



"A WORLD OF OPPORTUNITIES WITHIN OUR REGION"

REQUEST FOR PROPOSAL – ROUND LAKE WATERFRONT PARK UPGRADE DETAILED DESIGN AND ENVIRONMENTAL PERMITTING

Located at Round Lake, Smithers, B.C.

Solicitation # RDBN-REC-26-01

Regional District of Bulkley-Nechako

Request Issued: June 18, 2026

**Closing Date: July 20, 2026
4:00 pm (Pacific Standard Time)**

Contact: Maria Sandberg – Planning and Parks Coordinator
bid@rdbn.bc.ca

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1 PROJECT SUMMARY

The Regional District of Bulkley-Nechako (the Regional District) is seeking a qualified proponent to complete the detailed design for Phase 2 of the Round Lake Park Waterfront Upgrade Project. Additionally, the scope of work includes preparing and submitting environmental permit applications for the work in and adjacent to the lake, including the technical and regulatory work required to support the applications. The work will be performed in accordance with the specifications, Scope of Work, and the Round Lake Park Waterfront Concept Design Drawings.

2 BACKGROUND

The Regional District, in partnership with the Round Lake Community Association (RLCA), are working to improve the waterfront on Round Lake across from the community hall at 13706 Round Lake Road. The proposed improvements include creating a larger beach area for public use, relocating the boat launch and improving accessibility and road safety for all users.

The first phase of the project was completed in 2025 and included surveying, an Archaeological Impact Assessment, Agricultural Land Commission non-farm use approval and completion of a Concept Design by WSP Canada Inc.

The second phase includes:

- completion of a detailed design,
- environmental permitting for the work in and adjacent to the lake,
- formal approval of the development plans by Ministry of Transportation and Transit, and:
- issuance of a licence of occupation to the Regional District.

The scope of the work included in this RFP includes progressing the concept design through to detailed design and completing the associated technical and regulatory work required to support environmental approvals, and submission of all required permit applications



3 TERMS AND CONDITIONS

The terms and conditions applicable to this Request for Proposals are contained within this document.

**Round Lake Waterfront Park Upgrade Detailed
Design and Environmental Permitting
RDBN-REC-26-01**

Submission of a proposal in response to this RFP indicates acceptance of all terms and conditions contained herein or in any addenda issued by the Regional District.

4 CANCELLATION OF RFP

The Regional District reserves the right to cancel this Request for Proposals at any time and for any reason and will not be responsible for any direct or indirect loss, damage, cost, or expense incurred or suffered by any Proponent because of such cancellation. The acceptance of any proposal and the subsequent execution of a contract may be subject to funding and approval by the Board of the Regional District of Bulkley-Nechako.

5 SUBMISSION GUIDELINES

The Regional District invites the submission of proposals from qualified and experienced contractors as outlined in this document.

The Regional District will accept Proposals submitted by email or by direct delivery (in person or by courier/mail) to the Regional District main office at 37 3rd Avenue Burns Lake.

All proposals must be submitted to the Regional District by 4:00 pm (local time) on July 20, 2026.

Proposals submitted by fax will **NOT** be accepted. Any Proposals received after the closing time will be considered disqualified.

By Email

One (1) single PDF file containing your submission must be delivered to the Regional District by email at bid@rdbn.bc.ca. The Regional District will confirm receipt of emails.

By Direct Delivery (Hand Delivered, Mail or Courier)

One (1) complete copy of your submission must be submitted in a sealed envelope with the following information written on the outside of the envelope containing the proposal, as well as on the outside of the courier envelope/box (if sending by courier):

Attention: Procurement Clerk
Regional District of Bulkley-Nechako
37 3rd Avenue Burns Lake, BC V0J 1E0

Regional District of Bulkley-Nechako –
Round Lake Waterfront Park Upgrade Detailed Design
Request for Proposal
Responding Organization's name and address.

Inquiries regarding the RFP may be directed by email to bid@rdbn.bc.ca.

Please note that questions related to this Request for Proposals will be accepted up to 4:00 pm on June 29, 2026. This will allow the answers to questions asked to be properly distributed to all interested parties via BC Bid.

Proponents shall be solely responsible for the delivery of their proposal in the manner and time prescribed. All submissions must be delivered according to the instructions provided herein and the

Regional District will accept no responsibility for documents delivered to any other location.

To ensure your receipt of any answers to questions asked or addendums issued, you must fill out and return the attached reply form to bid@rdbn.bc.ca.

Failure to submit a properly filled out reply form absolves the Regional District of any obligation to provide addendums to Proponents wishing to submit a proposal.

See Appendix A for the Proposal Reply Form

6 ADDENDA

Addenda to this RFP may be issued prior to closing in response to queries received or at the initiative of the Regional District. Addenda will be in written form posted on BC Bid and the Regional District website. Information contained within RFP addenda is considered an integral part of the RFP and should be considered by Proponents when responding to this RFP.

All final Addenda will be issued and posted on BC Bid and the Regional District website by 4:00 pm on July 8, 2026.

Verbal communications will not be binding unless confirmed by written addenda.

It is the sole responsibility of the Proponent to check for addendums.

7 SITE TOUR

A site tour is not mandatory but if a proponent wishes, a visit can be arranged by contacting Chelsey Fields at 250-692-3195 or by emailing bid@rdbn.bc.ca.

8 ALTERNATIVE SOLUTIONS

If alternative solutions are offered, the information should be submitted in the same format as a standard proposed response but should be clearly marked as an "Alternative Proposal". If a Proponent submits more than one proposal each must be separately and uniquely identified.

9 ARTIFICIAL INTELLIGENCE

Proponents must note in their bid documents if they have used any artificial intelligence in the development of their submission, and if so, confirm they have verified and validated the information received through artificial intelligence, prior to including it in their submission.

10 CHANGES TO PROPOSALS

By written notice submitted prior to the closing date, a Proponent may amend or withdraw its proposal. Upon closing, all proposals become irrevocable and may not be amended or withdrawn except where the Proponent and the Regional District have mutually agreed to a change for the purpose of entering into a contract.

Information obtained from any other source is not official and should not be relied upon.

11 PROPONENT'S EXPENSES

The Regional District will not be responsible for any costs incurred by the Proponents as a result of the preparation or submission of a Proposal pertaining to this RFP. The accuracy and completeness of the

Proposal is the Proponent's responsibility. If errors are discovered, they will be corrected by the Proponent at their expense.

Proponents acknowledge that the Regional District, in preparation for the RFP supply of oral or written information to Proponents, review Proposals or the carrying out the Regional District's responsibilities under this RFP, does not owe a duty of care to the Proponents.

12 CONFIDENTIALITY OF INFORMATION

In accordance with the Freedom and Information and Protection of Privacy Act, the Proponents will treat as confidential and will not, without prior written consent of the Regional District, publish, release, or disclose, or permit to be published, released, or disclosed, any information supplied to, obtained by, or which comes to knowledge of the Proponents as a result of this RFP except insofar as such publication, release or disclosure is required by the laws of British Columbia.

13 OWNERSHIP OF PROPOSALS AND FREEDOM OF INFORMATION

All Proposals submitted under this RFP become the property of the Regional District and will not be returned to the Proponent. The Regional District advises Proponents that parts or all their Proposals may be subject to the provisions of British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and the Community Charter. Proponents who wish to ensure parts of their Proposals are protected from disclosure under the FIPPA Act should specifically identify any information or records provided with their Proposals that constitute a) trade secrets, and 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. The Regional District cannot guarantee that any information contained within a proposal will remain confidential if a request for access is made.

14 ACCEPTANCE OF PROPOSALS

This RFP should not be construed as an agreement to purchase goods or services nor as an invitation to perform any service for the Regional District except as specifically outlined herein. Proposals shall remain open for acceptance by the Regional District for a minimum of 60 days after the RFP closing date.

The Regional District's intent is to enter into a contract with the Proponent who has submitted the best value proposal. The Regional District reserves the right to accept any or none of the Proposals submitted and will evaluate Proposals based on the best value offered to the Regional District and not necessarily the lowest price, using the criteria specified in this RFP.

