



## Water Applicant's Agency Resource Guide

### Introduction

This guide is intended to assist applicants for a water licence by describing the responsibilities of the agencies that may be associated with water licensing.

### Summary of Agency Responsibilities

As part of the process of acquiring a new water licence, under the *Water Act*, other government agencies have regulations that must be followed. Depending on the nature of your water use requirements, you may need to contact one or more of the agencies contained in this Guide. The following agencies may also be able to facilitate your water development activities.

[FrontCounter BC](#) is a single window service for clients of provincial natural resource ministries and agencies.

At FrontCounter BC offices across the province, natural resource clients obtain all the information and [authorizations](#) they need to start or expand a business.

Staff are highly trained members of a team, brought together to provide accurate and integrated information, customized to the needs of the natural resource client. They are specifically trained and knowledgeable in authorizations required by natural resource clients for mining, forestry, agriculture, water, land, etc. Clients can think of the staff at the counter as their direct link to B.C.'s natural resource ministries and agencies.

Other agencies are listed below alphabetically according to potential aspects of proposed water use that may apply.

### [Aboriginal Interests](#)

- If your proposed point of diversion is located up-stream on a water source, or is in a watershed which flows through an [Indian Reserve](#) it will be necessary to refer your water licence application to the [Band office](#). In addition, if your works will affect (e.g., flood or cross) an Indian Reserve, your application should also be referred to the Band.
  - There may also be treaty negotiations in your area. The [Ministry of Aboriginal Relations and Reconciliation](#) will be able to provide you with information on the interests of First Nations in your area.
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### [BC Assessment and Private Land](#)

- If your proposed works will affect (e.g., cross or flood) private land, you will be required to notify all property owners. If your application is eligible for Quick Licensing (under the *Water Act*), if applicable, you will be required to obtain the written consent of each of the landowner that may be affected. [BC Assessment](#) and the [Land Titles and Survey Authority of BC](#) can provide information on property ownership.

### [Crown land](#)

- If your proposed works (e.g., a pipeline, a diversion structure or flooding associated with a storage reservoir) will occupy Crown land a permit over Crown land may be required from the [Ministry of Forests, Lands and Natural Resource Operations](#) (MFLNRO). MFLNRO can provide various forms of Crown land tenure that may be required for more substantive occupation of Crown land (e.g., uses of water for industrial, municipal or power purposes).

### [Drinking Water](#)

- The *Drinking Water Protection Act* and the [Drinking Water Protection Regulation](#) administered by [Local Health Authorities](#) describes the responsibilities of the water purveyor, which include supplying potable water to consumers, disinfecting surface water and preparing an emergency response plan.
- The [Sanitary Regulation](#) prescribes setbacks between wells and sources of contamination and prohibits contamination of any domestic water source.

### [Ecosystems and Habitat Protection](#)

- The regional [Ecosystems Section](#) of the [Ministry of Forests, Lands and Natural Resource Operations](#) help manage fish and wildlife habitat throughout British Columbia. Habitat Management Officers can provide you with guidance on how to protect fish and fish habitat in accordance with the federal *Fisheries Act*, the provincial *Fish Protection Act* and provincial the *Water Act*.

### [Exploration and Development](#)

- If you are planning to undertake mineral exploration it may be necessary to submit an application for a [Notice of Work](#) that will be reviewed by the [Ministry of Energy and Mines \(MEM\)](#).
  - For oil and gas development, the [BC Oil and Gas Commission \(OGC\)](#) is an independent, single-window regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia.
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- [MEM](#) or the [OGC](#) will advise you if it is a requirement to obtain Approvals for the short-term use of water, or to make changes in and about a stream, or a water licence under the *Water Act*.

### Federal Fisheries Interests

- If you propose to obtain water from a source that supports [fish life](#) your intake must be properly screened to prevent the passage of small fish. In addition, sections 35 and 36 of the federal *Fisheries Act* prohibit the deposit of any deleterious substances into waters frequented by fish, and the harmful alteration or disruption of fish habitat.
- The federal department of [Fisheries and Oceans Canada](#) (DFO) can provide you with assistance in regard to screening water intakes and avoiding damage to fish habitat.
- DFO has also recently initiated a new Notification and Assessment requirement this is used to determine whether proposed work in and around a stream might have an adverse impact on fish and fish habitat – see [Work Near Water](#).

### Forests Roads

- If you plan to cut, flood or destroy timber on Crown land you must contact the [Ministry of Forests, Lands and Natural Resource Operations \(MFLNRO\)](#) for a [Forestry Licence to Cut](#) or, if applicable, a [Burning Permit](#).
- If you propose to [construct works](#) within an existing forest road right of way on Crown land, you must obtain a [Works Permit](#) from the [MFLNRO](#) if the road is a Forest Service road, or negotiate an [Agreement to Construct Works](#) with an existing permit holder if the road is under road permit or special use permit.
- If you propose to use an existing forest road to [transport heavy equipment or materials](#), you must obtain a [Road Use Permit](#) from the [MLNRO](#) if the road is a Forest Service road, or negotiate a [Maintenance Agreement](#) with an existing permit holder if the road is under road permit or special use permit.
- The [MFLNRO](#) also issues [Grazing Permits](#) for livestock on Crown land. It may be necessary to obtain a Grazing Permit before a water licence application for livestock watering is filed.

