



NOTICE OF REGULAR MEETING

District of Fort St. James will hold Regular Council Meeting No. 2025-04 at 5:00 PM on Tuesday, February 25, 2025 at District Council Chambers, 477 Stuart Drive West, Fort St. James, BC V0J 1P0 and via Zoom

TRADITIONAL LAND ACKNOWLEDGEMENT

We would like to acknowledge that this gathering is being held on the unceded traditional territory of the Nak'azdli Whut'en where we live, work, and play.

AGENDA

No. Item Name

Page

1. ADOPTION OF AGENDA

1.1 Adoption of the Agenda

THAT Council adopts the agenda for Regular Meeting No. 2025-04 as circulated.

2. NOTICE OF IN-CAMERA MEETING

2.1 Closed Meeting Motion

THAT Council will close the meeting to the public to permit discussion of items relating to:

- the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality; pursuant to subsection 90(1)(e) of the Community Charter;***
- litigation or potential litigation affecting the municipality; pursuant to subsection 90(1)(g) of the Community Charter;***
- the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose; pursuant to subsection 90(1)(i) of the Community Charter; and***
- the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party; pursuant to subsection 90(2)(b) of the Community Charter.***

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3. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL	
4. ADOPTION OF MINUTES	
4.1 Minutes of the Special Council Meeting	5 - 21
<i>THAT Council approves the minutes of Special Council Meeting No. 2025-01, held Thursday, February 6, 2025, as circulated.</i>	
4.2 Minutes of the Regular Meeting	22 - 27
<i>THAT Council approves the minutes of Regular Council Meeting No. 2025-03, held Tuesday, February 11, 2025, as circulated.</i>	
5. BUSINESS ARISING	
6. REPORTS	
6.1 Mayor Elphee's Report	28
<i>WHEREAS Highway 16 serves as a critical transportation corridor for Northern British Columbia, facilitating the movement of goods, services, and residents across the region;</i>	
<i>AND WHEREAS traffic volumes on Highway 16 have significantly increased due to the expansion of the Port of Prince Rupert, major infrastructure projects such as LNG and transmission line construction, and increased industrial and commercial activities;</i>	
<i>AND WHEREAS the existing highway infrastructure presents safety concerns, particularly in areas of high traffic congestion and adverse weather conditions, leading to increased risks for motorists, with limited opportunities for safe passing along significant stretches of the highway, further exacerbating traffic congestion and safety risks;</i>	
<i>THEREFORE BE IT RESOLVED that the North Central Local Government Association (NCLGA) urge the Provincial Government to undertake a feasibility study and develop a long-term plan for the twinning of Highway 16 to enhance safety, improve transportation efficiency, and support tourism and economic growth in the region.</i>	
6.2 Councillor's Report	
<ul style="list-style-type: none"> • Councillor Boschman • Councillor Howell • Councillor Friesen • Councillor Nielsen 	

Item Name

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6.3	Home Occupation Dispute	29 - 32
	<i>THAT Council deem Sweet Daze Dessert Bar as a Home Occupation as defined in Section 2.70 of the "District of Fort St. James Bylaw No. 738, 2001".</i>	
	<i>OR</i>	
	<i>THAT Council deem Sweet Daze Dessert Bar as a Restaurant as defined in Section 2.114 of the "District of Fort St. James Bylaw No. 738, 2001".</i>	
6.4	NWBCRFA Long-Term Development Plan	33 - 34
	<i>THAT Council APPROVES the Northwest BC Regional Funding Long-Term Development Plan as attached to the report dated February 25, 2025, from the Chief Administrative Officer titled "NWBCRFA Long-Term Development Plan".</i>	
7.	CORRESPONDENCE	
7.1	Block Correspondence for Receipt	35 - 43
	<ul style="list-style-type: none"> Ministry of Forests; Anthony Giannotti, Director, Pricing and Tenure Regional Operations Division-North Area; Re: Prince George Timber Supply Area License Reductions and Apportionment decisions; dated February 12, 2025. Nahounli Kennel & Upland Annual Animal Control Statistics for 2024; Monica Grill, owner/operator; Statistics from 1980-2024; dated February 15, 2025 Fort St. James Curling Club; Toni Dagenais. FSJ Curling Club President; Re: Thank you letter for Ice Plant shed; dated February 18, 2025 	
8.	BYLAWS	
8.1	Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025	44 - 56
	<i>THAT Council gives first reading to "Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025."</i>	
	<i>THAT Council gives second reading to "Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025."</i>	
	<i>THAT Council gives third reading to "Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025."</i>	
9.	NEW BUSINESS	
10.	SUPPLEMENTARY AGENDA	
11.	RECESS TO THE IN-CAMERA PORTION OF THE MEETING	
11.1	Recess to the Closed Meeting	
	<i>THAT Council closes the meeting to the public pursuant to resolution 2025-04-02.</i>	

12. RELEASE OF IN-CAMERA DECISIONS

13. ADJOURNMENT

13.1 Adjournment

THAT Council adjourns the Regular Council Meeting 2025-04 at _:_pm

District of Fort St. James
Minutes of Special Meeting No 2025-01
February 6, 2025
District Office, 477 Stuart Drive West, Fort St. James, BC

In Attendance

Council	Mayor Martin Elphee
	Councillor Corbett Boschman
	Councillor Judith Friesen
	Councillor Jennifer Howell
	Councillor Kris Nielsen
Staff	Rachelle Willick, Chief Administrative Officer
	Alexander Bihori, Corporate Officer
	Doug Lowther, Director of Operations
	Susan Clarke, Chief Financial Officer
	Ryan McVey, Fire Chief
	Carrie-Lynn Daley, Legislative Assistant
	Mike Hassman, Capital Assets and Projects Coordinator

Call to Order

Mayor Elphee called the meeting to order at 5:00 pm.

1.0 ADOPTION OF AGENDA

1.1 Adoption of the Agenda

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-01 THAT Council adopts the agenda for Special Council Meeting No. 2025-01 as circulated.

Carried unanimously

2.0 DELEGATIONS AND PRESENTATIONS

2.1 Fort St. James Public Library 2025 Budget Presentation

Louise Evans-Salt (Chair), Valerie Crowley (Library Director), Mark McCutcheon (Treasurer) were in attendance for this presentation.
Louise Evans-Salt provided an overview of the importance of libraries and thanked Council for the budget increase which has allowed for the hiring of a long-term library director. Valerie Crowley presented the 2025 budget, highlighting the ask for a significant increase to have the Library Assistant II become a 30 hours per week instead of 18.

3.0 2025 - 2029 FINANCIAL PLAN

3.1 CAO Budget Report

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-02 *THAT Council RECEIVE FOR INFORMATION the CAO Budget Report.*

Carried unanimously

3.2 CFO Budget Report

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-03 *THAT Council RECEIVE FOR INFORMATION the CFO Budget Report.*

Carried unanimously

3.3 2025-2029 Reserve Balances

3.4 2025-2029 Financial Plan (Operational Budget)

4.0 2025-2029 CAPITAL EXPENDITURE PLAN

4.1 Capital Ask: Christmas Lights

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-04 *THAT Council APPROVES the Capital Ask from the Public Works Department for the new Christmas Decorations at a total cost of \$10,000.*

Carried unanimously

4.2 Capital Ask: Equipment for Dryland Training Room

Fire Chief McVey exited Council Chambers at 5:26pm.

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-05 *THAT Council APPROVES the Capital Ask from the Public Works Department for Equipment for the new Dryland Training Room at the Arena for a total cost of \$20,000.*

Carried unanimously

4.3 Utility Extension Request Carnell Street

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-06 *THAT Council require the developer to fully fund the extension of paved road and water and sewer services to PID 007-747-438 without cost-sharing or District Financial Involvement.*

Carried unanimously

4.4 Cemetery Lowering Devices

Fire Chief McVey returned to Council Chambers at 5:28pm.