The Regional District reserves the right in its sole unrestricted discretion to:

- a) Reject any and/or all irregularities in a proposal submitted.
- b) Waive any defect or deficiency in a proposal whether that defect or deficiency materially affects the proposal and accept that proposal.
- c) Reject any and/or all Proposals for any reason, without discussion with the Proponent(s); and
- d) Accept a proposal which is not the lowest price proposal.

In addition to any other provision of this RFP, the Regional District 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 Regional District in relation to any matter.

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

15 EVALUATION CRITERIA

Proposals will be ranked on a points basis with criteria including cost, qualifications (personnel), availability, experience, and quality of proposal. The Proposal Evaluation Form is a tool to assist in the evaluation process; however, it is not the sole determining factor in the evaluation process.

See Appendix A for the Proposal Evaluation Form

16 CONFLICT OF INTEREST

When submitting a Proposal, the Proponent must complete, sign and include with their Proposal a Conflict of Interest Disclosure Statement (Appendix "C").

The Regional District may reject a Proposal based on an actual, potential, or perceived conflict of interest.

The Regional District may reject any Proposal where:

- a) One or more of the directors, officers, principles, partners, senior management employees, shareholders, or owners of the Proponent, is an officer, employee, or director of the Regional District or a consultant involved in the procurement process, or is a member of the immediate family of an officer, employee or director of the Regional District or a consultant involved in the procurement process; or
- b) In the case of a Proposal submitted by a Proponent who is an individual person, where that individual is an officer, employee, or director of the Regional District or a consultant involved in the procurement process or is a member of the immediate family of officer, employee, or director of the Regional District or a consultant involved in the procurement process.

(collectively, "Restricted Parties")

A Proponent who has any concerns regarding whether a current or prospective employee, advisor, or member of that Proponent is, or may be, a Restricted Party, should request an advance decision by submitting to the Chief Administrative Officer (CAO), not less than ten working days (**July 6 2026**) prior to the Closing Time, by email, the following information:

- a) Names and contact information of the Proponent and the person which the advance opinion is requested;
- b) A description of the relationship that raises the possibility or perception of a conflict of interest or unfair advantage; and
- c) Copies of any relevant documentation

The Regional District may make an advance decision regarding whether the person is a Restricted Party, and whether the Regional District will reject a Proposal based on the information provided. If Proponent has identified an actual, perceived or potential conflict of interest regarding this RFP process or project, the Proponent must submit a Conflict of Interest Disclosure Statement (Appendix "A") to the CAO by **July 8, 2026**.

17 SUBCONTRACTORS

All subcontractors, including affiliates of the Proponent, should be clearly identified in the Proposal as

per the form attached as Appendix "D"

A Proponent may not subcontract to a firm or individual whose current or past corporate or other interests, may, in the Regional District's opinion, give rise to an actual, perceived or potential conflict of interest in connection with the services described in the RFP. This includes, but not limited to, involvement by the firm or individual in the preparation of the RFP, or a relationship with any employee, contractor representative of the Regional District involved in preparation of the RFP, participating on the evaluation committee or in the administration of the Contract. If a proponent is in doubt as to whether a proposed subcontractor might be in conflict of interest, the Proponent should consult with the CAO prior to submitting a Proposal. By submitting a Proposal, the Proponent represents that it is not aware of any circumstances that would give rise to a conflict of interest, actual, perceived or potential, in respect of the RFP.

18 EXECUTION OF CONTRACT

Following acceptance by the Regional District, the successful Proponent will be provided with written confirmation. A contract will be signed by both parties subject to negotiation between the Regional District and the Proponent.

19 INTENT OF CONTRACT DOCUMENTS

The intent of the Contract Documents is that the Contractor will provide all permits, materials, supervision, labour, equipment and all else necessary for, or incidental to, the proper execution of the Work described in the RFP documents or as directed by the Regional District and all incidental Work to complete the project.

20 LOCAL CONDITIONS

The Contractor will, by personal inspection, examination, calculations, or tests, or by any other means, satisfy themselves with respect to the local conditions to be encountered and the quantities, quality, and practicability of the Work and of their methods of procedure. No verbal agreements or conversations with any officer, agent, or employee of the Regional District, either before or after the execution of the Contract, will affect or modify any of the terms or obligations herein contained.

21 MANAGER'S STATUS

The Manager will be the Regional District's representative during the period of operation and will observe the Work in progress on behalf of the Regional District for the purpose of ensuring that the Contractor maintains the site in a satisfactory condition, and for ensuring that the Work has been satisfactorily carried out. The Manager will have the authority to stop the Work whenever such stoppage may be necessary, in their opinion, to ensure the proper execution of the Work in accordance with the provisions of the Contract.

The Contractor will comply with such an order immediately. Neither the giving nor the carrying out of such orders thereby entitle the Contractor to any extra payment and the Regional District will not be held liable for any damages or any breach of laws, bylaws or regulations that may result.

22 GREENHOUSE GAS (GHG) REPORTING

The Contractor shall report all fuel used while performing work under this RFP, including fuel used by subcontractors, if applicable. At minimum, the Contractor must provide:

- a) Type of fuel used (e.g., gasoline, diesel)

- b) Estimated volume (in litres)
- c) General description of vehicle or equipment (e.g., pickup truck, excavator)
- d) Purpose or location of work (e.g., site name or activity)

This information shall be submitted once at the end of the project or as requested by the Regional District.

The data collected will support the Regional District's CleanBC reporting and climate initiatives. Contractors are asked to retain supporting records (e.g., receipts or logs) for a period of one year in case verification is needed.

23 CONTRACTOR'S PERSONNEL

The Contractor will always keep sufficient personnel to carry out the Work required by the Contract. The Contractor must demonstrate that their organization is adequately staffed and trained to perform the requirements.

All workers must have sufficient knowledge, skill, and experience to perform properly the Work assigned to them and to be tactful and courteous in dealing with the Regional District's staff. Any supervisor or worker employed by the Contractor or Sub-Contractor who, in the opinion of the Manager, does not perform their Work in a competent manner, appears to act in a disorderly or intemperate manner, or is intoxicated or willfully negligent will at the written request of the Manager, be removed from the site of the Work immediately and will not be employed again in any portion of the Work without the approval of the Manager.

The Contractor will comply with all federal and provincial legislation regarding wages and labour regulations including payment of all dues, levies, or charges made under or in relation to the Contract. The Contractor will make proof of payment available to the Manager when requested.

24 CONTRACTOR'S QUALITY CONTROL AND CONSULTANT OVERSIGHT PROGRAM

The Contractor must demonstrate that their organization has an established quality control plan for identifying and preventing deficiencies in the quality of services. General performance monitoring and supervision of the service is a fundamental requirement.

The Regional District has appointed TRUE Consulting (the Consultant) to act as the Regional District's representative for quality assurance purposes. The Consultant will review the Contractors Quality Control Program, inspection reports, test results and corrective measures.

25 ASSIGNMENT OF CONTRACT

The Contractor will not sublet, sell, transfer, assign, or otherwise dispose of the Contract or any portions thereof, or their right, title, or interest therein, or their obligations thereunder without written consent of the Regional District, except for assignment to a bank of the payments to be received hereunder.

26 RIGHT TO TERMINATE SERVICES

The Regional District may terminate any or all services upon 30 days' written notice. If such notice is given, the Regional District will pay only for time and expenses incurred by the Contractor up to the termination date and for any reasonable time and expenses incurred to bring the services to a close in a prompt and orderly manner.

27 REGIONAL DISTRICT'S RIGHT TO CORRECT DEFICIENCIES

Upon failure of the Contractor to perform the Work in accordance with the Contract Documents, and after written notice to the Contractor, or without notice if any emergency or danger to the Work or public exists, the Regional District may, without prejudice to any other remedy they may have, correct such deficiencies. The cost of Work performed by the Regional District in correcting deficiencies will be paid by the Contractor or may be deducted from monies payable to the Contractor.

