravels	m <sup>3</sup>	2.00
MOTT Rip Rap - Class 10 at 350 mm thick	m <sup>3</sup>	6.00
Pond Embankment Excavation - assumed 300 mm deep, includes removal, loading, hauling and offsite disposal	m <sup>3</sup>	12.00
Liner Welding	m	3.00
Liner Key-In - Top and bottom	m	19.00
Sand Layer - removal, stockpile, replacement	m <sup>3</sup>	12.00



## **PROJECT NEEDS**

1. The Contractor shall complete all labour, materials, equipment, and supervision necessary to complete all associated works.
2. The Contractor shall clearly describe, in detail, the proposed methodology for:
  - Temporary flow diversion and water management.
  - Temporary water supply arrangements.
  - Construction sequencing and staging.
  - Protection of existing infrastructure.
  - Environmental protection measures.
  - Risk mitigation and contingency planning.

The methodology must demonstrate how uninterrupted water service will be maintained throughout construction.

## **ASSUMPTIONS**

Proposals should take into consideration the following assumptions. Any additional assumptions of the Proponent are to be included in the submitted Proposal.

1. The contractor shall submit progress payment requests either monthly or in accordance with a schedule agreed upon by RDKS, for RDKS's review and processing.
2. Once the project proceeds to construction the Contractor will act as Prime Contractor for construction activities and will develop and implement Emergency Response and Safety Plans for multi-employer worksites as required by WorkSafeBC.
3. The Facility operations and work carried out by the W&S team, will remain separate from the construction activities and will not fall under the Prime Contractor.
4. The Contractor will be required to coordinate all site meetings with the RDKS.
5. All quantities in the proposal are an estimate and are to be verified in the field by the contractor.
6. Provide sufficient time for the Contract Administrator to coordinate with the construction inspection team and make necessary arrangements.
7. Provide redline markups and final survey information in CAD and Excel format
8. The Contractor agrees that all intellectual property developed and prepared in the performance of the Services will become the property of the RDKS, and grants the RDKS non-exclusive, perpetual, irrevocable, royalty-free, worldwide license use to reproduce, modify, publish and distribute Incorporated Materials. Upon completion of the Services, copies of all documents and electronic copies of all intellectual property will be delivered to the RDKS Project Manager.

## **TIMELINE**

The Work Completion is expected by November 2026



**APPENDIX D: PROPOSAL SIGNATORY FORM**

RFP Project Title: 2026-WS-11 South Hazelton Weir Repair

Legal Name of Proponent: \_\_\_\_\_

Contact Person and Title: \_\_\_\_\_

Business Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

To: Lucy Botelho, Acting Chief Financial Officer  
Email: [procurement@rdks.bc.ca](mailto:procurement@rdks.bc.ca)  
Regional District of Kitimat Stikine,  
300 – 4545 Lazelle Avenue, Terrace, BC, V8G 4E1

I/We, the undersigned duly authorized representative of the Proponent, having received and carefully reviewed all the Proposal documents, including the RFP and any issued addenda, submit this Proposal in response to the RFP. We are including comprehensive information as requested in Appendix B- Proposal Content and Format.

This Proposal is submitted this \_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
(Name of Proponent) (Name of Proponent (if more than one))

\_\_\_\_\_  
(Signature of Authorized Signatory) (Signature of Authorized Signatory)

\_\_\_\_\_  
(Print Name and Position of Signatory) (Print Name and Position of Signatory)



This section provides “Measurement for Payment” clauses for items not addressed in the specifications or provides revised/amended clauses for items included in this document.

### **General**

- Submission of a Proposal shall constitute acknowledgment by the Contractor that any delay in obtaining permits from regulatory authorities shall not entitle the Contractor to additional compensation from the Owner.
- Payments will be made on the basis of the lump sum prices bid in the Proposal.
- The quantities provided in Appendix C – Scope of Work are for indicative purposes only and are intended to provide a general understanding of the project scope. The Contractor shall be solely responsible for verifying all quantities and determining the labour, materials, equipment, and all associated work required to complete the Work in accordance with the Contract Documents. No additional payment will be made for any discrepancies between the indicative quantities and the actual quantities required to complete the Work.
- The Contractor is required to submit force account rates for all labour and equipment necessary to complete the project line items
- The lump sum prices bid for various items of work, unless specifically noted otherwise, shall FTHE WORK in accordance with the specifications, and render it fully operational.
- The prices bid shall be full compensation for supplying, hauling, installing, cleaning, testing, and placing in service together with all other work subsidiary and incidental thereto for which separate payment is not provided elsewhere.
- Pricing must reflect all constraints of limited accessibility and limited working windows.
- Payments will be made on the basis of the following:
  - a) For each Lump Sum item in the Schedule of Unit Prices, the C.A. will, in cooperation with the Contractor, estimate the percentage of the item completed at the end of the payment period.

### **Item 1 - Survey Layout and Record Survey**

The lump sum payment will be paid on pro-rata basis as the project progresses.

### **Item 2 - Mobilization/Demobilization**

Lump sum payment will be paid on commencement and end of construction as follows:

Mobilization – 50%

Demobilization – 50%

### **Item 3 - Environmental Protection**

The lump sum payment for environmental monitoring will be made on a pro-rata basis over the course of construction as the project progresses. The Environmental Management Plan (EEMP), prepared by the design engineer, is included as part of the tender documents. The Contractor is



responsible for preparing a Construction Environmental Management Plan (CEMP) that meets the requirements of the approved EEMP. The CEMP must be submitted to and approved by RDKS prior to the commencement of construction.

This lump sum price shall be full compensation for:

- Contractor Environmental Management Plan.
- All labour, equipment, materials, and services required to complete the environmental protection work as specified.
- All administrative costs, training, reporting, and coordination with stakeholders.

**Item 4 - Creek Diversion & Water Supply Management**

Payment for this item shall be on a lump sum basis and shall include full compensation for all labour, materials, equipment, design, construction, operation, maintenance, monitoring, and removal required to complete the work.

The lump sum price includes, but is not limited to:

- Design and implementation of temporary creek diversion works
- Temporary intake systems and/or bypass pumping, including supply, installation, and operation.
- Provision of redundant (backup) water supply systems to ensure uninterrupted service.
- Temporary rerouting or alternative water supply arrangements to maintain continuous supply to the community.
- Monitoring, contingency measures, and emergency response provisions.
- Maintenance and final removal of all temporary works and site restoration.

**Item 5 - Site preparation and access improvements**

Payment shall be on a lump sum basis and shall include full compensation for all labour, materials, equipment, and incidentals to complete the work.

The lump sum price includes clearing and grubbing; locating, protecting, relocating, removing, reinstating, and/or disposing of utilities and obstructions; improvements or construction of access to the weir site; preparation of laydown areas; and all associated environmental protection and site safety measures.

**Item 6 - Concrete – includes all required formwork, rebar and prep.**

The lump sum price includes

- Concrete supply, delivery, and placement, including cold weather protection and handling considerations.
- Provision and installation of formwork/shuttering.



- Supply and placement of reinforcing steel (rebar) in accordance with approved drawings.
- Preparation of existing weir surfaces, including cleaning and application of bonding agents/layers.
- Drilling into existing concrete and filling voids beneath the weir with concrete as specified.

**Item 7 - Creek bed liner**

The lump sum price includes:

- Supply and installation of liner systems (Layfield or approved alternate) as specified.
- All subgrade preparation, bedding, anchoring, seaming, and protection of the liner system.

**Item 8 - Supply, hauling, placement of riprap**

Payment for Supply and Install of Class 100 Rip Rap shall be on a lump sum basis and shall constitute full compensation for all labour, materials, equipment, and incidentals required to complete the work. The payment will be on the next monthly installment, once verified completed by the CA.

**Item 9 - Supply and install of Intake structure and associated appurtenances**

The lump sum price includes supply, installation, and commissioning of the intake structure and all associated appurtenances; connection to the existing manhole; removal and disposal of existing intake pipes; and all excavation, backfilling, fittings, and associated works required to complete the installation in accordance with the Engineering Drawings.

**Item 10 – Regrade the slopes**

The lump sum price includes excavation, grading, shaping, and compaction to achieve the specified 2:1 slope; disposal or reuse of excess materials; and all associated works required to tie into existing grades and meet the weir overtopping requirements in accordance with the Engineering Drawings.



This section provides guidance for submittal items

### **1.0 General**

1. Submittals are required in accordance with the provisions of this section to determine whether the specified Material and Product are furnished and installed in accordance with design intent as expressed in the Contract Documents.
2. Individual submittals as required are detailed in other sections of the specifications.
3. Until submissions are reviewed, work involving relevant Product or Material may not proceed.

### **2.0 Identification of Submittals**

1. Identify each submittal and resubmittal by showing at least the following information:
  - a) Name, address and telephone number of the submitter, and a name of an individual for contact.
  - b) Drawing number and specification number to which the submittal applies.
  - c) Whether it is an original submittal or resubmittal.
  - d) Confirmation of prior review by the Contractor.
  - e) Date of submittal (or re-submittal).
  - f) Authorized signature of the Submitter.

### **3.0 Coordination of Submittals**

1. Prior to submittal for the Contract Administrator's review, coordinate all material:
  - a) Determine and verify field dimensions and conditions and conformance with specifications, including material, catalogue numbers, type numbers and similar data.
  - b) Coordinate with requirements under laws, regulations, etc.
  - c) Secure required approvals of public agencies, inspection agencies and standards agencies and show proof of approvals acquisition.
  - d) Indicate any deviations from the intent of design as expressed in the Contract Documents and request specific review of these deviations.

### **4.0 Timing of Submittals**

1. Make submittals far enough in advance to allow adequate time for coordination, Contract Administrator's review, revisions and resubmittals, and for supply and delivery in time for the scheduled installation in the work.
2. Allow at least ten (10) calendar days for the Contract Administrator's review after receipt of submittals.
3. Costs due to delays in making submittals shall be borne solely by the Contractor.

### **5.0 Shop Drawings**

1. "Shop Drawings" mean custom drawings, product data, diagrams, illustrations, schedules, performance charts, brochures and other data which are to be provided to illustrate details of a portion of the Work.



2. Arrange for the preparation of clearly identified shop drawings as specified or as the Contract Administrator may reasonably request. Shop drawings are to clearly indicate materials, methods of construction and attachment of anchorage, erection diagrams, connections, explanatory notes and other information necessary for completion of the work. Where articles or equipment attach or connect to other articles or equipment, clearly indicate that all such attachments and connections have been properly coordinated, regardless of the trade under which the adjacent articles or equipment will be supplied and installed. Shop drawings are to indicate their relationship to design drawings and specifications. Notify the Contract Administrator in writing of any deviations in shop drawings from the requirements of the Contract Documents.
3. Examine all shop drawings prior to submission to the Contract Administrator to ensure that all necessary requirements have been determined and verified and that each shop drawing has been checked and coordinated with the requirements of the Work and the Contract Documents. Examination of each shop drawing shall be indicated by stamp, date and signature of a responsible person of the Subcontractor for supplied items and of the General Contractor for fabricated items. Shop drawings not stamped, signed and dated will be returned without being reviewed and stamped "Re-submit".
4. Submit shop drawings with reasonable promptness and in an orderly sequence so as to cause no delay in the Work. Failure to submit shop drawings in ample time is not to be considered sufficient reason for an extension of Contract time and no claim for extension by reason of such default will be allowed. Jointly prepare a schedule fixing the dates of submission and return of shop drawings.
5. The Contract Administrator will review and return shop drawings in accordance with the schedule agreed upon or otherwise with reasonable promptness so as to cause no delay in Work.
6. The review of shop drawings by the Contract Administrator shall not relieve the Contractor of his responsibility to ensure that those portions of the Work covered by such drawings meet the specifications, and he shall not rely on the review of the Contract Administrator for quality control.
7. Review by the Contract Administrator shall not relieve the Contractor of his responsibility for errors or omissions in shop drawings or for proper completion of the Work in accordance with the Contract Documents.
8. Responsibility for verification and correlation of field dimensions, fabrication processes, techniques of construction, installation and coordination of all parts of the Work rests with the Contractor.
9. Shop drawings will be returned to the Contractor with one of the following notations:
  - a) "Reviewed and Approved for Use" – no modifications will be required
  - b) "Reviewed and Approved for Use as Modified" – modifications are as indicated on the mark-ups by the C.A.
  - c) "Revise and Resubmit" – revisions required as indicated on the mark-ups by the C.A.Only a) & b) shall be used for the work.
10. No further revisions may be permitted once either a) or b) above have been met.



This section provides guidance for Wildlife Monitoring

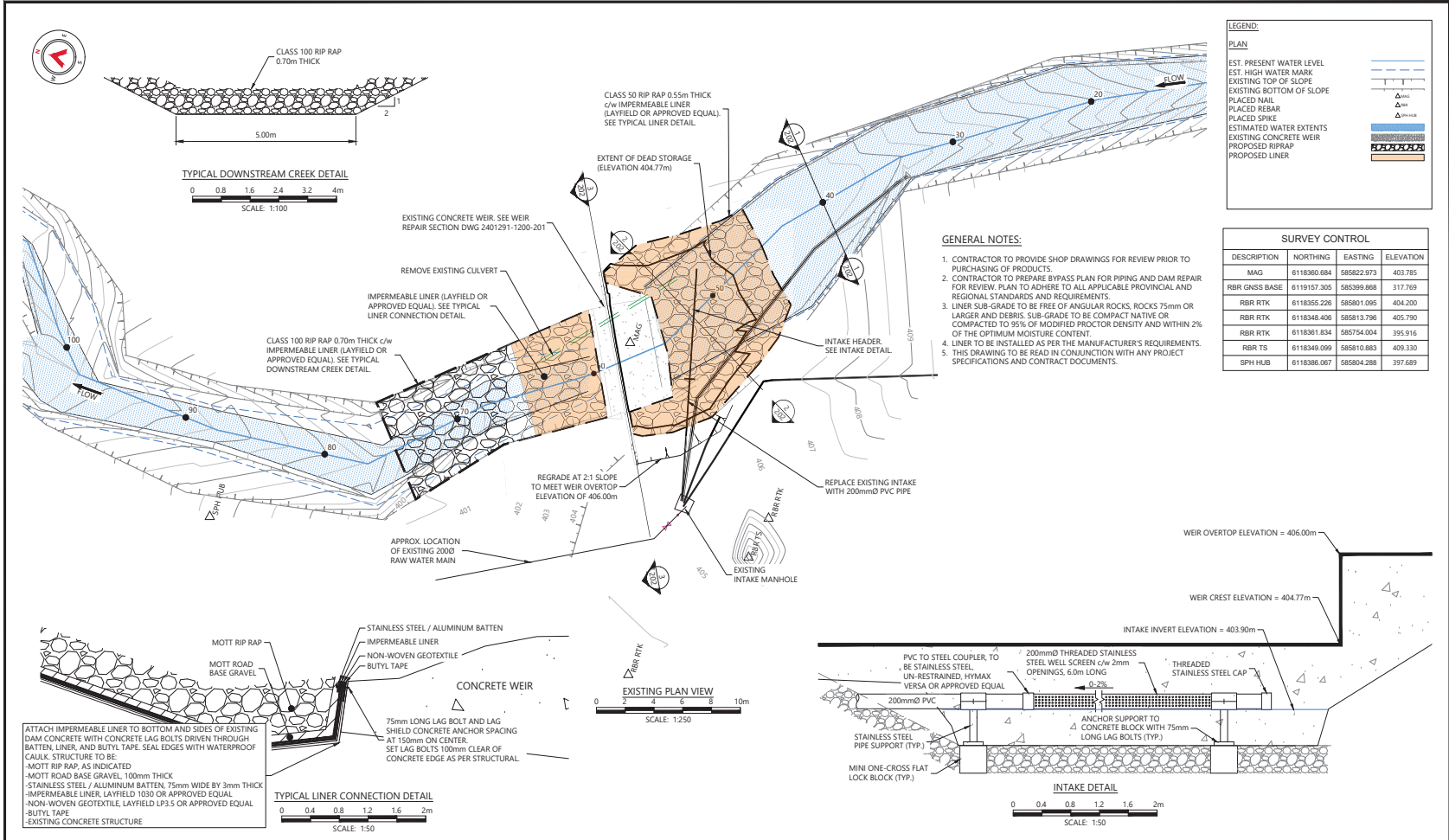
### **1.0 Wildlife Management**

1. Develop a Wildlife Management Plan, as part of the Site-Specific Health and Safety Plan (SSHSP), that includes bear and large mammal safety.
2. All wildlife encounters and sightings must be reported to RDKS representative weekly.
3. All persons on site must be made aware of wildlife attractants and proper procedures to be followed in the event of wildlife encounter.

### **2.0 Wildlife**

1. Avoid or terminate activities on-site that attract or disturb wildlife and stay away from bears, wolves, moose or other animals that display aggressive behavior. Extra care should be taken to control materials that might attract wildlife (e.g. lunches and food scraps).
2. Notify the RDKS representative immediately of all relevant activity around the site.

User: jayr.ca | File: N:\Projects\2024\2401291-EDCS South Hazelton Weir\1000\_Dwg\1011-Civil\1-Production\2401291-1900-Site Plan | Layout: 201 | Paper Size: 558.8mm x 411.8mm  
 Date: 2024/10/29 9:27 AM



**LEGEND:**

**PLAN**

- EST. PRESENT WATER LEVEL
- EST. HIGH WATER MARK
- EXISTING TOP OF SLOPE
- EXISTING BOTTOM OF SLOPE
- PLACED NAIL
- PLACED REBAR
- PLACED STRIKE
- ESTIMATED WATER EXTENTS
- EXISTING CONCRETE WEIR
- PROPOSED RIPRAP
- PROPOSED LINER

**SURVEY CONTROL**

DESCRIPTION	NORTHING	EASTING	ELEVATION
MMG	6118360.684	585222.973	403.785
RBR GNSS BASE	6119157.305	585399.868	317.769
RBR RTK	6118355.228	585801.095	404.200
RBR RTK	6118348.408	585813.796	405.790
RBR RTK	6118361.834	585754.004	395.916
RBR TS	6118349.099	585810.883	409.330
SPH HUB	6118386.067	585804.288	397.689

- GENERAL NOTES:**
- CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR REVIEW PRIOR TO PURCHASING OF PRODUCTS.
  - CONTRACTOR TO PREPARE BYPASS PLAN FOR PIPING AND DAM REPAIR FOR REVIEW. PLAN TO ADHERE TO ALL APPLICABLE PROVINCIAL AND REGIONAL STANDARDS AND REQUIREMENTS.
  - LINER SUB-GRADE TO BE FREE OF ANGULAR ROCKS, ROCKS 75mm OR LARGER AND DEBRIS. SUB-GRADE TO BE COMPACT NATIVE OR COMPACTED TO 95% OF MODIFIED PROCTOR DENSITY AND WITHIN 2% OF THE OPTIMUM MOISTURE CONTENT.
  - LINER TO BE INSTALLED AS PER THE MANUFACTURER'S REQUIREMENTS.
  - THIS DRAWING TO BE READ IN CONJUNCTION WITH ANY PROJECT SPECIFICATIONS AND CONTRACT DOCUMENTS.

**REFERENCE DRAWINGS**

DRAWING NO.	DRAWING DESCRIPTION/TITLE	REF.
2401291-1100-202	CREEK PROFILE AND SECTION VIEWS	C

**NOT FOR CONSTRUCTION**

ISSUED FOR PERMIT  
 Date: 2024/04/22

REV	DATE	DESCRIPTION	BY	CHKD	APPD
C	25/10/22	ISSUED FOR PERMIT	JG	LT	JM
B	25/09/24	ISSUED FOR PERMIT	JG	LT	JM
A	24/12/19	ISSUED FOR REVIEW	AC	LT	TC
10	11/04/20	DESCRIPTION	DRWN	CHKD	APPD



**SITE PLAN AND INTAKE DETAILS**

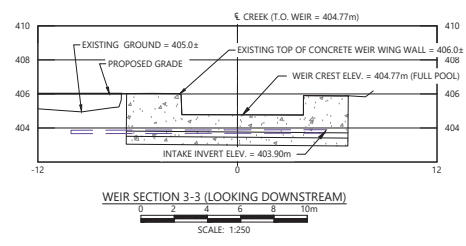
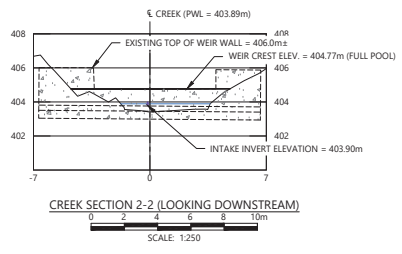
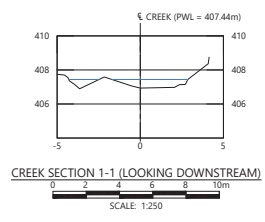
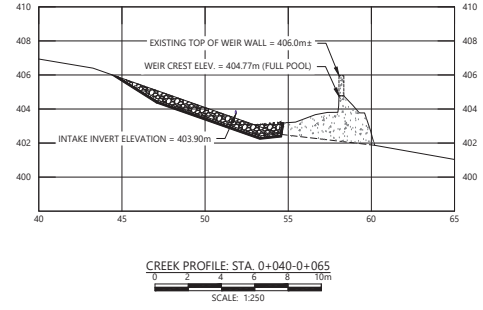
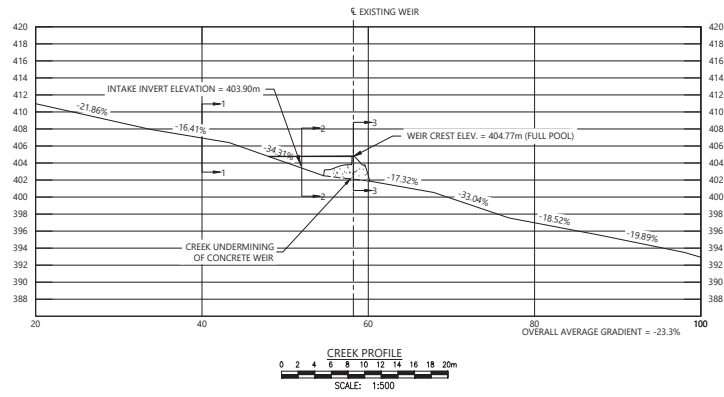
CLIENT NO.	DRWN	AC	DATE	
2401291	JG	LT	24/11/19	
PROJECT NO.	DSGN	LT	DATE	
2401291	JG	LT	24/11/19	
DRAWING SIZE	ANSI #	CHKD	LT	DATE
A	ANSI B	JG	LT	25/10/22
SCALE	AS NOTED	APPD	JM	DATE
				25/10/22

**SOUTH HAZELTON WEIR UPGRADE**

TITLE	CLIENT	PROJECT
SOUTH HAZELTON WEIR UPGRADE	Regional District of Kitimat-Stikine	2401291-1100-201

DWG NO: 2401291-1100-201  
 REV: C

User: jay@k-stikine.com | File: \\17102012\24\24\1100\Drawings\1101-Civil\Production\2401291-1100-Site Plan - Layout - 202 | Paper Size: 558.8mm x 411.8mm



REFERENCE DRAWINGS		
DRAWING NO.	DRAWING DESCRIPTION/TITLE	REF.
2401291-1100-201	SITE PLAN AND INTAKE DETAILS	C

**NOT FOR CONSTRUCTION**

ISSUED FOR PERMIT  
 Date: 24/04/2022

REV	DATE	DESCRIPTION	BY	CHKD	APPD
C	25/10/22	ISSUED FOR PERMIT	JG	LT	JM
B	25/09/26	ISSUED FOR PERMIT	JG	LT	JM
A	24/12/19	ISSUED FOR REVIEW	AC	LT	TC

 Regional District of <b>Kitimat-Stikine</b>	<b>CREEK PROFILE AND SECTION VIEWS</b>	CLIENT: <b>SOUTH HAZELTON WEIR UPGRADE</b>																										
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Date: 2024/11/06 9:29 AM | User: Brandon Brundage | File: \\172.16.0.202\2401291\RDNS South Hazelton Weir\1000\_Dwg\1012-Struct\01-Production\2401291-1200 - Layout 101 - Paper Size: 431.8mm x 279.4mm

**GENERAL NOTES**

- ALL NOTES SHALL BE READ IN CONJUNCTION WITH ALL RELEVANT DESIGN DRAWINGS, SPECIFICATIONS AND PROJECT DOCUMENTS.
- ALL OTHER CODES, STANDARDS, AND SPECIFICATIONS REFERENCED SHALL BE THE LATEST EDITION INCLUDING ADDENDA AND SUPPLEMENTS, IF ANY. IF A CONFLICT EXISTS BETWEEN THE REFERENCED CODES, STANDARDS, DRAWINGS OR SPECIFICATIONS, THE MORE STRINGENT SHALL APPLY.
- THE GENERAL CONTRACTOR SHALL REVIEW ALL THE DRAWINGS AND CHECK DIMENSIONS BEFORE CONSTRUCTION. REPORT DISCREPANCIES BETWEEN STRUCTURAL AND OTHER DISCIPLINES DRAWINGS FOR CLARIFICATION.
- DO NOT CUT OR DRILL ANY OPENINGS IN STRUCTURAL MEMBERS WITHOUT WRITTEN PERMISSION OF ALLNORTH.
- PLUS (+) OR MINUS (-) DIMENSIONS NOTED FOLLOWING MEMBER SIZES IN PLAN VIEW DENOTE MEMBER ELEVATION DIFFERENCES EITHER ABOVE (+) OR BELOW (-).
- THE DRAWINGS SHOWS THE COMPLETED PROJECT. THE DRAWINGS DO NOT SHOW COMPONENTS THAT MAY BE NECESSARY FOR CONSTRUCTION, AND THE DESIGN AND ERECTION OF ALL TEMPORARY STRUCTURES, FRAMEWORK, FALSEWORK, SHORING, ETC. REQUIRED TO COMPLETE THE WORK.
- THE CONTRACTOR SHALL PROTECT ALL EXISTING STRUCTURES, FOUNDATIONS, AND UTILITIES FROM DAMAGE DUE TO THEIR CONSTRUCTION ACTIVITIES. THIS SHALL INCLUDE PROVIDING AND INSTALLING ANY NECESSARY FENCING, SHEET PILING, SHORING, TEMPORARY SUPPORTS, BARRICADES, ETC.