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-07 *THAT Council approves the purchase of new lowering devices for the cemetery at a total cost of \$35,000.*

Carried unanimously

4.5 Seniors' Centre Covered Ramp Update

Moved by Councillor Boschman and seconded by Councillor Friesen:

2025-S01-08 *THAT Council approve up to \$10,000 to build a covered ramp at the Seniors' Association building.*

Carried unanimously

4.6 Fleet Replacement Strategy

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-09 *THAT Council RECEIVE FOR INFORMATION the Fleet Replacement Strategy as presented for future budget planning and asset management.*

Carried unanimously

4.7 Goodwin Park Perimeter Path w/Solar Lighting

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-10 *THAT Council approve up to \$162,400 for a paved perimeter walking path with park benches and solar lights at Goodwin Park.*

Carried unanimously

4.8 Marina Repairs

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-11 *THAT Council direct staff to return with more information on the Marina Repairs.*

Carried unanimously

4.9 Residential Garbage Cans

Moved by Councillor Howell and seconded by Councillor Boschman:

2025-S01-12 *THAT Council approve up to \$25,000 annually from 2025-2029 for Residential Bear Resistant Garbage Cans.*

Carried unanimously

4.10 2025-2029 Capital Plan

5.0 DEPT 20 GENERAL GOVERNMENT EXPENSE

5.1 Legislative Government

Capital Assets and Projects Coordinator Hassman leaves Council Chambers at 6:12pm.

Moved by Councillor Friesen and seconded by Councillor Nielsen:

2025-S01-13 *THAT Council APPROVES the Legislative Government Project 300 as outlined on page 7 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.2 Administrative Functions

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-14 *THAT Council APPROVES the Administrative Functions Project 305 as outlined on pages 7 & 8 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.3 Office Costs

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-15 *THAT Council APPROVES the Office Costs Project 310 as outlined on page 8 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.4 Information Technology

Moved by Councillor Boschman and seconded by Councillor Howell:

2025-S01-16 *THAT Council APPROVES the Information Technology Project 312 as outlined on pages 8 & 9 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.5 Travel & Development

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-17 *THAT Council APPROVES the Travel & Development Project 315 as outlined on page 9 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.6 Events

Fire Chief McVey exited Council Chambers at 6:23pm and returned at 6:25pm.

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-18 *THAT Council AMENDS the Events Project 320 as outlined on page 9 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda by removing \$13,750 from the Truth and Reconciliation Line and adding it to the Grant in Aid Line from 2025 - 2029.*

Carried unanimously

5.7 Economic Development

Item 5.7 Deferred to next Budget meeting.

5.8 Visitor Information Centre

Moved by Councillor Boschman and seconded by Councillor Howell:

2025-S01-19 *THAT Council approves the Visitor Information Centre Project 325 as outlined on pages 10 & 11 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.9 Structures, Halls & Grounds

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-20 *THAT Council APPROVES the Structures, Halls & Grounds Project 330 as outlined on page 11 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

5.10 Planning and Development

Moved by Councillor Friesen and seconded by Councillor Nielsen:

2025-S01-21 *THAT Council APPROVES the Planning and Development Project 335 as outlined on page 11 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.0 DEPT 22 PROTECTIVE SERVICES

6.1 Administrative Functions

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-22 *THAT Council APPROVES the Administrative Functions Project 305 as outlined on pages 11 & 12 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.2 Office Costs

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-23 *THAT Council APPROVES the Office Costs Project 310 as outlined on page 12 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.3 Travel & Development

Moved by Councillor Friesen and seconded by Councillor Nielsen:

2025-S01-24 *THAT Council APPROVES the Travel & Development Project 315 as outlined on page 12 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.4 Structures, Halls & Grounds

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-25 *THAT Council APPROVES the Structures, Halls & Grounds Project 330 as outlined on page 12 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.5 Emergency Communications

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-26 *THAT Council APPROVES the Emergency Communications Project 340 as outlined on pages 12 & 13 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.6 Road Rescue

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-27 *THAT Council APPROVES the Road Rescue Project 350 as outlined on page 13 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.7 Sowchea Fire Hall

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-28 *THAT Council APPROVES the Sowchea Fire Hall Project 352 as outlined on page 13 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

6.8 Vehicle & Equipment

Moved by Councillor Nielsen and seconded by Councillor Howell:

- 2025-S01-29 *THAT Council APPROVES the Vehicles & Equipment Project 355 as outlined on page 13 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

7.0 DEPT 24 EMERGENCY TRAINING & MANAGEMENT

7.1 Fire Training Facility

Moved by Councillor Boschman and seconded by Councillor Nielsen:

- 2025-S01-30 *THAT Council APPROVES the Fire Training Facility Project 345 as outlined on pages 13 & 14 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

7.2 Emergency Management

Moved by Councillor Nielsen and seconded by Councillor Howell:

- 2025-S01-31 *THAT Council APPROVES the Emergency Management Project 360 as outlined on page 14 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

8.0 DEPT 26 OTHER PROTECTION

8.1 Ambulance Station

Moved by Councillor Friesen and seconded by Councillor Nielsen:

- 2025-S01-32 *THAT Council APPROVES the Ambulance Station Project 365 as outlined on page 14 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

8.2 Building Inspection

Moved by Councillor Friesen and seconded by Councillor Howell:

- 2025-S01-33 *THAT Council APPROVES the Building Inspection Project 375 as outlined on page 14 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

8.3 Animal Control

Moved by Councillor Boschman and seconded by Councillor Howell:

2025-S01-34 *THAT Council APPROVES the Animal Control Project 380 as outlined on page 14 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

8.4 Bylaw Enforcement

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-35 *THAT Council APPROVES the Bylaw Enforcement Project 390 as outlined on page 15 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

9.0 DEPT 30 PUBLIC WORKS COMMON SERVICES

9.1 Administrative Functions

Item 9.1 Administrative Functions deferred to next budget meeting.

9.2 Vehicles & Equipment

Moved by Councillor Howell and seconded by Councillor Boschman:

2025-S01-36 *THAT Council APPROVES the Vehicles and Equipment Project 355 as outlined on pages 15 & 16 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

9.3 Works Shop/Yard

Moved by Councillor Boschman and seconded by Councillor Howell:

2025-S01-37 *THAT Council APPROVES the Works Shop/Yard Project 400 as outlined on pages 16 & 17 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

9.4 Boulevards

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-38 *THAT Council APPROVES the Boulevards Project 414 as outlined on page 17 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

10.0 DEPT 32 ROADS AND STREETS**10.1 Gravel Roads**

Mayor Elphee called a recess at 7:02pm and the meeting resumed at 7:15pm.

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-39 *THAT Council APPROVES the Gravel Roads Project 410 as outlined on page 17 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

10.2 Paved Roads

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-40 *THAT Council APPROVES the Paved Roads Project 412 as outlined on page 17 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

10.3 Boulevards

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-41 *THAT Council APPROVES the Boulevards Project 414 as outlined on pages 17 & 18 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

10.4 Drainage

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-42 *THAT Council APPROVES the Drainage Project 416 as outlined on page 18 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

10.5 Winter Activities

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-43 *THAT Council APPROVES the Winter Activities Project 418 as outlined on page 18 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

10.6 Special Projects

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-44 *THAT Council APPROVES the Special Projects Project 420 as outlined on page 18 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

11.0 DEPT 34 TRANSPORTATION SERVICES

11.1 Seniors Helping Seniors

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-45 *THAT Council APPROVES the Seniors Helping Seniors Project 142 as outlined on pages 18 & 19 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

11.2 Traffic Costs

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-46 *THAT Council APPROVES the Traffic Costs Project 425 as outlined on page 19 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

12.0 DEPT 38 AIRPORT**12.1 Airport Costs**

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-47 *THAT Council APPROVES the Airport Costs Project 435 as outlined on page 19 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

13.0 DEPT 40 & 41 MARINA & COTTONWOOD CAMPGROUND**13.1 Cottonwood Campground & Marina Facility**

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-48 *THAT Council direct staff to use a competitive bidding process to find a contractor for the Marina and Campground.*

Carried unanimously

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-49 *THAT Council APPROVES the Marina Facility Project 440 as outlined on page 19 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

Moved by Councillor Boschman and seconded by Councillor Howell:

2025-S01-50 *THAT Council APPROVES the Cottonwood Campground Project 445 as outlined on page 20 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

14.0 DEPT 42 ENVIRONMENTAL SERVICES**14.1 Environmental Services**

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-51 *THAT Council APPROVES the Environmental Services Project 450 as outlined on page 20 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

14.2 Recycling

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-52 *THAT Council APPROVES the Recycling Project 455 as outlined on page 20 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