### Improvement Districts Supply of Water

- Before filing a water licence application you should determine whether your land falls within an Improvement District. An Improvement District may be able to supply water for irrigation as well as domestic and commercial use. The [Ministry of Community, Sport and Cultural Development](#) may be able to assist you by providing information on Improvement Districts.
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### Irrigation & Agriculture

- The [Ministry of Agriculture](#) offers assistance for a wide variety of services that support the agriculture industry, such as irrigation scheduling, crop evapotranspiration rates, soil analysis, and assistance with various efficient methods of irrigation.
- The [Irrigation Industry Association of British Columbia](#) was formed to provide a forum for manufacturers, suppliers, and contractors to get together to communicate and exchange information about the irrigation industry.

### Land Title for Private Land

- The [Land Title and Survey Authority of BC](#) can confirm the ownership of private land by providing Certificates of Title as well as copies of Registered Plans. However, you may need to contact the [BC Assessment](#) office to find the up-to-date address of the landowner.

### Navigable Waters Protection

- If your proposed works have the potential to [affect navigation](#), by vessels of any size as defined in the federal [Navigable Water Protection Act](#), and Regulation contact the [Navigable Waters Protection Program](#) of [Transport Canada, Marine Safety](#).

### Regional Districts

- [Regional District](#) offices have mapping coverage that contains private land lot boundaries that may be of assistance for producing [the applicant's drawing](#) to the required standard, which is a requirement of the [water licence application](#) package.
- In many parts of British Columbia subdivision approvals fall under the jurisdiction of the Regional District (or other local government) approving officers.

### Road Crossings & Subdivisions

- If your proposed works will occur within a public road allowance, or cross a public road, you must file an application for permission to construct works with [the Ministry of Transportation and Infrastructure](#).
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**Aboriginal Interests****Ministry of Aboriginal Relations and Reconciliation**

Individual Bands hold water licences. In some situations the proposed diversion, storage and use of water, or the construction, maintenance and operation of works may adversely impact aboriginal interests.

If the proposed point of diversion will be located upstream on a source or watershed that flows through an Indian Reserve the Band must be contacted. In addition, if the proposed works would affect (e.g., degrade water quality, flood or cross) any portion of an Indian Reserve, the local Band office must be contacted. In order to ensure aboriginal interests are considered appropriately, provincial organizations should consult with First Nations with regard to those interests.

If you have questions regarding water resources and First Nations treaty negotiations you the [Ministry of Aboriginal Relations and Reconciliation](#) may be able to assist you.

[Aboriginal Affairs and Northern Development Canada](#) (AANDC) represents the federal government in all treaty processes. AANDC also manages Indian Reserves under the [Indian Act and other legislation](#). The [Legal Surveys](#) of AANDC can provide you with maps, photographs and surveys of the Indian Reserves within BC.

**Web Sites:**

[Ministry of Aboriginal Relations and Reconciliation](#)

[Aboriginal Affairs and Northern Development Canada](#)

[Aboriginal Organizations and Services](#)

**Office Locations:**

<p><a href="#">Ministry of Aboriginal Relations and Reconciliation</a> PO Box 9100 Stn Prov Govt Victoria BC V8W 9B1</p> <p>Telephone: <a href="#">Enquiry BC</a>: Vancouver (604) 660-2421, Victoria (250) 387-6121 or (other than Vancouver or Victoria): 1-800-663-7867</p> <p>Toll-Free Treaty Information Line Telephone: 1-800-880-1022</p>	<p><a href="#">Natural Resources Canada</a> <a href="#">Legal Surveys Division</a> Room 800 1550 Alberni St. <b>Vancouver</b>, BC V6G 3C6 Phone: (604) 666-5329; Fax: (604) 666-0522</p> <p><a href="#">Indian and Northern Affairs Canada</a> 300 - 1550 Alberni St. <b>Vancouver</b>, BC V6G 3C5 Phone: (604) 666-3931; Fax: (604) 666-3808</p>
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**BC Assessment and Private Land****Crown Corporation**

The BC Assessment can provide current information on who owns a parcel of land, based on the annual property tax assessment roll.

If you plan to use BC Assessment records to search land ownership, obtain the legal description of the property you wish to search. Your search with BC Assessment is limited to the legal description of the property in question. BC Assessment cannot be used to confirm property owners by last name.

Registered property information is also available at the Land Titles office for your area.

Although the Land Title office contains up-to-date registrations of land parcels, landowners may have changed their address or new owners may have purchased the property that you wish to search.

BC Assessment also has maps to assist you with your search. If you have an account with [BC-Online](#) (a Web-based access tool for various government records), BC Assessment's automated assessment searches are available to you in a variety of ways.

**Web Sites:**

[BC Assessment](#)

[Land Title and Survey Authority of BC](#)

[BC-Online](#)

Refer to the white pages of the phone book, under British Columbia for offices.

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**Crown land****Ministry of Forests, Lands and Natural Resource Operations**

The [Ministry of Forests Lands and Natural Resource Operations](#) administers the sale and use of Crown land in the province.

There is a wide range of Crown land use authorizations available. A permit over Crown land (PCL), issued under the [Water Act](#) provides only non-exclusive use of Crown land to avoid trespass. A tenure issued under the [Land Act](#) provides more significant authorizations, including the exclusive use of Crown land under a lease.