28 INDEMNITY

Notwithstanding the provision of insurance coverage by the Contractor, the Contractor hereby agrees to indemnify and save harmless the Regional District, its officers, agents and employees from and against all claims, demands, losses, costs, damages, actions, suits or proceedings by whomever made, brought or prosecuted and in any manner based upon, arising out of, related to, occasioned by or attributable to the activities of the Contractor, its servants, agents, sub-contractors and sub-operators, in providing the services and performing the Work of the Contract, excepting always liability arising solely out of the negligent act or omission of the Regional District.

29 INSURANCE

The Contractor, without limiting its obligations or liabilities, and at its own expense, must provide and maintain throughout the Contract term, the following insurances with insurers licensed in the Province of British Columbia in forms acceptable to the Regional District. All required insurance (except Professional Liability Insurance and automobile insurance on vehicles owned by the Contractor) shall be endorsed to show the Regional District as additional insured and provide the Regional District with thirty (30) days' advance written notice of cancellation or material change.

The Contractor's insurance policies shall include a deductible no greater than \$25,000 for each claim. The Contractor must provide the Regional District with evidence of the required insurance, in a form acceptable to the Regional District, upon notification of award and prior to the execution and delivery of the contract:

- a) Commercial General Liability (CGL), written on an occurrence-based form, in an amount not less than \$3,000,000 inclusive per occurrence insuring against bodily injury and property damage and including liability assumed under the contract. The Regional District is to be added as additional insureds. Such CGL coverage shall include the following liability extensions: Contingent Employers Liability, Broad Form Products & Completed Obligations, Personal Injury, Blanket Contractual, and Cross Liability.
- b) Professional Liability in an amount not less than \$2,000,000 inclusive per occurrence.
- c) Where the Contractor requires the use of automobiles to undertake the Work of the Contract, the Contractor will have the following:
 - a. Automobile Liability on all vehicles owned, operated, or licensed in the name of the Contractor in an amount not less than \$2,000,000 per occurrence.
 - b. Non-owned Automobile Liability insurance in an amount not less than \$2,000,000 per occurrence.

The Contractor shall ensure that all sub-contractors forming from this Contract meet the insurance requirements outlined above. It is the sole responsibility of the Contractor to determine if additional limits of liability insurance coverage are required to protect them from risk.

30 OCCUPATIONAL HEALTH AND SAFETY

The Contractor will use due care and take all necessary precautions to ensure the protection of persons and property at the Facility and will comply with the Workers' Compensation Act of the Province of British Columbia.

The Contractor must prepare a Health and Safety plan in accordance with the provincial WorkSafe BC. A copy will be submitted to the Regional District prior to commencing the Work.

31 CHANGES IN THE WORK

The Regional District, without invalidating the Contract, may make changes by altering, adding to, or deducting from the Work. The Contractor will proceed with the Work as changed and the Work will be executed under the provisions of the Contract. No changes will be undertaken by the Contractor without a written order from the Regional District, except in an emergency endangering life or property, and no claims for additional compensation will be valid unless the change was so ordered. The Regional District will entertain no payment for extra work or changes in any Contract unless a "Change Order" form is completed and signed by the Regional District and the Contractor.

If, in the opinion of the Regional District, such changes affect the Contract amount, these will be adjusted at the time of ordering the changes. The value of the addition or deduction from the Contract amount, and the method of determining such value, will be decided by the Regional District. The Regional District will use one or more of the following methods in deciding such value:

- a) by lump sum submitted by the Contractor and accepted by the Regional District.
- b) on a force account basis as specified in these General Conditions.

32 COMPLIANCE WITH LAWS

The contractor will give all the notices and obtain all the licenses and permits required to perform the Work and provide written confirmation that the Contractor (and Sub-contractor's) personnel are fully certified to perform the Work. The Contractor will comply with all laws, regulations and requirements of authorities having jurisdiction applicable to the Work or performance of the contract.

33 LAWS OF BRITISH COLUMBIA

Any Contract resulting from this RFP will be governed by and will be construed and interpreted in accordance with all laws in effect in the Province of British Columbia.

34 PROPOSAL FORMAT AND CONTENT

The proponent shall provide one (1) bound copy of its proposal to the Regional District. The content of the proposal should include (but is not limited to) the following.

- a) A description of the proponent's understanding of the Services.
- b) A description of the proponent's corporate structure and history.
- c) A list of the personnel to be involved in providing the Services, their roles, and the per diem rate for each person or category of personnel.
- d) Staff resumes and relevant experience (including references) of key staff, with details of staff time allocation for each component of the work.
- e) A list of all sub-contractors that will be used to provide the Services along with their costs, company resumes, and administration fees (if applicable).
- f) A detailed work program and timeline for providing the Services, including a description of the

following:

- a. the scope of the background review;
- b. the stakeholder and community consultation process;
- c. the factors to be considered in developing the service delivery models proposed; and,
- d. A list of at least three (3) references, which may be contacted by the Regional District.

**Round Lake Waterfront Park Upgrade Detailed
Design and Environmental Permitting
RDBN-REC-26-01**

APPENDIX A - PROPOSAL REPLY FORM

PROPOSAL REPLY FORM	
Project Title: Round Lake Waterfront Park Upgrade Detailed Design and Environmental Permitting	
Company Name: _____	
Contact Person: _____	
Contact Information	
Phone	
e-mail	
Mailing Address	

**Round Lake Waterfront Park Upgrade Detailed
Design and Environmental Permitting
RDBN-REC-26-01**

APPENDIX B - PROPOSAL EVALUATION FORM

PROPOSAL EVALUATION FORM			
Proponent's Name: _____			
Project Title: Round Lake Waterfront Park Upgrade Detailed Design and Environmental Permitting			
Evaluation Date: _____			
Evaluator: _____			
Criteria			
Step 1:		YES	NO
Mandatory Criteria	Proposal received prior to closing		
	Conflict of Interest Disclosure Statement		
	List of Key Personnel and References		
	Reply Form		
	Detailed All-Inclusive Price Quote		
Step 2:		Max Points	Points Awarded
	1.0 Proponent Qualifications & Experience: Demonstrated relevant experience and qualifications of the firm and key personnel. Proven Success in similar recreation projects. Quality of references and past performance.	30	
	2.0 Price: Clarity, completeness, and competitiveness of proposed fees. Alignment of scope, deliverables and cost estimate.	30	
	3.0 Methodology & Project Approach: Understanding of project objective. Quality and clarity of proposed approach, design methodology and engagement process.	40	
Total Score		100	

APPENDIX C - CONFLICT OF INTEREST DISCLOSURE STATEMENT

Proponent Name: _____

The Proponent, including its officers, employees, and any person or other entity working on behalf of or in conjunction with (including subcontractors), the Proponent on this procurement process:

- is free of any conflict of interest that could be perceived to improperly influence the outcome of this procurement process.
- has not, and will not, participate in any improper procurement practices that can provide the Proponent with an unfair competitive advantage including obtaining and using insider type information to prepare a solicitation offer or participating in bid rigging.
- has an actual, perceived or potential conflict of interest regarding this procurement process as a result of:

State reason(s) for conflict of interest:

If an actual, perceived or potential conflict of interest regarding this procurement process has been identified, the Proponent must submit this document to the CAO by July 8, 2026.

By signing below, I certify that all statements made on this form are true and correct to the best of my knowledge.

Print Name of Person Signing Disclosure

Authorized Representative of:

Signature of Person Making Disclosure

Date Signed

APPENDIX D - LIST OF SUBCONTRACTORS

The Proponent advises that they will be subcontracting the following parts of the work to the Subcontractor(s) listed below. In the Proponent's opinion, the Subcontractor(s) named are reliable and competent to perform that part of the work for which each is listed. Please indicate "not applicable" on this page if Subcontractors are not required and include it with your Proposal. Following acceptance of the Proposal, the Subcontractors named in the List of Sub-Contractors must not be changed nor will additional subcontractors be employed except with the written approval of the Regional District.

Subcontractor's Legal Name	Work to be Performed by Subcontractor

APPENDIX E – SCOPE OF WORK

This Scope of Work is intended to guide proponents in their preparation of a work plan and budget for the Project. The scope of work describes the minimum tasks, meetings and deliverables required from the Consultant to successfully complete the Project. Proponents may propose additional tasks, meetings and deliverables and different sequencing if confident of achieving a stronger outcome at a comparable cost.