**DESIGN**

- THE COMPLETED STRUCTURE SHOWN ON THE STRUCTURAL DRAWINGS HAS BEEN DESIGNED TO REINSTATE THE EXISTING DESIGN OF CONCRETE WEIR PER LAPONT ENGINEERING LTD. DWG. NO. 029-1037 REV.C, DATED MAY 9, 1989

**FIELD REVIEW BY ALLNORTH CONSULTANTS LTD. (ALLNORTH)**

- ALLNORTH PROVIDES FIELD REVIEW ONLY FOR THE WORK SHOWN ON THESE STRUCTURAL DRAWINGS. THIS REVIEW IS NOT A "FULL TIME" REVIEW BUT IS CONDUCTED WITH SUCH FREQUENCY AS ALLNORTH DEEMS APPROPRIATE TO OBSERVE VARIOUS STAGES OF THE WORK AND TO ASCERTAIN THAT THE WORK IS IN GENERAL CONFORMANCE WITH THE PLANS AND SUPPORTING DOCUMENTS PREPARED BY ALLNORTH.
- ACL WILL REVIEW SHOP DRAWINGS PERTAINING TO WORK SHOWN ON ALLNORTH'S DRAWINGS. THE EXTENT OF THIS REVIEW IS AT THE SOLE DISCRETION OF ALLNORTH'S ENGINEER AND IS FOR THE SOLE PURPOSE OF ASCERTAINING GENERAL CONFORMANCE WITH THE STRUCTURAL DESIGN CONCEPT. THE REVIEW IS NOT AN APPROVAL OF THE DESIGN DETAILS AND DIMENSIONS INHERENT IN THE SHOP DRAWINGS. RESPONSIBILITY FOR WHICH SHALL REMAIN WITH THE CONTRACTOR OR SUBCONTRACTOR SUBMITTING THEM. SUCH REVIEW SHALL NOT RELIEVE THE CONTRACTOR OR SUBCONTRACTOR OF HIS OR HER RESPONSIBILITY FOR ERRORS AND OMISSIONS IN THE SHOP DRAWINGS OR FOR MEETING ALL REQUIREMENTS OF THE CONTRACT DOCUMENTS.
- PROVIDE 72 HOURS ADVANCE NOTICE OF EACH REQUIRED FIELD REVIEW. FIELD REVIEWS SHALL BE SCHEDULED TO BE CARRIED OUT DURING NORMAL BUSINESS HOURS UNLESS SPECIAL ARRANGEMENTS ARE MADE WITH ALLNORTH.
- THE WORK TO BE REVIEWED SHALL BE GENERALLY COMPLETE.

**CONCRETE**

- THE GENERAL CONTRACTOR IS RESPONSIBLE FOR WORKING WITH THE CONCRETE SUPPLIER TO ENSURE THAT THE PLASTIC AND HARDENED MIX PROPERTIES MEET SITE REQUIREMENTS FOR PLACING, FINISHING, AND THE OWNERS' SPECIFIED PERFORMANCE REQUIREMENTS. THE GENERAL CONTRACTOR SHALL MEET THE DOCUMENTATION AND QUALITY CONTROL REQUIREMENTS OUTLINED UNDER THE "PERFORMANCE" ALTERNATE OF TABLE 5 OF ANCSA-A23.1.
- CONCRETE PROPERTIES:

ELEMENT	MIN COMPRESSIVE STRENGTH, 28 DAY U.N.O.	EXPOSURE CLASS	CEMENT TYPE
EXTERIOR CONCRETE	35	C-1	GU

- GENERAL CONTRACTOR TO PROVIDE CONCRETE TEST RESULTS TO ALLNORTH FOR 7, 14, & TWO 28 DAYS.
- CURING OF CONCRETE TO MEET THE REQUIREMENTS FOR THE EXPOSURE CLASS AS OUTLINED IN CLAUSE 7.4.1 AND 7.4.2
- ALL BOTTOM EDGES OF EXPOSED SLABS AND BEAMS, AS WELL AS EDGES OF WALLS AND COLUMNS, TO BE CHAMFERED 20 X 20 (3/4" X 3/4").
- GENERAL CONTRACTOR TO PROVIDE TEST RESULTS TO ALLNORTH IF BACKFILL OR FORM STRIPPING IS REQUIRED BEFORE 7 DAYS OF CURING.
- ROUGHEN AND CLEAN ALL COLD JOINT SURFACES PRIOR TO PLACING NEW CONCRETE.

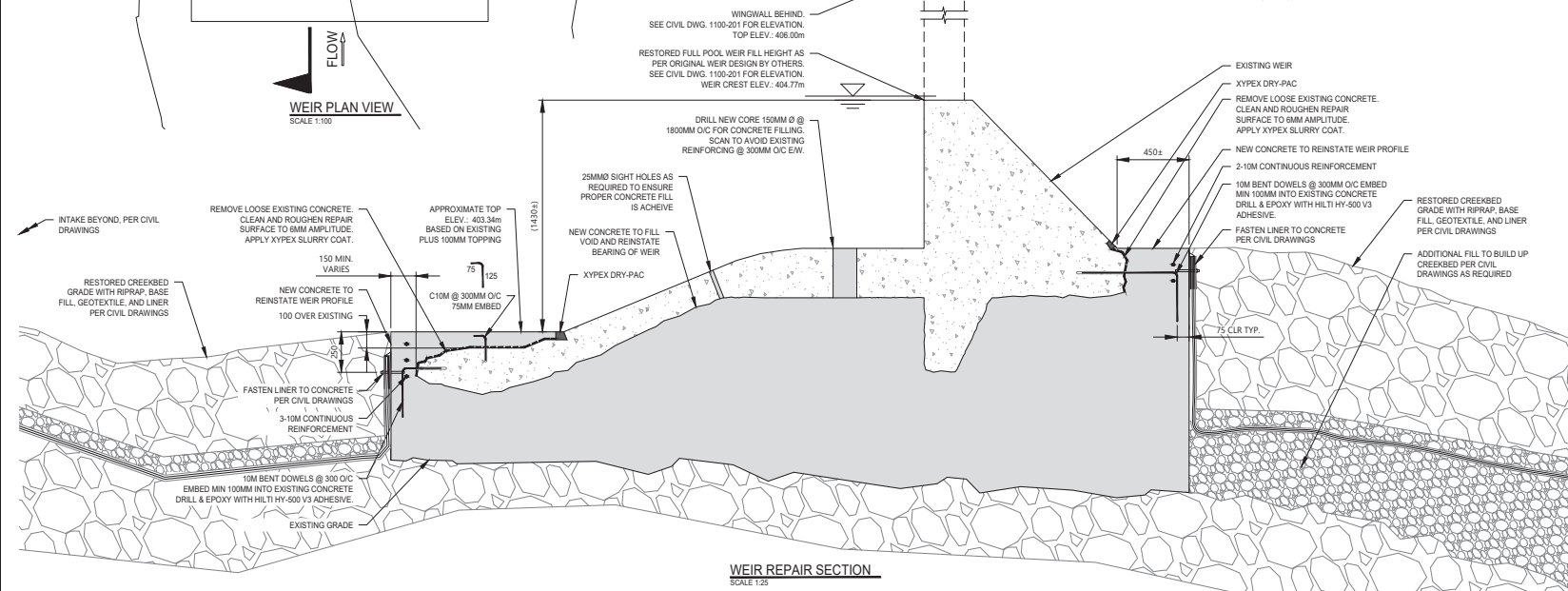
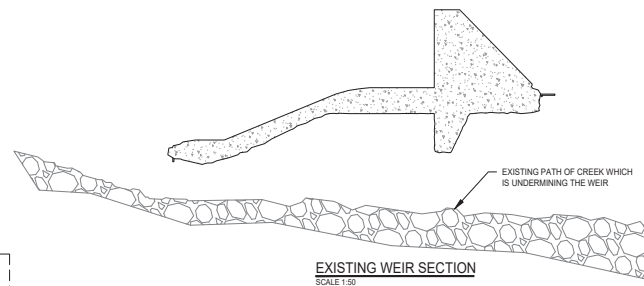
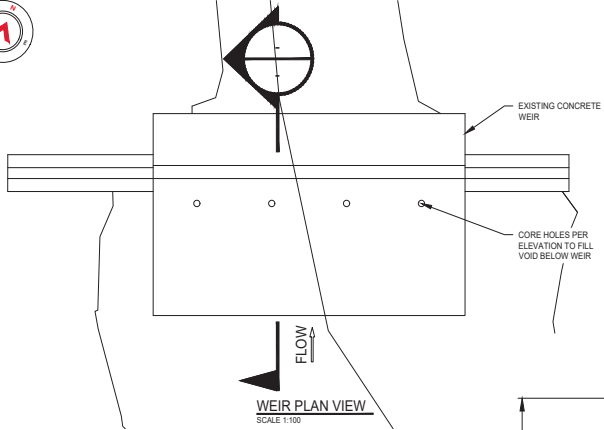
**CONCRETE REINFORCEMENT**

- REINFORCEMENT SHALL BE HOT DIPPED GALVANIZED CONFORM TO THE FOLLOWING STANDARDS, 10M AND LARGER (UNO): CSA G30.18R, GRADE 400W
- UNLESS OTHERWISE NOTED CONCRETE COVER TO REINFORCEMENT SHALL BE:
  - CAST AGAINST EARTH OR GROUND: 75 (3")
- DO NOT SUBSTITUTE DEFORMED WIRE FOR REINFORCING BARS WITHOUT PRIOR APPROVAL FROM ALLNORTH.
- PROVIDE SUFFICIENT SUPPORTS TO MAINTAIN CONCRETE COVER AS SPECIFIED. ALL SUPPORTS AND BARS MUST BE TIED TOGETHER TO MAINTAIN REINFORCING STEEL SECURELY IN PLACE DURING CONCRETE PLACEMENT.
- LAP SPlice LENGTHS

REBAR SIZE	SPlice LENGTH
10M	510 MM
15M	750 MM

DRAWING SHEET LIST	
DRAWING NO.	DRAWING TITLE
2401291-1200-101	STRUCTURAL GENERAL NOTES
2401291-1200-201	PLAN, SECTIONS, AND DETAILS

<p><b>REFERENCE DRAWINGS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>DRAWING NO.</th> <th>DRAWING DESCRIPTION/TITLE</th> <th>REV.</th> </tr> </thead> <tbody> <tr> <td>2401291-1100-201</td> <td>SITE PLAN AND INTAKE DETAILS</td> <td>B</td> </tr> <tr> <td>2401291-1100-202</td> <td>CREEK PROFILE &amp; SECTION VIEW</td> <td>B</td> </tr> <tr> <td>029-1037</td> <td>EXISTING HAZELTON CHICKASO CREEK CONCRETE DAM</td> <td>C</td> </tr> </tbody> </table>	DRAWING NO.	DRAWING DESCRIPTION/TITLE	REV.	2401291-1100-201	SITE PLAN AND INTAKE DETAILS	B	2401291-1100-202	CREEK PROFILE & SECTION VIEW	B	029-1037	EXISTING HAZELTON CHICKASO CREEK CONCRETE DAM	C	<p><b>NOT FOR CONSTRUCTION</b></p> <p><b>ISSUED FOR PERMIT</b> Date: 24/05/24</p>	<p><b>PERMIT TO PRACTICE</b></p>	<p><b>ENGINEER SEAL:</b></p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>REV.</th> <th>BY</th> <th>DATE</th> <th>DESCRIPTION</th> </tr> </thead> <tbody> <tr> <td>D</td> <td>25/11/06</td> <td>ISSUED FOR PERMIT</td> <td>BBB TC</td> </tr> <tr> <td>C</td> <td>25/10/24</td> <td>ISSUED FOR PERMIT</td> <td>BBB TC</td> </tr> <tr> <td>B</td> <td>25/09/26</td> <td>ISSUED FOR PERMIT</td> <td>BBB TC</td> </tr> <tr> <td>A</td> <td>24/12/18</td> <td>ISSUED FOR CONCEPTUAL REVIEW</td> <td>BBB TC</td> </tr> <tr> <td>REV</td> <td>BY</td> <td>DATE</td> <td>DESCRIPTION</td> </tr> </tbody> </table>	REV.	BY	DATE	DESCRIPTION	D	25/11/06	ISSUED FOR PERMIT	BBB TC	C	25/10/24	ISSUED FOR PERMIT	BBB TC	B	25/09/26	ISSUED FOR PERMIT	BBB TC	A	24/12/18	ISSUED FOR CONCEPTUAL REVIEW	BBB TC	REV	BY	DATE	DESCRIPTION	<p><b>CLIENT:</b></p> 	<p><b>TITLE:</b></p> <p style="text-align: center;"><b>STRUCTURAL GENERAL NOTES</b></p>	<p><b>PROJECT:</b></p> <p style="text-align: center;"><b>REGIONAL DISTRICT OF KITIMAT-STIKINE SOUTH HAZELTON WEIR UPGRADE</b></p>
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2401291-1100-202	CREEK PROFILE & SECTION VIEW	B	
029-1037	EXISTING HOLES OVER CHICAGO CREEK CONCEPTUAL DAM	C	

**NOT FOR CONSTRUCTION**

ISSUED FOR PERMIT  
Date: 2402041224

PERMIT TO PRACTICE:

ENGINEER SEAL:

REV	DATE	DESCRIPTION	DRAWN	CHECKED	APPROVED	
D	25/11/06	ISSUED FOR PERMIT	BBB	TC		
C	25/10/24	ISSUED FOR PERMIT	BBB	TC		
B	25/09/26	ISSUED FOR PERMIT	BBB	TC		
A	24/12/18	ISSUED FOR CONCEPTUAL REVIEW	BBB	TC		
REV	BY	DATE	DESCRIPTION	DRAWN	CHECKED	APPROVED

CLIENT:

**Regional District of Kitimat-Stikine**

**Allnorth**

TITLE:

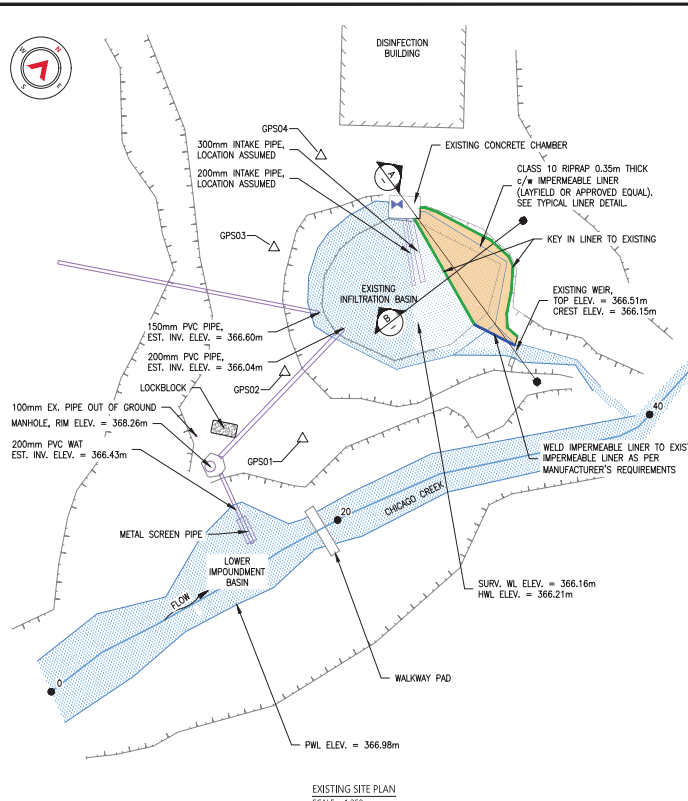
**PLAN, SECTIONS, AND DETAILS**

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PROJECT NO: 2401291  
DRAWN: BBB  
DATE: 24/12/02  
DESIGN: BBB/TC  
DATE: 24/12/02

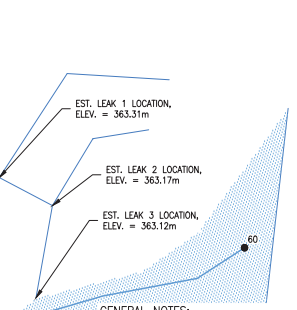
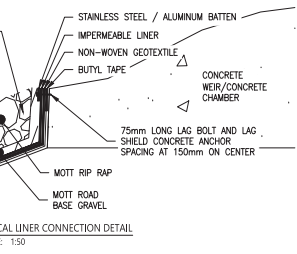
PROJECT:

**REGIONAL DISTRICT OF KITIMAT-STIKINE SOUTH HAZELTON WEIR UPGRADE**

DWG NO: 2401291-1200-201  
REV: D



ATTACH IMPERMEABLE LINER TO BOTTOM AND SIDES OF EXISTING DAM CONCRETE WITH CONCRETE LAG BOLTS DRIVEN THROUGH BATTEN, LINER, AND BUTYL TAPE. SEAL EDGES WITH WATERPROOF CAULK. STRUCTURE TO BE:  
 -MOTT RIP RAP, AS INDICATED  
 -MOTT ROAD BASE GRAVEL, 100mm THICK  
 -STAINLESS STEEL / ALUMINUM BATTEN, 75mm WIDE BY 3mm THICK  
 -IMPERMEABLE LINER, LAYFIELD EL1030 OR APPROVED EQUAL  
 -NON-WOVEN GEOTEXTILE, LAYFIELD LP3.5 OR APPROVED EQUAL  
 -BUTYL TAPE  
 -EXISTING CONCRETE STRUCTURE



LEGEND:

PLAN

EST. PRESENT WATER LEVEL  
 EXISTING TOP OF SLOPE  
 EXISTING BOTTOM OF SLOPE  
 ESTIMATED WATER EXTENTS

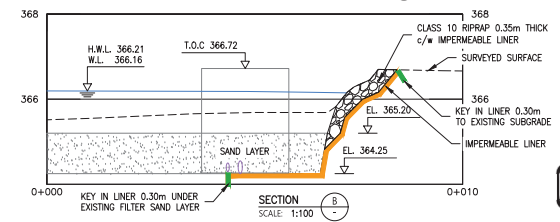
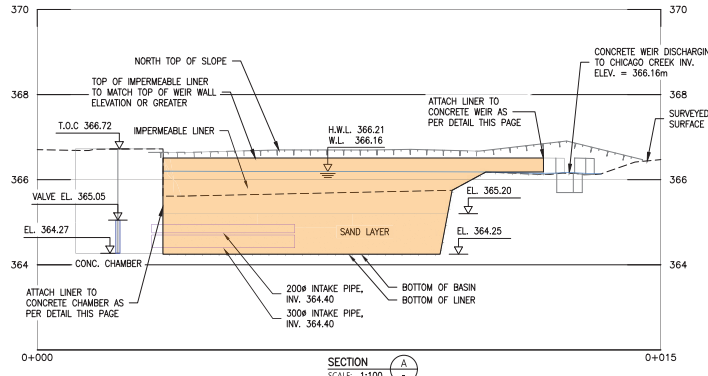
PROFILE

EXISTING GRADE  
 EST. PRESENT WATER LEVEL

SURVEY CONTROL

DESCRIPTION	NORTHING	EASTING	ELEVATION
GPS01	6118500.710	585859.724	367.901
GPS02	6118502.802	585856.249	367.861
GPS03	6118507.654	585850.734	368.032
GPS04	6118513.504	585849.055	366.827

- SITE SURVEY NOTES:
1. SURVEYED BY ALLNORTH CONSULTANTS LIMITED ON 2024/12/18.
  2. SITE SURVEYORS:  
 -K. STEWART  
 -C. PELLETIER
  3. GENERAL COORDINATES: N6118505 E585855 (UTM-9N).
  4. UTM COORDINATES ARE NAD83 (CSRS) V-7 2010 (MOZ).
  5. GCOID: HT2-2010 (HT2-2010/70\_GEO.GIF)  
 ELEVATIONS ARE ORTHOMETRIC (HTV2.0)
  6. STATIONING AND CONTOURS ARE IN METERS.
  7. CONTOUR INTERVAL: 0.5m.
  8. SCALE FACTOR: 1.0
  9. CONTRACTOR SHALL MAKE EVERY EFFORT TO PROTECT ESTABLISHED CONTROL POINTS.



ISSUED FOR TENDER  
 Date: 2025/01/03

REFERENCE DRAWINGS

DRAWING NO.	DRAWING DESCRIPTION/TITLE	REV.
		1

REVISIONS

NO.	DESCRIPTION	DATE

ENGINEER SEAL:

CLIENT:	PROJECT NO.:	DATE:
Regional District of Kitimat-Stikine	240468	25/01/24



CLIENT NO.:	DRAWN:	AS DATE:
240468	AS	25/01/24

HAZELTON INFILTRATION BASIN STUDY

SITE PLAN

DWG NO.:	REV.:
2404468-000-1100-001	C



## ENVIRONMENTAL MANAGEMENT PLAN

### South Hazelton Weir Upgrade Project

**Revision** 0.0

**Prepared For:** Regional District of Kitimat-Stikine  
300-4545 Lazelle Avenue  
Terrace, BC, V8G 4E1  
Canada  
Phone: 250-615-6100

**Allnorth Contact:** Joshua Murray, P.Eng.  
5430 Highway 16 West,  
Terrace, BC V8G 0C6  
Canada  
Phone: 250-638-0808

**Project Number:** 2401291

**Date:** 12/17/2025



## Statement of Limitations

This Environmental Management Plan (EMP) was prepared by Allnorth Consultants Ltd. (Allnorth) exclusively for Regional District of Kitimat-Stikine (RDKS) and associated subcontractors, for the South Hazelton Weir Upgrade Project (the Project), South Hazelton, British Columbia (the Project Site). This EMP is intended to outline performance-based environmental requirements, standard protocols, and mitigation measures to be implemented during the works.

In developing this EMP, Allnorth has relied in good faith on information provided by the Client and other third-party sources. We accept no responsibility for any deficiency or inaccuracy contained in this report as a result of our reliance on the aforementioned information.

The inferences concerning the conditions of the Site are based on information obtained from a limited review of available literature, and limited field investigations. Allnorth has prepared this EMP in a manner consistent with the normal standard of care exercised by members of the science and technical professions currently practicing in B.C., subject to the time limits and physical constraints applicable to the Project. We have attempted to identify and consider relevant facts and documents pertaining to the scope of work, as of the time period during which we conducted this analysis. However, our opinions may change if new information is available or if information, we have relied on is altered.

This EMP has been prepared for the specific Project, Site, objective, and purpose described to Allnorth by the Client. Therefore, the factual data, interpretations, findings, conclusions, and recommendations documented in this report have been prepared for the specific application to this Project and are not applicable to any other project or site location. Allnorth makes no warranty, expressed or implied, and assumes no liability with respect to the use of the information contained in this report at the subject Site, or at any other site, for anything other than its intended purpose.

Unless otherwise stated, the suggestions, recommendations, and opinions given in this EMP are intended only for the guidance of the Client regarding the specific Project. No other party may use or rely on this report or any portion thereof without express written consent from Allnorth. Any use which a third party makes of this report, or any reliance on or decisions to be made based on it, are the responsibility of such third parties. Allnorth accepts no responsibility for damages, if any suffered, by any third party as a result of decisions made or actions based on this EMP.

In order to properly understand the suggestions, recommendations and opinions expressed in this report, reference must be made to the whole of the report. Allnorth cannot be responsible for use of portions of the report without reference to the entire report.

Any change of Site conditions, purpose, or plans, or if the Project is not initiated within eighteen months of the date of the report, may alter the validity of the report. Should new information that may affect the contents of this document be discovered during the course of this Project, Allnorth should be requested to re-evaluate this EMP and to provide amendments, as required, prior to any reliance upon the information presented herein.



## SIGNATURE PAGE

This document has been reviewed by Qualified Environmental Professional (QEP), Nathan Shaw of Allnorth. Nathan is the Senior Biologist with Allnorth and has extensive training and onsite experience in construction, hydro, oil and gas, and highways projects throughout British Columbia. He is registered with the British Columbia College of Applied Biologists and is bound by the organization’s code of ethics.

*"I have reviewed the **South Hazelton Weir Upgrade Proejct EMP** in its entirety, and by signing below have indicated that the content of this document demonstrates a reasonable level of care for the protection of the environment from unnecessary impacts during the execution of project activities."*

REPORT TITLE: South Hazelton Weir Replacement

PREPARED FOR: Regional District of Kitimat-Stikine

REVISION: 0.0

WRITTEN BY: Jody Watson

REVIEWED BY: Nathan Shaw

REVISION HISTORY			
Rev #	Date	Review Type	Reviewed By
0.0		Peer/Professional	N. Shaw
0.1		Peer/Professional	J. Murray



**CONTACT LIST**

Robert Wickie, District of Kitimat-Stikine Representative	1-250-615-6100	rwickie@rdks.bc.ca <a href="mailto:cao@districtofstewart.com">mailto:cao@districtofstewart.com</a>
Johsua Murray, Allnorth Project Manager/POR	1-250-960-0374	joshmurray@allnorth.com
Nathan Shaw, Allnorth Environmental QEP	1-250-874-8299	nshaw@allnorth.com

Forest Fire Reporting	1-800-663-5555 (*5555)
PEP Spill Reporting	1-800-663-3456
Technical Information – Chemicals (CANUTEC)	1-613-996-6666 (*666)
Department of Fisheries and Oceans	1-250-561-5534
Ministry of Water, Land and Resource Stewardship	1-250-787-3415
Environment Canada Emergency Response	1-800-663-3456



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## 1 INTRODUCTION

The Regional District of Kitimat-Stikine (RDKS) is proposing to repair the existing concrete weir on Chicago Creek that serves as the water source for South Hazelton. In 2015, the weir - originally constructed prior to 1975 - was undermined during freshet flows and rendered the drinking water intake infrastructure inoperable. RDKS constructed a temporary water intake further downstream on Chicago Creek in 2015, immediately adjacent the Disinfection Facility. This water intake was intended to be a temporary measure while RDKS explored various replacement options.