The impact of works on Crown land which support domestic and agricultural water-use is generally small (e.g., on average approximately 0.14 hectares). For these purposes a PCL would provide the appropriate authorization. Large industrial, waterpower or waterworks developments generally have a greater impact on Crown land.

However, large projects may also have higher consequences if works fail (e.g., a dam or a pipeline). Therefore a higher level of security and the exclusive use of Crown land may be required. Developers and the public interest would benefit from more significant Crown land tenure issued under the *Land Act*.

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**Web Sites:**

[Crown Land Administration, Ministry of Forests, Lands and Natural Resource Operations](#)

[Crown Land Policies](#)

[Ministry of Forests, Lands and Natural Resource Operations](#)

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**Drinking Water****Local Health Authorities and the Ministry of Health**

The [Drinking Water Protection Act](#) defines a water supply system as a domestic water system, other than: (a) a domestic water system that serves only one single-family residence, and (b) equipment, works or facilities prescribed by regulation.

Any person who intends to construct, alter, or extend a water supply system must first obtain a [Construction Permit](#) from the regional public health engineer (refer to [Section 6 of the Drinking Water Protection Regulation](#)). A person must also obtain an operating permit from a medical health officer or public health inspector before the waterworks system is put into use.

The Regulation also describes the responsibilities of the water purveyor, which include supplying potable water to consumers, disinfecting surface water and preparing an emergency response plan. Water purveyors must also monitor the quality of the water they provide to consumers to ensure that it meets both the microbiological standard listed in the Schedule of the Regulation and the [Canadian Drinking Water Guidelines](#).

Water purveyors are required to perform water quality monitoring at the direction of the public health inspector or medical health officer. The owners of private water supplies are advised to periodically monitor their water for bacteria and chemical content.

The [Sewage System Regulation](#), under the provincial [Public Health Act](#) prescribes set backs between wells and sources of contamination and prohibits contamination of any domestic water source.

[Regional Health Authority](#) offices will be able to supply you with a list of accredited or approved laboratories to perform your water testing and can explain what the results of the test mean.

**Health Authorities:**

Capital Health Region  
2101 Richmond Ave., 3<sup>rd</sup> Floor  
**Victoria**, BC V8R 4R7  
Phone: (250) 370-8699; Fax: (250) 370-8750

Cariboo Community Health Services Society  
540 Borland St. 3<sup>rd</sup> Floor  
**Williams Lake**, BC V2G 1R8  
Phone: (250) 398-4600; Fax: (250) 398-4249

Northern Interior Regional Health Board  
2000 15<sup>th</sup> Ave., 4<sup>th</sup> Floor  
**Prince George**, BC V2L 3G6  
Phone: (250) 565-2649; Fax: (250) 565-2640

Okanagan Similkameen Health Region  
2180 Ethel Street  
**Kelowna**, BC V1Y 3A1  
Phone: (250) 862-4010; Fax: (250) 862-4201

Central Vancouver Island Health  
495 Dunsmuir St., Suite 610  
**Nanaimo**, BC V9R 6B9  
Phone: (250) 755-3010; Fax: (250) 755-7353

Coast Garibaldi Community Health Services  
Box 78 494 S. Fletcher Rd.  
**Gibsons**, BC V0H 1V0  
Phone: (604) 886-5600; Fax: (604) 886-2250

East Kootenay Community Health Services  
1212-2<sup>nd</sup> Street North  
**Cranbrook**, BC V1C 4T6  
Phone: (250) 426-1385; Fax: (250) 426-1384

Fraser Valley Health Region  
34194 Marshall Rd.  
**Abbotsford**, BC V2S 5E4  
Phone: (604) 556-5060; Fax: (604) 556-5077

Kootenay Boundary Community Health Services  
813 10<sup>th</sup> St.  
**Castlegar**, BC V1N 2H7  
Phone: (250) 365-4300; Fax: (250) 365-4303

North Okanagan Health Region  
1440-14<sup>th</sup> Ave.  
**Vernon**, BC V1B 2T1  
Phone: (250) 549-5714; Fax: (250) 549-5468

North Shore Health Region  
231 East 15<sup>th</sup> St.  
**North Vancouver**, BC V7L 2L7  
Phone: (604) 984-3841; Fax: (250) 984-5788

Peace Liard Community Health Services  
1001-110<sup>th</sup> Ave.  
**Dawson Creek**, BC V1J 4X3  
Phone: (250) 784-2400; Fax: (250) 784-2413

Simon Fraser Health Region  
260 Sherbrooke St.  
**New Westminster**, BC V2L 3M2  
Phone: (604) 520-7684; Fax: (604) 520-4827

Simon Fraser Health Region  
11940 Haney Place  
**Maple Ridge**, BC V2X 6G1  
Phone: (604) 466-7200; Fax: (604) 463-6057

South Fraser Health Region  
10233 153<sup>rd</sup> St. Suite 300  
**Surrey**, BC V3R 0Z7  
Phone: (604) 587-4600; Fax: (604) 587-4666

Thompson Health Region  
311 Columbia St  
**Kamloops**, BC V2C 2T1  
Phone: (250) 314-2784; Fax: (250) 314-2765