15.0 DEPT 44 CEMETERY

15.1 Cemetery

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-53 *THAT Council APPROVES the Cemetery Project 230 as outlined on page 20 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.0 DEPT 48 RECREATION AND CULTURE

16.1 Arena

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-54 *THAT Council APPROVES the Arena Project 100 as outlined on pages 20 & 21 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.2 Community Centre

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-55 *THAT Council APPROVES the Community Centre Project 105 as outlined on page 21 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.3 Recreation Programs

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-S01-56 *THAT Council APPROVES the Recreation Programs Project 120 as outlined on page 21 of the 2025 – 2029 Budget, attached to the February 6, 2025, Special Council Budget Meeting agenda.*

Carried unanimously

16.4 Curling Club

Moved by Councillor Friesen and seconded by Councillor Boschman:

2025-S01-57 *THAT Council APPROVES the Curling Club Project 130 as outlined on page 21 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.5 Music Makers

Moved by Councillor Boschman and seconded by Councillor Friesen:

2025-S01-58 *THAT Council APPROVES the Music Makers Project 135 as outlined on page 22 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.6 Community Arts Council

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-59 *THAT Council APPROVES the Community Arts Council Project 140 as outlined on page 22 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.7 Seniors Rec Centre

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-60 *THAT Council APPROVES the Seniors Rec Centre Project 145 as outlined on page 22 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.8 Legion

Moved by Councillor Boschman and seconded by Councillor Friesen:

2025-S01-61 THAT Council APPROVES the Legion Project 146 as outlined on page 22 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.

Carried unanimously

16.9 Parks General

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-62 THAT Council APPROVES the Parks General Project 470 as outlined on page 22 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.

Carried unanimously

16.10 Spirit Square

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-S01-63 THAT Council APPROVES the Spirit Square Project 471 as outlined on page 22 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.

Carried unanimously

16.11 Goodwin Park

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-S01-64 THAT Council APPROVES the Goodwin Park Project 472 as outlined on pages 22 & 23 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.

Carried unanimously

16.12 Cottonwood Park

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-65 *THAT Council APPROVES the Cottonwood Park Project 474 as outlined on page 23 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.13 Five Corners

Moved by Councillor Boschman and seconded by Councillor Friesen:

2025-S01-66 *THAT Council APPROVES the Five Corners Project 476 as outlined on page 23 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.14 Ball Diamond

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-S01-67 *THAT Council APPROVES the Ball Diamond Project 478 as outlined on page 23 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

16.15 Russ Baker Memorial Park

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-68 *THAT Council APPROVES the Russ Baker Memorial Park Project 482 as outlined on page 23 of the 2025 – 2029 Financial Plan, attached to the February 6, 2025, Special Council Meeting agenda.*

Carried unanimously

DEPT 50 PUBLIC LIBRARY

17.0

Dept 50 Public Library was deferred to the next Budget meeting.

18.0 ADJOURNMENT

18.1 Adjournment

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-S01-69 *THAT Council adjourns Special Council Meeting No. 2025-01 at 8:08pm.*

Carried unanimously

Martin Elphee, Mayor

Alexander Bihori, Corporate Officer

**District of Fort St. James
Minutes of Regular Council Meeting No. 2025-03**

February 11, 2025
District Office, 477 Stuart Drive West, Fort St. James, BC and via Zoom

In Attendance

Council	Mayor Martin Elphee
	Councillor Corbett Boschman
	Councillor Judith Friesen
	Councillor Jennifer Howell
	Councillor Kris Nielsen
Staff	Rachelle Willick, Chief Administrative Officer
	Alexander Bihori, Corporate Officer
	Doug Lowther, Director of Operations
	Ryan McVey, Fire Chief <5:00pm to 5:13pm>
	Carrie-Lynn Daley, Legislative Assistant
Delegations	Dwain Russell, Russell Transfer Ltd.

Call to Order

Mayor Elphee called the meeting to order at 5:00pm.

1.0 ADOPTION OF AGENDA

1.1 Adoption of the Agenda

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-03-01 *THAT Council adopts the agenda for Regular Meeting No. 2025-03 as circulated.*

Carried unanimously

2.0 NOTICE OF IN-CAMERA MEETING

2.1 Closed Meeting Motion

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-03-02 *THAT, pursuant to section 90 (1) of the Community Charter, Council will close the meeting to the public to permit discussion of items relating to the following:
(c) labour relations or other employee relations.*

Carried unanimously

3.0 DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL

3.1 Snow cat returned to Russell Transfer - Dwain Russell

Dwain Russell provided Council with a history of the Sno Cat, and requested that Council return the Sno Cat to the Russell Family.

4.0 ADOPTION OF MINUTES**4.1 Minutes of the Regular Meeting**

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-03-03 *THAT Council approves the minutes of Regular Council Meeting No. 2025-02, held Tuesday, January 28, 2025, as circulated.*

Carried unanimously

5.0 BUSINESS ARISING**6.0 REPORTS****6.1 Mayor Elphee's Report**

January 29 - Joint RDBN/DFSJ Recreation fund via Zoom at Nak'azdli
Seniors Monthly Meeting

January 31 - NCLGA Mental Health Meeting via Zoom

February 1 - Caledonia Classic Dog Sled

February 3 - Community Forest Meeting

February 6 - Budget Meeting

February 7 - Tri-Community in Vanderhoof with DFSJ,DFL,DV

February 11 - Nechako Watershed round table

Committee of the Whole meeting at noon

February 12 - Provided a Letter of Support to Prince George for the 2030 Special Olympics

6.2 Councillor's Report

Councillor Boschman

- February 1 - Caledonia Dog Sled.
- February 6 - Budget Meeting
- February 7 - Tri-Community
- February 11 - Committee of the Whole

Councillor Howell

- January 29 - Youth & Children
- February 6 - Budget Meeting
- February 7 - Tri-Community
- February 11 - Committee of the Whole

Councillor Friesen

- February 6 - Budget Meeting
- February 7 - Tri-Community
- February 11 - Committee of the Whole

Councillor Nielsen

- February 6 - Budget Meeting
- February 7 - Tri-Community
- February 11 - Committee of the Whole

6.3 Development Permit

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-03-04 *THAT Council APPROVES Development Permit No. DP24-002 to permit the development of row housing for the lot legally described as LOT 3 BLOCK 2 DISTRICT LOT 110 RANGE 5 COAST DISTRICT PLAN 1691.*

Carried unanimously

6.4 Joint EOC Grant Application

Moved by Councillor Howell and seconded by Councillor Friesen:

2025-03-05 *THAT Council approve the submission of the Joint Nak'azdli Whut'en and District of Fort St. James UBCM EOC Training and Equipment grant application for \$40,000 each, to cover the cost of EOC equipment and training to EOC members, with the District of Fort St. James as the lead applicant where the District of Fort St. James will receive and manage all grant funds on behalf of Nak'azdli Whut'en and the District of Fort St. James.*

Carried unanimously

6.5 Joint ESS Grant Application

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-03-06 *THAT Council approve the submission of the Joint Nak'azdli Whut'en and District of Fort St. James UBCM ESS Training and Equipment grant application for \$40,000 each, to cover the cost of ESS equipment and training to ESS members, with the District of Fort St. James as the lead applicant where the District of Fort St. James will receive and manage all grant funds on behalf of Nak'azdli Whut'en and the District of Fort St. James.*

Carried unanimously

6.6 Recommendation(s) from the Committee of the Whole

Moved by Councillor Howell and seconded by Councillor Nielsen:

2025-03-07 *THAT Council directs staff to remove slope stabilization from the Capital Plan, and direct staff to bring forward a phased Capital Plan to the next Budget Meeting.*

Carried unanimously

6.7 Arena Renovations RFP Award

Chief Administrative Officer Willick recused herself from the meeting for a conflict of interest, Chief Administrative Officer exited Council Chambers at 5:13pm and returned after the conclusion of the deliberations at 5:17pm.

Fire Chief McVey exited Council Chamber at 5:13pm.

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-03-08 *THAT Council award and enter into a contract with Dado Construction Ltd for the Arena Renovations RFP;*

AND THAT Council direct staff to place the Arena Renovations project into the 2025 – 2029 Capital Plan for the next budget meeting.