The Consultant will be responsible for providing professional services, coordination, and technical expertise required to advance the waterfront park project from concept to detailed design and environmental permitting, and to support the Regional District in preparing for construction. Proponents should be experienced in similar projects, both in design and environmental permitting and that experience should be demonstrated in detail in the proposal.

It is noted that the Concept Design includes the construction of a loop road on the Round Lake property, but the loop road is not part of the scope of the detailed design project.

A legal survey and detailed topo survey of the project area were completed as part of the Concept Design and will be made available to the Consultant.

The service includes, but is not limited to:

1. Project Initiation and Coordination

- Attend a project kick-off and site meeting with representatives from the Round Lake Community Association (RLCA), the Regional District, and the Ministry of Transportation and Transit (MoTT).
- Review all relevant background documentation, including but not limited to, surveys, the 2025 Concept Design, and any applicable policies, standards, and guidelines.
- Prepare and submit a detailed work plan and schedule for review and approval.

2. Detailed Design

The Consultant shall develop a detailed design package suitable for permitting, cost estimating, and construction for the waterfront park based on the 2025 Concept Design. This shall include, at a minimum:

- Progress the concept design to detailed design drawings, including site layout, grading, shoreline treatments, access points, landscaping, and any waterfront improvements.
- Identification and specification of materials, construction methods, and design details appropriate for riparian areas and water environments, durability, maintenance, safety, and accessibility.
- Incorporation of any applicable regulatory requirements, engineering standards, and best practices for waterfront parks.
- Consult with the following agencies and stakeholders throughout the detailed design phase for review and feedback on the design and the recommended materials:
 - Ministry of Transportation and Transit (MoTT)

- Ministry of Water, Land and Resource Stewardship (WLRS)
- Ministry of Environment (MoE)
- Department of Fisheries and Oceans (DFO), if required
- Preparation of a Class B construction cost estimate.
- Preparation of tender-ready documentation to support procurement of construction, which may include drawings, technical specifications, and schedules.

3. Environmental Permitting and Regulatory Approvals

The Consultant shall prepare and submit the required provincial and federal permit applications and supporting documentation, including but not limited to:

- *Water Sustainability Act* (WSA) Section 11 Change Approvals and Notifications;
- Department of Fisheries and Oceans (DFO) Request for Review; and
- *Fisheries Act* Authorization (if required).

This shall include:

- Preparation of any technical studies, forms, drawings, and supporting materials required for permit applications.
- Coordination with regulatory agencies throughout the review process, including responding to information requests and participating in meetings as required.
- Ongoing communication with the Regional District regarding permitting status, risks, timelines, and any design modifications required to address regulatory feedback.

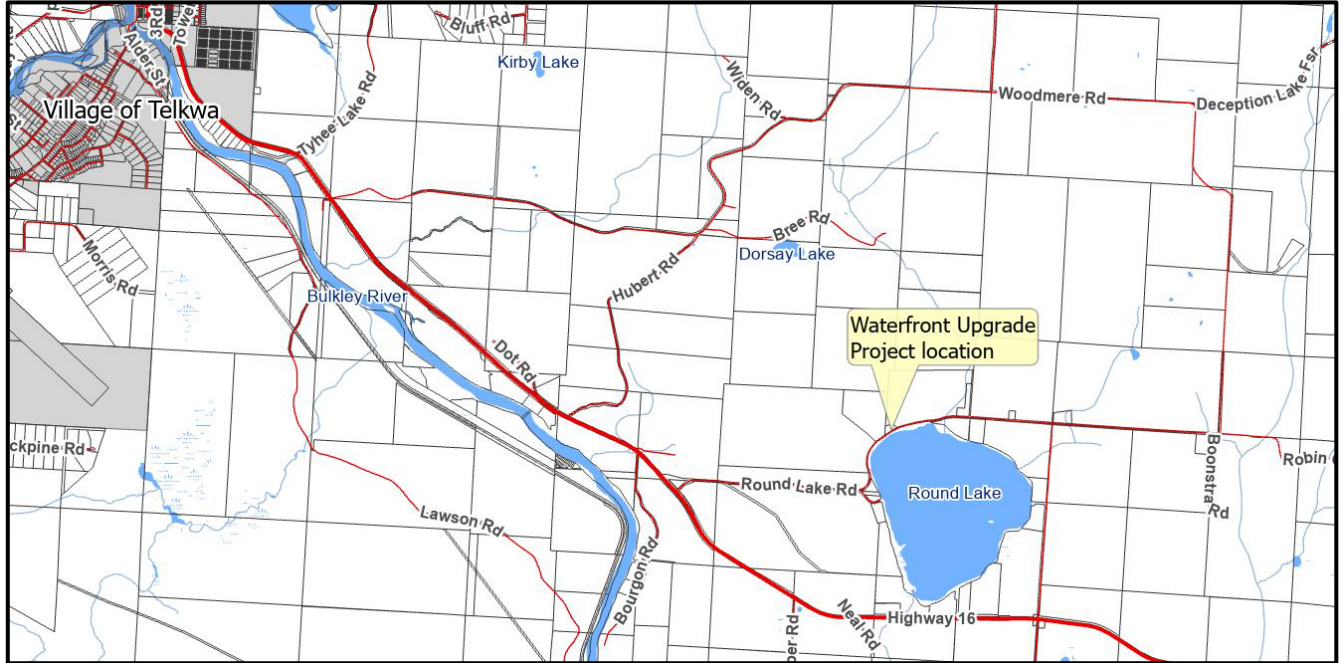
4. Deliverables

At a minimum, the Consultant shall provide the following deliverables:

- Project work plan and schedule.
- Detailed design drawings and technical specifications.
- Complete permit application packages and records of correspondence with regulatory agencies.
- Construction cost estimate and tender-ready documents.

APPENDIX G - MAPS

Location Map



Air photo of site



APPENDIX H - ROUND LAKE PARK WATERFRONT CONCEPT DESIGN REPORT



March 4, 2025

Regional District of Bulkley Nechako
37 3rd Avenue
PO Box 820
Burns Lake, BC V0J 1E0

Attention: Maria Sandberg, Planning and Parks Coordinator

**Subject: Round Lake Park Waterfront Upgrade Feasibility – Final Report
(For Public Distribution)**

WSP is pleased to present this final report for the Round Lake Waterfront Upgrade Feasibility project. This report documents WSP's work to date, the conclusions of each task completed, and recommendations for next steps and the preliminary plan for the park.

SUMMARY OF PROJECT TO DATE

PHASE 1 – INITIALIZATION, MEETING, SURVEY AND CONSULTATION

PROJECT KICKOFF MEETING

A project kickoff meeting was held on May 5, 2023 at the Round Lake Hall with representatives from WSP, RDBN, MOTI and RLCA to discuss project objectives as presented by RLCA. In order of priority, the high level goals for the project included:

- 1 Relocate existing boat launch to east end of property
- 2 Improve beach area
- 3 Improve safety for beach users by creating separation between the roadway and the beach
- 4 Improve overall use pattern and accessibility of the beach area
- 5 Expand parking

The following challenges were also identified:

- Unknown extents of property boundaries near the foreshore area, and whether any land extended outside of the MOTI right of way. To address this, a legal survey would be required to define property boundaries.

ENVIRONMENTAL FIELD VISIT AND PERMITTING FEASIBILITY ASSESSMENT

An environmental field visit was conducted on the same day as the project kickoff meeting. As several options for waterfront upgrades were discussed at the kickoff meeting, including possibility for works in the lake and within the riparian area, WSP collected the required field information to support permitting should the project proceed to construction. To help guide decision making and refine project scope, the memorandum "Round Lake Waterfront Proposed Upgrades Environmental Permitting Feasibility Assessment," (WSP, 2023) was prepared to summarize the waterfront upgrade options being proposed and the applicable regulations that



would need to be considered for each option. This report is included in Appendix A. This memo considered provincial and federal legislation, including the Fisheries Act (DFO), Species at Risk Act (ECCC-CWS, DFO), Migratory Birds Convention Act (ECCC-CWS), Water Sustainability Act (BC MOF, BC MENV), and the Wildlife Act (BC MENV).