Upper Island Central Coast Community Health Services  
480 Cumberland Rd.  
**Courtenay**, BC V9N 2C4  
Phone: (250) 334-1140; Fax: (250) 334-1425

Vancouver & Richmond Health Board  
520 West 6<sup>th</sup> Ave., Suite 200  
**Vancouver**, BC V5Z 4R5  
Phone: (604) 736-2033; Fax: (604) 775-1804

**Additional Web Sites:** [Ministry of Health](#)

[Water Qualify](#) (Ministry of Environment)

[Well Protection Toolkit](#) (Ministry of Environment)

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**Ecosystems and Habitat****Ministry of Forests, Lands and Natural Resource Operations**

Regional ecosystem staff from the [Ministry of Forests, Lands and Natural Resource Operations](#) review referrals which involve fish and wildlife habitat. Site visits are undertaken to ensure that the potential adverse affects on fish and wildlife habitats are minimized.

Proposals, which involve conducting work in-and-about a stream, are assessed to determined if they are in compliance with the provisions of the provincial [Fish Protection Act](#) and the [Water Act](#). See Additional Web Sites below for accompanying regulations.

[Guidelines and Best Management Practices](#) provides information that will help to ensure that proposed development activities are planned and carried out in compliance with the various legislation, regulations, and policies that apply to your activity. Also, the booklet titled [A User's Guide to Working In and Around Water](#) contains specific requirements for working in and around water.

Additional publications on protection of fish and fish habitat include: [Best Management Practices for Installation and Maintenance of Water Line Intakes](#) and [Lake Care: A property owner's guide to conserving fish habitat in lakes](#).

Refer to the blue pages in the phone book, under Governments of British Columbia, for the Ministry of Environment offices.

**Additional Web Sites:**

[Riparian Areas Regulation](#) (*Fish Protection Act*)

[Sensitive Streams Designation and Licensing Regulation](#)  
(*Fish Protection Act*)

[Water Regulation](#) (*Water Act*)

Also refer to [Federal Fisheries Interests](#) for fish screening and fish habitat requirements administered by Fisheries and Oceans Canada.

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**Exploration****Ministry of Energy and Mines and the Oil and Gas Commission**

If you plan to carry out [mineral or placer exploration](#) you must submit a [Notice of Work](#) application to the Ministry of Energy and Mines. The Mines Branch will refer the application to the [Ministry of Forest, Lands and Natural Resource Operations](#) and advise the applicant whether a [Mines Act](#) permit is required.

If the size and scope of the proposed operation is small (e.g., a hand shovel operation or diamond drill program), authorization from the Ministry of Forests, Lands and Natural Resource Operations is usually not required.

However, if the proposal involves a major diversion of water or work in and about a stream (e.g., the use of a backhoe) it will be necessary to apply for an Approval for Short Term Use of Water, (which may be valid for up to 12 months) under the [Water Act](#). An application for a water licence should be filed for water use that is anticipated to be longer than 1 year.

For oil and gas development, the [BC Oil and Gas Commission \(OGC\)](#) is an independent, single-window regulatory agency with responsibilities for overseeing oil and gas operations in British Columbia.

**Web Sites:**

[Ministry of Energy and Mines](#)

[Mines Act](#)

[Mineral Tenure Act](#)

[Health, Safety and Reclamation Code for Mines](#)

[Water Act](#)

[BC Oil and Gas Commission](#)

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**Federal Fisheries Interests****Fisheries and Oceans Canada**

Sections 35 and 36 of the federal [Fisheries Act](#) prohibit the deposit of any deleterious substances into waters frequented by fish, and the harmful alteration, disruption or destruction of fish habitat.

It is advisable to contact the federal department of [Fisheries and Oceans Canada \(DFO\)](#) or the provincial [Ministry of Forests, Lands and Natural Resource Operations \(Ecosystems\)](#) prior to initiating work in and about a water source that supports a fisheries resource.

DFO has recently initiated a new authorization process for work that may adversely impact fish and fish habitat referred to as [Working Near Water](#). This is a new federal authorization process required to protect fish habitat.

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The website outlines the DFO regulatory review process for work in and around water, and provides step wise instructions for the public on navigating the federal DFO review, approval and authorization process. It also directs clients to project planning and design resources to assist them in developing their projects in a manner that will conserve or protect fish habitat.

As part of this new approach, DFO provides upfront guidance on mitigation measures that are required to avoid a [Harmful Alteration, Disruption or Destruction of fish habitat \(HADD\)](#). For those activities which meet this criteria, a DFO review or authorization may not be required provided that the standard mitigation measures are followed. For works that may result in a HADD, an authorization from DFO is required.

Where there is a risk that proposed work near water may have an adverse effect to fish and/or fish habitat a [Project Review Application Form \(PRAF\)](#) is required by DFO. The PRAF provides information that DFO needs to conduct a project review and to assess the potential for adverse impacts.

[FrontCounter BC](#) can assist you by submitting a short DFO assessment form in connection with your water licence application.

The DFO publication the [Freshwater Intake End-of-Pipe Fish Screen Guideline](#) provides information on fish screening requirements.

It should also be noted that water main breaks that result in the discharge of chlorinated water may also constitute a violation of the *Fisheries Act*.

