



**NOTICE OF REGULAR MEETING**

District of Fort St. James will hold Regular Council Meeting No. 2025-10 at 5:00 PM on Tuesday, May 27, 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 Council Meeting No. 2025-10 as amended to include the following late reports:***

- 1. ***"Indigenous Day Parade" as item 6.15; and***
- 2. ***"Strategic Priorities Fund 2025" as item 6.16.***

**2. NOTICE OF IN-CAMERA MEETING**

2.1 Closed Meeting Motion

***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:***

- (e) 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; and***
- (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [annual municipal report].***

**3. DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL**

3.1 Fort St. James Community Foundation- Greg Willick

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<b>4.</b>	<b>ADOPTION OF MINUTES</b>	
4.1	Minutes of the Regular Meeting <i>THAT Council approves the minutes of Regular Council Meeting No. 2025-09, held Tuesday, May 6, 2025, as circulated.</i>	6 - 10
4.2	Minutes Special Meeting No. 2025-04 <i>THAT Council approves minutes of Special Meeting No. 2025-04, held May 9, 2025 as circulated.</i>	11 - 12
<b>5.</b>	<b>BUSINESS ARISING</b>	
<b>6.</b>	<b>REPORTS</b>	
6.1	Councillor Report - 2025 NCLGA Conference in Prince Rupert May 12-15	13 - 15
6.2	Councillor Report - 2025 NCLGA Northern Health Meeting Synopsis	16
6.3	Request for Chetwynd Chainsaw Carving Mayor Elphee <i>THAT Council send a letter to Chetwynd showcasing the District's interest in receiving a Chainsaw carving.</i>	17
6.4	Mayor Elphee's Report	
6.5	Councillor's Report <ul style="list-style-type: none"> <li>• Councillor Nielsen</li> <li>• Councillor Friesen</li> <li>• Councillor Howell</li> <li>• Councillor Boschman</li> </ul>	
6.6	April 2025 Bylaw/Animal Control Summary	18 - 19
6.7	2025 UBCM Convention Meeting Requests	20 - 21
6.8	January to April 2025 Budget-to-Actual Comparisons	22 - 56
6.9	Employee Code of Conduct <i>THAT Council ADOPTS Employee Code of Conduct Policy No. 4.25 as attached to the report dated May 27, 2025, from Chief Administrative Officer titled "Employee Code of Conduct Policy No. 4.25 Report".</i>	57 - 62
6.10	District Office HVAC <i>THAT Council approves the budget increase from \$15,465 to \$41,000 for the Municipal Office Geothermal Heating.</i>	63 - 64

Item Name

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6.11	<p>Appointment of Officers</p> <p><b>1. THAT Council appoints Rachelle Willick as Chief Administrative Officer.</b></p> <p><b>2. THAT Council appoints Alexander Bihori as Corporate Officer.</b></p> <p><b>3. THAT Council appoints Susan Clarke as Chief Financial Officer.</b></p> <p><b>4. THAT Council appoints Alexander Bihori as Acting Chief Administrative Officer.</b></p>	65
6.12	<p>Lost Creek Holdings Donation of Steam Pump</p> <p><b>THAT Council directs staff to install the donated Steam Pump next to the Steam Shovel at Cottonwood Park in 2026;</b></p> <p><b>AND THAT Council directs staff to implement the installation costs into the future Draft 2026-2030 Budget.</b></p>	66 - 67
6.13	<p>Voyent Alert System Agreement Renewal</p> <p><b>THAT Council APPROVES the Regional Mass Notification System Agreement between the District of Fort St. James and the Regional District of Bulkley-Nechako;</b></p> <p><b>AND THAT Council directs the Chief Administrative Officer to execute the agreement.</b></p>	68 - 72
6.14	<p>Grant in Aid: FSJSS Senior Girls Soccer Provincials</p> <p><b>THAT Council APPROVES a Grant in Aid in the amount of \$1,000 to Fort St James Secondary School in support of the BC School Sports Single A Girls Soccer Provincial Championships.</b></p>	73 - 84
6.15	<p>Indigenous Day Parade</p> <p><b>THAT Council supports Nak'azdli Whut'en's Special Events Application for an Indigenous Day Parade on June 21, 2025.</b></p>	85 - 86
6.16	<p>Strategic Priorities Fund 2025</p> <p><b>THAT Council supports the application to the Union of British Columbia's Strategic Priorities Fund for the Water Treatment Project;</b></p> <p><b>AND THAT Council confirms the District's commitment to fund its share of the project cost, including any potential cost overruns, should the application be successful.</b></p>	87 - 89
<b>7.</b>	<b>CORRESPONDENCE</b>	
7.1	<p>Fort St. James Secondary School Graduation Ceremony; Christine Deverson, Councillor; dated May 6, 2025; Presenting Bursary to Student</p>	90 - 91