This EMP outlines the general environmental measures and best practices that will apply during all instream works, implemented by the construction contractor under supervision by RDKS. Allnorth has prepared the weir upgrade design, and is managing submission of environmental permitting and oversight of the successful contractor(s) environmental representation, on behalf of the RDKS.

### 1.1 Project Location

The South Hazelton Weir is located south of the townsite of South Hazelton, BC, on the Chicago Creek (Weir location in UTM: 9U 585812 E, 6118354 N) at an elevation of 403 m ASL. The South Hazelton Water Supply and Disinfection Facility serves the community of South Hazelton in the Regional District of Kitimat-Stikine.

### 1.2 Project Overview

Proposed works include rehabilitation of an existing drinking water intake weir for the South Hazelton water supply on Chicago Creek (Water License C125384). The existing concrete weir has been undermined, and these repair works will restore physical connection of the existing (suspended) weir with the creek bottom, to enable resumption of water capture. A riprap apron with impermeable liner will be installed upstream (~10 m) and downstream (~15 m) of the weir. Repair to the water intake and conveyance pipeline will also occur.

#### Stream Isolation

Chicago Creek will be diverted around the construction area to enable concrete works and upstream/downstream apron installation. The diversion will be managed by the construction contractor and is anticipated to include a dam-and-flume or diversion channel, with a pump system available to supplement as needed. Temporary construction sump(s) may also be needed within the construction footprint to manage seepage.

The diversion location will be determined based on site conditions upstream of the construction footprint. Excavation of a small sump to facilitate water capture may be required if the channel is not sufficiently confined.

Stream diversion will be in place for approximately 5 weeks to accommodate construction activities and concrete curing (Section XX). All diversion works will be inspected regularly for effectiveness; any pumps used to actively divert water will be monitored 24/7.



Concrete Pour

Following isolation of flow, concrete formworks will be constructed around the existing suspended weir. Minor excavation will be needed to prepare a suitable foundation for the pour. Approximately 40 m<sup>3</sup> of concrete will be utilized to repair the weir. Concrete trucks will access the site via an existing access trail. The staging area will be located at the existing water treatment facility, downhill of the works.

Apron Installation

The impermeable liner will be installed upstream and downstream of the repaired weir, tied into the concrete to mitigate undermining. Detailed liner design will be completed in advance of construction, including ground preparations and key-in details. Rip rap will be placed over the liner, sourced from an approved MOTT pit and free of excessive debris.

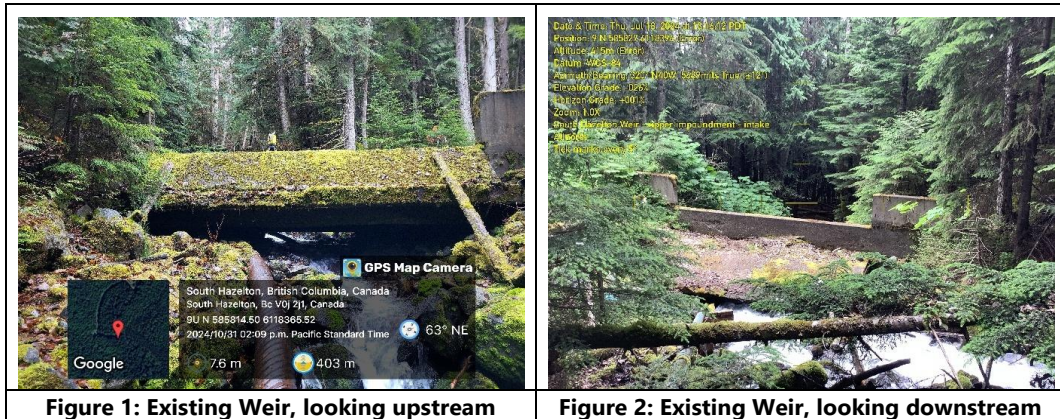
Riparian Area

Vegetation removal will be needed in the immediate vicinity of works, including at the diversion dam access, apron footprint, and weir footprint. As work area is pre-existing, no tree removal is anticipated (danger trees will be removed for safety). At completion, all disturbed areas will be graded and topsoiled for natural revegetation.

Construction Works

All construction works will be monitored by a qualified Environmental Monitor (EM). The EM will ensure appropriate best management practices are implemented for minimization of environmental impacts, including erosion and sediment control, water quality monitoring, spill response, and vegetation/wildlife management.

Proposed timing for works has been indicated below as July – September, to enable flexibility in construction planning - all instream works will occur within a 5-week period. Works will be scheduled in accordance with weather conditions, with preference for an extended warm, dry period in mid-late Summer 2026.



**Figure 1: Existing Weir, looking upstream**

**Figure 2: Existing Weir, looking downstream**



**Figure 3: South Hazelton Weir Location Map**



### 1.3 Project Schedule

Works are anticipated to be completed in the summer of 2026. The project will require approximately 5 weeks of instream works which will be scheduled for optimal low-flow conditions as feasible, and in accordance with permit approvals.

**Table 1: Proposed durations for instream works (with approved timing window variance)**

Works	Timeline
Diversion Construction, Site Preparation	1 week
Concrete Work/Pour	1.5 weeks
Concrete Curing	2 weeks
Riprap Apron, Stream Reconstruction	
Diversion Removal and Site Restoration	0.5 weeks

Variance to the local fish timing window has been requested during permitting to accommodate flexibility in construction timing (see Section 1.5 and 2.1).

### 1.4 Report Objectives

The purpose of this report is to outline the environmental setting of the project and provide guidance on environmental protection measures that will be required to minimize adverse impacts of the works. This EMP will be referenced during permitting and solicitation of construction contractors.

The successful construction contractor will be required to prepare a detailed Construction Environmental Management Plan (CEMP) for this project (see Section 3.1), for review and acceptance prior to commencement of works. The CEMP will comply with requirements of this EMP, as well as all permits/approvals. All works will be overseen by the environmental consultant (Allnorth) for RDKS.

### 1.5 Permits/Approvals

The following environmental permits have been submitted for this project:

- Water Sustainability Act (WSA) – Section 11 Change Approval
- Department of Fisheries and Oceans (DFO) – Request for Review

Copies of any approved construction approvals must be kept on the work site.

### 1.6 Detailed Design

Design drawings have not been finalized; preliminary drawings are included in Appendix A. This EMP may be updated to reflect any changes made and include additional information as it becomes available.



## 2 ENVIRONMENTAL OVERVIEW

### 2.1 Fisheries

Chicago Creek, at the project location, is classified as S6 (non-fish bearing).

While the upper reaches of Chicago Creek have been confirmed to be non-fish bearing (sampling efforts in 2004 and 2007<sup>1</sup> and gradient limitations documented in Spring of 2025), the lower reaches (roughly 900 m downstream) have a presence of Bull Trout (BT) and Dolly Varden (DV) with additional salmonid presence below the highway/CN rail structures. Lower reaches of Chicago Creek may potentially be impacted by any water flow/quality changes during construction.

In accordance with the "Terms and Conditions for Water Sustainability Act Changes In and About a Stream as specified by Ministry of Land, Water and Resource Stewardship (previously known as Ministry of Forests, Lands, Natural Resource Operations, and Rural Development) Habitat Officers, Skeena Region," the optimal Fisheries Timing Window<sup>2</sup> based on Bull Trout in the Kispiox Forest District would be:

Optimal Instream Work Window: July 1 – August 1

An extension to the Fisheries Timing Window has been requested during permitting under the Water Sustainability Act, to accommodate the anticipated 5-week construction schedule and enable flexibility and planning for low-water conditions. Full site isolation from flow will be required to achieve the weir repair, and no significant or long-term adverse water quality or flow impacts are anticipated with implementation of appropriate measures as outlined within this EMP.

### 2.2 Vegetation and Wildlife

The presence of mature trees, especially cottonwood and snags, indicate that wildlife trees may be present within or near the project footprint. Removal of mature trees will be limited as much as possible, and all trees must be identified prior to removal and assessed by a qualified biologist.

Riparian vegetation removal will be required within the project footprint to accommodate the weir repair. Staging and laydown areas near the works may be required, but should be minimized to the greatest extent possible within the Riparian Area (S6 stream - 20 m).

Avoidance of the Bird Nesting Window<sup>3</sup> (Zone A2) should be prioritized to the greatest extent possible, however will overlap with the instream work window (Section 2.1).

Avoid Clearing (Nesting Window): Early April – Mid August

<sup>1</sup> SKR Consultants. 2016. Environmental Management Plan South Hazelton Water Supply Repair of Damaged Water Intake from Chicago Creek. Prepared for RDKS. (pg 2, Section 2.1).

<sup>2</sup> [terms conditions skeena.pdf](#)

<sup>3</sup> [Nesting periods - Canada.ca](#)



## 2.3 Archeological

There are no known archeological sites within the project footprint; however, if suspected significant palaeontological remains or archaeological or historical objects are encountered, the Contractor shall immediately implement the following *chance find* procedures:

- Step 1: Stop work in the immediate vicinity of the suspected find in accordance with the Stop Work Procedure. Do not undertake further work that could disturb the immediate vicinity of the suspected find site, including the transport of soil or rock to or from the immediate vicinity of the site.
- Step 2: The Contractor will contact the RDKS Representative (see contact sheet at beginning of EMP).
- Step 3: RDKS Representative will contact a BC Heritage Specialist, who will advise of any further action.
- Step 4: If further action is required, the Contractor will coordinate the attendance of the Heritage Specialist at the work site.



### 3 ENVIRONMENTAL MANAGEMENT

Anticipated environmental risks of the project include the introduction of harmful substances into the watercourse (ex. hydrocarbon spills, concrete spills), negative effects to downstream water quality (ex., increase in sediment), direct harm to wildlife (e.g. birds, wildlife, etc.), and disturbance of riparian vegetation.

#### 3.1 Construction Environmental Management Plan (CEMP)

The successful construction contractor will develop a Construction Environmental Management Plan (CEMP). The CEMP will address requirements as outlined within this EMP and include detailed site-specific plans as outlined in Section 4.

The Contractor’s CEMP will be provided to RDKS at least two weeks in advance of works and in accordance with contract requirements, for review and approval.

#### 3.2 Work Stoppage

The EM must have the authority to suspend or alter work for the period deemed necessary because of an environmental emergency, unfavourable work conditions, or failure to comply with the contract. Work stoppage is often associated with periods of extreme weather conditions and may extend for several days.

#### 3.3 Environmental Hold Points

Table 1 below provides a summary of work activities that will not proceed prior to other actions (e.g., site assessments, communication with RDKS, etc.) occurring first.

**Table 2. Environmental Hold Points**

<b>Prior to this:</b>	<b>Contractor will ensure:</b>
Mobilization	Contractor’s CEMP has been submitted to RDKS for review, any revisions have been made, and written approval of plan has been received.
Mobilization	Visual inspections of vehicles and equipment for signs of leaks, oil, grease, vegetation, and soil.
Any Work Activities	The Contractor’s QEP has reviewed the site and identified any environmentally sensitive features that may be impacted by construction works, with appropriate mitigation measures included in CEMP. Pre-Work Orientation has been completed.
Work Activities involving ground disturbance	Appropriate ESC measures have been installed, as outlined within Contractor’s CEMP and as directed by EM. Wildlife sweep has been completed, and related site-specific clearances, recommendations and mitigation measures have been prescribed by a QEP in accordance with appropriate protocols.
Work activities in or near Creek	Readily biodegradable hydraulic fluids used in heavy machinery.
Site Isolation	RDKS has reviewed Contractor’s Site Isolation (Diversion) Plan and approved start of diversion.



	Timing of diversion meets any restriction outlined in permits/approvals. Background water quality monitoring has occurred to establish baseline turbidity. EM is onsite.
Concrete Pour	RDKS has reviewed site and confirmed adequate site isolation has been achieved, and seepage water management is sufficient to meet design requirements. Background water quality monitoring has occurred to establish baseline pH and appropriate mitigation measures are available onsite and functional prior to concrete delivery. EM is onsite.

### 3.4 Onsite Environmental Monitoring

The onsite Environmental Monitor (EM) will be retained by the Contractor, and liaise with the RDKS Representative. The EM will conduct daily monitoring or as appropriate to the nature of ongoing activities, with full-time monitoring during in-stream work. The EM will be an Appropriately Qualified Environmental Professional (QEP) in good standing with the College of Applied Biology in British Columbia, or a qualified environmental technician directly supervised by a QEP. The EM will prepare daily environmental monitoring reports, submitted weekly to RDKS.

Duties of the EM may include, but not necessarily be limited to:

- Completing incident reports in case of non-compliances.
- Inventory of spill kits, checking for leaking equipment and spill response management.
- Conducting water quality monitoring.
- Liaise with RDKS Representatives and various third-party professionals.
- Maintaining records of construction activities, mitigation measures, and environmental issues.
- Overseeing restoration activities and site cleanup.
- Preparing regular environmental monitoring reports.

### 3.5 Pre-work Orientations

Pre-work orientations will be given by the EM to all crew and visitors upon their arrival to the worksite. The orientation should include environmental characteristics of the worksite in addition to the environmental requirements set out in the EMP, CEMP and permits, including the following:

- Environmentally sensitive areas in and about the worksite;
- Task-specific mitigation measures;
- Handling and transportation of hazardous materials;
- Spill containment and spill response equipment, including location, type, and deployment;
- The installation and maintenance of sediment and erosion control measures;
- Heritage chance find procedures; and,
- Wildlife awareness and invasive plant management.



### 3.6 Wildlife (Nest) Sweeps

If vegetation clearance is required within the Nesting Window (see Section 2.2), active bird nest surveys must be conducted by the Contractor's EM under the supervision of a qualified biologist, prior to the removal. Any clearing areas must be surveyed no more than seven days prior to works in keeping with the Ministry of Environment and Climate Change bird nest sweep protocol<sup>4</sup>.

If active nests are identified, the work plan will be modified by the Contractor's QEP to establish no-work buffer area(s) around the nest(s), until such time that the nest(s) are confirmed vacated.

### 3.7 Riparian Vegetation

Wherever possible, vegetation will be close cut to limit the erosion potential and aid in the re-establishment of native species present in or around the riparian area. Vegetation removal must be limited to approved construction footprint and occur under supervision of EM following pre-construction survey.

### 3.8 Erosion and Sediment Control

A site-specific erosion and sediment control plan (ESCP) will be incorporated into the Contractor's CEMP. The ESCP will identify environmentally acceptable construction practices for sediment and erosion control at specific sites to ensure that water quality parameters are maintained throughout the construction phase and reclamation.

All sediment and erosion measures shall be constructed/installed as per the standard specifications found in the Fisheries and Oceans (DFO) Land Development Guidelines for the Protection of Aquatic Habitat<sup>5</sup> and Standards and Best Practices for instream Works<sup>6</sup>.

The general principles of erosion and sediment control that will be followed include:

- Scheduling works to minimize the risk of erosion.
- Minimize level of disturbance caused by works through planned and controlled installation.
- Plan, inspect, and maintain sediment and erosion control structures.

Ongoing management of seepage water within the isolated worksite will likely be required, and would be a key source of sediment transport downstream. The Contractor's CEMP will include detailed water management procedures for seepage water.

### 3.9 Site Isolation (Diversion)

Site isolation of the construction footprint from Chicago Creek flow will be required to achieve the design (concrete pour, liner/riprap installation). The Contractor's CEMP will include a detailed Site

<sup>4</sup> Environment and Climate Change Canada. (2018). General nesting periods of migratory birds. <https://www.canada.ca/en/environment-climate-change/services/avoiding-harm-migratory-birds/general-nesting-periods.html>

<sup>5</sup> Chillibeck, B. 1993. Land Development Guidelines for the Protection of aquatic habitat. Department of Fisheries and Oceans and the Ministry of Environment, Lands, and Parks, Victoria, BC. 129 pp

<sup>6</sup> Ministry of Water, Land and Air Protection. 2004. Standards and Best Management Practices for Instream Works. Victoria, B.C. [https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/bc-timber-sales/ems-sfm-certification/business-area/kamloops/standards\\_bmp\\_for\\_instream\\_works\\_2004.pdf](https://www2.gov.bc.ca/assets/gov/farming-natural-resources-and-industry/forestry/bc-timber-sales/ems-sfm-certification/business-area/kamloops/standards_bmp_for_instream_works_2004.pdf)



Isolation (Diversion) Plan, which may include a diversion channel, flume, dam-and-pump, or combination of these measures.

- Diversion channel (if used) must be constructed of a stable material suitable for water conveyance and minimization of erosion, or a commercially available flume may be used.
  - Channel lining must be suitable based on subsurface conditions and as recommended by the QEP during channel construction.
  - Adequate measures to prevent erosion and sedimentation within the diversion must be installed, with water quality monitoring to confirm effectiveness (see Section 3.8)
- Diversion dam within the main channel (to direct flows into the diversion channel or flume) must be installed in a manner that minimizes disturbance to downstream water quality.
  - Dam must be sized appropriately, and in anticipation of periods of higher flows during precipitation events.
  - Dam construction configuration and material requirements will be confirmed by Contractor and RDKS, based on site conditions at time of construction
  - Diversion dam should be keyed in to minimize seepage flow and provide resilience during high flows.
- Any pumps utilized to actively manage flow must be monitored 24/7, with appropriate spill prevention measures to mitigate spills during refuelling, and one or more contingency pumps available on site.

The Contractor will be required to install a full stream diversion to maintain a dry worksite for duration of construction (up to 5 weeks). Downstream water quality must also be maintained as per Section 3.11.

### 3.10 Concrete Management

The following Best Management Practices must be incorporated into the Contractor's CEMP, as summarized from *BC Top Requirements and Best Management Practices for Making Changes In and About a Stream in British Columbia, 2022*

- All works involving the use of concrete, cement, mortars, and other Portland cement or lime containing construction materials (concrete) must not deposit, directly or indirectly, sediments, debris, concrete, concrete fines, wash or contact water into or about any stream. Concrete materials cast-in-place must remain inside formed structures.
- A carbon dioxide (CO<sub>2</sub>) tank with regulator, hose and gas diffuser must be readily available during any work involving the mixing or pouring of concrete. Operators must have appropriate training to operate such equipment and to release carbon dioxide gas and neutralize pH levels should a concrete (and/or derivative) spill occur.
- Wash-down water from concrete delivery trucks, concrete pumping equipment, and other tools and equipment must be contained in a manner that prevents wash-down water from entering a stream.
- Concrete work must be isolated from any water within any watercourse and/or be prevented from entering into any watercourse.



- Where concrete work occurs within the stream or stream channel, a location immediately downstream of the work must be monitored regularly for pH.
- Concrete work must stop if downstream pH:
  - o has changed by more than 1.0 pH unit, measured to an accuracy of +/- 0.2 pH units from the background level; or,
  - o where applicable, is recorded to be below 6.0 or above 9.0 pH units and may only resume when pH levels have returned to levels within this range.
- Water that contacts uncured or partly cured concrete during activities, such as exposed aggregate wash-off, wet curing, or equipment washing, must be prevented from directly or indirectly entering any stream.
- All cast-in-place concrete and grouting must be isolated from fish-bearing waters for a minimum of 48 hours if ambient air temperature is above 0°C and for a minimum of 72 hours if ambient air temperature is below 0°C.

### 3.11 Water Quality Monitoring

During activities within the channel, water quality monitoring must be performed.

- Monitoring will occur at a frequency appropriate to the level of activity on site.
  - o Frequent (hourly) during commissioning of the diversion channel
  - o Frequent (hourly) during concrete pouring
  - o Periodic monitoring will occur (at least once/daily) when the EM is onsite.
  - o Additional monitoring/increased frequency will occur if water quality issues are noted.
- Water samples will be measured for:
  - o Turbidity in NTUs, using a standard calibrated turbidity meter,
  - o pH, accurate to +/- 0.2 pH Units, and
  - o Field measurements (Temp, Conductivity, DO)
- Measurements will be taken upstream (background) and downstream of the construction area and stream diversion (when installed). Specific locations will be clearly marked on a site drawing and in the field upon commencement of works, including (at minimum):
  - o WU1: Upstream sample – Above diversion inlet (background).
  - o WD1: Downstream sample – At confluence with diversion, downstream limit of construction.
  - o WD2: Downstream sample – 20 m below confluence (natural channel)

Additional locations may be determined by the EM.



### 3.11.1 Turbidity Monitoring

If water quality within the watercourses (downstream of construction) exceeds BC’s Approved Water Quality Guidelines for Aquatic Life, Wildlife & Agriculture<sup>7</sup>, remedial measures must be implemented (such as temporary work stoppage and additional ESC measures), as outlined within the Contractor’s CEMP.

### 3.11.2 pH Monitoring

Water quality monitoring for pH must occur during cement/grouting activities near the watercourse, and following initial exposure of freshly poured areas to water. If downstream pH is altered significantly, as outlined in Table 2, active remedial measures must be implemented (such as CO2 diffusers), as outlined within the Contractor’s CEMP.

**Table 3: BC Water Quality Guidelines**

Parameter	Maximum Allowable
Turbidity	<ul style="list-style-type: none"> <li>• Change from background of 8 NTU at any one time for a duration of 24 hours in all waters during clear flows or in clear waters</li> <li>• Change from background of 2 NTU at any one time for a duration of 30 days in all water during clear flows or in clear waters</li> <li>• Change from background of 5 NTU at any time when background is 8 – 50 NTU during high flows or in turbid waters</li> <li>• Change from background of 10% when background is &gt;50 NTU at any time during high flows or in turbid waters</li> </ul>
pH	<ul style="list-style-type: none"> <li>• Change from background of more than 1.0 pH unit, measured to an accuracy of +/- 0.2 pH units from the background level; or,</li> <li>• Recorded to be below 6.0 or above 9.0 pH units and may only resume when pH levels have returned to levels within this range.</li> </ul>

### 3.12 Spill Prevention and Response

The Contractor’s fuel handling practices and procedures will comply with the best management practices outlined in *A Field Guide to Fuel Handling, Transportation and Storage*.<sup>8</sup> The EM and site supervisor will designate a refueling area prior to beginning work.

- Heavy machinery working in or above water will use readily biodegradable oil.
- All machinery will be inspected for leaks, weeps, and excess grease by the operator daily. In addition, the EM will complete a machine inspection prior to project start and on a regular basis following project commencement.
- All crew will be oriented with the location and use of spill kits, and the EM will inspect all kits to ensure contents are complete.

<sup>7</sup> British Columbia Ministry of Environment and Climate Change Strategy. 2023. British Columbia Approved Water Quality Guidelines: Aquatic Life, Wildlife & Agriculture - Guideline Summary. Water Quality Guideline Series, WQG-20. Prov. B.C., Victoria B.C.

<sup>8</sup> Government of British Columbia. 2002. *A Field Guide to Fuel Handling, Transportation, and Storage*.



- Refueling will occur at least 30 m from the top of OHWM of watercourses and wetlands, and drip trays will be placed on the ground, underneath the nozzle to catch any spilled fuel.
- Hazardous substances will be placed in secondary containment (e.g., drip trays).
- All equipment and vehicles will contain a fully stocked spill kit and clearly marked as “Spill Kit”.
- Equipment containing ethylene glycol (antifreeze) or other water-soluble chemicals must carry an appropriate number of water-soluble absorbent pads in addition to absorbent pads used for petroleum products.
- A fully stocked commercially available “Drum Spill Kit” must be available onsite during works within 30 m of the creek.
- A spill kit must be nearby while machinery or equipment is being refueled – spill kits in the machine being refueled or in the worker’s truck are acceptable, for example.
- Hazardous substances will not be stored within 30 m of any watercourse or wetland.
- All leaks and spills will be reported to the EM immediately, and contaminated materials (e.g., soil, ice, spill pads, etc.) will be removed from the site for proper disposal.

If a hazardous substance (e.g., fuels, lubricants, etc.) is spilled, the Contractor’s Spill Response Procedure (included within the CEMP) will be followed.

All spills regardless of volume area considered environmental incidents and must be reported to RDKS.

### 3.12.1 Spill Reporting

The Contractor must immediately report any spill of any toxic or hazardous material verbally to the RDKS representative. If the spill meets triggers as outlined in Appendix 2 of the Ministry of Environment and Climate Change Strategy’s Spill Reporting document<sup>9</sup>, it must be reported to Emergency Management BC (24-hour phone line: 1-800-663-3456).

All necessary steps to abate the discharge and provide the necessary labour, equipment, materials and absorbents to contain and remove the spill, clean up the affected area, dispose of waste materials at an approved disposal site, and restore the area to the satisfaction of the Environmental Agencies must be undertaken by the Contractor. Contaminated soil and vegetation removed must be disposed of in an approved waste disposal site.

Environmental Incident Reports will include appropriate photo documentation and describe the:

- Nature of the incident;
- Approximately magnitude and duration of the incident;
- Area or habitat affected;
- Environmental resources affected;
- Results of any sample analysis taken in conjunction with the incident (e.g., water samples);
- Root cause(s) of the incident;
- Immediate actions taken;
- Preventative and corrective actions to control or limit the activity causing the incident, including a time frame for implementation;

<sup>9</sup> [https://www2.gov.bc.ca/assets/gov/environment/air-land-water/spills-and-environmental-emergencies/docs/materials/fact\\_sheet\\_spill\\_reporting.pdf](https://www2.gov.bc.ca/assets/gov/environment/air-land-water/spills-and-environmental-emergencies/docs/materials/fact_sheet_spill_reporting.pdf)



- Communications held with onsite crew and RDKS, and communications with regulatory agencies, if required.

### **3.13 Site Restoration and Revegetation**

The Contractor will restore the worksite following the completion of work to minimize the potential for soil erosion and sedimentation. Reclamation measures, including revegetation seeding and temporary mulch/ground cover for erosion control, as appropriate, will be included within the Contractor's CEMP.