Water purveyors should develop plans to minimize the effects of water main breaks, and avoid deliberate discharge of chlorinated water to fish bearing streams during maintenance operations.

**Additional Web Sites:**      [Fisheries and Oceans Canada](#)

[Fisheries Act](#) (federal)

### **Fisheries and Oceans Canada Locations (Pacific Region):**

<b>Lower Mainland</b>			
<b>Office</b>	<b>Contact</b>	<b>Hours</b>	<b>Area of responsibility</b>
<b>Chilliwack</b> 327-44500 South Sumas Road Chilliwack, BC V2R 5M3	604-824-3300 (T) 604-858-0002 (F)	10 AM - 2 PM	Region 2
<b>Delta</b> 100 Annacis Parkway, Unit 3 Delta, BC V3M 6A2	604-666-8266 (T) 604-666-7112 (F)		28, 29, Region 2

<b>Langley</b> 5550 - 268th Street Langley, BC V4W 3X4	604-607-4150 (T)		28, 29, Region 2
<b>Mission</b> 32873 London Avenue Mission, BC V2V 6M7	604-814-1055 (T) 604-814-1064 (F)		Region 2
<b>Squamish</b> 1120 Hunter Place, Box 2360 Squamish, BC V0N 3G0	604-892-3230 (T) 604-892-2378 (F)		
<b>Steveston</b> 12551 No. 1 Road Richmond, BC V7E 1T7	604-664-9250 (T) 604-664-9255 (F)		28, 29, Region 2
<b>Vancouver (Regional HQ)</b> Suite 200 - 401 Burrard Street Vancouver, BC V6C 3S4	604-666-0384 (T) 604-666-1847 (F)		

<b>Vancouver Island</b>			
<b>Office</b>	<b>Contact</b>	<b>Hours</b>	<b>Area of responsibility</b>
<b>Campbell River</b> 315-940 Alder Street Campbell River, BC V9W 2P8	250-850-5701 (T) 250-286-5852 (F)		13, Region 1
<b>Comox</b> 148 Port Augusta Street Comox, BC V9M 3N6	250-339-2031 (T) 250-339-4612 (F)	9 AM - 3:30 PM	14, 15, Region 1
<b>Duncan</b> Box 241, 5653 Club Road Duncan, BC V9L 3X3	250-746-6221 (T) 250-746-8397 (F)	10 AM - 12 PM	18, Region 1
<b>Gold River</b> 499 Muchalaht Drive (Box 130) Gold River BC, V0P 1G0	250-283-9075 (T) 250-283-9058 (F)	Call Ahead	25, Region 1
<b>Nanaimo (Front Street)</b> 60 Front Street Nanaimo, BC V9R 5H7	250-754-0230 (T) 250-754-0309 (F)		14, 17, Region 1
<b>Nanaimo (SCD)</b> 3225 Stephenson Point Road Nanaimo, BC V9T 1K3	250-756-7270 (T) 250-756-7162 (F)		
<b>Parksville</b> 457 East Stanford Avenue Parksville, BC V9P 1V7	250-954-2675 (T) 250-248-6776 (F)	Call Ahead	

<b>Pender Harbour</b> Box 10 12841 Madeira Park Road Madeira Park, BC V0N 2H0	604-883-2313 (T) 604-883-2152 (F)	8 AM - 12 PM	16, 28, Region 2
<b>Port Alberni</b> 250 - 4877 Argyle Street Port Alberni, BC V9Y 1V9	250-720-4440 (T) 250-724-2555 (F)		21, 22, 23, 25, 26, Region 1
<b>Port Hardy</b> Box 10, 8585 Wolloson Road Port Hardy, BC V0N 2P0	250-949-6422 (T) 250-949-6755 (F)		11, 12, 27, Region 1
<b>Powell River</b> 7255 Duncan Street Powell River, BC V8A 5N6	604-485-7963 (T) 604-485-7439 (F)	8:30 AM - 12:30 PM	15, Region 2
<b>Tofino</b> Box 48, 161 1st Street 2nd Fl Tofino, BC V0R 2Z0	250- 725-3500 (T) 250- 725-3944 (F)	8 AM - 12 PM	24, Region 1
<b>Victoria</b> 4250 Commerce Circle Victoria, BC V8Z 4M2	250-363-3252 (T) 250-363-0191 (F)		19, 20, Region 1
<b>Victoria - CCG</b> 25 Huron Street Victoria BC V8V 4V9	250-480-2600 (T) 250-480-2702 (F)		

### Central and Northern Coast

Office	Contact	Hours	Area of responsibility
<b>Bella Bella</b> Box 38 Bella Bella, BC V0T 1B0	250-957-2363 (T) 250-957-2767 (F)	Call Ahead	7, 8, 9, 10, Region 5
<b>Bella Coola</b> Box 130 (Hwy 20) Bella Coola, BC V0T 1C0	250-799-5345 (T) 250-799-5540 (F)		7, 8, 9, 10, Region 5, 6
<b>Masset</b> Box 99, 1590 Old Beach Road Masset, BC V0T 1M0	Not Currently Staffed. Queen Charlotte City office for assistance.		1, Region 6
<b>Pender Harbour</b> Box 10 12841 Madeira Park Road Madeira Park, BC V0N 2H0	604-883-2313 (T) 604-883-2152 (F)	8 AM - 12 PM	