High level recommendations from this memo include:

- A Request for Project Review (DFO) is recommended for all waterfront upgrades within the riparian area (ie: within 15m of the high water mark)
- A Request for Authorization (DFO) is recommended for all waterfront upgrade options that include in-water works.
- A WSA Notification Application is required for work within the riparian zone
- A WSA Change Approval is recommended for all options with potential for in water work.
- Potential requirement for a Fisheries Act Authorization, including offsetting plan for in stream works.
- An Environmental Impact Assessment is recommended to support BC WSA and DFO RFR applications

Timelines for environmental permitting can have significant impact on a project and are subject to the local permitting agency. In general, permit application timelines can range between 45 days for a change notification, 2-3 months for a Request for Review (DFO), and up to 12 months for a WSA Section 11 Change Approval.

LEGAL LAND SURVEY

A legal survey conducted by HBH Land Surveyors on June 12, 2023 identified a narrow strip of private land between the Round Lake Road ROW and the lake boundary. The strip of private land is part of REM DL 782, which also defines the main parcel of land north east of the Round Lake Hall property. Another small area of crown land (denoted “unsurveyed crown land (lake foreshore” in Appendix B) was also identified between the strip of private land and the lake boundary. A PDF of the legal survey showing these areas is included in Appendix B.

PHASE 2 – PRELIMINARY DESIGN AND CONSULTATION

CONCEPT DESIGN REVIEW

With the information gathered in Phase 1, WSP proceeded with conceptual design of the proposed waterfront upgrades. A design review meeting was held at the Round Lake Hall on October 16, 2023 with representatives from WSP, RDBN and RLCA to discuss the proposed design and agree on next steps. Takeaways from this meeting include:

- RDBN would start the process to have the strip of private land (DL782) transferred into the MOTI ROW
- A boat launch with 15% slope and 4.5m top width would be acceptable to RLCA
- 2 beach accesses were desirable
- WSP would propose signage to encourage traffic calming near the waterfront area
- RLCA in favour of 90 degree truck parking on the north shoulder of Round Lake Road to the east of the existing Round Lake Hall parking area, mostly within the MOTI ROW
- Extent of waterfront upgrades would include a new retaining wall at the road shoulder with W-Beam barrier on top to separate the beach from the roadway, and regrading the existing beach at 5% slope to the water level
- Consider reclaiming the existing boat launch for potential habitat offsetting if required for new boat launch construction.
- New culvert under Round Lake Road to improve drainage



Action items from this meeting included:

- Revise and resubmit drawings to RDBN and RLCA based on current understanding
- WSP to provide quote for archaeological services
- Submit drawings to MOTI via eDAS system to solicit further discussion prior to detailed design

The minutes from this meeting are included in Appendix C.

DRAWING REVISIONS

Following the concept design review meeting, WSP completed four (4) rounds of drawing revisions based on input from RLCA and RDBN. These revisions included updates to the drawing based on the discussions had at the concept design review meeting, updates to reflect upgrades that were made on site including: installation of a fire water tank on the hillside above the Round Lake Hall, improvements to the overflow parking area, and a concept design for a loop road around the Round Lake Hall. The concept drawings were submitted to BC MOTI and added to the existing eDAS project file (number 2020-00843) on June 24, 2024.

ARCHAEOLOGICAL SERVICES

WSP conducted an Archaeological Impact Assessment (AIA) for Round Lake in October 2024. Work was conducted under HIP Permit # 2024-0309 over October 18, 20, and 21. This work is summarized in WSP's report "Archaeological Impact Assessment of Facility Upgrades at Round Lake Hall, Round Lake, BC."

Amongst the areas investigated as part of the AIA were the proposed boat launch and the waterfront areas. No archaeological sites were identified within these areas.

BC MOTI CONSULTATION & DESIGN REVIEW

A design review meeting was held in the Smithers NORA building on November 6, 2024 with representatives from WSP, RDBN, MOTI, and RLCA to discuss MOTI's review of the concept drawings submitted on June 24, 2024. The purpose of this meeting was to allow MOTI to provide feedback on the proposed design such that it can be incorporated into the final design and allow all stakeholders to comment on the proposed design.

MOTI provided the following feedback:

- Proposed roadside parking along the north side of Round Lake Road east of the existing Round Lake Hall parking lot presents a safety concerns. To address this concern, it was agreed that the proposed roadside parking would be removed, the parking area north of Round Lake Hall would be improved to provide necessary parking, and the gravel pedestrian path between the upper parking lot and the Round Lake Hall would be improved to encourage pedestrians to use this route to access the waterfront.
- Multiple pedestrian crossings in close proximity presents a safety concern. To address this, it was agreed that a single pedestrian crossing with ramp down to the waterfront directly in front of the Round Lake Hall would be provided and the proposed stairs would be removed from design.
- Speed reader signs are not required or desirable
- Consider adding boat launch signs on Round Lake Road
- Add no parking signs at the beginning and end of the roadside barrier adjacent the lakeshore side of Round Lake Road

RLCA provided the following input:

- Archaeological finds near the proposed loop road add complexity to its design and construction. However, given the importance of this feature for safety related to trucks and trailer parking and traffic flow, it is a desirable and important feature of the project and feel it should remain a part of the conceptual design.

RDBN provided the following input:

- RDBN is working with HBH to determine ownership of the narrow strip of private land between the Round Lake Road ROW and the lake boundary (of REM DL 782)
- Inclusion of the loop road in the next stage of the project will depend on available costs and timelines.

The minutes from this meeting are included in Appendix C.

FINAL CONCEPTUAL DRAWING REVISION

WSP revised the concept drawings based on the discussion had during the November 6th design review meeting with MOTI, RLCA and RDBN. These drawings are included in Appendix D.

RECOMMENDATION & CLOSURE

The intent of this project was to support the RDBN in progressing the Round Lake Waterfront Upgrades project. WSP's scope for this project included attending meetings with the client and stakeholders to define the scope of the project, consultation with regulators to define the permitting requirements, development conceptual design drawings, and providing recommendations for progressing the project to detailed design and construction phases.

Based on the consensus following the design review meetings held to date, WSP understands the Round Lake Waterfront Upgrades project will include:

- Relocate existing boat launch to east end of property.
- Separate the beach area from the road by constructing a small retaining wall with w-beam roadside barrier on top to improve safety for beach users
- Construct a new pedestrian crossing across Round Lake Road directly in front of the hall, with a new gravel access ramp leading down to the beach area
- Reestablish the beach to its historical extent by clearing bushes to extent of useable beach front
- Improve beach by regrading at 5% slope from the base of new retaining wall to the waterfront.
- Replace existing culvert with new under Round Lake Road east of Round Lake Hall to improve local drainage
- Improve upper (overflow) parking area
- Improve gravel pedestrian path from upper parking to Round Lake Hall.
- Construct new loop road around Round Lake Hall (pending funding and consideration of timelines to manage archaeological complexities in that area).

The following list provides WSP's recommended next steps for the project:

- 1** Progress design of the project to the detailed design phase
- 2** Complete an Environmental Impacts Assessment of the project site to support permit applications.
- 3** Complete habitat offsetting plan to support Fisheries Act Authorization based on the findings of the Environmental Impacts Assessment.
- 4** Submit permit applications, including DFO Request for Review, WSA Section 11 Change Approval, and Fisheries Act Authorization (if required)



- 5 Engage archaeological team to support with work in the area of known archaeological site if proceeding with loop road option.

We are pleased to have been involved in the development of this important community project and look forward to continuing to work with the Regional District on this project in the future. Please don't hesitate to contact the undersigned should you have any questions or concerns.

Yours sincerely,

Daniel Helm, P.Eng.
Engineer

Encl.