Carried unanimously

6.8 Submission of Resolutions for NCLGA Annual Meeting

Moved by Councillor Friesen and seconded by Councillor Nielsen:

2025-03-09 *THAT Council RECEIVE FOR INFORMATION the Submission of Resolutions for NCLGA Annual Meeting Report.*

Carried unanimously

6.9 Official Community Plan & Zoning Bylaw

Moved by Councillor Friesen and seconded by Councillor Howell:

2025-03-10 *THAT Council RECEIVE FOR INFORMATION the Official Community Plan Baseline Review and Council Workshop document as attached to the report dated February 11, 2025, from the Corporate Officer titled "Official Community Plan & Zoning Bylaw".*

Carried unanimously

6.10 Community Forest Governance

Moved by Councillor Nielsen and seconded by Councillor Friesen

2025-03-11 *THAT Council directs staff to proceed with the establishment of a Limited Liability Company to manage the Community Forest.*

Carried unanimously

Moved by Councillor Nielsen and seconded by Councillor Friesen:

2025-03-12 *THAT Council directs staff to notify the Inspector of Municipalities that the District of Fort St. James wishes to establish a Limited Liability Company to manage the Community Forest.*

Carried unanimously

Moved by Councillor Nielsen and seconded by Councillor Friesen:

2025-03-13 *THAT Council disbands the current Community Forest Commission.*

Carried unanimously

7.0 CORRESPONDENCE

7.1 Block Correspondence for Receipt

- **CNC; RE: Preparing for the Future of Higher Education at CNC; Cindy Heitman, President and CEO; dated January 31, 2025**
- **Community Energy Association; Re: NorthCAN Event- April 28-30, 2025; Rob van Adichem, Director of External Relations; dated January 31, 2025**
- **BC Nature Federation of BC Naturalists; Re: Municipal Protected Areas Project Webinar- 10am February 20, 2025; Stewart Guy, Executive Director, BC Nature, dated January 1, 2025**

8.0 BYLAWS

9.0 NEW BUSINESS

9.1 Delegation Discussion/Decisions

Moved by Councillor Nielsen and seconded by Councillor Friesen:

2025-03-14 *THAT Council return the Sno Cat back to the Russell Family.*

Carried unanimously

10.0 SUPPLEMENTARY AGENDA

11.0 RECESS TO THE IN-CAMERA PORTION OF THE MEETING

11.1 Recess to the Closed Meeting

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-03-15 *THAT Council closes the meeting to the public pursuant to resolution 2025-03-02.*

Carried unanimously

12.0 RELEASE OF IN-CAMERA DECISIONS

13.0 ADJOURNMENT

13.1 Adjournment

Moved by Councillor Nielsen and seconded by Councillor Howell:

2025-03-16 THAT Council adjourns the Regular Council Meeting 2025-03 at 6:13pm.

Carried unanimously

Martin Elphee, Mayor

Alexander Bihori, Corporate Officer



NOTICE OF RESOLUTION

Date: February 25, 2025
Report to: Council
From: Mayor Martin Elphee
Subject: **NCLGA Joint Resolution: Twinning of Highway 16**

RECOMMENDATIONS

WHEREAS Highway 16 serves as a critical transportation corridor for Northern British Columbia, facilitating the movement of goods, services, and residents across the region;

AND WHEREAS traffic volumes on Highway 16 have significantly increased due to the expansion of the Port of Prince Rupert, major infrastructure projects such as LNG and transmission line construction, and increased industrial and commercial activities;

AND WHEREAS the existing highway infrastructure presents safety concerns, particularly in areas of high traffic congestion and adverse weather conditions, leading to increased risks for motorists, with limited opportunities for safe passing along significant stretches of the highway, further exacerbating traffic congestion and safety risks;

THEREFORE BE IT RESOLVED that the North Central Local Government Association (NCLGA) urge the Provincial Government to undertake a feasibility study and develop a long-term plan for the twinning of Highway 16 to enhance safety, improve transportation efficiency, and support tourism and economic growth in the region.

SIGN OFF

Submitted by:	Mayor Martin Elphee
---------------	---------------------



Date: February 25, 2025
Report to: Rachelle Willick, Chief Administrative Officer
From: Alexander Bihori, Corporate Officer
Subject: **Zoning Bylaw Home Occupation Definition Dispute**

ALTERNATE RECOMMENDATIONS

THAT Council deem Sweet Daze Dessert Bar as a Home Occupation as defined in Section 2.70 of the "District of Fort St. James Bylaw No. 738, 2001".

OR

THAT Council deem Sweet Daze Dessert Bar as a Restaurant as defined in Section 2.114 of the "District of Fort St. James Bylaw No. 738, 2001".

PURPOSE

The purpose of this report is to bring forth a dispute of the District's Zoning Bylaw's definition of "Home Occupation Use", and within the Zoning Bylaw, it states that "Any disputes over home occupation exclusions shall be settled by the Council of the District of Fort St. James".

BACKGROUND

On January 16, 2025, staff received an application for a business licence for "Sweet Daze Dessert Bar" which is located at 437 Dogwood St., and is zoned R-1 Residential Single Family. The initial application described the business as a "micro bakery," and after clarification the applicant redefined the business as an "artisan boutique," claiming that it falls under the permissible "Home Occupation Use" as detailed in Section 2.70 of the Zoning Bylaw.

Staff have provided the applicant with the basic information for applying for a Temporary Commercial Permit, and provided the option to apply for a Zoning Amendment. Both of these processes are mainly governed by the Local Government Act and the District's Development Procedure Bylaw and any associated bylaws and regulations and/or legislation.

The following are the relevant sections of the District's Zoning bylaw.

Staff Review

Under any Business Licence Application, the review completed by staff follows 3 main principles:

1. Does this business have the necessary permits as required by Provincial Legislation or Federal Legislation (due diligence),

District of Fort St. James
Zoning Bylaw Home Occupation Definition Dispute
Regular Council Meeting No. 2025-04
Tuesday, February 25, 2025
Page 2 of 2

2. Does this business meet the Zoning Bylaw's permitted uses, and
3. Does this business require a Fire Inspection (if yes, has it passed a fire inspection).

The business sells baked goods and beverages, similar to the offerings of what a café would. Comparing the operations to the definition of Restaurant (Attached in Appendix A), this is an eating and drinking establishment where **food and beverages** are sold to the public for consumption either within the premises or for takeaway. Based on this staff determined that this best fits the Zoning Bylaw's criteria for a restaurant, in which the R-1 Residential Single-Family Zone does not permit.

On February 19, 2025, staff informed the applicant that with the removal of the beverage portion of the operating business, it could then be classified under "small-scale processing of food" as a requirement of the restaurant definition is that **food and beverages** are being sold to the public for consumption as stated above. This meaning that if the beverages portion of the business was discontinued, then the restaurant definition would no longer be the most appropriate definition for the business.

Per the Home Occupation definition, based on this dispute between applicant and District staff this information is being brought forward to Council to settle the matter.

ATTACHMENTS

Appendix A: Applicable Zoning Sections

SIGN OFF

Submitted by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer

Appendix A: Applicable Zoning Sections

The District's complete Zoning bylaw is viewable on the District's website at:
<https://www.fortstjames.ca/government/bylaws-policies/zoning-bylaw-no-738-2001>

R-1 Residential – Single Family**Section 4.1 Permitted Uses** (excerpt from the District's Zoning Bylaw)

In the R-1 district, the following uses and no other uses are permitted:

- a) residential use – single family dwelling;
- b) day care centre;
- c) home occupation;
- d) accessory buildings and uses;
- e) bed and breakfast accommodation.