<b>Powell River</b> 7255 Duncan Street Powell River, BC V8A 5N6	604-485-7963 (T) 604-485-7439 (F)	8:30 AM - 12:30 PM	
<b>Prince Rupert</b> 417-2nd Avenue West Prince Rupert, BC V8J 1G8	250-627-3499 (T) 250-627-3427 (F)		3,4,5, Region 6
<b>Queen Charlotte City</b> PO Box 99, 137 Bay Street QCC, BC V0T 1S0	250-559-4413 (T) 250-559-4678 (F)	8 AM - 4 PM (closed for lunch)	2, Region 6

<b>BC Interior</b>			
<b>Office</b>	<b>Contact</b>	<b>Hours</b>	<b>Area of responsibility</b>
<b>Clearwater</b> Box 610 1121 E. Yellowhead Hwy Clearwater, BC V0E 1N0	250-674-2633 (T) 250-674-3553 (F)	Call Ahead	Region 3
<b>Hazelton</b> Box 490 4351-11th Avenue New Hazelton, BC V0J 2J0	250-842-6327 (T) 250-842-6283 (F)	Call Ahead	Region 6
<b>Kamloops</b> 985 McGill Place Kamloops, BC V2C 6X6	250-851-4950 (T) 250-851-4951 (F)		Region 3, 8
<b>Lillooet</b> Box 315 - 654 Industrial Place Lillooet, BC V0K 1V0	250-256-2650 (T) 250-256-2660 (F)		Region 3
<b>Nelson</b> 118 McDonald Drive Nelson, BC V1L 6B9	250-352-0891 or 250-352- 0892 (T) 250-352-0916 (F)	8:30 AM - 4:30 PM	
<b>Prince George</b> 3690 Massey Drive Prince George, BC V2N 2S8	250-561-5366 (T) 250-561-5534 (F)		Region 7
<b>Quesnel</b> 97 - 1205 North Cariboo Hwy Quesnel, BC V2J 2Y3	250-992-2434 (T) 250-992-7232 (F)	8 AM - 1 PM	Region 5
<b>Salmon Arm</b> Box 1160, 1751-10th Ave SW Salmon Arm, BC V1E 4P3	250-804-7000 (T) 250-804-7010 (F)		Regions 3 and 8
<b>Smithers</b> Box 578, 3177 Tatlow Road	250-847-2312 (T) 250-847-4723 (F)		Region 6

Smithers, BC V0J 2N0			
<b>Terrace</b> 5235 A Keith Avenue Terrace, BC V8G 1L2	250-615-5350 (T) 250-615-5364 (F)		6, Region 6
<b>Upper Nass (New Aiyansh)</b> 111 Nass Road, New Aiyansh  Mailing address: PO Box 216 New Aiyansh, BC V0J 1A0	250-633-2408 (T) 250-633-2439 (F)	Call Ahead	3, Region 6
<b>Williams Lake</b> 310A North Broadway Williams Lake, BC V2G 2Y7	250-305-4002 (T) 250-305-3017 (F)	No admin staff after 2:30 PM	Region 5

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## Forests Roads

## Ministry of Forests, Lands and Natural Resource Development

### Removal of timber

You may cut and remove from private or Crown land timber necessary to permit construction and maintenance of works authorized under a water licence.

The cutting of any merchantable Crown timber will require a [Forestry Licence to Cut](#), obtained from the [Ministry of Forests, Lands, and Natural Resource Operations \(MFLNRO\)](#) district office. The Crown may retain ownership of all merchantable timber that is cut. Compensation may also be payable to the province for trees that are removed or damaged on Crown land. There may be other requirements for rehabilitation of the cut area to restore it to a productive site for growing crop trees and/or silviculture obligations such as the reforestation of any cleared trees.

There will be requirements for disposal of slash that may include piling and burning, burying or other means as determined by the forest district office. If you intend to burn slash, you must also obtain a [Burning Permit](#) from the MFLNRO.

### Construction of works within the right of way of existing forest roads

If you propose to construct works within the right of way of an existing forest road, you will need to gain authorization for those works. As illustrated below in the flowchart of permit/agreement requirements for existing forest roads, you must:

- a) for a [Forest Service road](#), obtain a [Works Permit](#) issued by the MFLNRO. The Works Permit will include a [Schedule of Construction Requirements](#) to specify conditions for construction that you must meet. MFLNRO timelines to respond to a request for a Works Permit will vary depending on the complexity of your project and the scope and nature of the potential impacts. It is recommended that you submit your request at least three months in advance of the planned construction start date.