Appendix A – Round Lake Waterfront Proposed Upgrades Environmental Permitting Feasibility Assessment Report

Appendix B – HBH Legal Land Survey

Appendix C – Meeting Minutes

Appendix D – IFA Concept Design Drawings

cc: Allan Kindrat (WSP), Jason Llewellyn (RDBN)

APPENDIX A
ROUND LAKE WATERFRONT PROPOSED UPGRADES
ENVIRONMENTAL PERMITTING FEASIBILITY ASSESSMENT REPORT



MEMORANDUM

DATE June 9, 2023
TO Maria Sandberg & Jason Llewellyn
CC Daniel Helm
FROM Maria Samuels and Drew Kaiser

ROUND LAKE WATERFRONT PROPOSED UPGRADES ENVIRONMENTAL PERMITTING FEASIBILITY ASSESSMENT

WSP Canada Inc. (WSP) has been contracted by the Regional District of Bulkley-Nechako to conduct an analysis of the different environmental permitting requirements for the proposed waterfront upgrades at Round Lake, in Telkwa, British Columbia.

Currently, the project is at the pre-conceptual design phase where different options and goals for the waterfront upgrade project are being determined. WSP attended a site kickoff meeting at Round Lake, 05 May 2023, that included representatives from various stakeholders including the Round Lake Community Association, local landowners, the Ministry of Transportation and Infrastructure, the Regional District of Bulkley-Nechako, and WSP Engineer and Biologist.

Several options for waterfront upgrades were discussed. The following Table 1 outlines the different options, as WSP currently understands them, and their associated impact to Round Lake (i.e., likelihood of in-water works and impact to riparian area). Table 2 summarizes the applicable legislation and regulations that may need to be considered based on the different waterfront upgrade options.



Waterfront Upgrade Option	Waterfront Upgrade Details	Assessment and Permitting Implication	Likelihood of In-water works ¹	Likelihood of riparian impact ¹ (i.e., ~15 m above HWM)
1. Relocate the boat launch	Landscaping at the existing boat launch area to remove the road down to the waters edge.	Overview Environmental Assessment required for Provincial WSA Section 11 Notification application	Low	High
	Build a new boat launch at the eastern extent of the property <ul style="list-style-type: none"> i. Remove several trees and bushes in this area ii. Build a road / boat launch down to the lake iii. Extend the road down into the lake so that it is suitable for launching boats 	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for Review application	High	High
2. Clear level and fill public beach	Clearing trees and bushes along shoreline to extend the useable beach front	Overview Environmental Assessment / Provincial WSA Section 11 Notification application	Low	High
3. Retaining wall along waters edge	Low curb at waters edge (ie: buried lock blocks or similar) to provide a 6" curb between the lake and the beach. Will require excavation below lake elevation	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for Review application	High	High
4. Stairs, ramp, and path area	Excavation and earth works in the area of the new boat launch to construct the stairs and handicap access to the lake. Includes clearing trees, and some work above and below the water line	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for Review application	High	High
5. Concrete barriers between road and beach	No in water work and no riparian disturbance.	Potentially None, but may require Overview Environmental Assessment / Provincial WSA Section 11 Notification application	Low	Unknown
6. Improve public beach	Dredge the spit to improve the hydraulics of the lake and prevent further sedimentation	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for	High	High

Waterfront Upgrade Option	Waterfront Upgrade Details	Assessment and Permitting Implication	Likelihood of In-water works ¹	Likelihood of riparian impact ¹ (i.e., ~15 m above HWM)
		Review application and potentially <i>Fisheries Act</i> Authorization including offsetting plan		
	Dredge the shallow area in front of the beach to make it deeper and reduce potential for weeds	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for Review application and potentially <i>Fisheries Act</i> Authorization including offsetting plan	High	High
	Fill the shallow area in front of the beach to extend the beach out into the lake to an extent where the beach would drop off rapidly to a depth where weeds wouldn't grow	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for Review application and potentially <i>Fisheries Act</i> Authorization including offsetting plan	High	High
	Place some sort of plastic mat in the shallow area to stop weeds from growing in the swimming area	Environmental Impact Assessment, Provincial WSA Section 11 Change Approval application, federal DFO Request for Review application	High	Unknown

Table 1: Table 1. Round Lake Waterfront Upgrade Options with Details and Potential Aquatic Effects

¹ Note: Likelihood of potential effects including in-water work and impact to riparian area are based on WSP current understanding of the proposed activities at the time of this memorandum. Four possible values including high, moderate, low, and unknown.

Applicable Legislation	Government Agency	Permits, Approvals, and Authorizations	Probability	Timeline for Review / Approval	Description / Relevance to Project
Federal					
Fisheries Act Section 34.4[1] and 35[1]	Fisheries and Oceans Canada (DFO) – The Fish and Fish Habitat Protection Program	Request for Project Review	Required for options with a 'high' likelihood for riparian impact	Likely 2 months (up to 3) to receive response and Letter of Advice	A Request for Project Review is recommended for all waterfront upgrade options that include impact to the riparian area of Round Lake (i.e., 15 m from the high water mark).
		Request for Authorization	Required for options with a 'high' likelihood for in-water work	Process to develop offsetting plan and then enter into regulated timelines – much longer.	A Request for Authorization is recommended for all waterfront upgrade options that include in-water works. Recommend an Environmental Assessment be developed for the Project to outline existing environmental conditions, environmentally sensitive areas, environmental mitigations, and potential offsetting plans.
Species At Risk Act (SARA) – Schedule 1 Sections 32 (1), 33 and 58(1)	Environment and Climate Change Canada (ECCC) – Canadian Wildlife Service (CWS) or DFO	Permit under Section 73 of SARA	Unlikely	Up to 3 months for the minister to issue a permit or notify the applicant of the refusal to issue a permit after the date of the notice indicating that the application has been received	Project location is not on federal lands or within streams with designated critical habitat for aquatic species. On non-federal lands, a SARA Section 73 permit would only be required if there is the potential to affect the nest of an MBCA and SARA listed bird species.
Migratory Birds Convention Act (MBCA) Sections 5.1(2) and 5.2(2) Migratory Birds Regulations Section 5 Section 12 (h1)	ECCC – CWS	Damage or Danger Migratory Bird Permit Disturbance or destruction of migratory birds, their nests or eggs is prohibited (Government of Canada 1994).	Unlikely	N/A	Permit only required if MBCA listed bird species nest is removed while actively in use. Tree clearing outside of breeding bird window avoids this. Due diligence measures to reduce the risk of contravention of the MBCA include conducting pre-clearing nest surveys if vegetation removal, ground disturbing activities or activities affecting bird nests on structures will occur during the breeding bird window, and enacting no-disturbance buffers around active nests. Pre-works nest surveys will still be required in the immediate work area prior to initiation of work. Note that this permit application does not cover bird species that are also listed under SARA, in which case additional SARA Section 73 permits may be required.
Migratory Birds Regulation Schedule 1		Submission of notification of nesting cavities to the nest registry	Unlikely	3 years	If there is a need to damage, disturb, destroy, or remove a nest of a species listed in Schedule 1, this can be done when: a notice regarding the unoccupied nest has been received by ECCC, and the nest has remained unoccupied by a migratory bird from the time the notice is received by ECCC for the duration of time indicated in the Schedule 1 for that species, and can therefore be deemed abandoned (36 months for Pileate woodpecker nesting cavities)

Provincial					
<i>Water Sustainability Act</i> Section 11 and Water Sustainability Regulation	BC Ministry of Forests (MOF) MENV, Water Stewardship Division	Notification	Required for options with 'high' potential to impact riparian area	Minimum 45 days in advance of works	Given that several of the options include impact to the riparian area and have the potential to impact below the high water mark, the need for review or involvement of MOF for approval of the works is anticipated for changes in and about a stream. It is recommended to submit a WSA Notification application for changes in and about a stream for all options with high potential to impact the riparian area and below the high water mark.
		Change Approval	Required for options with 'high' potential for in-water work	~12 months	An application for a Change Approval is recommended for all options with potential for in-water works.
<i>Wildlife Act</i> , 1996	BC Ministry of Environment and Climate Change (MENV), Environmental Stewardship Division	Protects wildlife and wildlife habitat. Section 34 prohibits possessing, taking or destroying: A bird or its egg. (ii) The nest of an eagle, peregrine falcon, gyrfalcon, osprey, heron or burrowing owl. (iii) The nest of a bird not mentioned in (ii), when the nest is occupied by a bird or its egg unless authorized under permit. Section 75 describes the requirement to report accidental killing of wildlife: (1) A person who kills or wounds wildlife, other than prescribed wildlife, either by accident or for the protection of life or property, must promptly report to an officer. (a) The killing or wounding. (b) The location of the wildlife. (2) A person who fails to report as required under subsection (1) commits an offence. (Government of BC 1996b).	Unknown Likelihood	Minimum 30 days in advance of works	Due diligence requires implementation of best management practices to protect wildlife and their residences. Many bird nests have recommended buffer zones to prevent disturbance during the nesting period. Pre-works surveys will still be required to check for active bird nests and wildlife in the immediate work area prior to initiation of work.
Municipal					
Environmental Regulations	Regional District of Bulkley-Nechako		Unknown	Unknown	.