- Above the high-water mark, disturbed stream banks must be restored to a state to minimize the likelihood of surface erosion or sloughing into the stream.
- No fertilizer will be used in the riparian area.
- Any temporary sediment and erosion control measures (i.e., silt fence), equipment, supplies, and non-biodegradable materials must be removed from site at completion, unless otherwise determined by the RDKS Representative.

### **3.14 Invasive Plant Management**

Invasive plants and noxious weeds are typically non-native plants lead to environmental degradation through destruction of native plant and animal habitat.

- All equipment will arrive at the worksite clean and free of soil and organic debris to avoid contaminating the worksite with invasive plant seed.
- Equipment will be cleaned before demobilizing from the worksite to avoid spreading invasive plant seed to future worksites. Equipment will be cleaned at least 30 m from the OHWM of any waterbody.
- Machinery should be kept on designated routes where possible to reduce damage to surrounding vegetation.

### **3.15 Wildlife Management and Protection**

Wildlife management measures, including cleanliness standards for the worksite, will be maintained to reduce the likelihood of habituation and negative wildlife encounters.

- Pre-disturbance sweeps must be completed under the guidance of a QEP prior to work as needed.
- Wildlife attractants (e.g., oils, grease, garbage, food) must be placed and stored in animal-proof containers and/or removed from site as soon as possible.
- All personnel must be trained in wildlife response during the project orientation meeting.
- All wildlife sightings must be reported to the EM.

### **3.16 Waste Management**

The Contractor must make a concerted effort to reduce, reuse, and recycle materials and always maintain a clean worksite.

- Hazardous and domestic will not be burned, buried, or discarded at the construction site.
- Organic material, refuse, ash, petroleum products, and other deleterious materials will not be deposited where there is possibility of directly or indirectly polluting a watercourse or groundwater. Clearing debris will be stockpiled in a designated disposal area.



- All animal attractants (e.g., food scraps) will be disposed of in animal proof containers, and these wastes will be removed on a regular basis from the site. All garbage and debris will be quickly removed from the worksite to always ensure a clean working environment. All garbage and unnecessary wastes will be disposed of at an appropriate landfill.
- Operating fluid waste from equipment will be collected in adequate containment and removed from site for recycling or disposal at an appropriate waste facility approved to accept such waste.

### 3.17 Hazardous Waste Management

All hazardous waste discovered or generated on site must be disposed of in compliance with the BC *Hazardous Waste Regulation*, per the *Environmental Management Act*. Hazardous waste handling and management is pursuant to the Workers Compensation Act.

Applicable permits for hazardous wastes shall be obtained per the HWR should they be required.<sup>10</sup>

## 4 SITE-SPECIFIC MANAGEMENT PLANS

The CEMP will address requirements as outlined within this EMP and include detailed site-specific plans as follows:

- Environmental Monitoring Plan
- Site Isolation (Diversion) Plan
- Concrete Management Plan
- Spill Response Plan
- Erosion and Sediment Control Plan

### 4.1 Environmental Monitoring Plan

The Contractor will provide an environmental monitor (EM) for the project. The CEMP will include (at minimum):

- Name(s), qualifications, and contact information of the designated EM/QEP(s)
- Proposed monitoring frequency and schedule
- Reporting templates for daily EM reports and spill reports

### 4.2 Site Isolation (Diversion) Plan

Site isolation of the construction footprint from Chicago Creek flow will be required to achieve the design (concrete pour, liner/riprap installation). The Contractor will be required to install a full stream diversion to maintain a dry worksite for up to 5 weeks. Downstream water quality must also be maintained as per Section 3.11.

The Contractor CEMP will include (at minimum):

- Installation Diagrams, including site plan and layout for diversion

<sup>10</sup>Volumes depending on the types of hazardous materials requiring permits are listed in the HWR:

<http://www2.gov.bc.ca/gov/content/environment/waste-management/hazardous-waste/transporting-hazardous-waste/manifests>



- Technical details, including upstream dam/sump, channel/flume orientation, pump/hose sizing, etc.
- Contingency Plan, including high flow
- Seepage Water Management Plan
- Water Quality Monitoring Plan

#### **4.3 Concrete Management Plan**

The Contractor CEMP will include, at minimum:

- Concrete Handling Plan, including wash out locations, staging area, etc.
- Containment Measures (form works), including inspection plan for leaks
- Water quality monitoring, including details of monitoring equipment, schedule
- CO2 Diffusion Plan, including list of required materials, deployment plan, detailed operating instructions for onsite crew
- Accidental Release Response plan for concrete, including minor and major potential failures of formworks

#### **4.4 Spill Response Plan**

The Contractor's CEMP will include a detailed Spill Response Plan.

#### **4.5 Erosion and Sediment Control Plan**

The Contractor's CEMP will include, at minimum:

- Erosion and Sediment Control measures – including diagrams for temporary measures such as silt fencing
- Water Management measures – including water quality monitoring, seepage water management, contingency and shut down criteria,
- Site Restoration measures – including ground preparations and revegetation seeding



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## **Appendix A – Preliminary Detailed Design Drawings**



**ADDENDUM #1**  
**RFP No. 2026-WS-11**  
**South Hazelton Weir Repair**

**To All Respondents:**

**May 13, 2026**

This Addendum forms part of RFP No. 2026-WS-11, South Hazelton Weir Repair and shall be read, interpreted, and coordinated with all other parts. The following changes, additions, deletions, or clarifications are hereby made as a part of the RFP:

The list of attendees at the mandatory in person bidders meeting, is attached as **Appendix A**. It was held at South Hazelton Water Treatment Facility on Tuesday, May 05<sup>th</sup>, 2026.



## APPENDIX A

**Bidders Meeting Attendance**

*Owner:* Regional District of Kitimat-Stikine

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*Owner's Representative:* Chris Kerr, Project Coordinator  
Kyle Cote, Operations Manager  
Raji Ann John, Project Manager

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*Consultant:* Allnorth Consultants

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*Consultant's Representative:* Joshua Murray

---

*Contract:* South Hazelton Weir Repair

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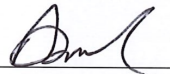
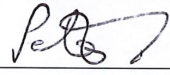



*Reference No.:* 2026-WS-11

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*Meeting Time:* May 05, 2026, 10:30AM PST

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*Meeting Location:* South Hazelton Water Treatment Facility

Name of the Company	Name of the Representative	Phone	E-mail	Signature
OB VENTURES	DANA MURCH	587-679-1843	danamurch@gmail.com	
WEST HORIZON	PETER COLLINS	250-842-3490	petercollins@westhorizon.ca	
Cutting Edge Projects	Brad Vanderzwaag	250 643 3655	brad@cuttingedgeprojects.ca	
CEP	Nick Piggott	250 802 1540	Nick@cuttingedgeprojects.ca	
Justin Berry Contracting	Rasmus Gravesen	778 583 6441	Mainline.construction@outlook.com	



**End of Addendum 1**



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Crissy Bennett, Director of Protective Services  
**Date:** June 26, 2026  
**Re:** Designation of Fire Investigators and Inspectors

**Recommendation:**

1. THAT the Regional District of Kitimat-Stikine Board appoint the Chief Officers of the Thornhill Fire Department to serve as Fire Inspectors and Fire Investigators for the all Electoral Areas of the Regional District of Kitimat-Stikine; AND
2. THAT the Regional District of Kitimat-Stikine Board appoint the Chief Officers of the Village of Hazelton and District of New Hazelton Fire Departments to serve as Fire Inspectors for the Hazelton Rural and South Hazelton Fire Protection Areas.

**Background:**

The *Fire Safety Act* (FSA) came into force on August 1, 2024. Under the FSA, Regional Districts are required to designate trained individuals to conduct fire investigations and fire inspections for all electoral areas, not just those that are covered by a rural fire protection area. However, current Office of the Fire Commissioner (OFC) policy allows for Fire Service Officers to conduct this work when requested by a regional district.

While staff are recommending that the regional board meet this legislative obligation, any requests for inspections or investigations outside a rural fire protection area will be passed along to the OFC. Where these services are requested within a fire protection area, Regional District of Kitimat-Stikine (RDKS) or municipal staff will conduct investigations and inspections, as follows:

Under the current contract with the District of New Hazelton and the Village of Hazelton, the RDKS pays for fire protection and investigations. Within this service area, the Chief Officers will provide fire investigation services on behalf of the RDKS, with support from the Thornhill Chief Officers, as required. Chief Officers from Thornhill Fire Department will provide inspections and investigations within the Skeena Fire Protection Area. This arrangement has been discussed with, and agreed to, by both municipal administrations.

**Financial Implications:**

Costs associated with fire investigations and inspections will be borne by the service of the relevant fire protection area, however costs are anticipated to be minimal and consist of small amounts of travel and staff time.

**Strategic Plan Objectives:**

- Organizational Effectiveness
- Sustainable Service Delivery

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Crissy Bennett, Director of Protective Services

**Approved By:**

Lucy Botelho, Acting CFO  
 Renee Lukasser, Director of Administration/Corporate Officer/HR  
 Marc Schibli, Acting CAO

**Status:**

Approved - 17 Jun 2026  
 Approved - 17 Jun 2026  
 Approved - 18 Jun 2026



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Scott Low, Director of Development Services  
**Date:** June 26, 2026  
**Re:** Contract for Shared GIS Services – The Hazeltons and Stewart

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board direct staff to establish shared Geographic Information System (GIS) services for the District of Stewart, Village of Hazelton, and the District of New Hazelton through a contracted service arrangement, and authorize the execution of an appropriate contract.

**Background:**

RDKS staff were approached by both the Village and District of Hazelton on the concept of shared Geographic Information System (GIS) services, hosted and managed by the RDKS. The RDKS already provides an unpaid, handshake service for Stewart.

Other Regional Districts share GIS services, including Thompson-Nicola Regional District who host and support GIS and 911 for 10 municipalities.

Staff reviewed and it appears combined jurisdiction services are not restricted by the RDKS contract with Indixio for the Geomaps service, nor with the ESRI contract for ArcGIS Online. Municipal seats would be added to internal accounts with the RDKS as the unifying customer.

- Geomaps is the reference software with layers and has a public-facing website. Seats start at \$245 per year plus taxes. The annual Indixio contract amount for Geomaps is \$40,000 plus a fund for technical support.
- ArcGIS Online is how new information is added to shapefiles and data sets that comprise the maps. Seats start at \$1,350 and average \$4,400 per year for content creation with add-ons depending on an organization's technical requirements, plus taxes. The current RDKS outlay for ArcGIS Online is near \$15,000.

There are means within the software to specify separate user privileges, layers, and web-access for each municipality. ArcGIS Online has a mobile component as well which is useful for Works & Services field staff.

On June 9, 2026 RDKS staff hosted a walkthrough session with all three municipalities on how the Geomaps software works and what options should be under consideration with both software suites. The RDKS has a dedicated GIS Coordinator for whom the added workload will be marginal. Shared costs are more efficient for the entire RDKS tax base.



Funds would be levied under a contract with each member municipality annually on a per seat basis based on the needed components within each software group, and added overhead due the RDKS for the hosting, bandwidth, contract management, and staff time.

Staff anticipate by Fall a draft contract to the municipalities and by the end of 2026, after a trial run, ratification by the RDKS and the municipalities.

This report is provided for discussion and gives the Board advance notice of potential shared service contracting with other local governments.

**Financial Implications:**

There are no material financial implications associated with this report. The agreement for services to the member municipalities will operate on a cost recovery basis, factoring in a small amount for administrative overhead.

**Strategic Plan Objectives:**

- Organizational Effectiveness
- Sustainable Service Delivery

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; weighted	Majority

**Prepared by:**

Scott Low, Director of Development Services

**Approved By:**

Lucy Botelho, Acting CFO  
Renee Lukasser, Director of Administration/Corporate Officer/HR  
Marc Schibli, Acting CAO

**Status:**

Approved - 09 Jun 2026  
Approved - 17 Jun 2026  
Approved - 18 Jun 2026



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Scott Low, Director of Development Services  
**Date:** June 26, 2026  
**Re:** Contract for Building Official

**Recommendation:**

THAT the Board of the Regional District of Kitimat-Stikine direct staff to prepare an agreement for contracted Building Official services with the City of Terrace to assist with bylaw development and enforcement.

**Background:**

The RDKS is one of the few local governments in North America that does not inspect for the Building Code, and as such does not have a qualified Building Official on staff. This hampers efforts to advise on:

- Land use planning and permits where the BC Building Code (BCBC) may be a statutory factor relevant to setbacks, building types (e.g. complex buildings, manufactured homes), site plans, and uses
- Where building or structure hazardous conditions may be evident on a property

A BC Building Official would assist with zoning, setback evaluations, site plans, and uses where Code standards may apply or where RDKS liability may relate to the Building Declaration and Siting Approval Permits issued under Development Procedures Bylaw No. 613. Planning staff often find themselves having to reference the Code directly and advise property owners on their compliance obligations and life safety standards without the benefit of a Building Official.

For bylaw enforcement, a Building Official is necessary to report on properties with structural or excavation hazards that may be subject to a Remedial Action Requirement (RAR) issued by the Board. Demolition also falls under the BCBC.

In the past, on complex land use requests, the RDKS has had to turn to a professional engineer for advice and reports. Engineering services are costlier and less immediate than a Building Official, and a P.Eng. is more inclined to structural or geotechnical issues than investigations for zoning, site plans, and bylaw enforcement.

Staff are working with the City of Terrace towards a contract for Building Official services on a per request basis to advise both planning staff and bylaw enforcement.

The contracted Building Official will provide technical statements attached to Board reports.



In March 2024 the Board directed staff to research a bylaw applying the BC Building Code and these contractual services will advance that file. However at this time the scope would be limited compliance obligations of complex planning files and the pursuit of remedial action of hazardous properties. The scope of services will not include ordinary building inspection services.

This report is provided for discussion and gives the Board advance notice of potential contracting for a service with the City of Terrace.

**Financial Implications:**

There are no immediate financial implications at this time. If an agreement is reached costs associated with contracted building officials will come from either the professional fees or bylaw enforcement line item of the Planning Services function, depending on the specific scope of work.

**Strategic Plan Objectives:**

- Organizational Effectiveness
- Sustainable Service Delivery

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
N/A	N/A

**Prepared by:**

Scott Low, Director of Development Services

**Approved By:**

Lucy Botelho, Acting CFO  
Renee Lukasser, Director of Administration/Corporate Officer/HR  
Marc Schibli, Acting CAO

**Status:**

Approved - 09 Jun 2026  
Approved - 18 Jun 2026  
Approved - 18 Jun 2026

**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Scott Low, Director of Development Services  
**Date:** June 26, 2026  
**Re:** Land Use Status Report - May 2026

**Attachments:**

[Attachment1:Land Use Applications Status Report May 2026](#)

**Recommendation:**

For information only.

**Background:**

The attached Land Use Status Application Report PDF is for information only. The document describes permits or referrals up to the end of April, 2026. Some application may start in previous years and not see final approval or joint approvals until a year or two following (e.g. subdivision or ALC).

**Financial Implications:**

There are no financial implications associated with this report.

**Strategic Plan Objectives:**

N/A

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
N/A	N/A

**Prepared by:**

Scott Low, Director of Development Services

**Approved By:**

Lucy Botelho, Acting CFO  
 Renee Lukasser, Director of Administration/Corporate Officer/HR  
 Marc Schibli, Acting CAO

**Status:**

Approved - 16 Jun 2026  
 Approved - 16 Jun 2026  
 Approved - 18 Jun 2026



**Staff Report**  
**Development Services**  
**May 2026 – Calendar YTD**

### Land Use Applications Status Report

#### Building Declaration and Siting Approval Permits (BDSAP)

Building Permit No. 3040 20-26	Bylaw	Zone	Community	Street	Civic Address	Structure	Approved
2026							
26-130	57	R1	Laklese Lake	2073 MCBRIDE AVE TERRACE BC V8G 0G2	2073 MCBRIDE AVE TERRACE BC V8G 0G2	Addition to Existing	2026-01-02
26-131	37	R2	Greater Terrace	5325 CENTENNIAL DR TERRACE BC V8G 0B9	5325 CENTENNIAL DR TERRACE BC V8G 0B9	Ancillary Building	2026-01-19
26-132	37	R2	Greater Terrace	16360 HWY 16 TERRACE BC V8G 0A6	16360 HWY 16 TERRACE BC V8G 0A6	Principal Structure	2026-01-28
26-133	37	R1A	Greater Terrace	5161 SKEENA DR TERRACE BC V8G 0A6	5161 SKEENA DR TERRACE BC V8G 0A6	Addition to Existing	2026-02-02
26-134	37	R1	Copper Estates	4693 BEAVER CRES TERRACE BC V8G 0A5	4680 BEAVER CRES TERRACE BC V8G 0A5	Addition to Existing	2026-02-11
26-135	194	RMH	Thornhill	3889 MULLER AVE TERRACE BC V8G 4L2	1271 WELLINGTON DR NORTH VANCOUVER BC V7K 1L4	Addition to Existing	2026-02-13

26-136	37	R2	Greater Terrace	5136 FOSBERY DR TERRACE BC V8G 0B6	5136 FOSBERY DR TERRACE BC V8G 0B6	Accessory Dwelling	2026-02-20
26-137	37	R2	Chimdemash	BC	2432 FIRST AVE TERRACE BC V8G 0G2	Principal Structure	2026-02-18
26-138	194	R2	Thornhill	3858 PINE AVE TERRACE BC	2571 CLARK ST TERRACE BC V8G 3E3	Ancillary Building	2026-02-24
26-139	194	M-1	Thornhill	3033 KOFOED DR TERRACE BC	3068 KOFOED DR THORNHILL BC V8G 3P9	Ancillary Building	2026-03-10
26-140	53	R/G	Kispiox Valley	490 SWAN LAKE RD HAZELTON BC V0J 1Y5	490 SWAN LAKE RD RR 5 HAZELTON BC V0J 1Y5	Principal Structure	2026-03-13
26-141	57	R	Lakelse Lake	2170 CATT POINT RD TERRACE BC	1178 BRETT PL PRINCE RUPERT BC V8J 3W9	Addition to Existing	2026-03-25
26-142	194	R1	Thornhill	3533 CLORE AVE TERRACE BC	4824 OLSON AVE TERRACE BC V8G 2A6	Principal Structure	2026-03-31
26-143	37	R1	Kitwanga	BC	REHMATT 5 HAGENDORN 6332 SWITZERLAND	Principal Structure	2026-04-01
26-144	194	R2	Thornhill		2903 BRAUN ST TERRACE BC V8G 3J8	Principal Structure	2026-04-08
26-145	194	R2	Thornhill		2903 BRAUN ST TERRACE BC V8G 3J8	Principal Structure	2026-04-08
26-146	194	R1	Thornhill	1458 MAPLE ST TERRACE BC V8G 3Z4	1458 MAPLE ST TERRACE BC V8G 3Z4	Ancillary Building	2026-04-15
26-147	194	R1	Thornhill	3691 HAWTHORNE AVE TERRACE BC V8G 5E1	3691 HAWTHORNE AVE THORNHILL BC V8G 5E1	Ancillary Building	2026-04-17
26-148	37	R2	Greater Terrace	LOT 1, PLAN EPP99185, DISTRICT LOT 1114&1115, RANGE 5, COAST RANGE 5 LAND DISTRICT		Principal Structure	2026-04-23
26-149	37	R1	Usk	5879 USK-SHANNON RD TERRACE BC V8G 0A8	5879 USK-SHANNON RD TERRACE BC V8G 0A8	Ancillary Building	2026-04-27
26-150	194	R2	Thornhill	3734 PINE AVE TERRACE BC V8G 3T2	3734 PINE AVE THORNHILL BC V8G 3T2	Ancillary Building	2026-04-28
26-151	73	R1	Kitwanga	HAZELTON KITWANGA BACK RD KITWANGA BC	PO BOX 106 KITWANGA BC V0J 2A0	Ancillary Building	2026-05-14
26-152	320	Ru1	Two Mile	3516 HASTINGS ST HAZELTON BC V0J 1Y1	3516 HASTINGS ST HAZELTON BC V0J 1Y1	Ancillary Building	2026-05-25
26-153	320	Ru1	Two Mile	3516 HASTINGS ST HAZELTON BC V0J 1Y1	3516 HASTINGS ST HAZELTON BC V0J 1Y1	Ancillary Building	2026-05-25

26-154	57	R	Lakelse Lake	4019 LAKELSE LAKE LODGE RD TERRACE BC V8G 0G2	4023 SKOGLUND ST TERRACE BC V8G 2X1	Addition to Existing	2026-06-02
26-155*	0	0	0	2885 CRYSTAL RD TERRACE BC V8G 0G5	2885 CRYSTAL RD TERRACE BC V8G 0G5	0	1900-01-00
26-156	37	R2	Greater Terrace	4915 MERKLEY RD TERRACE BC V8G 0B5	5119 MCCONNELL AVE TERRACE BC V8G 4W9	Ancillary Building	2026-06-04
26-157*	0	0	0	2426 KROYER ST TERRACE BC V8G 0G2	2426 KROYER ST TERRACE BC V8G 0G2	Ancillary Building	2026-06-10

**\*Pending Applications**

**Development Variance Permits (DVP)**

No.	Applicant	Purpose	Address	Date Received	Status	Comments
26-244	Kayden Lang	To allow the eaves to be 1 foot from the property line.	3691 Hawthorne Avenue	03-18-2026	Complete	Going to first reading in April.
26-245	James McNeice	To allow for additional height and floor area for a workshop.	1758 Westside Road Lakelse	04-27-2026	Pending	Completed first reading in May.
26-246	Renee Seaton	To allow an extension of an existing building past the required setback.	3547 Crescent Street	06-12-2026	Pending	Pending

**Sign Permit**

Permit No	Sign Bylaw No	Civic Address	Property PID	Applicant	Sign Content	Date Approved (permission to construct)
None to date.						

**Development Permit Areas (DPA)**

Applicant	Purpose	Address	Date Received	Status	Comments
None to date.					

**Subdivision Referrals**

3320-20-26	Applicant	Purpose	Address	Date Received	Status	Comments
<b>2026</b>						
2025-05272	Amanda Stella	Creating three new lots out of two existing lots	Craft Road	2026-01-08	Applied	Supported, approved by ALC
2025-05169	Donald and Teresita Coburn	One new lot with one remainder lot	5650 Ted Hamer Road	2026-01-12	Applied	Supported, approved by ALC
2024-04971	Travis L Christianson	Two new lots with one remainder lot	Gooden Road	2026-02-10	Applied	Supported
2024-04728	Andrea Vickers	Hook lot split by road	1018 Kispiox Valley Road	2026-02-24	Applied	Supported, approved by ALC
2024-05645	Jennifer Jackson	Three lot parcels.	2445 Kroyer Street	2026-04-08	Applied	Supported

**Temporary Use Permits (TUP)**

3070-20-26	Applicant	Purpose	Address	Date Received	Status	Comments
21	Valhalla Fest	To permit campground and temporary multi-residential recreational usage.	13667 Highway 16W	03-24-2026	Pending	Waiting on full application.

**Zoning and Official Community Plan (OCP) Amendments**

	Applicant	Purpose	Address	Date Received	Status	Comments
25-162	Justin MacCarthy and Ashley Hershey	Bylaw Map Amendment for Light Industrial	2515 Craig Drive	2025-11-10	Pending	Sent to MOTT for approval. Bylaw 816.
<b>2026</b>						
26-164	Jeremy Tawning	Bylaw Map Amendment for Highway Commercial	010-725-083	2026-01-14	Pending	Waiting on additional information. Will go to TAPC when received.
26-165	Kitselas Community Land GP LTD	Text Bylaw and OCP Amendment for Community	4480 Queensway Drive	2026-03-31	Pending	Going to first/second reading in June.
26-166	Gary Amstutz	Bylaw Map Amendment for Light Industrial	3446 River Drive	2026-04-13	Pending	Passed first/second reading in May. Waiting on Public Hearing.

**Application Statistics (YTD) – May 2026 – Calendar YTD**

Process	Total
BDSAP	27
DVP	3
TUP	1
Sign	0
Subdivision	6
Zoning Amend	4

RDKS received 7 BDSAP applications, 1 DVP and 1 TUP in May.

**To:** Marc Schibli, Acting CAO, for the RDKS Board

**From:** Lucy Botelho, Acting CFO

**Date:** June 26, 2026

**Re:** Electoral Area B Grant-in-Aid - District of New Hazelton- Canada Day Celebrations

**Attachments:**

[Attachment #1-DONH Grant In-Aid application \(Canada Day\)](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board approve a one-time allocation of \$500 of Electoral Area B Grant In-Aid funds to the District of New Hazelton in support of their Canada Day celebrations.

**Background:**

The District of New Hazelton is hosting their annual Canada Day celebration and is seeking Electoral Area B Grant In-Aid support of \$500. A copy of their application can be found in **Attachment #1**.

The annual celebration brings the community together by providing several free family friendly activities, local entertainment and cultural performances, a pancake breakfast, and a variety of other community engagement opportunities for everyone.

The event also aims to promote cultural appreciation, volunteerism, and local talent while providing an inclusive and accessible celebration for all those in the area.

**Financial Implications:**

Prior to the June 26, 2026 Regional District Board meeting Electoral Area B has an unallocated Grant In-Aid balance of \$9,208.

**Strategic Plan Objectives:**

N/A

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Lucy Botelho, Acting CFO



Regional District of  
**Kitimat-Stikine**

*Finance Department  
Staff Report*

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 09 Jun 2026

Approved - 16 Jun 2026

Approved - 18 Jun 2026



### Grant In-Aid Application

Completion of this application is not a guarantee of approval. Applications must be completed and submitted to the RDKS each year before September 15<sup>th</sup> for funding consideration. Applications received after this date will be assessed on a case-by-case basis and subject to funding availability.

Applicant Name: District Of New Hazelton

Applicant Mailing Address: PO Box 340, New Hazelton BC, V0J 2J0

Contact Information: Amber Robinson

Contact Phone Number: [REDACTED]

Email Address: [REDACTED]

#### Application Summary

Please state the project or purpose for which you require assistance:

We are requesting support for our Annual Pancake Breakfast & Canada Day Celebration for 2026

**Amount of Grant requested \$** 500.00

To the best of my knowledge, all information provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is not being made on behalf of an individual, industry, commercial or business undertaking.