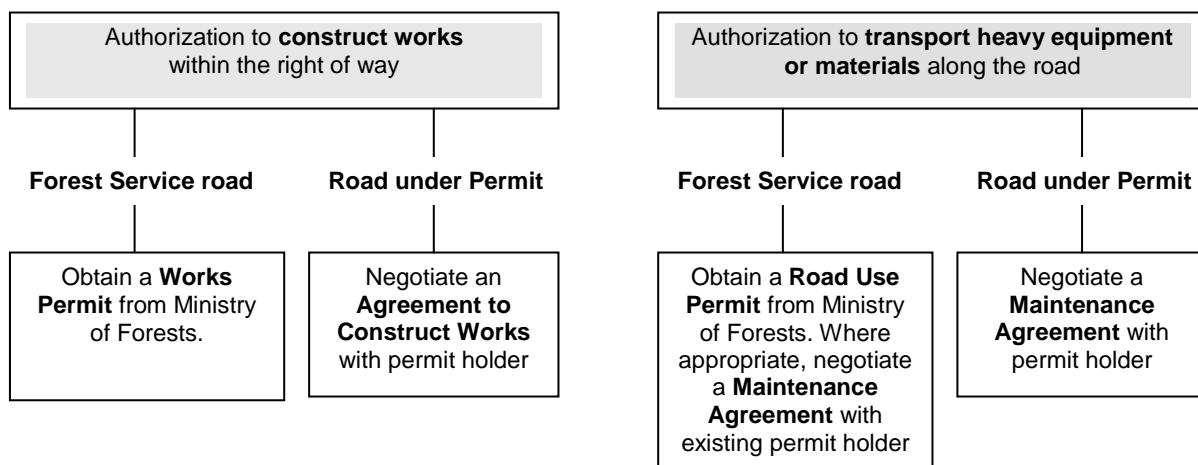
- b) for a road under an existing [Road Permit](#) or [Special Use Permit](#), negotiate an [Agreement to Construct Works](#) with the permit holder. You must negotiate the terms of the agreement whereby you agree to comply with due diligence / best practices requirements to protect the safety of road users; the road and associated infrastructure; the environment, including forest resources and other social and economic values; the legal rights of the permit holder authorized to use the road for harvesting of Crown timber or other industrial purpose; and the legal rights of a forest agreement holder's operations as set out in a [Forest Stewardship Plan](#) or [Forest Development Plan](#).

### Use of existing forest roads to transport heavy equipment or materials

If you propose to use an existing forest road to transport heavy equipment or materials, you will be considered an 'industrial user' as described in [Section 22.1\(2\) of the Forest and Range Practices Act](#). As illustrated below in the flowchart of permit / agreement requirements for existing forest roads, you must:

- a) for a [Forest Service road](#), obtain a [Road Use Permit](#) from the MFLNRO
- If no other industrial users are currently using the Forest Service road, you should expect that the district manager will direct you to carry out all required road maintenance while you are using the road.
  - If another industrial user holds a Road Use Permit to use the Forest Service road and has been directed by the district manager to carry out road maintenance, you must also negotiate a [Maintenance Agreement](#) with the permit holder to pay for your fair share of the road maintenance costs;
- b) for a road under [Road Permit](#) or [Special Use Permit](#), notify the permit holder of road use at least five clear days ahead of startup, negotiate a [Maintenance Agreement](#) with the permit holder, and pay your fair share of road maintenance as per the agreement.

### Permit / Agreement Requirements for Existing Forest Roads



## Livestock Watering

The MFLNRO also issues [Grazing Permits](#) for livestock on Crown land. In some locations in the province it may be necessary to obtain a Grazing Permit before a water licence application for livestock watering is filed with Water Stewardship, Ministry of Environment.

**Additional Web Sites:**      [Ministry of Forests, Lands and Natural Resource Operations](#)

[Forest Act](#)

[Forest and Range Practices Act and Regulations](#)

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<b>Improvement Districts</b>	<b>Ministry of Community, Sport and Cultural Development</b>
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Improvement Districts (Districts) are autonomous local government bodies responsible for providing one or more local services for the benefit of the residents of an area. There are approximately 270 Districts in the province and they are usually located in rural areas.

Districts supply such services as domestic water supply, irrigation, dyking, drainage, fire protection and street lighting.

While Districts are independent public bodies, they are subject to supervision from the [Ministry of Community of Community, Sport and Cultural Development](#).

**Web Sites:**      [Improvement Districts in British Columbia](#)

[Ministry of Community of Community, Sport and Cultural Development](#)

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<b>Irrigation and Agriculture</b>	<b>Ministry of Agriculture</b>
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The [Ministry of Agriculture](#) can provide guidance on both irrigation and livestock water needs.

In addition, the Irrigation Industry Association of British Columbia (Irrigation BC) was formed in 1979 to provide a forum for manufacturers, suppliers, and contractors to get together to communicate and exchange information about the irrigation industry.

### ***Association Objectives:***

- To foster and promote the interests and welfare of the irrigation industry and its members.
  - To establish and develop a means for the exchange of information and ideas within the industry.
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- To establish and promote guidelines, standards and specifications for the design and installation of irrigation systems.
- To promote and encourage harmony and cooperation between members and others who are directly or indirectly engaged in the industry or other related industries.
- To promote and encourage public awareness and appreciation of irrigation and water management.

To determine your water irrigation requirements, the range of crops, the type of soil and the area of land to be irrigated must all be considered.

A peak flow rate and the quantity of water required annually for each acre irrigated (the duty) can be determined using information obtained from the [B.C. Sprinkler Irrigation Manual](#) and the [B.C. Trickle Irrigation Manual](#).

These manuals along with the new [BC Irrigation Management Guide](#) also provide information on water quality requirements and irrigation system design, management and operation.

These publications are available from the [Irrigation Industry Association of B.C.](#) (604-859-8222).