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- 7.2 Block Correspondence for Receipt
- MoM Festival update; Lionel Conant, Director; MoM Update; dated May 5th, 2025
  - City of Enderby; Huck Galbriath, Mayor; Re: Bill 7- Economic Stabilization ( Tariff Response ) Act
  - British Columbia; Josie Orborne; Minister of Health; Re: Thank You Letter; dated May 8th

**8. BYLAWS**

**9. NEW BUSINESS**

**10. SUPPLEMENTARY AGENDA**

**11. RECESS TO THE IN-CAMERA PORTION OF THE MEETING**

- 11.1 Recess to the Closed Meeting
- THAT Council closes the meeting to the public pursuant to resolution 2025-10-02.***

**12. RELEASE OF IN-CAMERA DECISIONS**

**13. ADJOURNMENT**

- 13.1 Adjournment
- THAT Council adjourns the Regular Council Meeting 2025-10 at \_\_: \_\_pm.***

Submitted on Tue, 05/13/2025 - 09:40

Submitted by: Anonymous

Submitted values are:

**Delegation Request Form**

To request that FSJ District support the FSJ Community Foundation in granting to non-qualified donees for general granting through the FSJCF moving forward and to provide information on the process.

**Purpose of presentation**

Other

**Please provide further details of your presentation.**

We are requesting that the district assist in disbursement of FSJCF funds granted to non-qualified donees. We will cover the principal set for this in the majority of other municipalities, the CRA position on assisting us, and how we can act as a great partner to assist in making the process simple for the district.

**Contact person**

Greg Willick  
Fort St. James Community Foundation  
PO BOX 17  
Fort St. James  
[fsjcf.info@gmail.com](mailto:fsjcf.info@gmail.com)  
778-628-4373

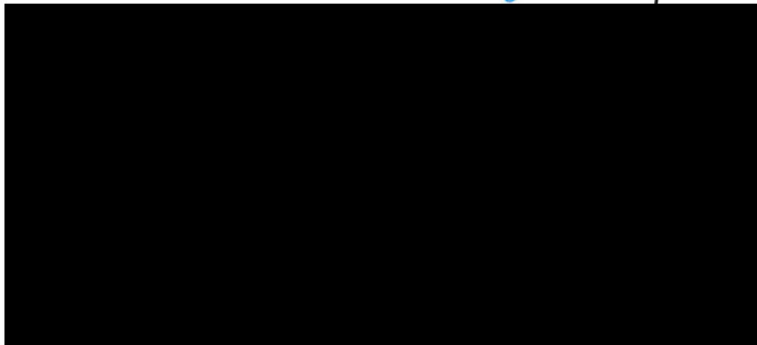
**Meeting date requested**

2025-05-22'P'05:30:00

Approved: 

Signature

↳ May 27<sup>th</sup> → No meeting on 22<sup>nd</sup>.



**District of Fort St. James  
Minutes of Regular Council Meeting No. 2025-09**

May 6, 2025

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

*In Attendance*

Council Mayor Martin Elphee  
Councillor Corbett Boschman  
Councillor Kris Nielsen

Staff Rachelle Willick, Chief Administrative Officer  
Doug Lowther, Director of Operations  
Susan Clarke, Chief Financial Officer  
Carrie-Lynn Daley, Legislative Assistant

Regrets Councillor Jennifer Howell  
Councillor Judith Friesen

Delegations Taylor Turkington - Beswick Hildbrandt Lund Chartered Professional Accountants

**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 Boschman:

2025-09-01 *THAT Council adopts the agenda for Regular Meeting No. 2025-09 as amended by:  
Replacing the attached 2024 Financial Statements under item 3.1 with the corrected version circulated on May 6, 2025.*