Section 2.70 Home Occupation Use (excerpt from the District's Zoning Bylaw)

"Home occupation use" means an accessory use of a service character which:

- a) is carried on by a member of the family residing in the dwelling unit; and
- b) is clearly incidental and secondary to the use of the dwelling unit for residential purposes; and
- c) which conforms to the following conditions:
 - i) no variation from the residential character and appearance of land or buildings shall be permitted and no external structural change to any principal building or structure for the purpose of accommodating a home occupation use shall be permitted;
 - ii) any home occupation use must be carried out within the dwelling unit or in an accessory building (where permitted in the particular zone), with no exterior operation of the business or external storage of materials, containers or finished products. All homes or accessory buildings must be finished with painted siding products or painted stucco products;
 - iii) a home occupation is not permitted to have any commercial vehicle, exceeding 1 tonne in vehicle weight, to be located on the residential property;
 - iv) a home occupation must not generate traffic congestion or parking problems within the zone and must not produce a public offence or nuisance of any kind (e.g. noise, smoke, dust, toxic or noxious matter, odour, electrical or radio interference, vibration, heat or glare). At all times the privacy and enjoyment of adjacent dwellings shall be preserved and the home occupation use shall not adversely affect the amenities of the neighbourhood.
 - v) the home occupation must not use material or products that produce flammable or explosive vapours or gasses;
 - vi) no more than 55 m² of the floor area of the principal dwelling and accessory building combined must be used in connection with the home occupation.
- d) Home occupation use includes:
 - i) licensed or unlicensed family daycare;
 - ii) activity of home crafters;
 - iii) artists and artisans;
 - iv) barber or beauty shops, not exceeding one operator;

Appendix A: Applicable Zoning Sections

- v) storage of goods within a building for retailing off the premises;
- vi) includes small-scale processing of food, the assembly or repair of wood, repair of small engines, electronic devices, electrical components, home craft or hobby and similar products; and small-scale fabrication of home business related products.
- e) Home occupation use excludes:
 - i) storage of goods outside a building;
 - ii) operation of a kennel;
 - iii) operation of a restaurant;
 - iv) dry cleaning facility;
 - v) laundromat;
 - vi) auto repair or truck repair of any kind.

Any disputes over home occupation exclusions shall be settled by the Council of the District of Fort St. James.

Section 2.114 Restaurant (excerpt from the District's Zoning Bylaw)

"Restaurant" means an eating and drinking establishment where food and beverage are sold to the public for consumption either within the premises, or in motor vehicles which are parked on the site, or for takeaway.



Date: February 25, 2025

Report to: Mayor and Council

From: Rachelle Willick, Chief Administrative Officer

Subject: **NWBCRFA Long-Term Development Plan**

RECOMMENDATIONS

THAT Council APPROVES the Northwest BC Regional Funding Long-Term Development Plan as attached to the report dated February 25, 2025, from the Chief Administrative Officer titled “NWBCRFA Long-Term Development Plan”.

PURPOSE

The purpose of this report is to provide Council with a Draft Long-Term Development Plan (LTDP) for the NWBC Funding for consideration and adoption.

BACKGROUND

In 2024 the District of Fort St. James entered into the Northwest BC Regional Funding Agreement (NWBCRFA). The Agreement is slated to provide the District with \$1,837,097 annually from 2024 through 2028.

A mandatory requirement of the NWBCRFA is for the District to provide to the Province a LTDP outlining how the funds are intended to be utilized over the term of the agreement, this is due by March 30, 2025 (**Draft LTDP attached as Appendix A**). The District may amend this plan at any time by submitting an amendment to the Province.

Further, the District is required to submit an Annual Development Plan (ADP) which outlines what the District expects to undertake during the upcoming year, this is due by April 1st of each year.

ATTACHMENTS

Appendix A: Draft NWBCF LTDP

SIGN OFF

Submitted by:	Rachelle Willick, Chief Administrative Officer
Internal Review by:	Alexander Bihori, Corporate Officer

NWBCRFA Long-Term Development Plant

Appendix A

Description	2025	2026	2027	2028	Total
RBA Opening Balance	(3,674,194)	(2,416,780)	(2,089,368)	(3,085,752)	
Ron Poole Consulting	5,511	5,511	5,511	5,511	22,044
Planner				100,000	100,000
Asset Coordinator	104,000	106,080	108,202	110,366	428,647
Road Paving - Water Line Upgrades	385,000	385,000			770,000
Water Line Upgrades		462,918	727,000	1,369,876	2,559,794
Marina Upgrades		905,000			905,000
Lagoon Desludging	1,500,000				1,500,000
Lagoon Project (Ineligible ICIP Expenses)	1,000,000				1,000,000
Lagoon Cost Share Contribution (25% not Covered by ICIP Grant)	100,000	300,000		1,500,000	1,900,000
Running Balance	(579,683)	(252,271)	(1,248,655)	0	
	Total Revenue	(9,185,485)			
	Total Expenses	9,185,485			
	Remaining Bal	0			



Reference: 281025

February 12, 2025

VIA EMAIL: melphee@fortstjames.ca

Martin Elphee, Mayor
District of Fort St. James
PO Box 640, 477 Stuart Drive West
Vanderhoof, British Columbia
V0J 1P0

Dear Mayor Martin Elphee:

Re: Prince George Timber Supply Area Licence Reductions and Apportionment decisions

The intention of this letter is to follow up on our February 2023 correspondence and engagement related to the Prince George Timber Supply Area (PG TSA) *Forest Act* Section 63 licence reductions and Section 10 apportionment process that has been underway. We are now seeking final comments to provide to the Minister for decision in early 2025.

During our engagement with communities, we have heard about the importance and need to stabilize the local forest sector as it adjusts to lower harvest levels. We have also clearly heard the interest to expand local community forests, and communities' interest to derive benefits from more local management.

While we recognize local communities' interest in expanding community forests, the current licence reduction and apportionment decisions focus on administrative adjustments needed to align tenure commitments with the Allowable Annual Cut (AAC). As a continuation of the 2021 apportionment approach, one consideration is allocating the remaining 59,000m³ per year of uncommitted volume to First Nations.

In 2021, the ministry undertook significant efforts to establish a licence reduction and apportionment process that met our legal obligations in licence reductions, while advancing our reconciliation interests. This approach held forest licence holders at the same relative share, and allocated volume previously available for short term tenures, to First Nations.

For reference, the PG TSA AAC was determined in October 2017. This decision marked a significant reduction that accounted for nearly 20 years of elevated harvest levels to address Mountain Pine Beetle impacted timber.

Page 1 of 3

Ministry of Forests

Omineca Natural
Resource Region

Mailing Address:
499 George Street
Prince George, BC V2L 1R5
Location:
WIDC Building, 6th Floor

Website: www.gov.bc.ca/for

Martin Elphee, Mayor

In the 2017 AAC determination, the chief forester included a mid-term step-down in the fifth year. The 2017 AAC was set at 8.35 million m³ per year, reflecting a 33% reduction from the previous level (12.34M m³). The 2022, step-down represented a 1 million m³ per year reduction setting the to 7.35 million m³ per year.

The current AAC is 6,935,023 m³ per year accounting for the recent issuance of First Nation Woodland Licences.

A stepped reduction AAC approach is designed to allow the forest sector time to rationalize the regional milling capacity and adjust to reduced harvest levels. Regional mill input has declined from about 12 million m³ per year, down to current levels reflecting the projected mid term AAC and changing economic conditions. The Ministry recognizes mill rationalization has had a significant impact on the local and regional economies and their dependent communities.

Following the approach established in 2021 and accounting for tenures issued to First Nations, the apportionment table below outlines the neutral starting point (Table 1 below). BCTS is set to 20% of both the conventional and Bioenergy partition, the non-replaceable forest licence (NRFL) category is set to 600,000 m³ for the Bioenergy partition. First Nations is set at 115,251 m³ per year (92,956m³ /yr existing commitments and 59,077 m³ /yr addition and set the Forest Service Reserve to 1% of the AAC. For clarity, forest licences and First Nations Woodland Licence commitments receive a 13.3% reduction.

Table 1 – Neutral starting point.

Apportionment Category	2021 Apportionment (m³ /year)	2024 Neutral Starting Point (m³ /year)	% of AAC
Replaceable Forest Licences	4,622,695	4,726,636	68.2%
Non-Replaceable Forest Licences	687,071	600,000	8.7%
First Nations Woodland Licences	1,240,233	152,032	2.2%
BCTS	1,670,000	1,387,005	20.0%
Forest Service Reserve	130,001	69,350	1.0%
Total	8,350,000	6,935,023	

Martin Elphee, Mayor

Allocating volume to meet First Nations and community interests has become increasingly complex considering reconciliation interests, limited uncommitted volume and costs associated with compensated takings. Before seeking a mandate for new community forests or their expansion, the Province must work collaboratively with First Nation and other proponents to assess key factors like fibre availability, sustainability, partnerships, economics and overlapping First Nations interests. These assessments, as well as your input, is essential in guiding informed policy development and sustainable mandate decisions that benefit all parties.