**Additional Web Sites:**      [Ministry of Agriculture](#)

[Irrigation Industry Association of BC](#)

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<b>Land Titles</b>	<b>BC Land Title and Survey Authority</b>
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The [Land Title and Survey Authority of British Columbia](#) (the "Authority") is an independent, not-for-profit corporation without share capital. The Authority is established under the [Land Title and Survey Authority Act](#) and has responsibility for managing, operating and maintaining British Columbia's land title and land survey systems. The Authority is responsible for the following three main functions:

- Land Titles – ensures the continued integrity of BC's Torrens system for registering land titles;
- Surveyor General – maintains the quality of the land survey structure of the Province and issuing Crown Grant documents that transfer Crown land into private ownership; and
- Corporate Services – provides the Authority with finance, human resources and corporate support services.

[Frequently Asked Questions](#) contains valuable information on Land Titles and related activities.

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In British Columbia, ownership of land, also known as land title, is registered at the Land Title Office.

To access land title records you can:

- access a Land Title Office;
- obtain a land title search from the Government Agent's Office located in BC Access Centers across the province; and
- contact private agencies - refer to "Title Services" in the yellow pages of the phone book.

**Additional Web Sites:**      [BC Land Title and Survey Authority](#)

<p><b>Kamloops and Nelson</b></p> <p>114 - 455 Columbia St.  <b>Kamloops</b>, BC V2C 6K4            Phone: (250) 828-4455; Fax: (250) 371-3717</p> <p><b>Lower Mainland            Prince George and Prince Rupert</b></p> <p>Suite 300, 88 Sixth Street  <b>New Westminster</b>, BC V3L 5B3            Phone: (604) 660-2595 Fax: (604) 660-4064</p>	<p><b>Victoria</b></p> <p>850 Burdett Ave.  <b>Victoria</b>, BC V8W 1B4            Phone: (250) 387-6331; Fax: (250) 356-6060</p>
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### **Navigable Waters:**

### **Transport Canada - Marine Safety**

The federal *Navigable Waters Protection Act* (NWPA) establishes the public right of marine navigation on all the navigable waterways, including freshwater, of Canada. A “[navigable waterway](#)” is considered to be any body of water capable of being navigated by floating vessels of any description.

Under the NWPA “[work](#)” is defined as follows:

- any bridge, boom, dam, wharf, dock, pier, tunnel or pipe and the approaches or other works necessary or appurtenant thereto,
- any dumping of fill or excavation of materials from the bed of a navigable water,
- any telegraph or power cable or wire, or
- any structure, device or thing, whether similar in character to anything referred to in this definition or not, that may interfere with navigation.

Depending on the nature of your planned work, an application may need to be filed as part of the NWPA Approval procedure. The Regulations for the NWPA provide specific direction on how navigable waterways are to be managed.

**Web Sites:**                    [Navigable Waters Protection Program](#)  
[Navigable Waters Protection Act and Regulations](#)

**Navigable Waters Protection Office location:**

Navigable Waters Protection Transport Canada Marine Safety 620-800 Burrard St. <a href="#">Vancouver</a> , BC V6Z 2J8 Phone: (604) 775-8867; Fax: (604) 775-8828
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<b>Regional Districts</b>	<b>Ministry of Community, Sport and Cultural Development</b>
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Regional District offices can provide maps that contain recent subdivisions of land in your area. These maps are a good source for preparing the drawing required with your application for a water licence. In addition, [Ministry of Forests, Lands and Natural Resource Operations](#) offices will accept [drawings supporting water licence applications](#) in digital format (ArcInfo export file, an ArcInfo coverage file, and a Shape file). Refer to [Drawing Standards](#).

In many parts of British Columbia subdivision approvals fall under the jurisdiction of the Regional District (or other local government) approving officers. Subdivision approval is subject to proof of a water supply for each parcel under the [Subdivision Regulations](#), pursuant to the [Local Services Act](#).

**Additional Web Sites:**            [Information on Regional Districts](#)  
[Maps of Coverages for Regional Districts](#)  
[Ministry of Community, Sport and Cultural Development](#)

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<b>Road Crossings &amp; Subdivisions</b>	<b>Ministry of Transportation and Infrastructure</b>
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Any work within a public road allowance or which crosses a road will require a Permit from the [Ministry of Transportation and Infrastructure](#) (MOTI). A [Permit to Construct Work within a Highway Right-of-way](#) is required regardless of the size of pipe, water use or the type of road. A requirement for constructing a pipe under a road is to place the water line within a larger conduit to prevent damage from leakage. This approach will also facilitate pipe maintenance.

For many roads the pipe must be installed without digging up the traveled portion. This requirement will depend on the type of road surface and the volume of traffic. The Ministry of Transportation will be able to provide guidelines for the installation of works that affect roads and road right-of-ways.

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Some subdivision approvals also fall under the jurisdiction of the MOTI approving officers. Subdivision approval is subject to proof of a water supply for each parcel under the [Subdivision Regulations](#), pursuant to the [Local Services Act](#).

**Additional Web Sites:**      [Ministry of Transportation and Infrastructure Permits, Approvals and Regulations](#)

[Subdivision Application Guide](#)

[Guide for Rural Subdivision Approvals](#)

[Ministry of Transportation and Infrastructure](#)

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