#### If a grant is awarded the recipient agrees to the following conditions:

1. To acknowledge the RDKS as a funding partner in any promotional materials created about the event or initiative.
2. To provide a report to the RDKS on how the grant funds were spent within twelve months of receipt of funding. The report must include a financial summary of how funds were used as well as information on how the community benefited.
3. Return grant funding not spent within twelve months of the receipt of funds.

District of New Hazelton

Name (Organization/ Signing authority)

[Signature]

02 June 2026

Title CFO

Date



### Applicant Profile

1. Which Electoral Area(s) receive services or benefits from your organization?
  - Electoral Area A:** (Alice Arm, Bell II, Gingolx, Gitwinksihlkw, Kitsault, Laxgalts'ap, Meziadin, Nass Camp & New Aiyansh)
  - Electoral Area B:** (Cedarvale, Gitanmaax, Gitanyow, Gitsegukla, Gitwangak, Sik-E-Dahk, Hagwilget, Kispiox Valley, Anspayawx, Kitwanga, Witset, South Hazelton & Two Mile)
  - Electoral Area C:** (Brauns Island, Butedale, Chindemash, Copperside, Dutch Valley, Gitaus, Gossan, Jackpine Flats, Kemano, Kitasoo/Klemtu, Kitima'at Village, Kitsumkalum, Kleanza, Lakelse Lake, New Remo, North Terrace, Old Remo, Rosswood, & Usk)
  - Electoral Area D:** (Bob Quinn, Glenora, Iskut, Tatogga, & Telegraph Creek)
  - Electoral Area E:** (Kulspai & Thornhill)
  - Electoral Area F:** (Dease Lake)

2. Please describe the services and/or benefits that your organization provide to the community.

The District of New Hazelton provides recreational, cultural, and community-building opportunities for residents and visitors through public events, facilities, programs, and partnerships. Our annual Canada Day Celebration brings the community together through free family activities, local entertainment, cultural performances, volunteer opportunities, and community engagement for people of all ages.

3. Please detail any remuneration paid and or funds otherwise made available to members, and or officers of your organization.

No remuneration is paid to members or officers in relation to the Canada Day Celebration. Funding received is used solely to support event-related expenses, including entertainment, supplies, equipment, activities, and other costs associated with delivering a free community event.



### Project Details

1. Assistance is being requested for (please circle the applicable category):
  - Capital improvements or equipment.
  - **Special event**
  - Other purpose (please note)
2. Please describe the project or event for which you are requesting assistance. Attach additional information if space provided is insufficient.

The District of New Hazelton is requesting funding assistance for its annual Canada Day Celebration held at Allen Park on July 1, 2026.

This free community event brings together residents and visitors of all ages to celebrate Canada Day through a variety of family-friendly activities, including a pancake breakfast, live local entertainment, cultural performances, face painting, community vendors, children's activities, the Mountain Madness Challenge, bike parade, prize draws, and the traditional Canada Day cake-cutting ceremony.

The event promotes community engagement, cultural appreciation, volunteerism, and local talent while providing an inclusive and accessible celebration for families throughout the region. Funding assistance will help offset event costs, including entertainment, activity supplies, equipment rentals, event materials, and other expenses necessary to deliver a successful community celebration.

3. Describe how this project will specifically benefit the community.

The Canada Day Celebration benefits the community by providing a free, inclusive, and family-friendly event that brings residents and visitors together to celebrate, connect, and build community spirit. The event promotes local culture, showcases local talent, supports volunteer involvement, and provides recreational opportunities for people of all ages.

By offering accessible activities, entertainment, and cultural performances at no cost to attendees, the celebration encourages community engagement, strengthens local relationships, and creates a welcoming environment that fosters pride in our community and region.

### Funding and Financial Information

1. Attach all supporting financial information, such as budgets, and financial statements here. Ensure the following information is clearly itemized:
  - Total cost of the project
  - Grants and funding received from other sources.
  - Funding contributed by applicants through fundraising activities or other revenue streams.
  - Total expenses for the fiscal year, including any funds and/or benefits paid to members or officers of the organization.



- 2. Have you applied for any other grants/funding from other sources? If yes, please complete the following chart. If not, please indicate why in the box below.

Yes. The District of New Hazelton has applied for and received funding through the Celebrate Canada Program to assist with the delivery of the 2026 Canada Day Celebration. Additional funding and donations are also being sought from local businesses, organizations, and community partners to help offset event expenses and enhance programming opportunities for attendees.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending
Celebrate Canada Program	4500.00	\$2,960.00	1540.00	0.00

- 3. Have you received any assistance from the Regional District of Kitimat-Stikine in previous years? If yes, please complete the following chart.

Year	\$ Amount of assistance received	Purpose assistance was received for

**Notice of Collection of Personal Information:**

The information collected on this form will be used to process the application and for the purposes of administration. The personal information is collected under the authority of the Local Government Act, the bylaws of the Regional District of Kitimat-Stikine, and under the authority of Section 26 of BC's Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Information submitted may be made available for public inspection pursuant to the Freedom of Information and Protection of Privacy Act. Contact the Regional District of Kitimat-Stikine's Privacy Officer if you have any questions regarding the use of this information.



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Lucy Botelho, Acting CFO  
**Date:** June 26, 2026  
**Re:** Electoral Area C & E Grant In-Aid - Terrace & District Arts Council

**Attachments:**

[Attachment #1- TDAC Grant In-Aid application](#)

[Attachment #2- TDAC 2025 Grant In-Aid reporting](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board approve a one-time allocation of \$6,750 of Electoral Area C & E Grant In-Aid split by assessment, to the Terrace & District Arts Council.

**Background:**

The Terrace & District Arts Council (TDAC) has submitted a request for \$6,750 of Electoral Area C & E Grant In- Aid funding support. The TDAC application can be found in **Attachment #1**.

The TDAC is a not for profit society that supports a variety of activities, and projects related to the arts disciplines in the greater Terrace and Thornhill communities including, but not limited to support for the Clay Artists Association, Community Band, the Pacific Northwest Music Festival, Terrace Pipes and Drums and Terrace-Thornhill Parents for Music.

Current and recent approved projects by the TDAC have included funding for digital receiver and speakers, lighting improvements, a hydraulic cart (used to lift heavy materials to waist height), cordless cardboard cutters, wireless headsets, and youth expenses for attending various workshops and festivals. Additional details on materials and supported programs can be found in **Attachment #2**.

The RDKS Board has approved \$6,750 in annual Electoral Area C and Electoral Area E Grant In-Aid funding support for the last nine years to the TDAC.

**Financial Implications:**

Prior to the June 26, 2026 RDKS Board meeting Electoral Area C & E have unallocated Grant In-Aid balances of \$94,888 and \$60,208 respectively. If the allocation to the TDAC was split by assessment, \$4,195 would come from Area C and \$2,555 from Area E.

**Strategic Plan Objectives:**

N/A

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
Participants; weighted	Majority

**Prepared by:**

Lucy Botelho, Acting CFO

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 09 Jun 2026

Approved - 16 Jun 2026

Approved - 18 Jun 2026



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**2026 April 16**

Marc Schibli, Chief Financial Officer  
Regional District of Kitimat-Stikine  
300 - 4545 Lazelle Avenue  
Terrace, BC V8G 4E1

Dear Marc:

**RE : Application for 2026-2027 Grant-in-Aid**

I enclose the Arts Council's application for grant-in-aid funding to support the arts in the Terrace-Thornhill area in 2026-2027.

Our current members are the

- Art Association,
- Clay Artists,
- Community Band,
- Concert Society,
- Little Theatre,
- Pacific Northwest Musical Festival,
- Pipes & Drums,
- R. E. M. Lee Theatre Alive,
- Symphony Orchestra, and
- Terrace-Thornhill Parents for Music.

The TDAC fiscal year runs from July 1 through June 30. Our AGM is held in September. Members submit grant applications by June 30, November 1, and March 1. The deadline for young people to apply for short-program scholarships is May 15.

Our ten current member groups are already making plans for the next arts season. We hope to continue as an umbrella for our members and a conduit for the sharing of resources amongst member groups and young artists.

I trust that you will find this application package in order.

Thank you for your consideration of our application.

Yours truly,

Robin MacLeod, President

tdartscouncil@gmail.com





**Grant In-Aid Application**

*Completion of this application is not a guarantee of approval. Applications must be completed and submitted to the RDKS each year before September 15<sup>th</sup> for funding consideration. Applications received after this date will be assessed on a case-by-case basis and subject to funding availability.*

Applicant Name: Terrace & District Arts Council  
Applicant Mailing Address: PO Box 904, Terrace, BC. V8G 4R2  
Contact Information: Robin MacLeod  
Contact Phone Number: [REDACTED]  
Email Address: tdartscouncil@gmail.com

**Application Summary**

Please state the project or purpose for which you require assistance:

Community arts activities undertaken by Art Association, Clay Artists, Community Band, Concert Society, Little Theatre, Pacific Northwest Music Festival, Pipes & Drums, R. E. M. Lee Theatre Alive, Symphony Orchestra, Terrace-Thornhill Parents for Music; youth scholarships for short arts programs

**Amount of Grant requested \$** 6,750

To the best of my knowledge, all information provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is not being made on behalf of an individual, industry, commercial or business undertaking.

**If a grant is awarded the recipient agrees to the following conditions:**

1. To acknowledge the RDKS as a funding partner in any promotional materials created about the event or initiative.
2. To provide a report to the RDKS on how the grant funds were spent within twelve months of receipt of funding. The report must include a financial summary of how funds were used as well as information on how the community benefited.
3. Return grant funding not spent within twelve months of the receipt of funds.

Robin MacLeod RP MacLeod

Name (Organization/ Signing authority)  
President

2026 April 16

Title

Date



### Applicant Profile

1. Which Electoral Area(s) receive services or benefits from your organization?
  - Electoral Area A:** (Alice Arm, Bell II, Gingoix, Gitwinksihlkw, Kitsault, Laxgalts'ap, Meziadin, Nass Camp & New Aiyansh)
  - Electoral Area B:** (Cedarvale, Gitanmaax, Gitanyow, Gitsegukla, Gitwangak, Sik-E-Dahk, Hagwilget, Kispiox Valley, Anspayawx, Kitwanga, Witset, South Hazelton & Two Mile)
  - Electoral Area C:** (Brauns Island, Butedale, Chindemash, Copperside, Dutch Valley, Gitaus, Gossan, Jackpine Flats, Kemano, Kitasoo/Klemtu, Kitima'at Village, Kitsumkalum, Kleanza, Lakelse Lake, New Remo, North Terrace, Old Remo, Rosswood, & Usk)
  - Electoral Area D:** (Bob Quinn, Glenora, Iskut, Tatogga, & Telegraph Creek)
  - Electoral Area E:** (Kulspai & Thornhill)
  - Electoral Area F:** (Dease Lake)

2. Please describe the services and/or benefits that your organization provide to the community.

We offer support for activities, projects, and purchases related to various arts disciplines and programs embraced by community members. Each year, we have ten or more member groups, whom we invite to apply for funding. We also offer scholarship funding to young people for their short-program arts goals. TDAC has four intake dates for grant applications (June 30 for primary activities, November 1 and March 1 for projects/purchases, May 15 for youth scholarships).

3. Please detail any remuneration paid and or funds otherwise made available to members, and or officers of your organization.

No remuneration or wages are paid to Executive members or member groups.

TDAC is a non-profit society. Our fiscal year runs from July 1 through June 30.

We endeavor to share resources equitably. Member groups' enterprises and fundraising options vary. In addition to availing themselves of other grant opportunities for which they may be eligible, individual groups collect membership fees, sell tickets, charge registration fees, and undertake fundraising activities.



### Project Details

1. Assistance is being requested for (please circle the applicable category):

- Capital improvements or equipment.
- Special event
- Other purpose (please note) *arts projects and activities*

2. Please describe the project or event for which you are requesting assistance. Attach additional information if space provided is insufficient.

Each year, our members start planning early, but cannot receive funding until TDAC has its funding in place. (To receive funding, they must have their grant reports up-to-date.) Current and recent projects and purchases include ramp, dolly, hydraulic cart, workshop supplies, digital receiver, microphone and cables, amplifiers, speaker, lighting, fibreglass rods, cordless cardboard cutters, art supplies, speaker with cable and tripod, music, "6 Minute Warning" performance, nametags, signage, wireless headsets, drum and sling, youth expenses for festivals and workshops. (Please see the included list of activities, projects, and purchases sponsored over the last four years.)

3. Describe how this project will specifically benefit the community.

Our members' projects and purchases benefit the community by supporting rich and diverse enterprises by local/amateur and touring/professional artists; education and personal development; a sense of community and community pride; a stimulating homebase and a welcoming environment for visitors; maintenance of facilities used by arts groups and others; teamwork; a sense of fulfillment.

Member groups appreciate the improvements to outreach, safety and ergonomics, integration, connectedness, diversity, products, repertoire, embracing of new challenges, showcasing of youth learning and efforts, efficiency, and convenience provided by the funding we receive and share.

### Funding and Financial Information

1. Attach all supporting financial information, such as budgets, and financial statements here. Ensure the following information is clearly itemized:
- Total cost of the project
  - Grants and funding received from other sources.
  - Funding contributed by applicants through fundraising activities or other revenue streams.
  - Total expenses for the fiscal year, including any funds and/or benefits paid to members or officers of the organization.



2. Have you applied for any other grants/funding from other sources? If yes, please complete the following chart. If not, please indicate why in the box below.

Yes.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending
T Community Foundation	15,000			X

3. Have you received any assistance from the Regional District of Kitimat-Stikine in previous years? If yes, please complete the following chart.

Year	\$ Amount of assistance received	Purpose assistance was received for
2025-2026	6,750	projects & purchases
2024-2025	6,750	by member groups
2023-2024	6,750	as listed above
2022-2023	6,750	(please see attached)

**Freedom of Information and Protection of Privacy Act (FOIPPA)**

The personal information collected on this form is collected under the authority of Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of the processing of a Grant In-Aid Application. Should you have any questions about the collection, use and protection of your personal information, please contact the Human Resources Department at 250-615-6100.

*Terrace & District Arts Council*

**Other Sources of Funding Sought by and Granted to Individual Member Groups**

BC Arts Council

BC Community Gaming

Northern Savings Credit Union

Skeena Salmon Arts Festival

Skeena Valley Rotary

Terrace Community. Foundation



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**Report for Regional District of Kitimat-Stikine Grant-in-Aid for 2025 - 2026**

RDKS granted \$6,750 to TDAC.

TDAC Short-Program Scholarships to Students \$1,100

TDAC Grants to Member Groups \$21,250 toward their expenses related to . . .

<u>\$2,200</u>	<u>Clay Artists of Terrace</u> Distribution safety (box ramp, dolly, platform, hydraulic cart), supplies and equipment for eight mentor nights (total cost \$2,900)
<u>\$3,200</u>	<u>Lee Theatre Alive</u> ULX dual digital receiver; microphone and cables; amplifier and centre-fill speaker (total cost \$17,685)
<u>\$1,800</u>	<u>Pacific Northwest Music Festival</u> Four adjudicator workshops in various disciplines; junior dance workshop, senior dance workshop, strings workshop (total cost \$2,600)
<u>\$3,200</u>	<u>Terrace Art Association</u> Lighting and fiberglass rods; cordless cardboard cutters, drawing sheets, charcoal; bursaries and supplies for children's art camps (total cost \$7,800)
<u>\$2,200</u>	<u>Terrace Community Band</u> Speaker, cable, tripod, cover; music (total cost \$4,431)
<u>\$1,850</u>	<u>Terrace Concert Society</u> "6 Minute Warning"; nametags, sign for community board (total cost \$7,673)
<u>\$3,200</u>	<u>Terrace Little Theatre</u> Crown amplifiers; wireless headsets; generic program signs for outdoor signboard (total cost \$7,471)
<u>\$1,200</u>	<u>Terrace Pipes and Drums</u> Tenor drum and sling (total cost \$1,200)
<u>\$1,200</u>	<u>Terrace Symphony Orchestra</u> Strings clinic with Mary Sokol-Brown (\$2,100)
<u>\$1,200</u>	<u>Terrace-Thornhill Parents for Music</u> Telethon (total cost \$9,250)



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**Report for Regional District of Kitimat-Stikine Grant-in-Aid for 2024 - 2025**

RDKS granted \$6,750 to TDAC.

TDAC Short-Program Scholarships to Students      \$1,050

TDAC Grants to Member Groups                              \$18,800 toward their expenses related to . . .

<u>\$1,200</u>	<u>Clay Artists of Terrace</u> Painting of exterior trim, sanitizing of building subspace (total cost \$3,904)
<u>\$3,200</u>	<u>Lee Theatre Alive</u> Gallery hang system, concession frames, Elation Fuze spotlight, DI boxes (total cost \$9,185)
<u>\$1,200</u>	<u>Pacific Northwest Music Festival</u> Dance Genie computer program (total cost \$2,700)
<u>\$4,200</u>	<u>Terrace Art Association</u> Custom laptop, 12" x 12" surfaces & materials, Vickers presentation, bursaries and supplies for spring break art camps for 5- to 11-year-olds (total cost \$9,097)
<u>\$1,200</u>	<u>Terrace Community Band</u> Music (total cost \$3,200)
<u>\$1,200</u>	<u>Terrace Concert Society</u> Ballet Jorgen (total cost \$14,800)
<u>\$3,200</u>	<u>Terrace Little Theatre</u> Removable stage drape, relocation of canteen/bar, S4 Mini LED 5000K lighting, costume room system upgrade (total cost \$5,500)
<u>\$1,200</u>	<u>Terrace Pipes and Drums</u> Junior drum harness, kilt (total cost \$1,300)
<u>\$1,200</u>	<u>Terrace Symphony Orchestra</u> Michael K. Jones concert and workshop (\$1,900)
<u>\$1,000</u>	<u>Terrace-Thornhill Parents for Music</u> Music and equipment for high school musicians, travel to MusicFest in Toronto and to Vancouver Heritage Festival (total cost \$9,000)

**2023-2024**

Terrace & District Arts Council

Member Groups Activities, Projects, & Purchases

Supported in part with funding granted by Regional District of Kitimat-Stikine

Computer servicing & security upgrade

Replacement of vandalized door

Music

Performance

Signboard structure & signs

Workshops

Telethon

Drum slings

Mural walks

Streaming equipment

Locking display cases

Kids' camps

Banner

Music folders

Kids' uniforms

Square point-of-purchase equipment

Exhibitions

Electrical plug, wall heater, mop-vacuum, porch light

In-ear monitoring system

Smart thermostats

Batch-made set of chanters

**2022-2023**

Terrace & District Arts Council

Member Groups Activities, Projects, & Purchases

Supported in part with funding granted by Regional District of Kitimat-Stikine

Flooring

Software for adjudicator notetaking

Murals

Streaming equipment

Laptop sales station

Performance

Exterior accessibility improvement

Uniform components

Community concert

Workshop

Streaming cameras

Art project by student with disability

Timpani

Signage

Percussion equipment

Kids' camps

Podium microphone

Vinyl-sticker transfer machine

Kiln

Supplies for youth group

Drumming clinic

Sound monitors

Youth scholarships to two individuals



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

***PROPOSED***

**Revenue & Expense for Council & Member Groups' Activities, Projects, Purchases**

**2026 - 2027**

<u>REVENUE</u>	<u>66,250</u>
Regional District of Kitimat-Stikine	6,750
Terrace Community Foundation	15,000
Other Grants	8,000
Fees, Fundraising, and Donations	36,500
<u>EXPENSE</u>	<u>66,250</u>
Activities	36,000
Projects and Purchases	29,250
Scholarships	1,000



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**Revenue & Expense for Council & Member Groups' Activities, Projects, Purchases**

**2025 - 2026**

<u>REVENUE</u>	<u>64,160</u>
Regional District of Kitimat-Stikine	6,750
Terrace Community Foundation	15,000
Other Grants	7,900
Fees, Fundraising, and Donations	34,510
<u>EXPENSE</u>	<u>64,160</u>
Activities	33,650
Projects and Purchases	29,410
Scholarships	1,100

***Terrace & District Arts Council***

***PROPOSED \****  
**BUDGET for 2026 - 2027**

**REVENUE**

<b><u>Grants</u></b>	<b><u>21,750</u></b>
Regional District of Kitimat-Stikine	6,750
Terrace Community Foundation	15,000
<b><u>Other Funds</u></b>	<b><u>3,020</u></b>
Balance forward	1,000
Membership Dues—Groups	2,000
Membership Dues—Individual	20
<b>TOTAL REVENUE</b>	<b><u>\$24,770</u></b>

**EXPENSE**

<b><u>General</u></b>	<b><u>2,020</u></b>
Accounting	300
Bank Charges	50
Dues / Fees	165
Insurance	1,120
Office Supplies	135
Postal Box & Postage	250
<b><u>Grants &amp; Scholarships</u></b>	<b><u>22,750</u></b>
Primary Activity Grants	12,000
Project & Purchase Grants	9,750
Scholarships	1,000
<b>TOTAL EXPENSE</b>	<b><u>\$24,770</u></b>

\* TDAC will adopt a budget for 2026-2027  
at its AGM in September of 2026.

**TERRACE & DISTRICT ARTS COUNCIL**  
**Balance Sheet 2025.06.30**

**ASSET**

**CURRENT ASSETS**

NSCU – Chequing	1,855.60
NSCU – Shares	<u>47.17</u>
<b>TOTAL CURRENT ASSETS</b>	<b>1,902.77</b>

**TOTAL ASSET** **1,902.77**

**LIABILITY**

**LIABILITIES**

Accounts Payable	<u>0</u>
<b>TOTAL LIABILITIES</b>	<b>0</b>

**TOTAL LIABILITY** **0**

**EQUITY**

**RETAINED EARNINGS**

Retained Earnings	22,016.58
Current Earnings	<u>(20,113.81)</u>
<b>TOTAL RETAINED EARNINGS</b>	<b>1,902.77</b>

**TOTAL EQUITY** **1,902.77**

**TOTAL LIABILITY & EQUITY** **1,902.77**

**TERRACE & DISTRICT ARTS COUNCIL**  
**Income Statement 2024.07.01 – 2025.06.30**

**REVENUE**

**GRANTS**

Regional District of Kitimat-Stikine *	-
Terrace Community Foundation *	-
<b>TOTAL GRANTS</b>	<b>-</b>

**OTHER FUNDS**

Group Member Fees	2,000.00
Individual Member Fees	40.00
Bank Interest	1.72
<b>TOTAL OTHER FUNDS</b>	<b>2041.72</b>

**TOTAL REVENUE**

**2,041.72**

**EXPENSE**

**GENERAL EXPENSES**

Accounting	417.38
Bank Charges	32.00
Dues / Fees	120.00
Insurance	1,120.00
Office Supplies	359.40
Postal Box & Postage	206.75
<b>TOTAL GENERAL EXPENSES</b>	<b>2,255.53</b>

**GRANTS & AWARDS**

Primary Activity Grants	10,800.00
Project & Purchase Grants	8,000.00
Scholarships	1,100.00
<b>TOTAL GRANTS &amp; AWARDS</b>	<b>19,900.00</b>

**TOTAL EXPENSE**

**22,155.53**

**NET INCOME**

**(20,113.81)**

\* Grant was received outside this TDAC fiscal year.

The cheques for the grants TDAC received from the Regional District of Kitimat-Stikine and from the Terrace Community Foundation were deposited on July 2 of 2025 so were not included in the financials for 2024-2025 because our fiscal year-end is June 30.



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**2026 April 16**

Marc Schibli, Chief Financial Officer  
Regional District of Kitimat-Stikine  
300 - 4545 Lazelle Avenue  
Terrace, BC. V8G 4E1

Dear Marc:

**RE : Report for 2025-2026 Grant-in-Aid**

Here is the Arts Council's report for the grant-in-aid funding we received from the Regional District for 2025-2026. We wish to convey our gratitude for your financial and moral support of various arts groups and students in Terrace, Thornhill, and our area.

Throughout the year, our member groups stay busy with activities and events experienced by the community-at-large as well as the behind-the-scenes work required to sustain their arts pursuits.

In 2025-2026, the Arts Council had ten member groups. In turn, those groups had approximately 450 members, who invested their time and talent in more than 200 community projects and offerings, with participants and patrons numbering approximately 30,000. Your support affects a lot of people!

I have included some testimonial comments and photos related to activities, events, projects, and purchases that were able to be realized because of your funding.

I trust that you will find our Report in order.

Thank you for your review of the documents.

Yours truly,

Robin MacLeod, President

tdartscouncil@gmail.com





*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**Report for Regional District of Kitimat-Stikine Grant-in-Aid for 2025 - 2026**

RDKS granted \$6,750 to TDAC.

TDAC Short-Program Scholarships to Students \$1,100

TDAC Grants to Member Groups \$21,250 toward their expenses related to . . .