Yours Sincerely,

Drew Kaiser, RPBio
Senior Biologist

DK/ms

Cc: Daniel Helm

WSP Ref: CA0003038.7-79

APPENDIX B
HBH LEGAL LAND SURVEY



NOTES:

CADASTRAL BOUNDARIES SHOWN ARE BASED ON LIMITED FIELD TIES TO EXISTING MONUMENTS AND SHALL NOT BE USED TO DEFINE PROPERTY LINES OR PROPERTY CORNERS.

THIS PLAN SHOWS UTM ZONE 9 GRID DISTANCES IN METRES AND DECIMALS THEREOF.

AVERAGE COMBINED SITE SCALE FACTOR: 0.999728.

ELEVATIONS ARE ORTHOMETRIC, CGVD28 (HTv2.0).

THIS PLAN REFLECTS THE SURVEY COMPLETED ON MAY 25th, 2023 & JUNE 12th, 2023 BY HBH LAND SURVEYING INC.

NO UNDERGROUND UTILITY LOCATES WERE COMPLETED. BURIED UTILITIES ARE KNOWN TO EXIST. ALL UNDERGROUND UTILITIES SHOULD BE LOCATED PRIOR TO ANY FUTURE CONSTRUCTION.

HBH LAND SURVEYING INC. ACCEPTS NO RESPONSIBILITY FOR ANY MISSED FEATURES OR FOR THE REPRESENTATIONS OF THE ONES SHOW ON THIS PLAN.

APPENDIX C
MEETING MINUTES



AGENDA

Job Title	Round Lake Waterfront Upgrades		
Project Number	CA0003038.7-79	Date	October 16, 2023
Time	2:00PM	Venue	Round Lake Hall
Purpose	Conceptual Design Discussion Meeting		

ATTENDEES	
Name	Company
Daniel Helm	WSP
Maria Sandberg	RDBN
Jason Lewellyn	RDBN
Margie Waldie	RLCA
Cor van der Muelen	RLCA
Gary Hanson	RLCA

1.0	CONCEPTUAL DESIGN REVIEW
1.1	Private property on foreshore area (between MOTI ROW and lakefront) <ul style="list-style-type: none">– Belongs to Kor as part of DL 782.– RDBN will start the process to have this transferred into the MOTI ROW.
1.2	Boat Launch <ul style="list-style-type: none">– 4.5m wide and 15% slope is acceptable to RLCA– Alignment will be adjusted (counterclockwise) to better align with gravel access road to parking lot
1.3	Beach Access <ul style="list-style-type: none">– 2 Accesses will be provided.<ul style="list-style-type: none">• Proposed ramp (suitable for wheelchairs and lawnmowers) will remain near where shown. This provides a good access for people with wheelchairs, SUPs or kayaks, and provides an access that isn't immediately in front of the hall. It also allows for a large portion of the existing beach to remain undisturbed and useable. Designated 'wheelchair parking' will be provided immediately adjacent the crossing that meets with this access• A second access to provide access for Hall attendees. This will be a set of stairs, located in line with the edge of the hall / near the orange lifesaver buoy stand.• WSP will check that the proposed grade is suitable for wheelchairs
1.4	Traffic Calming <ul style="list-style-type: none">– Speed bumps are not practical without paving the road. Could be considered at a later date if the road is ever paved and it is necessary but not reasonable for the current phase of the project.– Traffic calming will rely on a series of signs leading up to the hall, including 'hwy x-ing, kids playing, and boat launch' signs, as well as potentially flashing lights and mounted speed measurement signs
1.5	Parking <ul style="list-style-type: none">– RLCA wishes to provide parking between the new boat launch and the Round Lake Hall with stalls that are 90 degrees to the Round Lake Road.– RLCA also wishes to try and save as much of the green space to the north of the Round Lake Road as possible.– This parking may extend onto the Round Lake Hall lot, in which case RDBN may pursue having the road right of way redrawn to include this parking area
1.6	Waterfront <ul style="list-style-type: none">– Long term – RLCA would like to see an extra 7.5m of beach width added (ie: infilled) to make the existing beach and spit more usable. This will form part of a future phase, as extensive environmental work would be anticipated

AGENDA

- Short term – Construct a retaining wall at the road shoulder to retain the highway, with a steel ‘w-beam’ on top to protect the beach from vehicle traffic.
- Beach to be sloped at 5% from bottom of retaining wall to the lake water level.
- Reclaim existing boat launch (potential for offsetting habitat loss due to proposed new boat launch)

2.0 NEXT STEPS

- Revise and resubmit drawings to RDBN and RLCA based on current understanding.
- WSP to provide a quote for archaeological services.
- Submission of drawings to MOTI in the eDAS system. Receive comments through eDAS, followed up by virtual meeting. Outcome would be a clear understanding from MOTI what specific items need to be addressed during detailed design.



MINUTES

Job Title	Round Lake Waterfront Upgrades		
Project Number	CA0003038.7-79	Date	November 6, 2024
Time	9:30 AM	Venue	Nora Building (3726 Alfred Ave)
Purpose	Conceptual Design Review Meeting		

ATTENDEES	
Name	Agency
Daniel Helm	WSP
Jason Llewellyn (via Teams)	RDBN
Daena Bilodeau Cooper	MOTI
Jeff Mckay	MOTI
Gary Hanson	RLCA

1.0	CONCEPTUAL DESIGN REVIEW
1.1	<p>Proposed Roadside Parking</p> <ul style="list-style-type: none"> — MOTI raises the following concerns regarding the proposed parking arrangement comprised of 13 new perpendicular stalls along the north side of Road Lake Road between the gravel access road and the existing parking area in front of the Round Lake Hall <ul style="list-style-type: none"> • The proposed parking arrangement may encourage and increase pedestrian traffic on Round Lake Road between the proposed new parking and the proposed pedestrian crossing locations, as the clearest path for pedestrians to travel between their vehicles and the waterfront will be along the road. • The proposed parking arrangement is almost entirely within the MOTI ROW • The proposed parking arrangement increases the existing undesirable condition of having a poorly defined entrance/exit from the site. • Vehicles parked in the proposed parking stalls will have to back up onto Round Lake Road, creating a hazard. — To address MOTI concerns, the following revisions are proposed: <ul style="list-style-type: none"> • Remove proposed roadside parking along the north side of Round Lake Road. • Improve parking in the upper bench area, north of Round Lake Hall • Improve the gravel pedestrian access ramp from the upper parking area to Round Lake Hall to encourage pedestrians to use this route to access the hall and the waterfront
1.2	<p>Pedestrian Crossing</p> <ul style="list-style-type: none"> — MOTI raises concern regarding having multiple pedestrian crossings in close proximity, and would prefer to see a single pedestrian crossing in a central place near Round Lake Hall . — To address MOTI concerns, a single pedestrian crossing with ramp down to the waterfront is proposed directly across from the Round Lake Hall. The stairs will be removed from the design.
1.3	<p>Loop Road</p> <ul style="list-style-type: none"> — The loop road is desirable and an important feature of the design, allowing vehicles with trailers and water trucks to enter and exit the site without having to turn around — WSP arch team conducted an archaeological impact assessment in October 2024, and found an archaeological site near the south west intersection of the loop road and Round Lake road. — This arch site adds complexity to the design and construction of the loop road, with anticipated increased costs and delayed timelines.
1.4	<p>Foreshore Property Uncertainty</p> <ul style="list-style-type: none"> — RDBN is working with HBH to determine the ownership of Part Rem DL 782 on the lakeshore side of the Round Lake Road.