Carried unanimously

**2.0 NOTICE OF IN-CAMERA MEETING**

**3.0 DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL**

**3.1 Taylor Turkington- Beswick Hildebrandt Lund Chartered Accountants**

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-02 *THAT Council APPROVES the 2024 Financial Statements.*

Carried unanimously

**4.0 ADOPTION OF MINUTES**

**4.1 Minutes of the Regular Meeting**

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-03 *THAT Council approves the minutes of Regular Council Meeting No. 2025-08, held Tuesday, April 22, 2025, as circulated.*

Carried unanimously

**5.0 BUSINESS ARISING**

**6.0 REPORTS**

**6.1 Mayor Elphee's Report**

- **April 24- RDBN Meeting in Burns Lake**
- **April 26- Welcoming dinner for the new Doctor**
- **April 30- May 2- Minerals North Prince George**
- **May 5th a.m Red Dress Campaign**
- **May 5th p.m RDBN Zoom Meeting with Minister Osborne**

**6.2 Councillor's Report**

**Councillor Nielsen**

- **May 5th- RDBN Zoom meeting with Minister Osborne**

**Councillor Boschman**

- **April 30-May 2- Minerals North Prince George**

**6.3 Employee Code of Conduct**

*Direction* DEFFER

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-04 *MOTION to DEFFER until next meeting*

Carried unanimously

**6.4 Official Community Plan Consultation.**

**6.5 2025 Q1: Procurement Report**

**6.6 Submission of Resolutions for UBCM Annual Meeting**

**7.0 CORRESPONDENCE**

**7.1 Stuart Lake Golf Club; Corporate partner; dated April 22nd 2025; Sandy Gibson. Manger**

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-09-05 *THAT Council again purchase PLATNIUM level Partnership and utilize the library distribution to come out of Council Discretionary fund.*

Carried unanimously

- 7.2 **Block Correspondence for Receipt**
- **Thank You! Murray Ridge Ski Patrol; Cam McCormick; Patrol Leader; dated April 28, 2025**
  - **Village of Telkwa; Mayor Leroy Dekens; dated April 29, 2025; Letter to Premier Eby;**

**8.0 BYLAWS**

**8.1 District of Fort St. James "Financial Plan Bylaw No. 1087, 2025"**

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-06 *THAT Council adopts "District of Fort St. James Financial Plan Bylaw No.1087, 2025"*

Carried unanimously

**8.2 District of Fort St. James " Tax Rates Bylaw No. 1088, 2025"**

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-09-07 *THAT first reading of "Tax Rates Bylaw No. 1088, 2025" be rescinded*

Carried unanimously

Moved by Councillor Nielsen and seconded by Councillor Boschman:

2025-09-08 *THAT second reading of "Tax Rates Bylaw No. 1088, 2025" be rescinded*

Carried unanimously

Moved by Councillor Nielsen and seconded by Councillor Boschman

2025-09-09 *THAT third reading of "Tax Rates Bylaw No. 1088, 2025" be rescinded*

Carried unanimously

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-10 *THAT Council gives first reading to "Tax Rates Bylaw No. 1088, 2025" as amended and circulated on May 6, 2025.*

Carried unanimously

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-11 *THAT Council gives second reading to "Tax Rates Bylaw No. 1088, 2025" as amended and circulated on May 6, 2025.*

Carried unanimously

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-12 *THAT Council gives third reading to "Tax Rates Bylaw No. 1088, 2025" as amended and circulated on May 6, 2025.*

Carried unanimously

**8.3 District of Fort St. James Officers Bylaw No. 1089, 2025**

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-13 *THAT Council adopts "District of Fort St. James Officers Bylaw No. 1089, 2025"*

Carried unanimously

**9.0 NEW BUSINESS**

**10.0 SUPPLEMENTARY AGENDA**

**11.0 RECESS TO THE IN-CAMERA PORTION OF THE MEETING**

**12.0 RELEASE OF IN-CAMERA DECISIONS**

**13.0 ADJOURNMENT**

**13.1 Adjournment**

Moved by Councillor Boschman and seconded by Councillor Nielsen:

2025-09-14 *THAT Council adjourns the Regular Council Meeting 2025-09 at 5:35pm*

Carried unanimously

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Martin Elphee, Mayor

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Corporate Officer

**District of Fort St. James**  
**Minutes of Special Council Meeting No. 2025-04**  
May 9, 2025  
District Office, 477 Stuart Drive West, Fort St. James, BC

*In Attendance*

- Council
  - Mayor Martin Elphee
  - Councillor Corbett Boschman
  - Councillor Jennifer Howell
  - Councillor Kris Nielsen
  
- Staff
  - Rachelle Willick, Chief Administrative Officer
  - Susan Clarke, Chief Financial Officer
  - Carrie-Lynn Daley, Legislative Assistant
  
- Regrets
  - Councillor Judith Friesen

**Call to Order**

*Mayor Elphee called the meeting to order at 12:00pm.*

**1.0 ADOPTION OF AGENDA**

**1.1 Adoption of the Agenda**

Moved by Councillor Nielsen and seconded by Councillor Howell:

*2025-S04-01 THAT Council adopts the agenda for Special Council Meeting No. 2025-04 as circulated.*

Carried unanimously

**2.0 BYLAWS**

**2.1 District of Fort St. James Tax rates Bylaw No. 1088, 2025**

Moved by Councillor Boschman and seconded by Councillor Howell:

*2025-S04-02 THAT Council adopts "Tax Rates Bylaw No.1088, 2025"*

Carried unanimously

**3.0 ADJOURNMENT**

**3.1 Adjournment**

Moved by Councillor Howell and seconded by Councillor Boschman:

2025-S04-03 *THAT Council adjourns the Special Council Meeting No. 2025-04 at 12:02 pm.*

Carried unanimously

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Martin Elphee, Mayor

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Corporate Officer

**2025 NCLGA Conference in Prince Rupert May 12 - 15**

**#1 Port of Prince Rupert** is a key gateway for trade and transportation on the **Pacific Northwest Coast**. Delegates had the opportunity to tour the port and learn about its **operations, economic impact, and sustainability initiatives**.

The tour provided a **firsthand look at one of North America's fastest-growing port, and third largest in Canada**, highlighting its **strategic importance for trade and regional development**. The Port of Prince Rupert is two days shorter for ocean transport of good to Asia than other Western Canadian ports.

**#2 Historic tour of Prince Rupert** (Est 1910) offered delegates a glimpse into the city's rich past that is a **blend of Indigenous history, colonial influences, and maritime heritage**.

- **Keynote Speaker: Janet Austin**, former Lieutenant Governor of BC, spoke on reconciliation, democracy, and social justice.

**Fort St. James Council members attended concurrent sessions offered at NCLGA**

- **Volunteer/Paid on Call Firefighting Sector** – How to succeed in a changing environment of change drivers that impact on services levels and budget. Attended by Councillors Boschman and Howell. Discussion lead by Tim Pley & Assoc. Ltd. Unionizations of fire sector has been happening on the Island and down South. Slowly moving up the province. A few reasons for change are higher level of regulation, more demand on Firefighters (place value on their time), respect and firefighters want to have a voice and be heard, to name a few.

What Local Government can do now to prepare is to have conversations with Fire Chief, CAO & Council. Need to act differently cause time is different, work is different & people and society are different.

- **NCLGA/Northern Chambers Collaboration on Resolutions** – north central BC Chambers and municipal governments collaboration on policies that would be supported by both UBCM and BC Chamber, and broader business community. Attended by Councillor Boschman.
- **Mental Health & Wellbeing for Local Government Elected Officials** – Strategies for supporting local government officials and fostering resilience. Attended by Councillors Friesen, Nielsen, Boschman and Mayor Elphee. This topic was a session at 2024 UBCM conference where 150 delegates met to talk about this challenging issue for elected officials. It is expected in 2026 municipal elections, 50% turnover will occur for councils throughout the province. Many people are choosing to exit municipal politics due to the ever-increasing online and in person aggression from the public to elected officials and their families.
  - **Mental Health Support for Local Elected Officials was a resolution supported by member attendees at NCLGA.**
- **Harnessing AI for Enhanced Capacity in Local Government** – Attended by Councillors Howell and Nielsen. Exploring data-driven decision-making and ethical considerations for municipalities. Session was facilitated by a panel providing insight into AI use as a tool by local government staff in two municipalities and staff working in the offices of the Municipal Insurance Association of BC.
  - **Implementation of AI** will require establishing training, parameters of use, and creating a use policy with appropriate guard rails.
- **Taking Action to Address BC's Healthcare Challenges** – Discussing address challenges for ER closures, surgery & other healthcare need wait times. Attended by Mayor Elphee. What solutions are underway and what new actions are necessary to meet health care needs for all.
  - **Streamlining Licensing for Out-of-Province and Interprovincial Healthcare Professionals was a resolution supported by member attendees at NCLGA.**
- **Indigenous Title Agreements & Collaborative Governance** – Strengthening partnerships between municipalities and First Nations.