Please submit final comments to Andrew Tait, North Area Tenures Team Lead at Andrew.Tait@gov.bc.ca by March 14th, 2025. Andrew can also be reached at 250-645-9302 if you have any questions.

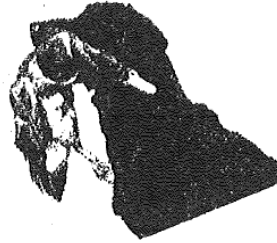
Sincerely,



Anthony Giannotti
Director, Pricing and Tenures
Regional Operations Division – North Area

pc: district@fortstjames.ca
Mike Hykaway, North Area Assistant Deputy Minister
Lori Borth, Omineca Regional Executive Director
Jill Park, District manager Stuart Nechako Natural Resource District
Kevin Hoekstra, District manager Prince George Natural Resource District

Nahounli Kennel & Uplands
2046 Sandhu Road
P.O. Box 1471
Fort St. James, BC
V0J1P0



Phone: 250.996.7449

Email: [REDACTED]

February 15, 2025

To the Mayor and District Council of Fort St. James,

Following are the **“Annual”** animal control statistics for the year 2024, January through December.

Year End Statistics 2024	
Dogs picked up	50
Cats picked up	0
Total animals	50
Dogs locally reclaimed or adopted	49
Dogs transported to PG Humane Society	0
Dogs transported to LUV 4 Paws Rescue	0
Dogs transported to PG Animal Rescue	0
Cats reclaimed	
Cats transported	
Dogs euthanized	0
Cats euthanized	
Total euthanized	0
Total animals reclaimed or adopted	49
Dogs Holding at year end	1
Nahounli Kennel is caring for this dog. Fort St James Animal Care Team Society has taken responsibility to find a home for this dog.	

Actions taken during the past year (2024):

1. There is an increase of 27 dogs picked up compared to 2023 stats.
 98% of dogs were reclaimed locally.
 2% of dogs reclaimed were transported out of town.
 0% of dogs were euthanized.
 No cats picked up
2. Received and recorded 153 animal control calls from residents and businesses both inside and outside the District's boundaries.
 The number of calls decreased by 12 calls over the previous year (2023).
 Time spent on these phone calls was not included in the monthly "Time spent on District duties" recap.
 2024 Nature of calls – 62 complaints, 63 inquiries, 28 missing or found animals.
3. This past year, there were NO dogs designated as a "dangerous dog".
 We currently have 3 dogs with a "dangerous dog" designation living within the District Municipal Boundary.
4. Regular scheduled patrols and 24 hour call out. There were limited services for short amounts of time.
 There were 17 callouts for 15.5 hours, and 12 extra patrols for 12 hours this past year.
 We continued with call forwarding of messages from the on-site business phone.
 Also continued to sell District dog licenses and collect applicable fines.
5. Assist the local RCMP Detachment as requested to assist in animal issues.
6. Assist residents with transportation crates to facilitate animals being taken to a shelter or to a vet for care or routine services.
7. This year, all adoptions were made by local or neighboring community residents, no transfers to shelters.
8. Worked extensively with Fort St James Animal Care Team Society, a volunteer group in our Community interested in animal welfare. As stated in the June 2023 report, we facilitated dogs from our communities to be spayed or neutered, vaccinated, and identified (microchip/tattoo) at veterinary services in either Smithers or Prince George.
 ****From April 23, 2024 through to Nov. 20, 2024, 8 trips were arranged, and 32 dogs were either spayed or neutered.
9. Continued to work with Nak'azdli Whut'en on the five-year Nak'azdli Whut'en Community Animal Service Plan.
9. We do supply dog food in extreme cases and encourage dog food donations to our local food bank.
10. Working relationship with Prince George animal shelters:
 BC SPCA, LUV 4 Paws, Prince George Humane Society, PG Animal Rescue.
11. Continued with the practice of handing out leashes and collars to people who bring their unleashed dogs to the downtown area.

12. Again, we would like to suggest the installation of three to four animal tie-outs positioned in the downtown core so the public has somewhere to tie their dogs while they are shopping.

Possible locations: Integris, Save On Foods, corner of Stuart Lake Pharmacy (old CIBC), and the Government Liquor Store.

TRENDS throughout our communities-

- Local residents are taking advantage of the animal vaccination/wellness clinics held at The View Hotel that is offered by Dr. Fuller from The Hart Family Veterinary Clinic out of PG.
- Amount of large multi-breed dog litters continue
- Shelters throughout the Province are experiencing high numbers of surrendered or abandoned animals

We have included a spreadsheet of the last 44 years of Animal Control statistics for your records. (1980-2024).

The purpose is to use it as an assessment tool.

Over the years, Nahounli Kennel worked together with District Staff, local RCMP, Nak'azdli Whut'en Band Council, Fort St James volunteers from two different animal related Societies [Fort St James Humane Society (FSJHS), Fort St James Animal Care Team (FSJACT)], Canadian Animal Assistance Team (CAAT), Nak'azdli Whut'en volunteers, local veterinarians, and the general public to improve conditions for domestic animals in our Community.

Public attitudes, resources, education, and community involvement have had a positive influence on the number of animals running at large in the District of Fort St. James.



Monica & Bob Grill
Nahounli Kennel and Uplands

[illegible]

Animal Control Statistics for the District of Fort St James 1980-2024 (continued)									
Recorded by Nahounli Kennel & Uplands									
Year	Dogs	Cats	Others	Total Animals		Reclaimed	Transported		NOT District funded
	Picked Up	Picked up	Picked up	Picked up		or Adopted	Out of town	Destroyed	Extra Animal Services
						In Town	to a shelter		Offered In Town by Volunteers
2000	82	22	2	106		38		68	Nak'azdli
			Rabbit,chicken						
2001	90	17	3	110		43		67	
			Kkingfishers						
2002	93	13	1	107		34		73	
			Duck						
2003	80	35	1	116		48		68	
			Duck						
2004	138	28		166		59		107	
2005	112	10	1	123		49		74	
			Bear cub						
2006	106	15	1	122		67		55	
			Deer						
2007	113	3		116		56		60	
2008	80	7		87		53	2	32	
2009	80	3		83		63	15	5	FSJHS
2010	90	1		91		76	13	2	FSJHS
2011	64	1		65		53	8	4	FSJHS
2012	57			57		44		13	FSJHS
2013	54	1		55		32	19	4	FSJHS
2014	36	2		38		24	8	6	FSJHS, CAAT
2015	44	2		46		26	18	2	FSJHS, CAAT
2016	49	6		55		38	14	3	FSJHS, CAAT
2017	31	1		32		29	3		FSJHS, CAAT
2018	31	4		35		27	7	1	FSJHS
2019	45			45		38	6	1	Nak'azdli
2020	40			40		35	5		Nak'azdli
2021	38			38		34	4		Nak'azdli
2022	31	12		43		28	13	2	FSJACT, Nak'azdli
2023	23			23		17	2	4	FSJACT, Nak'azdli
2024	50			50		49	1		FSJACT, Nak'azdli
Sub Total									
2000-2024	1657	183	9	1849		1060	138	651	
TOTALS									
1980-2024	3380	372	14	3766		1786	138	1842	



Fort St. James Curling Club
Box 497
240 Stuart Drive East
Fort St. James, B.C.
V0J 1P0
fsjcurling@gmail.com

RECEIVED
FEB 18 2025

Dear Fort St. James District Mayor and Council:

On behalf of the Fort St. James Curling Club, I would like to thank you and the district staff for the time and effort that has been put into the installation of the new ice plant and providing us with a much-needed storage shed.

Due to the new ice plant the curling ice surface has been so much better than years past. We are excited to share that youth who struggled throwing rocks down the ice have become successful and in turn we believe this will increase the interest in curling and its continued existence in Fort St. James. Not to mention, all the old-time curlers are having to learn to curl on our new ice surface making it a fun challenge.

The storage shed has been a welcome addition to our space. We have already put it to good use. It is full of equipment and supplies that was taking up space along the ice walkways and stuff cluttering the ice plant room.

We look forward to our continued partnership with the district and want to thank you again for stepping in to help our club when our old plant was irreparable. There would not have been a curling facility this year without your support.