<u>\$2,200</u>	<u>Clay Artists of Terrace</u> Distribution safety (box ramp, dolly, platform, hydraulic cart), supplies and equipment for eight mentor nights (total cost \$2,900)
<u>\$3,200</u>	<u>Lee Theatre Alive</u> ULX dual digital receiver; microphone and cables; amplifier and centre-fill speaker (total cost \$17,685)
<u>\$1,800</u>	<u>Pacific Northwest Music Festival</u> Four adjudicator workshops in various disciplines; junior dance workshop, senior dance workshop, strings workshop (total cost \$2,600)
<u>\$3,200</u>	<u>Terrace Art Association</u> Lighting and fiberglass rods; cordless cardboard cutters, drawing sheets, charcoal; bursaries and supplies for children's art camps (total cost \$7,800)
<u>\$2,200</u>	<u>Terrace Community Band</u> Speaker, cable, tripod, cover; music (total cost \$4,431)
<u>\$1,850</u>	<u>Terrace Concert Society</u> "6 Minute Warning"; nametags, sign for community board (total cost \$7,673)
<u>\$3,200</u>	<u>Terrace Little Theatre</u> Crown amplifiers; wireless headsets; generic program signs for outdoor signboard (total cost \$7,471)
<u>\$1,200</u>	<u>Terrace Pipes and Drums</u> Tenor drum and sling (total cost \$1,200)
<u>\$1,200</u>	<u>Terrace Symphony Orchestra</u> Strings clinic with Mary Sokol-Brown (\$2,100)
<u>\$1,200</u>	<u>Terrace-Thornhill Parents for Music</u> Telethon (total cost \$9,250)



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**Revenue & Expense for Council & Member Groups' Activities, Projects, Purchases**

**2025 - 2026**

REVENUE 64,160

Regional District of Kitimat-Stikine 6,750

Terrace Community Foundation 15,000

Other Grants 7,900

Fees, Fundraising, and Donations 34,510

EXPENSE 64,160

Activities 33,650

Projects 5,200

Purchases 24,210

Scholarships 1,100



*Terrace & District Arts Council*

*PO Box 904, Terrace, BC V8G 4R2*

**2025 - 2026**

**Words and phrases from members' 'impact statements'  
regarding some of the activities, events, projects, and purchases  
supported by RDKS funding**

Safer, more ergonomic transport, access, and distribution  
Simplicity of use  
Replacement of aging and damaged 'workhorse' equipment items  
Replacement of failed equipment  
Replacement of old, deteriorated equipment  
Critical components for full, balanced sound throughout the venue  
Protection of performance quality  
Excellent presenter-participant ratio for specific instruction and mentoring  
Additional supplies for increased participation and exhibits  
Youth outreach  
Constructive play by children  
Fostering of creativity and inspiration  
Encouragement of former participants to act as youth leaders  
Confidence-building  
Supporting performances outdoors and at venues without sound systems  
(such as Terraceview, Farmers' Market, Fire Hall, Remembrance Day)  
Convenience of wireless system  
Smooth, stable, reliable, communication system for running-crew during performances  
Cost-effectiveness  
Flexibility  
Re-usable series of three signs for signboard (for play productions, improv shows,  
fundraising campaigns)  
Simplified, consistent visuals (including recognition of sponsors)  
Significantly lighter—a benefit for parades and processions

# Clay Artists



Lift cart for bringing heavy items to waist height



folding hand truck



door mats so carts can go over the threshold



Members working hard on organizing orders of glaze, kiln supplies, and clay.



bucket dollies for heavy reclaim clay!



Wedging clay using height adjustable lift and new mat



**The R.E.M. Lee Theatre Alive Society (1988)**

4920 Straume Ave, Terrace, British Columbia, V8G 4V8

250.635.2101 ~ [manager@remleetheatre.ca](mailto:manager@remleetheatre.ca)

*To foster and promote the arts in this community and to raise funds for the purpose of The R.E.M. Lee Theatre upgrades and enhancement.*

*With respect and gratitude we acknowledge that The R.E.M. Lee Theatre is built on the traditional unceded land of the Tsimshian people. We are honoured and grateful to continue to learn and perform on land they have stewarded since before time had memory.*



**Grant Report for the  
Terrace and District Arts Council  
contribution, through  
the November 1 Purchase Grant cycle  
to the Sound—Microphone cable and  
stand Upgrade Project.**

The R.E.M. Lee Theatre Alive Society is pleased to recognize the continued support of the following organizations in the on going upgrades and enhancements to the theatre and its technology.

**The Terrace and District Arts Council**

**The Terrace Community Foundation**

**The City of Terrace**

**The Regional District of Kitimat-Stikine.**

In November of 2025, Theatre Alive was awarded \$1000 toward their Microphone Cable and Stand Sound Upgrade - New cable and stands to augment our aging inventory. This upgrade ensures that we will be able to support all user groups of the theatre, both commercial and local non profit. Without the support of the Terrace and District, and through them their funders, Theatre Alive would be unable to maintain and upgrade theatre systems.



**Regional District of  
Kitimat-Stikine**

# Terrace Little Theatre 2025

presents

## Will Eno's

# The Plot

Directed by  
Robin MacLeod

Featuring:  
Jim Branch  
Treena Decker  
Garnett Doell  
Cole Lamke  
Sharon Rainey-Baker

Warning: Coarse Language

Tickets \$25 @ Misty River Books & at the door

Friday & Saturday 8:00pm *(No Late Seating)*

### McCull Playhouse, 3625 Kalum Street

### Nov. 28th, 29th; Dec. 5th, 6th, 12th, 13th



"The Plot" is presented by arrangement with Concord Theatricals on behalf of Samuel French Inc. [www.concordtheatricals.com](http://www.concordtheatricals.com)



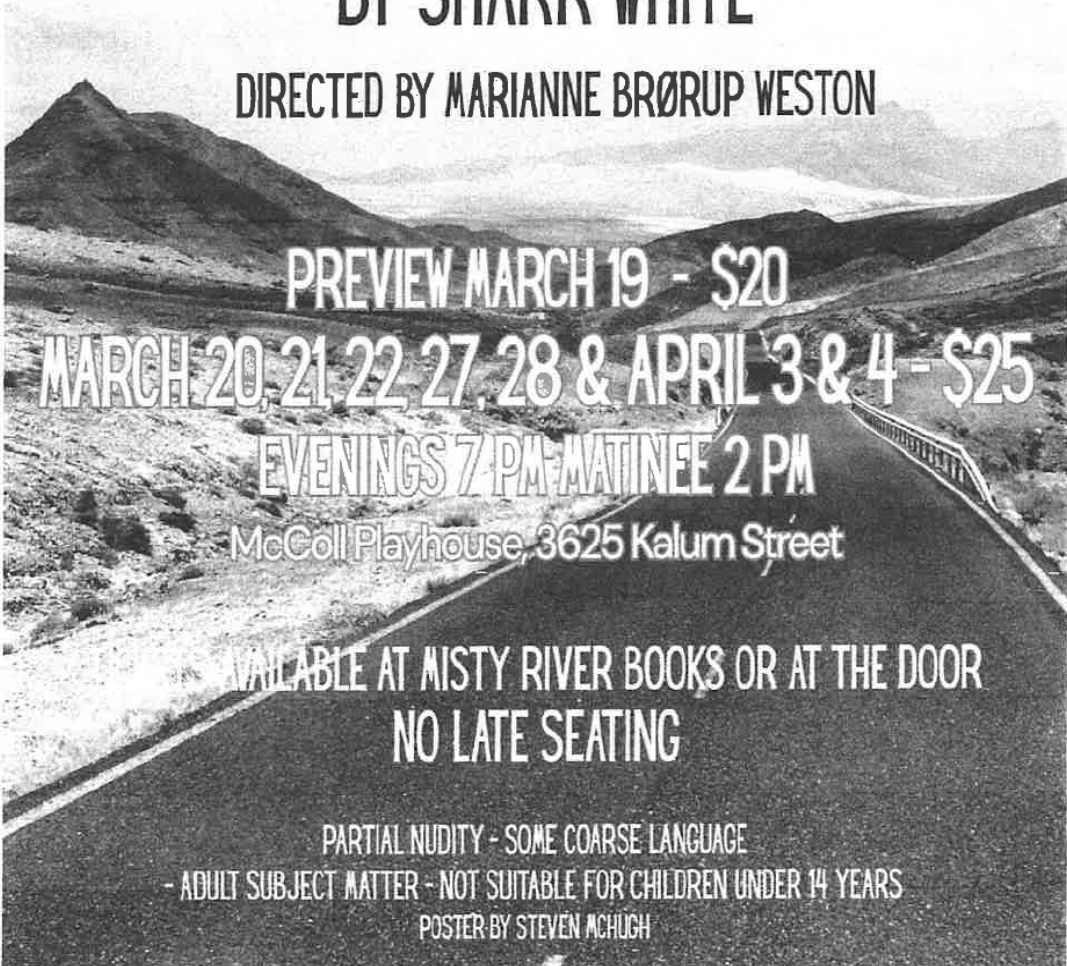
THE TERRACE LITTLE THEATRE PRESENTS...



# ANNAPURNA

## BY SHARR WHITE

### DIRECTED BY MARIANNE BRØRUP WESTON



PREVIEW MARCH 19 - \$20

MARCH 20, 21, 22, 27, 28 & APRIL 3 & 4 - \$25

EVENINGS 7 PM - MATINEE 2 PM

McColl Playhouse, 3625 Kalum Street

AVAILABLE AT MISTY RIVER BOOKS OR AT THE DOOR  
NO LATE SEATING

PARTIAL NUDDITY - SOME COARSE LANGUAGE

- ADULT SUBJECT MATTER - NOT SUITABLE FOR CHILDREN UNDER 14 YEARS

POSTER BY STEVEN ACHUGH



Regional District of  
Kitimat-Stikine



idealos



Terrace  
COMMUNITY FOUNDATION



THE CITY OF  
TERRACE



TERRACE  
ARTS COUNCIL



Misty River  
BOOKS

# Terrace Pipes & Drums



Kispiox Burns Night



TPDS Robbie Burns



## The Terrace Symphony Orchestra

Conductor – Mike Wen

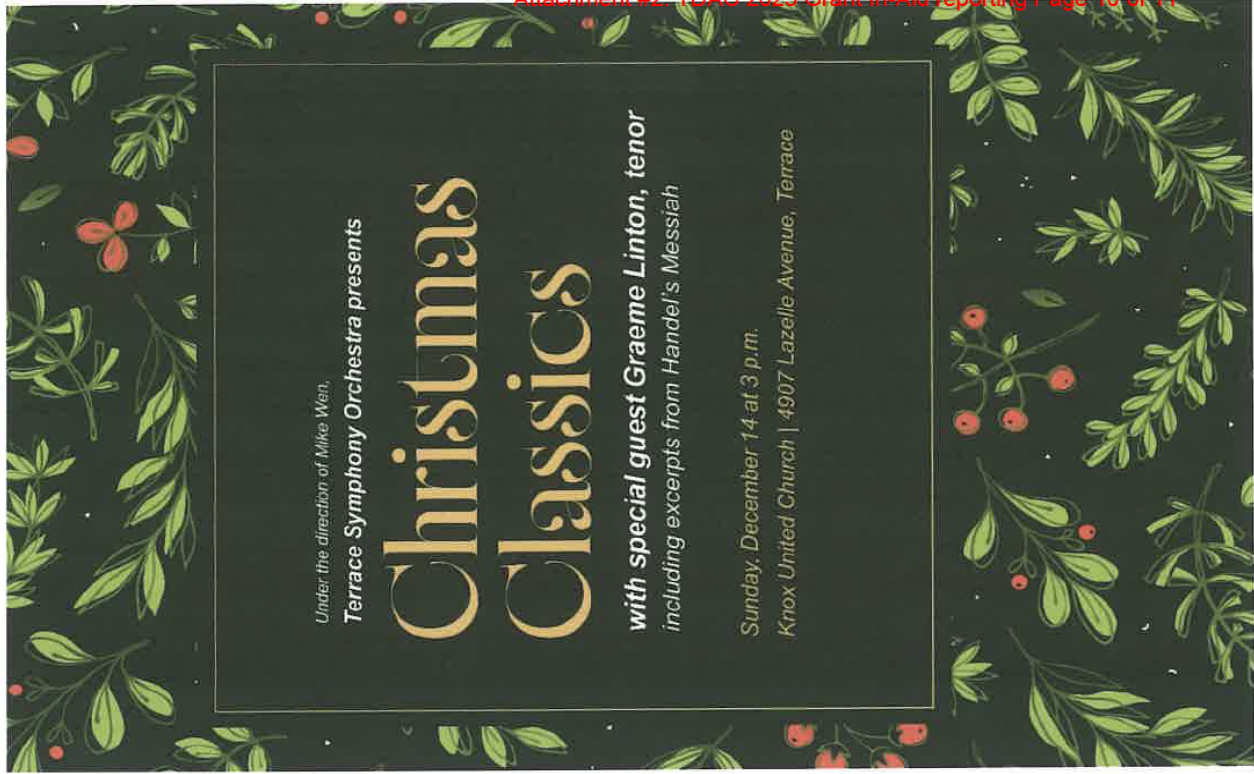
<b>First Violin</b> Helen Smith Sandra Yoo	<b>Cello</b> Bonnie Juniper	<b>Trumpet</b> Andrew Johnstone Carmen Hooge Crystal Thomas
<b>Second Violin</b> Erllyn Nicklitz Kimberly Webb Cori Lemmen Jamie Norton	<b>Bass</b> Gabe Ungehojter	<b>Clarinets</b> Fiona Robertson Christine Crawford Geoff Parr
<b>Third Violin</b> Lynne Christiansen Gregory Tetz	<b>Bass Clarinet</b> Inguun Reinsbakken	<b>French Horn</b> Mike Wen
<b>Viola</b> Violet Harrison	<b>Percussion</b> Barb Tetz Jaron Starlund	<b>Bassoon</b> Solveig Adair
	<b>Librarian</b> Helen Smith	<b>Piano</b> Kelly Lima Bonnie Juniper

## Thank You to All Our Sponsors

<b>Fusion Eye Care</b>	<b>Don Strangway</b>
<b>Warner Bandstra Brown</b>	<b>Ed Harrison</b>
<b>Misty River Books</b>	<b>Don Highe</b>
<b>Joyce and Larry Krause</b>	<b>Northern Savings Credit Union</b>
<b>Terrace Academy of Music</b>	<b>Tony and Gloria Jones</b>
<b>Rosemary Craig</b>	<b>Terrace and District Arts Council</b>
<b>LNG Canada</b>	<b>Dr. G. Linton</b>



Terrace Symphony Orchestra  
P.O. Box 343, Terrace, B.C.







**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Lucy Botelho, Acting CFO  
**Date:** June 26, 2026  
**Re:** Electoral Area C and E Grant In-Aid - My Recreational Mountain Cooperative Blueberry Festival

**Attachments:**

[Attachment #1 - MMC Grant In-Aid application](#)

[Attachment #2 - MMC 2025 Financial Statements](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board approve a one-time allocation of \$2,500 of Electoral Area C and Electoral Area E Grant In-Aid funds to My Recreational Mountain Cooperative (Shames Mountain) for their Blueberry Festival taking place on August 8th, 2026.

**Background:**

The Shames Mountain Blueberry Festival is a fun filled community event designed to include everyone while promoting environmental stewardship and supporting regional economic development. The Festival includes family friendly activities including blueberry picking, a community BBQ and new this year is the participation of the public in producing blueberry jam. The details can be found in the grant application located in **Attachment #1**.

Shames Mountain has provided a detailed budget with their grant application for their event. The budget outlines their anticipated ticket price of \$5.00 per participant if they receive the RDKS Grant In-Aid funding request of \$2,500.

Shames Mountain has also provided a copy of their most recent financial statements which can be found in **Attachment #2**.

\$2,500 in grant in-aid support was awarded last year for this festival.

**Financial Implications:**

Prior to the June 26, 2026 Regional District Board meeting, Electoral Area C and Electoral Area E have an unallocated Grant In-Aid balance of \$94,888 and \$60,208 respectively. If the allocation to Shames Mountain for their blueberry festival was split by assessment, \$1,554 would come from Area C and \$946 would come from Area E.

**Strategic Plan Objectives:**

N/A

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Lucy Botelho, Acting CFO

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 08 Jun 2026

Approved - 16 Jun 2026

Approved - 18 Jun 2026



**Grant In-Aid Application**

Completion of this application is not a guarantee of approval. Applications must be completed and submitted to the RDKS each year before September 15<sup>th</sup> for funding consideration. Applications received after this date will be assessed on a case-by-case basis and subject to funding availability.

Applicant Name: My Recreational Mountain Cooperative

Applicant Mailing Address: 4805 hwy 16 west Terrace BC

Contact Information: Christian Theberge General Manager

Contact Phone Number: [REDACTED]

Email Address: generalmanager@shamesmtn.ca

**Application Summary**

Please state the project or purpose for which you require assistance:

Shames Mountain Blueberry Jam. We are looking to take advantage of the Shames Mountain Blueberry Festival to purchase blueberries from guests in order to produce, market and sell Shames Mountain Blueberry Jam. We are looking for funds to cover the cost some of the other supplies: food safe storage containers for up to 1000 lb of blueberries, jars and lids, branded labels, etc.

**Amount of Grant requested \$** \$2500

To the best of my knowledge, all information provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is not being made on behalf of an individual, industry, commercial or business undertaking.

**If a grant is awarded the recipient agrees to the following conditions:**

1. To acknowledge the RDKS as a funding partner in any promotional materials created about the event or initiative.
2. To provide a report to the RDKS on how the grant funds were spent within twelve months of receipt of funding. The report must include a financial summary of how funds were used as well as information on how the community benefited.
3. Return grant funding not spent within twelve months of the receipt of funds.

Christian Theberge

Name (Organization/ Signing authority)  
General Manager

June 4th 2026

Title  


Date



**Applicant Profile**

1. Which Electoral Area(s) receive services or benefits from your organization?

**Electoral Area A:** (Alice Arm, Bell II, Gingolx, Gitwinksihlkw, Kitsault, Laxgalts'ap, Meziadin, Nass Camp & New Aiyansh)

**Electoral Area B:** (Cedarvale, Gitanmaax, Gitanyow, Gitsegukla, Gitwangak, Sik-E-Dahk, Hagwilget, Kispiox Valley, Anspayawx, Kitwanga, Witset, South Hazelton & Two Mile)

**Electoral Area C:** (Brauns Island, Butedale, Chimdemash, Copperside, Dutch Valley, Gitaus, Gossan, Jackpine Flats, Kemano, Kitasoo/Klemtu, Kitima'at Village, Kitsumkalum, Kleanza, Lakelse Lake, New Remo, North Terrace, Old Remo, Rosswood, & Usk)

**Electoral Area D:** (Bob Quinn, Glenora, Iskut, Tatogga, & Telegraph Creek)

**Electoral Area E:** (Kulspai & Thornhill)

**Electoral Area F:** (Dease Lake)

2. Please describe the services and/or benefits that your organization provide to the community.

Shames Mountain provides numerous benefits and services to the community, playing a vital role in both the local economy and social life.  
Economically, it generates employment opportunities, while also attracting tourists who support local businesses like hotels, restaurants, and shops.  
Recreationally, it promotes physical and mental well-being by offering outdoor activities such as skiing, snowboarding, and hiking, often year-round. The ski hill also fosters community engagement through youth programs, seasonal events, and volunteer opportunities.  
Educationally, it offers lesson programs and avalanche awareness initiatives, often in partnership with local schools.  
Additionally, it services the broader community by being a critical asset for workplace relocation and attraction.  
Overall, a ski hill serves as a hub for economic vitality, healthy living, and community connection.

3. Please detail any remuneration paid and or funds otherwise made available to members, and or officers of your organization.

Members and officers of the cooperative receive no remuneration or funds otherwise made available to members.  
All revenues from Shames Mountain are used toward operational expenses.



**Project Details**

1. Assistance is being requested for (please circle the applicable category):
  - Capital improvements or equipment.
  - Special event
  - Other purpose (please note)
  
2. Please describe the project or event for which you are requesting assistance. Attach additional information if space provided is insufficient.

2026 Blueberry Festival – A Celebration of Nature and Community  
 The 2026 Blueberry Festival takes place on Saturday, August 9, from 10am to 5pm at Shames Mountain. The event includes berry picking, chairlift sightseeing (uphill access), a BBQ by donation, and the inaugural batch of Shames Mountain Blueberry Jam.

The jam will be produced using berries harvested by the guests of the Shames Mountain Blueberry festival. Some Jam will be produced during the day from berries harvested in advance to demonstrate the process. The commercial production will take place the following day. The jarred Shames Mountain Blueberry Jam will then be retailed locally.

Participants can access a weighing and information station run by the Shames Mountain Ski Club, and buckets are provided for berry picking.

The event is designed for all ages and celebrates community, food, and outdoor recreation.

3. Describe how this project will specifically benefit the community.

The 2026 Blueberry Festival is a community-gathering event designed to foster social connection, promote environmental stewardship, and support regional economic development. Held at Shames Mountain on the unceded territory of the Tsimshian people, the festival offers inclusive, family-friendly activities such as berry picking, a community BBQ and a the production of Shames Mountain Blueberry Jam.

These activities encourage physical wellness, intergenerational engagement, and a deeper connection to the natural environment. By attracting visitors to the region, the festival contributes to the local economy and raises awareness of the area’s cultural and ecological significance.

Educational components, including an information and weighing station operated by the Shames Mountain Ski Club, provide attendees with knowledge about sustainable foraging and local biodiversity.

Through this multifaceted approach, the Blueberry Festival demonstrates how community events can celebrate heritage while advancing social, economic, and environmental goals.

**Funding and Financial Information**

1. Attach all supporting financial information, such as budgets, and financial statements here. Ensure the following information is clearly itemized:
  - Total cost of the project
  - Grants and funding received from other sources.
  - Funding contributed by applicants through fundraising activities or other revenue streams.
  - Total expenses for the fiscal year, including any funds and/or benefits paid to members or officers of the organization.



2. Have you applied for any other grants/funding from other sources? If yes, please complete the following chart. If not, please indicate why in the box below.

Yes, and we are actively engaging with previous and perspective event sponsors to ensure a smooth even. We have listed a few in the chart. In total we will be securing \$12,500 in sponsorship funding.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending
Ocean Trailer	2500			X
Haley Apparel	500	X		
Terrace Tourism	\$2000	X		
Sullivan Mechanical	500	X		

3. Have you received any assistance from the Regional District of Kitimat-Stikine in previous years? If yes, please complete the following chart.

Year	\$ Amount of assistance received	Purpose assistance was received for
2025	2,500	Summer Sightseeing on Chairlift
2024	50,000	Climate Change Resiliency
2021	Parking and Sand Shed	\$300,000

**Freedom of Information and Protection of Privacy Act (FOIPPA)**

The personal information collected on this form is collected under the authority of Section 26 (c) of the *Freedom of Information and Protection of Privacy Act* and will be used solely for the purpose of the processing of a Grant In-Aid Application. Should you have any questions about the collection, use and protection of your personal information, please contact the Human Resources Department at 250-615-6100.

**Event Description and Costs:**

**Event Name:** Blueberry Fest  
**Event Date:** August 8th 2026

<b>Event or Program Description:</b>
--------------------------------------

<b>Event Visibility/ Corporate Exposure Opportunity:</b>	
<b>Event Attendance:</b>	500 people
<b>FB Pst reach</b>	5000 views
<b>Website:</b>	Logo (if available) hyperlink to company website on event calendar
<b>Email:</b>	1000+ subscribers: Snowreport, Coop Info, General Promotions emails

<b>Event Revenue:</b>			
	Description	BF Needed	
Double Black		-	\$ -
Black		3	\$ 7,000.00
Blue		1	\$ 1,000.00
Green		9	\$ 4,500.00
<b>Total Best Friend Revenue</b>			<b>\$ 12,500.00</b>
<b>Other Revenue</b>		Estimate	
Chairlift	\$5 chairlift rides	300 people	\$ 1,500.00
BBQ	Donations		\$ 500.00
Bucket	Donations		\$ 500.00
<b>Total Other Revenue</b>			<b>\$ 2,500.00</b>
<b>Total Estimated Revenues</b>			<b>\$ 14,000.00</b>

RDKS, Ocean Trailer, Visil Terrace  
 Skeena Resources  
 Terrace SAR, Hayley Aparal, Terrace Toyota, Sullivan Mechanical.

<b>Event Costs:</b>		
Costs	Description	
Turn on facility		\$ 2,500.00
Purchase Supplies for Jam	Jars, Lids, Label, other ingrediants	\$ 5,000.00
Cooks	Processing Day on 9th	\$ 1,000.00
Signage		\$ 500.00
Buckets		\$ 1,000.00
Ski Club		\$ 600.00
Patrol		\$ 500.00
<b>Total Estimated Costs:</b>		<b>\$ 11,100.00</b>

<b>Total Other Revenue</b>	<b>\$ 14,000.00</b>
<b>Total Estimated Costs:</b>	<b>\$ 11,100.00</b>
<b>Estimated Event net Revenue:</b>	<b>\$ 2,900.00</b>

**My Recreational Mountain Co-Op**  
**Compiled Financial Information**  
*June 30, 2025*



## Compilation Engagement Report

---

To the Board of My Recreational Mountain Co-Op:

On the basis of information provided by management, we have compiled the statement of financial position as at June 30, 2025, and the statements of revenues and expenses and changes in members equity for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information ("financial information").