**Fort St. James Council members attended plenary sessions offered at NCLGA****NCLGA Resolutions**

**7 executive and 52 member resolutions** were put forward for consideration at NCLGA 2025. 280 municipal and regional district elected officials attended the conference.

- **Joint resolution from District of Fort St. James & District of Vanderhoof for a Psychiatric Hospital for Northern BC** was supported by member attendees at NCLGA.
- **City of Prince George** put forward resolution for province to construct a stand alone secure psychiatric care facility to serve the region, in Prince George. This was also supported by member attendees at NCLGA.
- **Taking Stock of the Trade War: Local Government Impacts.** Session focused on how global trade tensions affect **municipal economies, infrastructure, and policy decisions.**

Speakers hi-lighted premiers across the country working together to reduce interprovincial trade barriers as a positive Canadian response to the tariffs; UBCM is pushing the province to include local governments in tariff conversations; Tariff's impact on GDP in the next few years that will cause economic scarring.

- **Canada-First Local Government Procurement Strategy was a resolution supported by member attendees at NCLGA.**
- **Eliminating Interprovincial Trade Barriers was a resolution supported by members attendees at NCLGA.**
- **UBCM President Trish Mandewo** spoke on **Local Government Impact of Bill 15 (Infrastructure Projects Act)** and how it could override local planning processes, reducing their ability to influence major infrastructure projects. No consultation with UBCM or communities before this bill was brought forward. It is an example of provincial government over-reach.
- **Northern Medical Program** session reinforced the **importance of local medical education** in building **stronger healthcare systems** for northern BC. 60% physicians; 70% nurses; 30% nurse practitioners stay in the north!
  - Councillor Howell attend Northern Medical Program Trust 2025 AGM during NCLGS. Society was established in 2002 for the purpose of supporting health professionals at UNBC and other colleges and Universities in Northern BC. Seek to invest in community welfare, support education, provide exposure to rural communities. Trust provides financial supports to student. District of Fort St. James has one 13-week 2025 summer placement student (Family Nurse Practitioner).
- **Municipal Infrastructure Assessment (MIA)** session emphasized **proactive risk management and collaborative insurance solutions** to support **local government resilience.** An interesting example shared in the session was MIA staff being invited to walk a new trail development in a municipality to assess for risks before its completion.
- **Watson Island Redevelopment:** City staff presented on the industrial transition of Watson Island, offering insights on how the City of Prince Rupert navigated the many challenges of becoming the unwilling owner of an abandoned pulp mill. Through partnership and creative thinking from City management, this lemon turned into lemonade! 95% of the physical infrastructure and products left behind were recycled! A new processing facility is under construction at the previous mill properties.
- **Regional Districts – Legislative Reform** Speaker Donald Lidstone provided an overview of the project that has been undertaken on the need to reform regional district powers, procedures, governance, finance, taxation and services.
- **CN Moving the Economy Safely –** Speakers provided overview of strategies, technology, and methods CN employs to ensure safe and sustainable operations.
- **Gitxaala Enterprises Corp: Investing in Prince Rupert's Future –** GECO now owns and operations the Crest Hotel, RONA Building Center, Saltwater Bakery and most recently acquisition of Changes Prince Rupert. With over 200 employees across its portfolio, GECO is posed to play pivotal role in building Prince Rupert's future as a destination for all.