Sincerely,

A black rectangular box redacting the signature of Ioni Dagenais.

Ioni Dagenais
Fort St. James Curling Club President



Date: February 25, 2025

Report to: Rachelle Willick, Chief Administrative Officer

From: Alexander Bihori, Corporate Officer

Subject: Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025

RECOMMENDATIONS

THAT Council gives first reading to “Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025.”

THAT Council gives second reading to “Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025.”

THAT Council gives third reading to “Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025.”

PURPOSE

The purpose of this report is to bring forward an amendment to the District’s Sign Regulation Bylaw.

BACKGROUND

In January of 2025, staff brought forward a new Sign Regulation Bylaw in efforts to improve the clarity and reduce regulatory requirements within the District of Fort St. James. It was noted in discussion by staff that with the major provided changes, and the lack of history of sign permits distributed in the past by the District, this bylaw may require subsequent amendments as sign permit applications were received and reviewed.

Since the adoption of the Bylaw, staff have received a sign permit application which did not meet the requirements of the Sign Regulation Bylaw, and therefore staff have not issued this sign permit. In discussions with the applicant, it has been considered that many other municipalities have used ratios in order to allow for larger buildings to have larger signs, and smaller buildings smaller signs.

The proposed amendments to the Sign Regulations bylaw would not allow signs to have a display surface greater than 10% of the ground floor area of the principal building. This approach is similar to that at which Prince George takes for regulating their signs, however, their regulations change by Zone ranging from a maximum of 10% to a minimum of 4% for their commercially zoned lands.

District of Fort St. James
Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025
Regular Council Meeting No. 2025-04
Tuesday, February 25, 2025
Page 2 of 2

ATTACHMENTS

Appendix A: Sign Regulation Bylaw No. 1080, 2025

Appendix B: Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025

SIGN OFF

Submitted by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer

DISTRICT OF FORT ST. JAMES

SIGN REGULATION

BYLAW NO. 1080, 2025

A Bylaw of the District of Fort St. James to regulate the placement, maintenance, and enforcement of signs.

The Council of the District of Fort St. James in open meeting assembled, enacts as follows:

1. CITATION

- 1.1 This bylaw may be cited as "Sign Regulation Bylaw No. 1080, 2025".

2. DEFINITIONS

- 2.1 In this bylaw, the following definitions apply:

- (a) **Authorized Person** means the Corporate Officer or any person(s) designated by the District Council to administer and enforce this bylaw.
- (b) **Billboard Sign** includes large freestanding sign used to advertise products, services, or events that are not related to the property where the sign is displayed.
- (c) **Business Licence Bylaw** means District of Fort St. James Business Licence Bylaw No. 1000, 2018, as amended.
- (d) **Canopy Sign** means a sign attached to or integrated into a canopy or awning projecting over a building entrance or storefront.
- (e) **Commercial Message** includes a message, image, or content displayed on a sign that promotes, advertises, or offers for sale goods, services, businesses, or events for commercial gain.
- (f) **Construction Sign** means a temporary sign displayed on a property where construction is taking place, identifying the project, developer, or contractors involved.
- (g) **Council** means the Council of the District.
- (h) **Display Box** means a shallow, enclosed case or frame used to display advertisements, posters, or public notices, affixed to a building's exterior.
- (i) **Display Surface** means the visible area of a sign used to convey images, text, or promotional content.

- (j) **District** means the District of Fort St. James.
- (k) **Fascia Sign** means a sign affixed flat to the exterior wall of a building and parallel to that wall.
- (l) **Fence Sign** means a sign affixed to or incorporated into a fence, wall, or similar structure for the purpose of advertising or providing information.
- (m) **Freestanding Sign** means a sign supported independently by structures secured to the ground and not attached to any building or structure.
- (n) **Political Message** includes a message, image, or content displayed on a sign that advocates for or against a political party, candidate, public policy, or referendum, or expresses support for or opposition to a political cause or ideology.
- (o) **Portable Sign** includes sandwich boards and other movable signs that are not permanently affixed to any structure and are intended to be placed temporarily near sidewalks or public spaces.
- (p) **Projecting Sign** means a sign affixed to the exterior wall of a building that extends horizontally or at an angle beyond the surface of the wall.
- (q) **Temporary Sign** means a sign intended for short-term use, not exceeding 30 days, to promote events, sales, or activities.
- (r) **Public Place** means land, infrastructure, or assets owned or maintained by the District or other levels of government.
- (s) **Zones** means the land use zones as defined in the Zoning Bylaw.
- (t) **Zoning Bylaw** means District of Fort St. James Bylaw No. 738, 2001, as amended.

3. MEASUREMENTS

Calculation of Height

- 3.1 The height of the Sign shall be calculated as the vertical distance from the top of the highest component of the Sign, including any supporting framework or bracing, to the base of the Sign or supporting framework or bracing at the average level of finished ground adjoining.

Calculation of Display Surface

- 3.2 The **Display Surface** of a Sign with only one face is the total area forming a square, triangle, or circle which encompasses the outer edge of the writing, representation, emblem, or other display, including any frame or border and any

material or colour forming an integral part of the background of the display or used to differentiate the Sign from the backdrop or Structure against which it is placed.

4. GENERAL REGULATIONS

- 4.1 This Bylaw shall apply to the erection, placement, alteration, maintenance, demolition, removal, number, size type, form, appearance, and location of signs on all real property within the **District**.
- 4.2 A person shall not erect, construct, or maintain a sign except as provided for within this Bylaw.

Exemptions

- 4.3 This Bylaw shall not apply to:
- (a) election signs, provided they are removed within seven days after the election;
 - (b) real estate or development signs, provided that the maximum **Display Surface** is 3 m² in size and 3 m in height;
 - (c) business identification signs not exceeding 0.5 m² in **Display Surface**;
 - (d) notices issued by the Government of Canada, the Government of British Columbia, a court, or the **District**;
 - (e) traffic control devices provided for pursuant to the *Motor Vehicle Act*, *RSBC 1996, c. 318*, as amended;
 - (f) signs on or over highways installed or authorized by the **District** or the Ministry of Transportation and Infrastructure for the control of traffic and parking, or for street names and direction;
 - (g) signs located in the interior of buildings and not visible from a highway;
 - (h) **freestanding signs** identifying the name of a neighbourhood, community, or subdivision;
 - (i) flags and emblems of political, civic, philanthropic, educational, or religious organization;
 - (j) bench signs authorized by the **District**;
 - (k) holiday lights and other decorations that contain no **Commercial Message**;

- (l) works of art that do not include a **Commercial Message** or a **Political Message**;
- (m) **temporary signs**, provided that they do not exceed 3 m² in **Display Surface** and that they are not displayed for more than 30 days; or
- (n) **portable signs**, provided that they do not obstruct any walkway or egress route.

Maintenance of Signs

- 4.4 Owners shall perform normal sign maintenance, including replacing the **Display Surface**, updating lighting, and refurbishing signs without requiring a permit, provided that all maintenance is in compliance with this bylaw.
- 4.5 Owners shall ensure that all signs are structurally sound at all times and free from defects caused by decay, failure of structural members, or fixtures.

Signs in Public Places

- 4.6 A person shall not place, tack, post, or otherwise affix a sign to any structure, tree, pole, hydrant, bridge, fence, or any other surface within a public place without the approval of the **Authorized Person**.
- 4.7 Notwithstanding Section 4.6, a person may place signs advertising special events, community activities, or charitable fundraising campaigns on the public bulletin boards at the following locations:
 - (a) Visitor Information Centre, 115 Douglas Avenue, Fort St. James, BC V0J 1P0;
 - (b) Spirit Square Park, 377 Stuart Drive West, Fort St. James, BC V0J 1P0;
 - (c) Cottonwood Park, 711 Stuart Drive West, Fort St. James, BC V0J 1P0;
 - (d) Cottonwood Play Area, 665 Stuart Drive West, Fort St. James, BC V0J 1P0;
 - (e) Goodwin Park, 500 Birch Street, Fort St. James, BC V0J 1P0; or
 - (f) Community Centre, 190 Stuart Drive East, Fort St. James, BC V0J 1P0

Hazardous Signs

- 4.8 A person shall not place or construct a sign or its lighting or permit a sign or its lighting to be placed or constructed such that it:
 - (a) creates a hazard to the safe, efficient movement of vehicular or pedestrian traffic;
 - (b) interferes with the movement of vehicular or pedestrian traffic;

- (c) interferes with traffic control devices; or
 - (d) interferes with or obstructs visibility on a highway.
- 4.9 A sign shall not be placed in a manner that may obstruct any window opening, door opening, passageway, fire escape, walkway, vehicular driveway.