MINUTES

1.5 Signage

- MOTI provided the following comments regarding signage
 - Speed reader signs not required or desirable
 - Only need 2 sign posts for pedestrian crossing (one on each side)
 - Consider adding boat launch sign on Round Lake Road
 - Add no parking signs at the beginning and end of the roadside barrier on the lakeshore side of Round Lake Road

1.6 Review of Project Intent with Respect to Parking

- To provide adequate parking for beach access to support development of the Round Lake Park without increasing or exacerbating existing hazards
- Solving the existing parking issues at Round Lake Hall is not necessarily within the scope of this project.

RLCA Comments on November 6, 2024 Meeting Minutes

To: Regional District of Bulkley Nechako Attn: Jason Llewelyn
Ministry of Transportation and Infrastructure Attn: Daena Bilodeau Cooper
and Jeff Mckay
WSP Attn: Daniel Helm
Re: Round Lake Park - Waterfront Upgrade
Submitted by: Round Lake Community Association Directors
Date: November 15, 2024

RLCA attended a meeting on Nov 6, 2024 with the Ministry of Transportation and Infrastructure, the Regional District and WSP to review the latest conceptual design for the Round Lake Park – Waterfront Upgrade.

Minutes from the meeting have been reviewed by RLCA. In general, we support the conceptual design changes as outlined in the meeting minutes. In particular, we are supportive of removing the proposed parking stalls on the north side of Round Lake Road, improving the parking area in the upper bench area, improving the pedestrian access ramp from the upper bench area to Round Lake Hall, building a single pedestrian crossing of Round Lake Road complete with a ramp down to the waterfront (to be located directly across from the Hall), removing the requirement for stairs down to the lake, and adopting the MOTI “signage” suggestions (complete with adding a boat launch sign).

We also offer the following comments on the conceptual design:

1. Loop Road

It is understood that the archaeological site found near the south west corner of the property adds complexity to the design and construction of the proposed Loop Road. However, given the safety considerations around water trucks, RVs, and boat trailers having to turn around in the upper parking area, we are still of the opinion that the Loop Road is an important component of the conceptual design. Also, to avoid the south west corner of the property, there appears to be room to relocate the Loop Road slightly north-east towards the Hall.

2. Part Rem DL 782

We believe the legal survey work to establish the location of the Part Rem DL 782 is a high priority for this project to proceed. The survey work may need to include the area over to the the proposed boat launch.

3. ALC Application

We understand the formal application to the ALC is not completed at this time and that simplifying the application as much as possible is a benefit to the process.

4. Runoff East of the Hall

Given the drainage pattern created as a result of the water tank installation, we believe that a new culvert should be installed under Round Lake Road (replacing an existing older pipe).

5. New Boat Launch

We believe that the construction of the new boat launch is a high priority for this project to proceed in an orderly manner. The existing boat launch is a safety hazard and, as discussed, the decommissioning of the existing boat launch cannot proceed until the new boat launch is constructed.

We appreciate the opportunity to comment on the Plans to date and look forward to further input.

Respectfully submitted,

Round Lake Community Association Directors

Sub Committee:

Cor van der Meulen, Director

Gary Hanson, Director

Margie Waldie, RLCA Waterfront Upgrade Coordinator

APPENDIX D
IFA CONCEPT DESIGN DRAWINGS

ROUND LAKE
COMMUNITY ASSOCIATION

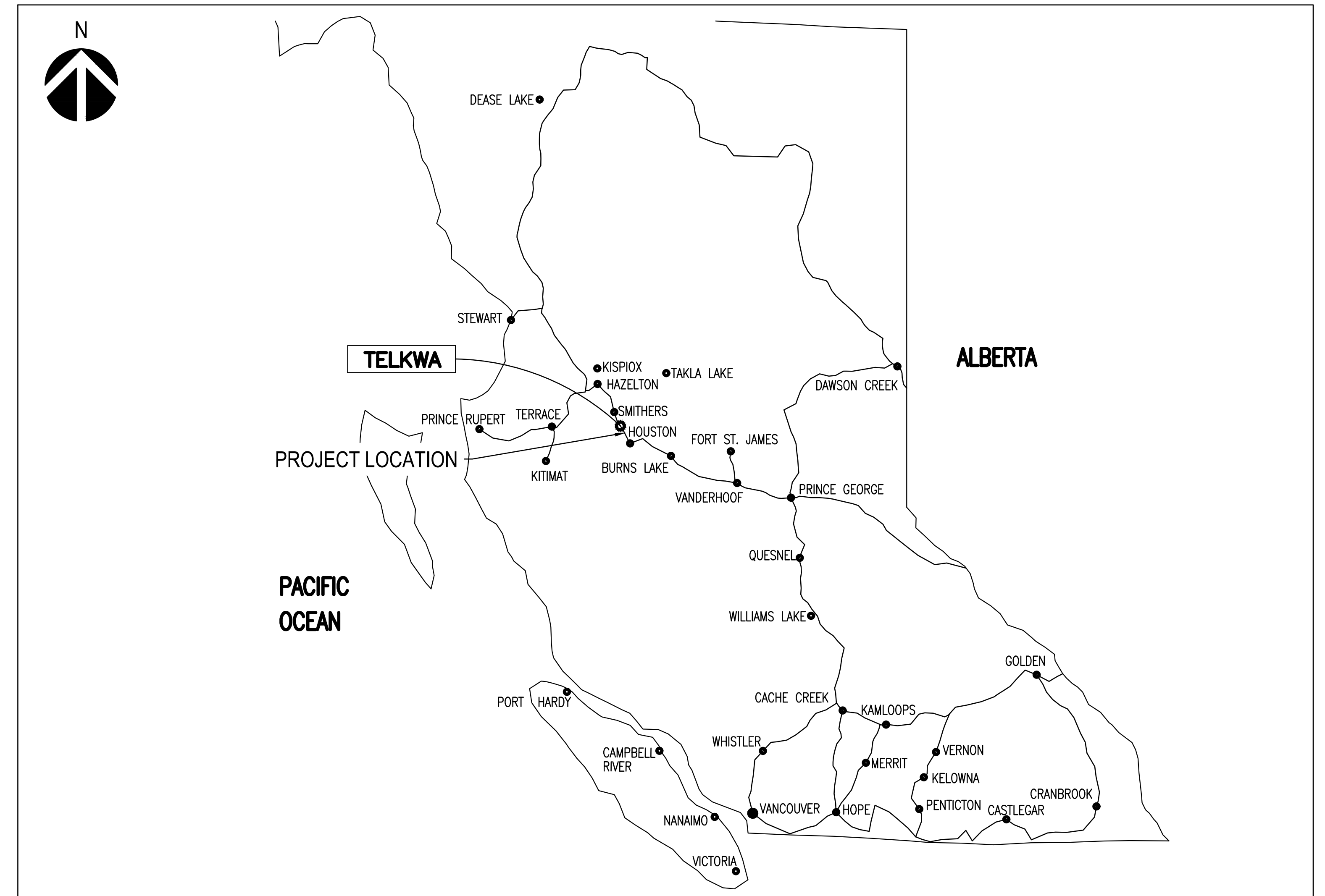
ROUND LAKE PARK WATERFRONT UPGRADE CONCEPT DESIGN

ROUND LAKE, BRITISH COLUMBIA

ISSUED FOR APPROVAL

WSP Project No: CA0003038.7-79

Date: JANUARY 6, 2024



LIST OF DRAWINGS

DWG NUMBER	DWG DESCRIPTION
C000	COVER SHEET, KEY PLAN & LIST OF DRAWINGS
C101	EXISTING CONDITIONS PLAN
C102	DESIGN OVERVIEW PLAN
C103	LOOP ROAD PLAN, PROFILE & SECTIONS
C104	ACCESS PLAN, DESIGN PROFILES, & TYPICAL DETAIL SECTIONS

We see the future more clearly and design for it today.