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, *Compilation Engagements*, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Terrace, British Columbia

September 23, 2025

*MNP* **LLP**

Chartered Professional Accountants

MNP LLP

201-4630 Lazelle Avenue, Terrace BC, V8G 1S6

T: 250.635.4925 F: 250.635.4975



MNP.ca

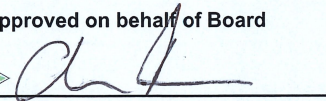
**My Recreational Mountain Co-Op  
Statement of Financial Position**

As at June 30, 2025

	2025	2024
<b>Assets</b>		
<b>Current</b>		
Cash	194,249	214,032
Accounts receivable	91,880	176,166
Term Deposits	12,058	11,939
Inventory	35,621	41,687
	<b>333,808</b>	443,824
<b>Tangible capital assets (Note 2)</b>	<b>2,195,142</b>	2,338,791
	<b>2,528,950</b>	2,782,615
<b>Liabilities</b>		
<b>Current</b>		
Accounts payable and accruals	1,984	55,515
Deferred contributions	478,652	427,609
Deferred contributions related to tangible capital assets	1,229,442	1,307,721
Current portion of long-term debt (Note 3)	44,164	40,941
	<b>1,754,242</b>	1,831,786
<b>Long-term debt (Note 3)</b>	<b>121,222</b>	165,407
	<b>1,875,464</b>	1,997,193
<b>Members Equity</b>		
Members Equity end of year	(58,346)	101,414
Members Capital Contributions	711,832	684,008
	<b>653,486</b>	785,422
	<b>2,528,950</b>	2,782,615

Approved on behalf of Board

PLEASE SIGN HERE



**My Recreational Mountain Co-Op**  
**Statement of Operations**

*For the year ended June 30, 2025*

	2025	2024
<b>Revenue</b>		
Sales revenue	1,395,926	1,372,020
Contributions	308,977	170,210
Special events	216,655	231,336
Crown land fee	18,207	18,400
Donations	4,605	17,109
Interest	541	234
Gaming grant revenue	-	55,000
<b>Total revenue</b>	<b>1,944,911</b>	<b>1,864,309</b>
<b>Expenses</b>		
Salaries and benefits	980,954	866,357
Subcontracts	221,529	121,781
Insurance	166,797	152,130
Utilities	163,704	159,308
Purchases - food and retail	104,877	100,561
Licences and fees	68,409	63,889
Repairs and maintenance	63,322	62,712
Rent	53,723	45,199
Bank charges and interest	44,944	44,234
Vehicle	38,086	39,520
Supplies	34,654	36,534
Advertising	34,576	41,813
Interest on long-term debt	14,274	15,159
Office	10,841	10,376
Training and education	8,390	12,030
Office equipment lease	8,270	5,315
Professional fees	7,923	7,853
Telephone	3,212	3,219
Snow angel funds used	1,973	5,516
Bad debts	1,467	-
Travel	528	1,540
Amortization	144,432	169,531
<b>Total expenses</b>	<b>2,176,885</b>	<b>1,964,577</b>
<b>Deficiency of revenue over expenses before other items</b>	<b>(231,974)</b>	<b>(100,268)</b>
<b>Other items</b>		
Gain on disposal of tangible capital assets	7,877	-
Amortization of deferred contributions related to tangible capital assets	64,337	70,295
Forgiveness of debt	-	20,000
<b>Deficiency of revenue over expenses</b>	<b>(159,760)</b>	<b>(9,973)</b>

**My Recreational Mountain Co-Op**  
**Statement of Changes in Members Equity**

*For the year ended June 30, 2025*

	<b>2025</b>	<b>2024</b>
<b>Members equity beginning of year</b>	<b>101,414</b>	111,387
<b>Deficiency of revenue over expenses</b>	<b>(159,760)</b>	(9,973)
<b>Members equity, end of year</b>	<b>(58,346)</b>	101,414

**My Recreational Mountain Co-Op**  
**Notes to the Compiled Financial Information**  
*For the year ended June 30, 2025*

**1. Basis of accounting**

The basis of accounting applied in the preparation of the financial information of My Recreational Mountain Co-Op as at June 30, 2025 is on the historical basis, reflecting cash transactions with the addition of:

- Accounts receivable less an allowance for doubtful accounts.
- Term deposits at cost.
- Inventory at cost.
- Tangible capital assets amortised over their useful lives.
- Accounts payable and accrued liabilities.
- Current portion of long-term debt.
- Deferral method of accounting for contributions.

**2. Tangible capital assets**

	<i>Cost</i>	<i>Accumulated amortization</i>	<i>2025 Net book value</i>	<i>2024 Net book value</i>
Buildings	680,882	66,313	614,569	633,634
Automotive	34,202	26,837	7,365	10,882
Computer software	63,201	60,976	2,225	4,943
Equipment	1,938,253	633,767	1,304,486	1,412,389
Parking lot	290,404	39,687	250,717	261,163
Heat Recovery	15,780	-	15,780	15,780
	<b>3,022,722</b>	<b>827,580</b>	<b>2,195,142</b>	<b>2,338,791</b>

**3. Long-term debt**

	<i>2025</i>	<i>2024</i>
NSCU Loan - Bison bearing interest at 7.49% (2023 - 6.20%). Monthly blended payments of \$3,789. This loan is secured by equipment.	<b>134,539</b>	168,550
CEBA Repayment Loan bearing interest at 8.14%. Monthly blended payments of \$814.	<b>30,847</b>	37,798
	<b>165,386</b>	206,348
Less: Current portion	<b>44,164</b>	40,941
	<b>121,222</b>	165,407

Principal repayments on long-term debt, assuming long-term debt subject to refinancing is renewed are estimated as follows:

	<i>Principal</i>
2026	44,164
2027	47,640
2028	51,391
2029	22,191
	<b>165,386</b>



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Lucy Botelho, Acting CFO  
**Date:** June 26, 2026  
**Re:** Electoral Area C Grant In-Aid Application - Rosswood Community Association

**Attachments:**

[Attachment #1-RCA Grant In-Aid application](#)  
[Attachment #2-RCA Photos](#)  
[Attachment #3-RCA Income statement March 2026](#)  
[Attachment #4-RCA Additional Info. Provided](#)  
[Attachment #5-All West Glass Repair Estimate](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board approve a one-time allocation of \$12,844.86 of Electoral Area C Grant In-Aid funding to the Rosswood Community Association in support of their main hall door replacement costs.

**Background:**

The Rosswood Community Association (RCA) is a not for profit organization that serves the Rosswood Community and the general public thru hosting a variety of family-friendly events throughout the year.

The RCA has submitted an application for Electoral Area C Grant In-Aid support (**Attachment #1**) for financial assistance to replace the two main hall doors of their building.

The current hall doors are beyond repair and no longer close or lock properly. This has created increased heating costs thru improper seals as well as an entry point for various pests to enter the building. In the absence of a door that locks the RCA has also been chaining the door shut, creating a fire and safety hazard. Photos of the existing door have been provided in **Attachment #2**.

The RCA has provided a copy of their most recent Income Statement and it is located in **Attachment #3** and the additional information provided from the Association is located in **Attachment #4**.

The estimated cost of the doors is \$12,844.86 per the quote info. provided by All West Glass (**Attachment #5**).

**Financial Implications:**

Prior to the June 26, 2026 RDKS Board meeting Electoral Area C has an unallocated Grant In-Aid balance of \$94,888.



The RCA received \$7,790 in Electoral Area C Grant In-Aid support for hall upgrades and support for community events in 2025. These hall upgrades have not been completed yet and is reflected in the included income statement (**Attachment #3**).

An additional \$10,050 of Electoral Area C Grant In-Aid support was also awarded in 2024 for various hall upgrades and support for various Community events to be hosted in the year.

**Strategic Plan Objectives:**

N/A

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Lucy Botelho, Acting CFO

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 15 Jun 2026

Approved - 16 Jun 2026

Approved - 18 Jun 2026



**Grant In-Aid Application**

*Completion of this application is not a guarantee of approval. Applications must be completed and submitted to the RDKS each year before September 15<sup>th</sup> for funding consideration. Applications received after this date will be assessed on a case-by-case basis and subject to funding availability.*

Applicant Name: ROSSWOOD COMMUNITY ASSOCIATION

Applicant Mailing Address: 4145 KALUM LAKE RD TERRACE BC V8G 0G8

Contact Information: MICHELLE MANLY

Contact Phone Number: [REDACTED]

Email Address: rosswoodbc@gmail.com

**Application Summary**

Please state the project or purpose for which you require assistance:

Replacement of main hall doors (2sets).

**Amount of Grant requested \$** 12,844.86

To the best of my knowledge, all information provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is not being made on behalf of an individual, industry, commercial or business undertaking.

**If a grant is awarded the recipient agrees to the following conditions:**

1. To acknowledge the RDKS as a funding partner in any promotional materials created about the event or initiative.
2. To provide a report to the RDKS on how the grant funds were spent within twelve months of receipt of funding. The report must include a financial summary of how funds were used as well as information on how the community benefited.
3. Return grant funding not spent within twelve months of the receipt of funds.

Yvette Favron

Name (Organization/ Signing authority)

Treasurer

Title

June 14, 2026

Date



**Applicant Profile**

1. Which Electoral Area(s) receive services or benefits from your organization?

**Electoral Area A:** (Alice Arm, Bell II, Gingolx, Gitwinksihkw, Kitsault, Laxgalts'ap, Meziadin, Nass Camp & New Aiyansh)

**Electoral Area B:** (Cedarvale, Gitanmaax, Gitanyow, Gitsegukla, Gitwangak, Sik-E-Dahk, Hagwilget, Kispiox Valley, Anspayawx, Kitwanga, Witset, South Hazelton & Two Mile)

**Electoral Area C:** (Brauns Island, Butedale, Chimdemash, Copperside, Dutch Valley, Gitaus, Gossan, Jackpine Flats, Kemano, Kitasoo/Klemtu, Kitima'at Village, Kitsumkalum, Kleanza, Lakelse Lake, New Remo, North Terrace, Old Remo, Rosswood, & Usk)

**Electoral Area D:** (Bob Quinn, Glenora, Iskut, Tatogga, & Telegraph Creek)

**Electoral Area E:** (Kulspai & Thornhill)

**Electoral Area F:** (Dease Lake)

2. Please describe the services and/or benefits that your organization provide to the community.

The Rosswood Community Association (RCA) is a non-profit organization dedicated to serving the Rosswood community and the broader Regional District of Kitimat-Stikine (RDKS). We maintain the local community hall and grounds as a vital venue for hosting and funding events that celebrate Rosswood's unique rural charm, foster community engagement, and bring residents together.

3. Please detail any remuneration paid and or funds otherwise made available to members, and or officers of your organization.

None.



### Project Details

1. Assistance is being requested for (please circle the applicable category):
  - Capital improvements or equipment.
  - Special event
  - Other purpose (please note)
2. Please describe the project or event for which you are requesting assistance. Attach additional information if space provided is insufficient.

The RCA is humbly requesting grant funding to replace two sets of main entry doors at our community hall. The current doors were installed second-hand over 20 years ago and are now beyond repair. Their deteriorating condition has caused significant heat loss, leading to inflated utility bills and ongoing pest intrusion issues. Furthermore, the locking mechanisms are no longer functional, which poses a serious fire safety hazard. We have included a supporting letter and photographs detailing these concerns for your review.

3. Describe how this project will specifically benefit the community.

This project will directly benefit the community by transforming the hall into a cleaner, more accessible, and safer venue for local events. Furthermore, the reduction in heating costs will allow our limited funds to be better reallocated toward fostering community engagement and togetherness as well as other much needed maintenance and improvements.

### Funding and Financial Information

1. Attach all supporting financial information, such as budgets, and financial statements here. Ensure the following information is clearly itemized:
  - Total cost of the project
  - Grants and funding received from other sources.
  - Funding contributed by applicants through fundraising activities or other revenue streams.
  - Total expenses for the fiscal year, including any funds and/or benefits paid to members or officers of the organization.



- 2. Have you applied for any other grants/funding from other sources? If yes, please complete the following chart. If not, please indicate why in the box below.

No, not aware of any other available funding.

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

- 3. Have you received any assistance from the Regional District of Kitimat-Stikine in previous years? If yes, please complete the following chart.

Year	\$ Amount of assistance received	Purpose assistance was received for
2022	2,800.00	Equipment, community events supplies, post covid
2024	10,050.00	safety upgreads, defibrillator, equipment, community fundin
2025	7,790.00	Attic reinsulation, communy events

**Notice of Collection of Personal Information:**

The information collected on this form will be used to process the application and for the purposes of administration. The personal information is collected under the authority of the Local Government Act, the bylaws of the Regional District of Kitimat-Stikine, and under the authority of Section 26 of BC's Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Information submitted may be made available for public inspection pursuant to the Freedom of Information and Protection of Privacy Act. Contact the Regional District of Kitimat-Stikine's Privacy Officer if you have any questions regarding the use of this information.



## Rosswood Community Association Income Statement

April 1, 2025 - March 31, 2026

<b>REVENUE</b>		<b>Totals</b>
Breakfast/Brunch Sales	1560.00	
Eco-Market/Tailgate Sales	251.00	
Goods in the Woods Sales	3047.40	
Hall Rental Fees	1230.00	
Total Sales of Goods and Services \$		6088.40
Membership Fees	130.00	
Donations with no tax receipt	947.55	
Donations with tax receipt issued	100.00	
Collection box revenue	0	
Grants Received	7790.00	
Total other revenue \$		8967.55
<b>TOTAL REVENUE \$</b>		<b>15055.95</b>
<b>EXPENSE</b>		
<b>Program Expenses:</b>		
Community Event Supplies	173.70	
Community Service Projects	0	
Total Program expenses \$		173.70
<b>Fundraising-Cost of Goods Sold:</b>		
Breakfast/Brunch Supplies	363.42	
Goods in the Woods Supplies	1406.20	
Total Cost of Goods Sold \$		1769.62
<b>General Expenses:</b>		
Advertising and Promotion	945.38	
Business Fees and Licenses	115.00	
Insurance	1340.00	
Bank Fees	44.50	
Office Supplies	0	
Hall Repair and Maintenance	1895.24	
Hall Supplies	484.80	
Utilities	1909.60	
Total General Expenses \$		6734.52
<b>TOTAL EXPENSES \$</b>		<b>8677.84</b>
<b>NET INCOME</b>		<b>6378.11</b>



**Rosswood Community Association**

4145 Kalum Lake Rd  
Terrace BC, V8G 0G8  
[rosswoodbc@gmail.com](mailto:rosswoodbc@gmail.com)

**Attn:** Bruce A. Bidgood, Ph.D.  
Director (Area C), RDKS,  
Vice Chair NWRHD



**RE: Regional District of Kitimat-Stikine Funding Program Application; Rosswood Community Association, *Community Hall Door Replacement*.**

The Rosswood Community Association (RCA) is a non-profit organization that serves the Rosswood community and the broader RDKS community by facilitating, hosting, and funding community events that enhance and showcase Rosswood's rural charm. The RCA is applying for Grant-in-Aid Funding to assist in offsetting the operational costs for replacing our main entrance and exit doors.

**Proposed Renovation: Door Replacement**

The Rosswood community hall has been operating for over 20 years with its current doors, which were initially used second-hand. While they have served us well, they are now worn beyond repair. They no longer seal or lock properly. These issues lead to increased heating costs, provide an entry point for rodents and other pests, and most importantly create a fire safety hazard. Chains are used to keep the doors closed. It is essential that they be replaced. (photos attached)

**Cost Estimate**

The cost estimate for the project has been quoted to us at \$12,844.86. Any additional requirements or funding shorts will be covered by the RCA and/or volunteers through donated time and/or materials.

Category	Description	Cost
Project Estimate	*All West Glass Estimate (quote attached)	\$12,844.86
		<b>TOTAL: \$12,844.86</b>

The RCA is applying to the Regional District of Kitimat-Stikine (RDKS) for Grant-in-Aid Funding to assist with door replacement, which in turn will upgrade the health and safety of the RCA Community Hall. Please accept this application on behalf of the RCA. With your support and the combined efforts of community volunteers, we can continue to maintain our community hall, a gathering place that benefits and showcases our small community.

Sincerest regards,

**Rosswood Community Association**  
[rosswoodbc@gmail.com](mailto:rosswoodbc@gmail.com)



**Rosswood Community Association**

4145 Kalum Lake Rd

Terrace BC, V8G 0G8

[rosswoodbc@gmail.com](mailto:rosswoodbc@gmail.com)

**Attn:** Bruce A. Bidgood, Ph.D.  
Director (Area C), RDKS,  
Vice Chair NWRHD



**RE: Regional District of Kitimat-Stikine Funding Program Application; Rosswood Community Association, *Community Hall Door Replacement.***

---

#### **Funding and Financial Information**

**A) Total cost of the project.**

\$12,844.86

**B) Grants and funding received from other sources.**

None. Nor have applied for any other funding. We are not aware of any other available funding for our organization.

**C) Funding contributed by applicants through fundraising activities or other revenue streams.**

Our revenue generating activities provide enough funds to maintain the hall, purchase insurance and provide a small amount of funding for community events. Any additional funding will help to offset these expenses that our limited budget can accommodate.

The implementation of the door instalment detailed in this application is heavily reliant on a grant of funding.

**D) Total expenses for the fiscal year, including any funds and/or benefits paid to members or officers of the organisation.**

This statement from fiscal year March 2025 is representative of the RCA's activity. There are no funds and/or benefits paid to members or officers of the organization. We operate fully on a volunteer basis. Financial document attached.

Sincerest regards,

**Rosswood Community Association**

[rosswoodbc@gmail.com](mailto:rosswoodbc@gmail.com)

**ALL-WEST GLASS TERRACE LTD.**  
 4711 A KEITH AVE.  
 TERRACE@ALL-WEST.CA  
 TERRACE, BC V8G 1K5  
 PH:(250) 638-1166 FAX:



www.all-westglass.com

Attachment #5: All West Glass Repair Estimate Page 1 of 1

Copy 1

GST/HST ID: 86924 2933 RT00C

P/O#:	PST Tax Exempt ID: PST-1001-0671	<b>Quote: TE0021858</b>
Taken By: Kyle	GST Tax Exempt ID:	
Installer:	Ship Via:	
SalesRep:	Adv. Code:	<b>Date: 5/13/2026</b>
<b>Bill To: 8746</b>		<b>Time: 02:05 PM</b>
		<b>Sold To: 8746</b>

NISGA'A LISIMS GOVERNMENT  
 BOX 231  
 NEW AIYANSH, BC V0J 1A0

NISGA'A LISIMS GOVERNMENT  
 BOX 231  
 NEW AIYANSH, BC V0J 1A0

(250) 633-3000 Phone 2: (000) 000-0000 Phone 3: (000) 000-0000

Qty	Part Number	Description
2	COMDOORST	COMMERCIAL STEEL DOUBLE DOOR W/HARDWARE
2	DISPDOOR	DISPOSAL FEES - DOORS
1	FREIGHT	FREIGHT
1	ISOTHER	INSTALLATION SUPPLIES - OTHER
1	LSEB-BC	LABOUR SERVICE - BC
4	SUTEMPCL-4MM	(23 3/8" x 29 3/4") 4MM TEMPERED SEALED UNIT - CLEAR

PLEASE NOTE THAT DUE TO ONGOING TARIFF AND TRADE POLICY FLUCTUATIONS BETWEEN THE UNITED STATES AND CANADA, ADDITIONAL COSTS MAY BE INCURRED BEYOND THE QUOTED PRICE. THE POTENTIAL INCREASES ARE SUBJECT TO CHANGE IN DUTIES, TARIFFS, OR OTHER REGULATORY ADJUSTMENTS BEYOND OUR CONTROL. WE WILL MAKE EVERY EFFORT TO NOTIFY YOU OF SUCH CHANGES AS THEY ARISE.

REPLACEMENT OF TWO SETS OF STEEL DOUBLE DOORS @ ROSSWOOD COMMUNITY HALL. COMES WITH, 24X30 DOORLIGHT, PANIC HARDWARE, SWEEPS, THRESHOLD CLOSER, LEVERSET. TRIM WILL BE INSTALLED WITH FACTORY APPLIED COAT OF PRIMER, PAINTING OF TRIM TO BE DONE BY OTHERS.

E-MAILED MAY 13 2026

Net 30 days

Total:

Sub Total: \$12,233.20

BC - PST \$0.00  
 GST \$611.66  
 Total: \$12,844.86

**Balance: \$12,844.86**

ALL QUOTES EXPIRE AFTER 30 DAYS.  
 COD OR ACCOUNT PENDING APPROVED CREDIT.  
 NO STATEMENT WILL BE ISSUED.  
 WE ARE NOT RESPONSIBLE FOR GOODS LEFT OVER 30 DAYS.  
 50% DEPOSIT REQUIRED ON ALL CUSTOM ORDERS.  
 BALANCE OF 50% REQUIRED PRIOR TO INSTALLATION FOR ALL CUSTOM ORDERS.  
 100% DEPOSIT REQUIRED ON ALL SUPPLY ONLY ORDERS.

Customer Signature: \_\_\_\_\_

NORTHERN QUALITY SERVING NORTHERN PRIDE – LOCALLY OWNED BY NORTHERNERS  
 "SERVING NORTHWESTERN CANADA" NORTHERN ASSOCIATES

Form #40BC



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Lucy Botelho, Acting CFO  
**Date:** June 26, 2026  
**Re:** Electoral Area E Grant In-Aid - Terrace & District Chamber of Commerce: Thornhill Heritage Day

**Attachments:**

[Attachment #1- Thornhill Heritage Day Grant In-Aid application](#)

[Attachment #2- Thornhill Heritage Day Budget](#)

**Recommendation:**

THAT the Regional District of Kitimat-Stikine Board approve a one-time allocation of \$5,000 of Electoral Area E Grant In-Aid funds to the Terrace & District Chamber of Commerce to host Thornhill Heritage Day on August 3, 2026.

**Background:**

The Terrace & District Chamber of Commerce's (TDCC) purpose is to work towards creating a thriving business environment that benefits both their members and the wider communities they serve, while also offering community networking events throughout the year.

Thornhill Heritage Day is a free community event for the public to hear the history of the area from local residents. The event was hosted last year with a large number in attendance including some local First Nation leaders, the local MLA, the local MP and other leaders in local government. The event provided a forum for community interactions and a celebration of the history of Thornhill. The TDCC is requesting \$5,000 in Electoral Area E Grant In-aid funding to assist with the costs of hosting this event. A copy of their application can be found in **Attachment #1**.

A copy of the event budget is located in **Attachment #2**. Expenditures include a tent rental, the cost of food and beverages for attendees, and a social media presence to promote the event.

**Financial Implications:**

Prior to the June 26, 2026 Regional District Board meeting, Electoral Area E has an unallocated Grant In-Aid balance of \$60,208.

**Strategic Plan Objectives:**

N/A

**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; Unweighted	Majority

**Prepared by:**

Lucy Botelho, Acting CFO

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 09 Jun 2026

Approved - 16 Jun 2026

Approved - 18 Jun 2026

Regional District of  
Kitimat-Stikine

**Grant In-Aid Application**

Completion of this application is not a guarantee of approval. Applications must be completed and submitted to the RDKS each year before September 15<sup>th</sup> for funding consideration. Applications received after this date will be assessed on a case-by-case basis and subject to funding availability.

Applicant Name: SURESH CHOUDHARY  
Applicant Mailing Address: [REDACTED]  
Contact Information: \_\_\_\_\_  
Contact Phone Number: [REDACTED]  
Email Address: executive.director@terracechamber.com

**Application Summary**

Please state the project or purpose for which you require assistance:

For hosting annual Thornhill Heritage Day at Thornhill Landing on first Monday of August this year. (Aug 03, 2026)

Amount of Grant requested \$ 5,000/-

To the best of my knowledge, all information provided in this application is true and correct. Furthermore, I hereby certify that this application for assistance is not being made on behalf of an individual, industry, commercial or business undertaking.

**If a grant is awarded the recipient agrees to the following conditions:**

1. To acknowledge the RDKS as a funding partner in any promotional materials created about the event or initiative.
2. To provide a report to the RDKS on how the grant funds were spent within twelve months of receipt of funding. The report must include a financial summary of how funds were used as well as information on how the community benefited.
3. Return grant funding not spent within twelve months of the receipt of funds.

Terrace & District Chamber of Commerce

Name (Organization/ Signing authority)  
Executive Director

May 20, 2026

Title  
Suresh

Date



Regional District of  
**Kitimat-Stikine**

**Applicant Profile**

1. Which Electoral Area(s) receive services or benefits from your organization?

**Electoral Area A:** (Alice Arm, Bell II, Gingolx, Gitwinksihlkw, Kitsault, Laxgalts'ap, Meziadin, Nass Camp & New Aiyansh)

**Electoral Area B:** (Cedarvale, Gitanmaax, Gitanyow, Gitsegukla, Gitwangak, Sik-E-Dahk, Hagwilget, Kispiox Valley, Anspayawx, Kitwanga, Witset, South Hazelton & Two Mile)

**Electoral Area C:** (Brauns Island, Butedale, Chindemash, Copperside, Dutch Valley, Gitaus, Gossan, Jackpine Flats, Kemano, Kitasoo/Klemtu, Kitima'at Village, Kitsumkalum, Kleanza, Lakelse Lake, New Remo, North Terrace, Old Remo, Rosswood, & Usk)

**Electoral Area D:** (Bob Quinn, Glenora, Iskut, Tatogga, & Telegraph Creek)

**Electoral Area E:** (Kulspai & Thornhill)

**Electoral Area F:** (Dease Lake)

2. Please describe the services and/or benefits that your organization provide to the community.

Chamber advocates, promote and help host marketing and networking events for Businesses and Non-Profit organization in our area.

3. Please detail any remuneration paid and or funds otherwise made available to members, and or officers of your organization.

N/A



Regional District of  
**Kitimat-Stikine**

**Project Details**

1. Assistance is being requested for (please circle the applicable category):
  - Capital improvements or equipment.
  - Special event
  - Other purpose (please note)
2. Please describe the project or event for which you are requesting assistance. Attach additional information if space provided is insufficient.

We need funds to get the event organized and honorarium for volunteers who help with event. Last year this event was fully funded by personal funds of thornhill community member and this year we are trying to get RDKS involved and recognized if they can help's host this event for community member.

3. Describe how this project will specifically benefit the community.

This event is free for all community members to attend and gives them opportunity to meet with a local first nation community chief and get hear the history from them of the area.

Last year we had Mr. Chief Glenn Bennett, MP Eliss Ross, MLA Clarie Rattée, Area Director Ted Ramsey & Mayor Sean Bujtas who were able to share few words with public during this Event.

**Funding and Financial Information**

1. Attach all supporting financial information, such as budgets, and financial statements here. Ensure the following information is clearly itemized:
  - Total cost of the project
  - Grants and funding received from other sources.
  - Funding contributed by applicants through fundraising activities or other revenue streams.
  - Total expenses for the fiscal year, including any funds and/or benefits paid to members or officers of the organization.



Regional District of  
**Kitimat-Stikine**

2. Have you applied for any other grants/funding from other sources? If yes, please complete the following chart. If not, please indicate why in the box below.

N/A

Name of Grant or Funding Agency	\$ Amount Applied for	Status of Grant Application		
		Approved	Denied	Pending

3. Have you received any assistance from the Regional District of Kitimat-Stikine in previous years? If yes, please complete the following chart.