5. SPECIFIC SIGN REGULATIONS

5.1 Billboard Signs shall:

- (a) not exceed 15 m² in **Display Surface** per face;
- (b) not exceed a height of 5 m;
- (c) not be displayed:
 - (i) within 30 m of another billboard;
 - (ii) within 15 m of an adjacent parcel of land; and
 - (iii) within 2 m of any highway right of way; and
- (d) only be displayed in the following **Zones**:
 - (i) Industrial – Heavy (I-2);
 - (ii) Industrial – Intermediate (I-3);
 - (iii) Rural Residential (R-2); or
 - (iv) Rural Residential (R-3).

5.2 Canopy Signs shall:

- (a) not project within 0.6m horizontally from a curb line;
- (b) not extend above the top of the canopy or below the underside of the canopy;
- (c) not be less than 2.6m above grade;
- (d) not exceed the height of the building to which it is affixed; and
- (e) only be displayed in the following **Zones**:
 - (i) all Commercial Districts (C-1, C-2, C-3, and C-RU);
 - (ii) all Industrial Districts (I-1, I-2, and I-3); or
 - (iii) all Institutional Districts (P-2 and P-4).

5.3 Construction Signs shall:

- (a) be located upon the property where construction has commenced;

- (b) be removed within 15 days after completion of construction on the property;
- (c) not exceed 5 m² in **Display Surface** per face;
- (d) not exceed a height of 5 m.

5.4 Display Boxes shall:

- (a) be limited to one per principal entrance to a business or restaurant frontage; and
- (b) be located within 3 m of the principal entrance of the business frontage to which it relates.

5.5 Fascia Signs shall:

- (a) not exceed 5 m² in **Display Surface** per face;
- (b) not be less than 2.6m above grade;
- (c) not extend beyond the height or width of the wall to which it is affixed; and
- (d) only be displayed in the following **Zones**:
 - (i) all Commercial Districts (C-1, C-2, C-3, and C-RU);
 - (ii) all Industrial Districts (I-1, I-2, and I-3); or
 - (iii) all Institutional Districts (P-2 and P-4).

5.6 Fence Signs shall:

- (a) not exceed 3 m² in **Display Surface** per face;
- (b) not extend beyond the height or width of the fence to which it is affixed; and
- (c) only be displayed in the following **Zones**:
 - (i) all Industrial Districts (I-1, I-2, and I-3); or
 - (ii) all Institutional Districts (P-2 and P-4).

5.6 Freestanding Signs shall:

- (a) not exceed 5 m² in **Display Surface** per face;
- (b) not project into or over any highway or adjacent parcel;
- (c) not be situated within 2.0 m of any adjacent parcel of land or highway;
- (e) not exceed a height of 7 m; and
- (d) only be displayed in the following **Zones**:

- (i) all Commercial Districts (C-1, C-2, C-3, and C-RU);
- (ii) all Industrial Districts (I-1, I-2, and I-3); or
- (iii) all Institutional Districts (P-2 and P-4).

5.7 Projecting Signs shall:

- (a) not project more than 2m from the building to which it is attached;
- (b) not project within 0.6m of the nearest curb; and
- (c) not extend more than 0.6m above the Roof Line of the building to which it is attached.

6. SIGN PERMITS

6.1 A Sign Permit shall be issued in accordance with the following requirements and procedures:

6.1.1 The Authorized Person may refuse to issue a Permit for any Sign:

- (a) if such Sign advertises a business or use which is operating contrary to the **Zoning Bylaw** or **Business Licence Bylaw**.
- (b) if the building or Structure to which the Sign is attached, or is to be attached, is, in the **Authorized Person's** opinion, not capable of supporting the sign;
- (c) if the information submitted regarding the construction of a structure is insufficient to enable the **Authorized Person** to adequately determine the capability of such Structure to give adequate support to the sign;
- (d) a sign that is the subject of the application, in the opinion of the **Authorized Person**, interferes with the placement or use of any equipment or structure required for any **District** purpose, or fails to meet safety standards as required by the British Columbia Building Code or British Columbia Fire Code, as amended;
- (e) if the application is incomplete or incorrect; or
- (f) if the Sign that is the subject of the application fails in any way to conform with the requirements of this Bylaw.

6.1.2 The Authorized Person may require, prior to the issuance of a Permit, in matters of structural stability, that all drawings and specifications or any part be prepared and sealed by, and the construction carried out under the

supervision of, a Professional Engineer registered in the Province of British Columbia.

6.1.3 The **Authorized Person** may impose terms and conditions that must be met for obtaining or continuing to hold any Permit respecting the following matters:

- (a) animation, illumination, or electrical interference;
- (b) emission of smoke, dust, gas, sparks, soot, cinders, fumes or other effluvia;
- (c) exterior condition and appearance of the Sign; or
- (d) the effective period of any permit.

6.1.4 Application for a Sign Permit shall be made to the **District** in the form prescribed by the **Authorized Person**.

6.1.5 The applicant for a sign permit shall provide the following information:

- (a) The legal description and civic address of the property on which the sign is to be located;
- (b) The name and address of the owner of the property;
- (c) The sign manufacturer's name and address;
- (d) A drawing of the sign to scale, showing the **Display Surface**, and dimensions of the sign, material specifications, and any supporting structural details;
- (e) The proposed location of the sign in relation to the property boundaries and any building on the property;
- (f) Dimensions and locations of all existing signs and buildings on the property;
- (g) The weight of the sign;
- (h) The proposed height and ground clearance of the sign;
- (i) The estimated cost of the sign and any supporting structure; and
- (j) Structural details and material specifications for the proposed sign.

6.2 A sign permit expires if a person has not commenced the authorized work within 12 months from the date of issuance.

6.3 The fees for a Sign Permit shall be non-refundable and paid upon application in accordance with Schedule "A" – Fees attached to and forming part of this bylaw.

7. ENFORCEMENT AND PENALTIES

- 7.1 A **Bylaw Officer** or the **Authorized Person** may enter any property at a reasonable time to ensure compliance with this bylaw.
- 7.2 Any person who violates any provision of this Bylaw, or who permits, suffers or allows any act to be done in violation of any provision of this Bylaw, or who neglects to do anything required to be done by any provision of this Bylaw, commits an offence punishable upon summary conviction and is subject to a fine not less than \$2,000 and not more than \$10,000.00, or a term of imprisonment not exceeding three months, or both.
- 7.3 A person who contravenes any provision of this bylaw commits an offence.
- 7.4 Each day during which any violation or contravention of this Bylaw continues shall be deemed to be a separate offence.

8. REPEAL

- 8.1 "District of Fort St. James Sign Regulation Bylaw No. 963, 2017" and all amending Bylaws are repealed.

READ FOR A FIRST TIME THIS **21** DAY OF **JANUARY** , 2025.
READ FOR A SECOND TIME THIS **21** DAY OF **JANUARY** , 2025.
READ FOR A THIRD TIME THIS **21** DAY OF **JANUARY** , 2025.
ADOPTED THIS **28** DAY OF **JANUARY** , 2025.

[Original Signed]

Mayor

[Original Signed]

Corporate Officer

Attached to and forming part of Sign Regulation Bylaw No. 1080, 2025

Schedule "A" – Fees

The following fees shall be payable to the **District** on submission of a Sign Permit Application:

Type of Sign Permit	Fee
Billboard Sign	\$200.00
Canopy Sign	\$100.00
Construction Sign	No Fee
Display Box	No Fee
Fascia Sign	\$100.00
Fence Sign	\$25.00
Freestanding Sign	\$200.00
Projecting Sign	\$100.00

The Council of the District of Fort St. James in open meeting assembled, enacts as follows:

1.1. This Bylaw may be cited for all purposes as the "Sign Regulation Bylaw Amendment Bylaw No. 1082, 2025."

“not have a **Display Surface** greater than 10% of the ground floor area of the principal building, per face;”.

ADOPTED THIS DAY OF , 2025.

Corporate Officer