Year	\$ Amount of assistance received	Purpose assistance was received for
N/A		

**Notice of Collection of Personal Information:**

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## Thornhill Heritage Day — Event Budget

Submitted to: Regional District of Kitimat-Stikine (RDKS) — Grant in Aid Application

Host: Terrace & District Chamber of Commerce / Tom & Eliza Thornhill Community Association | Prepared by: Suresh, Executive Director

#	Line Item	Amount	Description / Justification
<b>REVENUE</b>			
1	RDKS Grant in Aid (requested)	\$5,000.00	Primary funding source — this application.
2	In-kind contributions (volunteer hours, donated supplies)	-	Placeholder. Estimated value of volunteer time and donated food/supplies will be tracked and reported post-event.
	<b>TOTAL REVENUE</b>	<b>\$5,000.00</b>	
<b>EXPENSES</b>			
1	Riverboat Days registration fee	\$125.00	Registration with Riverboat Days organizers to have Thornhill Heritage Day listed on the official Riverboat Days calendar — boosts visibility and regional attendance.
2	Tent rental (event canopy, 20x20)	\$600.00	Main event tent for vendor/activity area and weather coverage. Rental quote from local supplier; includes setup and takedown.
3	Tables and chairs rental	\$250.00	Approx. 10 tables and 40 chairs for seating, food service, and vendor displays.
4	Food and snacks for attendees	\$1,600.00	Community BBQ / snacks for estimated 200+ attendees. Includes meat, buns, sides, water, juice, paper goods, and serving supplies. Local sourcing prioritized.
5	Event liability insurance	\$350.00	One-day event liability coverage (typically required by RDKS and venue). Quote pending from BFL / Capri / local broker.
6	Social media campaign (boosted posts + graphics)	\$400.00	Paid Facebook and Instagram ad spend to promote the event in Terrace, Thornhill, Kitimat, and surrounding communities, plus graphic design assets.

7	Printed promotional materials (posters, banners, flyers)	\$350.00	Posters and large banners for community boards; local businesses, and on-site signage. Printing through local supplier.
8	Entertainment and activities	\$600.00	Family-friendly programming: live music or local performers, kids activities, games, prizes. Honoraria for invited cultural / heritage presenters.
9	Volunteer honoraria (thank-you gifts)	\$200.00	Recognition for core volunteer leads (e.g., gift cards or small thank-you packages). Volunteer time itself is in-kind, not paid.
10	First aid supplies and event safety	\$125.00	First aid kit refills, safety vests, signage. Trained first aid volunteer on-site (in-kind).
11	Contingency (5%)	\$250.00	Buffer for price changes, weather contingencies, or last-minute event needs.
12	Administrative and miscellaneous	\$150.00	Permits, photocopies, decorations, garbage bags, cleanup supplies, and other small items.
<b>TOTAL EXPENSES</b>		<b>\$5,000.00</b>	
^			
<b>NET (Revenue – Expenses)</b>		-	

**NOTES**

- All expense figures are estimates based on local supplier rates in Terrace/Thornhill, BC. Final amounts will be reconciled against actual invoices and reported back to RDKS.
- The Chamber will pursue additional cash sponsorships and in-kind contributions; any surplus funds will be returned to RDKS or applied to reducing the grant request, per RDKS Grant in Aid policy.
- Volunteer hours, donated food/supplies, and in-kind business support will be tracked and disclosed in the post-event report to demonstrate community leverage of RDKS funding.
- The event is family-friendly, free to attend, and open to all residents of Thornhill, Terrace, and surrounding Electoral Areas — directly serving RDKS constituents.



**To:** Marc Schibli, Acting CAO, for the RDKS Board  
**From:** Marc Schibli, Acting CAO  
**Date:** June 26, 2026  
**Re:** Security Issuing Bylaw No. 823, 2026

**Attachments:**

[Attachment #1 - DoK Loan Authorization Bylaw 2058, 2024](#)

[Attachment #2 - DoK Municipal Security Issuing Resolution](#)

[Attachment #3 - MFA Long-term Borrowing Process](#)

**Recommendation:**

THAT under the bylaws section of the agenda the Regional District of Kitimat-Stikine Board give three readings and adoption to the Kitimat-Stikine Security Issuing Bylaw No. 823, 2026 for borrowing up to \$13,500,000 on behalf of the District of Kitimat for Water Treatment System works.

**Background:**

Following a 2024 Loan Authorization Bylaw (**Attachment #1**) the District of Kitimat has passed a Municipal Security Issuing Resolution (**Attachment #2**) requesting long-term borrowing from the Municipal Finance Authority of British Columbia (MFA) in the amount of \$13.5 million to provide funds for a Water Treatment System project.

All MFA long-term borrowing in British Columbia is done through regional districts. Regional Districts can pass their own security issuing bylaws and member municipalities must do so through their regional district. A timeline of the MFA long-term borrowing process is included in **Attachment #3**. The District of Kitimat has completed their portion of the process and has requested the Regional District of Kitimat-Stikine (RDKS) pass a security issuing bylaw and request the funds on their behalf.

Bylaw No. 823, 2026 will allow the RDKS to complete the borrowing process for the District of Kitimat. As is the case with other municipal long-term borrowing the debt will be held by the RDKS but the District of Kitimat will be responsible for all costs associated with repayment of the debt.

**Financial Implications:**

There are no financial implications for the Regional District. The District of Kitimat will remain responsible for all interest and principal repayments associated with this debt issuance.

**Strategic Plan Objectives:**

N/A



**Voting Structure:**

ENTITLEMENT	HOW VOTE COUNTED
All Directors; weighted	Majority

**Prepared by:**

Marc Schibli, Acting CAO

**Approved By:**

Lucy Botelho, Acting CFO

Renee Lukasser, Director of Administration/Corporate Officer/HR

Marc Schibli, Acting CAO

**Status:**

Approved - 16 Jun 2026

Approved - 17 Jun 2026

Approved - 16 Jun 2026

DISTRICT OF KITIMAT  
BYLAW NO. 2058, 2024

A BYLAW TO AUTHORIZE THE BORROWING FOR THE DISTRICT OF KITIMAT WATER TREATMENT SYSTEM.

WHEREAS it is deemed desirable and expedient to upgrade the Kitimat Water Treatment System.

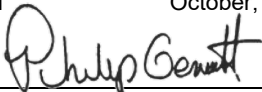
AND WHEREAS the estimated cost of the upgrade including expenses incidental thereto is the sum of twenty-four million four hundred thousand dollars (\$24,400,000.00), of which the sum of thirteen million five hundred thousand dollars (\$13,500,000.00) is the amount of debt intended to be borrowed by this bylaw;

NOW THEREFORE, the Council of the District of Kitimat in open meeting assembled, enacts as follows:


1. This bylaw may be cited as "District of Kitimat Water Treatment System Loan Authorization Bylaw No. 2058, 2024".
2. The Council is hereby empowered and authorized to undertake and carry out or cause to be carried out for the process equipment supply, construction and commissioning of the Kitimat Water Treatment System generally in accordance with general plans on file in the municipal office 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 Municipality a sum not exceeding thirteen million five hundred thousand dollars (\$13,500,000.00).
  - 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 process equipment supply, construction and commissioning of the Kitimat Water Treatment System.
3. The maximum term for which debentures may be issued to secure the debt created by this bylaw is thirty (30) years.
4. This bylaw shall take effect and be binding upon all persons from the date of adoption.

READ a first time this	3 <sup>rd</sup> . day of	September, 2024
READ a second time this	3 <sup>rd</sup> . day of	September, 2024
READ a third time this	3 <sup>rd</sup> . day of	September, 2024
RECEIVED the approval of the Inspector of Municipalities this	18 <sup>th</sup> day of	October, 2024
FINALLY ADOPTED this	28 <sup>th</sup> day of	October, 2024

MAYOR

  
Philip Germuth

CORPORATE OFFICER

  
Tracy Tavares



270 City Centre, Kitimat, BC, Canada V8C 2H7

P: 250.632.8900 W: kitimat.ca E: dok@kitimat.ca

June 2, 2026

1.2.1.6.1

To Whom It May Concern,

At the June 1, 2026, Regular Meeting of Council, the following resolution was passed:

**Municipal Security Issuing Resolution Municipal Finance Authority Borrowing**

Moved and seconded,

*THAT Council approve borrowing from the Municipal Finance Authority of British Columbia, as part of the 2026 Fall Borrowing Session, Thirteen Million five hundred thousand Dollars (\$13,500,000) as authorized through the District of Kitimat Water Treatment System Loan Authorization Bylaw No. 2058, 2024.*

*AND THAT the Regional District of Kitimat-Stikine be requested to consent to the District of Kitimat borrowing over a thirty (30) year term and include the borrowing in a Security Issuing Bylaw.*

Motion Carried Unanimously

Motion: R26-219

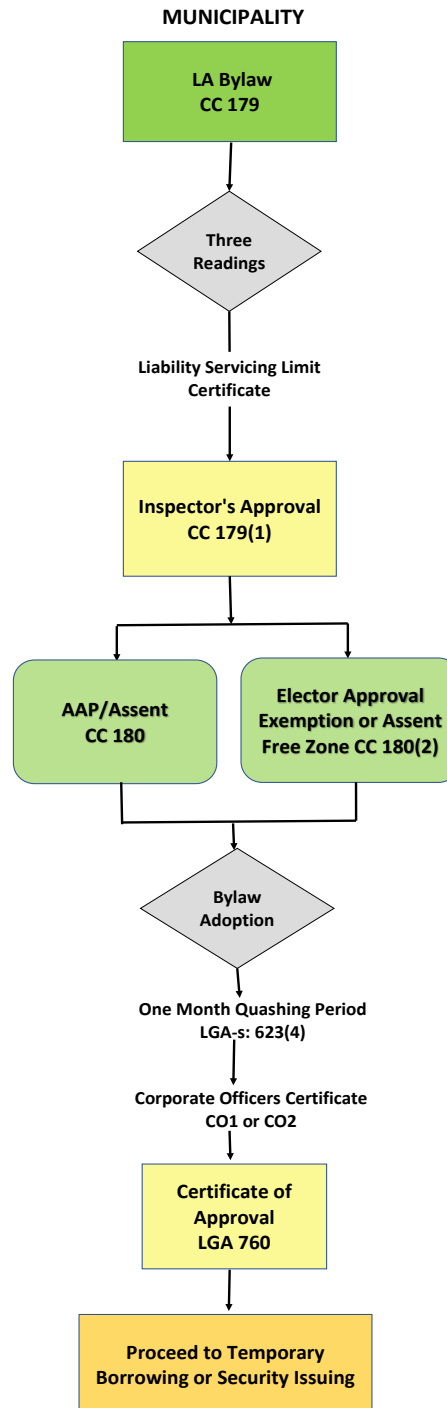
Municipal Security Issuing Resolution Municipal Finance Authority Borrowing (2.10.2.5.2)

I HEREBY CERTIFY the foregoing to be a true and correct copy of a resolution passed by Council on the 1<sup>st</sup> day of June 2026.

DATED at Kitimat, B.C. June 2, 2026.

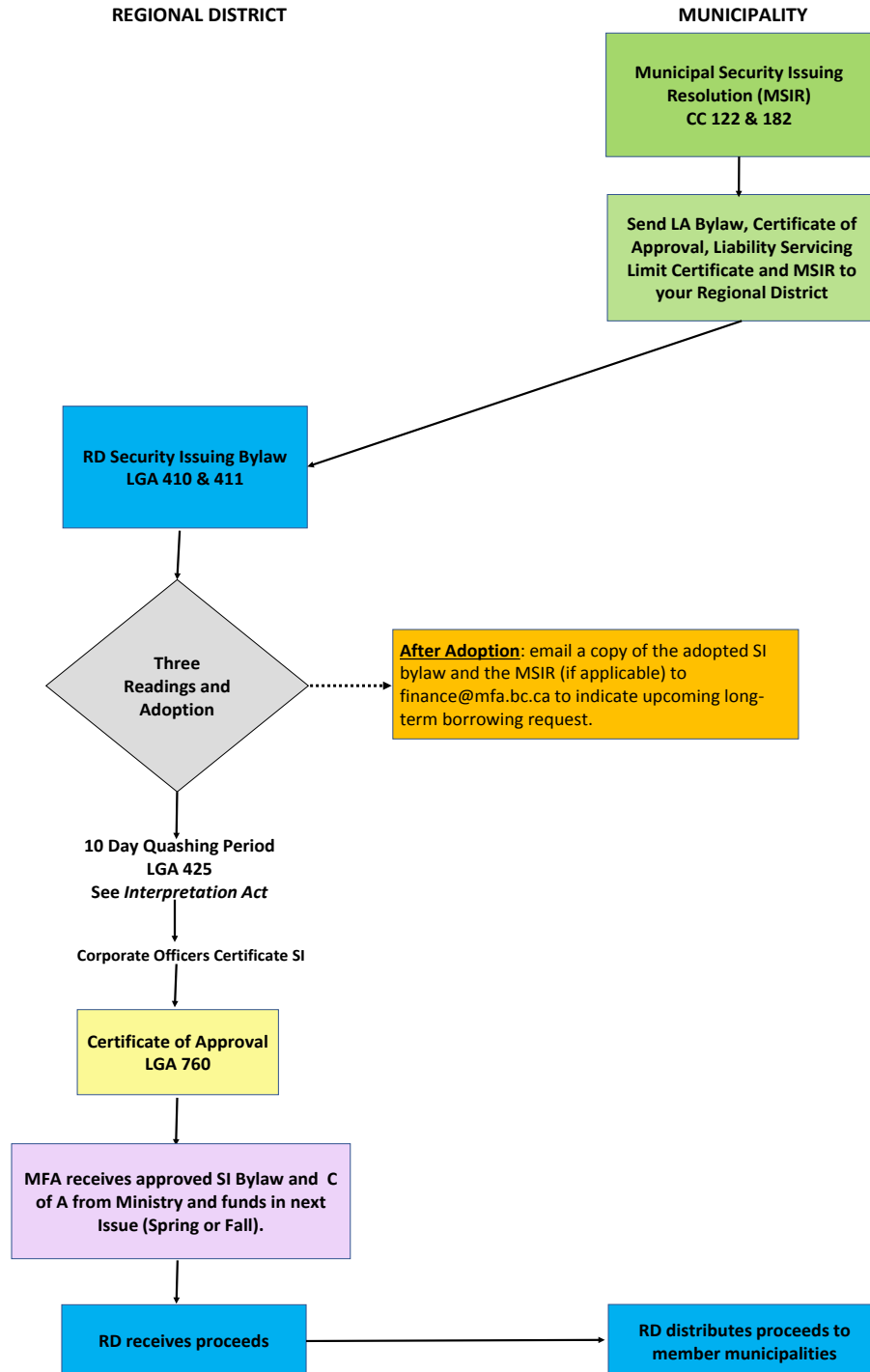
Jane Stevenson  
Deputy Director of Corporate Administration  
District of Kitimat

# Loan Authorization Bylaw Procedures



Jan 2018

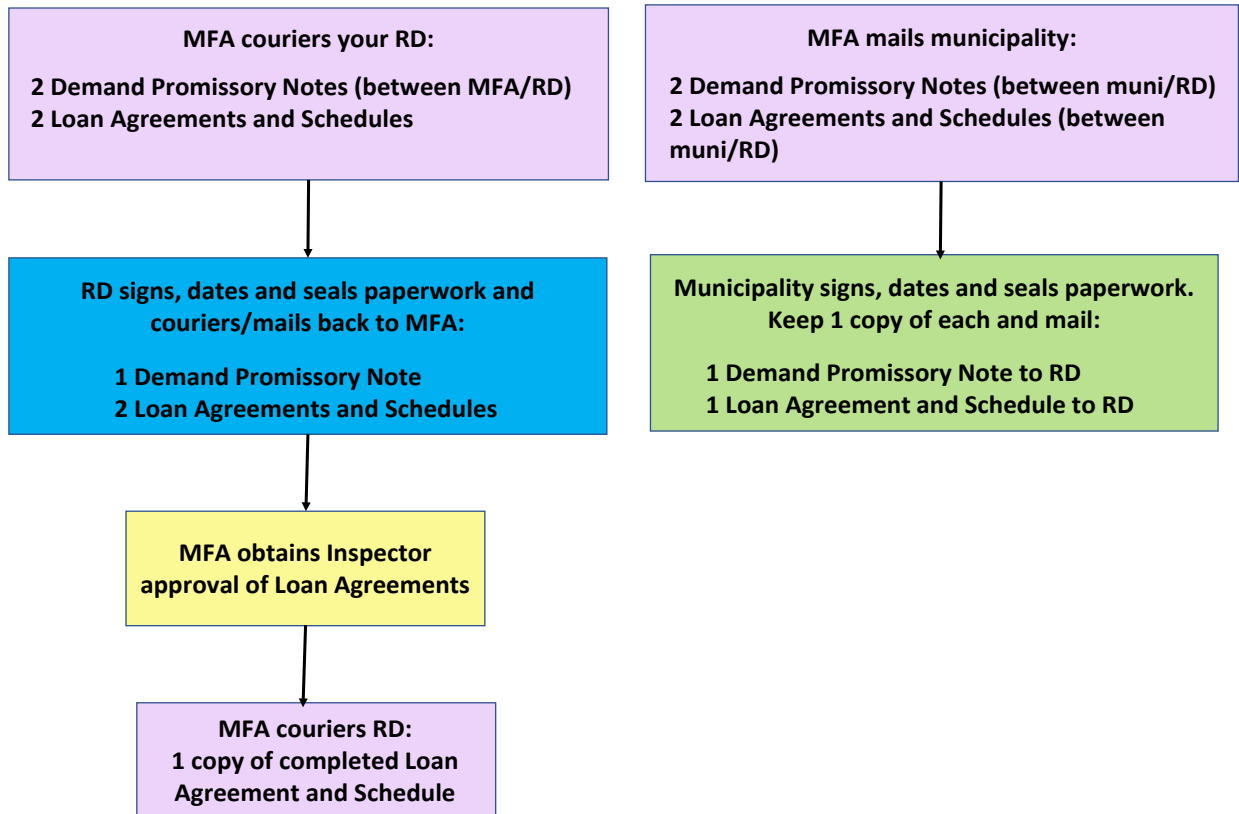
# Security Issuing Procedures



Jan 2018

# Security Issuing Paperwork

## MUNICIPAL BORROWINGS



Jan 2018



**BYLAW NO. 823**

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A bylaw to A bylaw to authorize the entering into of an Agreement respecting financing between the Regional District of Kitimat-Stikine and the Municipal Finance Authority of British Columbia.

---

**WHEREAS** the Municipal Finance Authority of British Columbia (the “Authority”) may provide financing of capital requirements for regional districts or for their member municipalities by the issue of debentures or other evidence of indebtedness of the Authority and lending the proceeds therefrom to the Regional District on whose request the financing is undertaken;

**AND WHERAS** the District of Kitimat is a member municipality of the Regional District of Kitimat-Stikine (the “Regional District”);

**AND WHERAS** the Regional District will finance from time to time on behalf of and at the sole cost of its member municipalities, under the provisions of Section 410 of the *Local Government Act*, the works financed pursuant to the herein mentioned loan authorization bylaws;

**AND WHERAS** under the provision of Section 411 of the *Local Government Act*, the amount of borrowing authorized by each of the following loan authorization bylaws, the amount already borrowed under the authority thereof, the amount of authorization to borrow remaining thereunder, the amount being issued under the authority thereof by this bylaw, and the term of the debt are included in this bylaw;

**AND WHERAS** the tables contained in this bylaw are to provide clarity and information of the purposes for this bylaw;

**AND WHEREAS** the Regional Board, by this bylaw, hereby requests such financing shall be undertaken through the Authority

**NOW THEREFORE BE IT RESOLVED** that the Board of Directors of the Regional District of Kitimat-Stikine, in open meeting assembled, hereby enacts as follows:

**Title**

1. This Bylaw may be cited as the “Kitimat-Stikine Security Issuing Bylaw No. 823, 2026”

**Security Issuing**

2. The Regional Board hereby consents to financing the debt of District of Kitimat and further described in the Municipal Loan Authorization Bylaws table, in the amount of Thirteen Million Five Hundred Thousand Dollars (\$13,500,000) in accordance with the following terms.



**Municipal Loan Authorization Bylaws**

Municipality	Loan Authorization Bylaw #	Purpose	MSIR #/Date	Amount of Borrowing Authorized	Amount Already Borrowed	Borrowing Authority Remaining	Term of Issue	Amount of Issue
District of Kitimat	2058, 2024	Water Treatment System	R26-219/June 1, 2026	\$13,500,000	\$0	\$13,500,000	30 yrs	\$13,500,000
	<b>Total</b>			<b>\$13,500,000</b>	<b>\$0</b>	<b>\$13,500,000</b>		<b>\$13,500,000</b>

3. The Authority is hereby requested and authorized to finance from time to time the above noted undertakings, and further described in the Municipal Loan Authorization Bylaws table, at the sole cost and on behalf of District of Kitimat up to, but not exceeding Thirteen Million Five Hundred Thousand Dollars (\$13,500,000) in lawful money of Canada (provided that the Regional District may borrow all or part of such amount in such currency as the Trustees of the Authority shall determine but the aggregate amount in lawful money of Canada and in Canadian Dollar equivalents so borrowed shall not exceed \$13,500,000 in Canadian Dollars) at such interest and with such discounts or premiums and expenses as the Authority may deem appropriate in consideration of the market and economic conditions pertaining.
4. Upon completion by the Authority of financing undertaken pursuant hereto, the Chair and officer assigned the responsibility of financial administration of the Regional District, on behalf of the Regional District and under its seal shall, at such time or times as the Trustees of the Authority may request, enter into and deliver to the Authority one or more agreements, which said agreement or agreements shall be substantially in the form annexed hereto as Schedule "A" and made part of this bylaw (such Agreement or Agreements as may be entered into, delivered or substituted hereinafter referred to as the "Agreement") providing for payment by the Regional District to the Authority of the amounts required to meet the obligations of the Authority with respect to its borrowings undertaken pursuant hereto, which Agreement shall rank as debenture debt of the Regional District.
5. The Agreement in the form of Schedule "A" shall be dated and payable in the principal amount or amounts of monies and in Canadian dollars or as the Authority shall determine and subject to the *Local Government Act*, in such currency or currencies as shall be borrowed by the Authority under section 1 and shall set out the schedule of repayment of the principal amount together with interest on unpaid amounts as shall be determined by the Treasurer of the Authority.
6. The obligation incurred under the said Agreement shall bear interest from a date specified therein, which date shall be determined by the Treasurer of the Authority, and shall bear interest at a rate to be determined by the Treasurer of the Authority.
7. The Agreement shall be sealed with the seal of the Regional District and shall bear the signature of the Chair and the officer assigned the responsibility of financial administration of the Regional District.
8. The obligations incurred under the said Agreement as to both principal and interest shall



be payable at the Head Office of the Authority in Saanich and at such time or times as shall be determined by the Treasurer of the Authority.

- 9. During the currency of the obligations incurred under the said Agreement to secure borrowings in respect of the District of Kitimat Water Treatment System Loan Authorization Bylaw No. 2058, 2024 there shall be requisitioned annually an amount sufficient to meet the annual payment of interest and the repayment of principal.
- 10. The Regional District shall provide and pay over to the Authority such sums as are required to discharge its obligations in accordance with the terms of the Agreement, provided, however, that if the sums provided for in the Agreement are not sufficient to meet the obligations of the Authority, any deficiency in meeting such obligations shall be a liability of the Regional District to the Authority and the Regional Board of the Regional District shall make due provision to discharge such liability.
- 11. The Regional District shall pay over to the Authority at such time or times as the Treasurer of the Authority so directs such sums as are required pursuant to Section 15 of the *Municipal Finance Authority Act* to be paid into the Debt Reserve Fund established by the Authority in connection with the financing undertaken by the Authority on behalf of the Regional District pursuant to the Agreement.

**Severability**

- 12. If any section, subsection, sentence, clause, definition, phrase, word, or map referenced in this Bylaw is for any reason held to be invalid by the decision of any Court of competent jurisdiction, such decision must not affect the validity of the remaining portions of this Bylaw.

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 this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Director of Administration



**Schedule "A"**  
**Bylaw No. 823, 2026**

**CANADA**  
**PROVINCE OF BRITISH COLUMBIA**  
**AGREEMENT**

Regional District of Kitimat-Stikine

The Regional District of Kitimat-Stikine (the "Regional District") hereby promises to pay to the Municipal Finance Authority of British Columbia (the "Authority") at its Head Office in Saanich, British Columbia, the sum of Thirteen Million Five Hundred Thousand Dollars (\$13,500,000) in lawful money of Canada, together with interest thereon from the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, at varying rates of interest, calculated semi-annually, in each and every year during the currency of this Agreement; and payments of principal and interest shall be as specified in the schedule attached commencing on the \_\_\_\_ day of \_\_\_\_\_ 20\_\_, provided that in the event the payments of principal and interest hereunder are insufficient to satisfy the obligations of the Authority undertaken on behalf of the Regional District, the Regional District shall pay over to the Authority such further sums as are sufficient to discharge the obligations of the Regional District to the Authority.

DATED at \_\_\_\_\_, British Columbia, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

IN TESTIMONY WHEREOF and under the authority of  
Bylaw No. 823 cited as "Kitimat-Stikine Security Issuing  
Bylaw No. 823, 2026"

This Agreement is sealed with the Corporate Seal of the  
Regional District of Kitimat-Stikine and signed  
by the Chair and the officer assigned with responsibility of  
Financial administration thereof.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Chief Financial Officer

Pursuant to the *Local Government Act*, I certify that the within Agreement has been lawfully and validly made and issued and that its validity is not open to question on any ground whatsoever in any court of the Province of British Columbia.

\_\_\_\_\_  
Deputy Inspector of Municipalities of British Columbia



Schedule "A, cont.  
Bylaw No. 823, 2026.

**PRINCIPAL AND/OR SINKING FUND DEPOSIT AND INTEREST PAYMENTS**

<b>Date of Payment</b>	<b>Total Payment</b>	<b>Principal/Sinking Fund Deposit</b>	<b>Interest</b>
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$