**Awards**

- The **2025 NCLGA Community Leadership Awards** recognized outstanding contributions in **Environmental Stewardship, Social Responsibility, and Economic Development**. The Leadership awards were given to District of Mackenzie, City of Fort St. John, City of Prince George.

**2026 NCLGA**

The City of Prince George will host the 2026 conference

Mayor and Council were in Prince Rupert from May 12-15/25 for the annual NCLGA conference and had a meeting with Northern Health and 5 topics were discussed.

#### Staff Closures

- Ft St James is presently in good standing with RN and LPNs, but locum Doctors has been the issue recently. Until this can be resolved, we will continue to experience infrequent closures. 2 new doctors will be in the community in the spring/26 but if any staff leave prior to then, the situation will be different.

#### Earn & Learn

- This is a new program where students go to school and are placed on-the-job training throughout the term where they earn a salary. This training is considered as a part of the school term which lessens the total time to earn a degree or diploma and still earning funds.

#### Ambulance

- Previously, local ambulances would transport patients to PG and at times would be out of community for up to 12 hours. This could have had dire consequences in the event of a disaster. NH has now instituted a travel ambulance with paramedics to come to the northern community or meet ½ way which will reduce the amount of time we are not at full complement.

#### Staff Treatment

- Staff are being verbally and physically abused while on the job throughout the province. This along with burnout has affected their work/life balance resulting in early resignations. NH and the Province recognize the situation and are working on a solution for security guards in every hospital.

#### Mental Health

- We mentioned that there are insufficient beds in the North for those with mental health issues. The Districts of Vanderhoof and Ft St James brought forward a resolution that was passed at this year's conference for a need of a psychiatric hospital for the North. Next step will be a resolution at UBCM in September.



**NOTICE OF  
RESOLUTION**

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**Date:** May 23, 2025  
**Report to:** Council  
**From:** Mayor Martin Elphee  
**Subject:** Request for Chetwynd Chainsaw Carving

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**RECOMMENDATIONS**

THAT Council send a letter to Chetwynd showcasing the District’s interest in receiving a Chainsaw Carving.

**DISCUSSION**

Chetwynd has donated Chainsaw carvings this year to Fraser Laker and Prince Rupert, and last year to Smithers, Fort St. John, Dawson Creek, and Tumbler Ridge. In speaking with Sarrah Storey, Mayor of Fraser Lake, that the District of Fort St. James may be able to secure a chainsaw carving to be put on display by sending a letter to Chetwynd showcasing our interest.

**SIGN OFF**

Submitted by:	Mayor Martin Elphee
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**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Ryan McVey, Fire Chief  
**Subject:** April 2025 Bylaw/Animal Control Summary

**PURPOSE**

This report summarizes the activities of the Bylaw/Animal Control to keep Council informed of ongoing departmental activities or projects during the month of April 2025.

**BACKGROUND**

**Bylaw/Animal Control Complaints**

As expected with the warmer weather, the number of Bylaw and Animal Complaints increased substantially. The data below shows there were six bylaw complaints during April compared to five in Q1. Also, in April there were 16 animal complaints with seven dogs being captured compared to 11 complaints regarding dogs at large and five being captured.

April Bylaw Complaints	Call Volume	April Animal Complaints	Call Volume
Bylaw Complaints	6	Animal Complaints	16
Bylaw Complaints Closed/In Process	5/1	Animal Compliance Contacts	9
		Dogs Captured	7
		Dogs Returned	7

April Hours Allocated	Volume	Four Month Totals	Call Volume
Bylaw/Animal Control Regular Hours	162	Bylaw Complaints	11
Investigation Hours	16	Bylaw Complaints Closed/In Process	10/1
Animal Control Patrol Hours	22	Animal Complaints	27
Animal Care Hours	124	Animal Compliance Contacts	24
Animal Care Overtime Hours	55	Dogs Captured	12
		Dogs Returned	9

**Compliance and Enforcement**

As of April 9, 2025, the District of Fort St. James has been included in Schedule 1 of the Bylaw Notice Enforcement Regulation. This allows for the District to begin utilizing Bylaw Notice Enforcement once the District has passed the applicable Bylaw and entered into an agreement with the RDBN. We are waiting for the RDBN to adopt their Bylaw Notice Enforcement Bylaw prior to being able to enter into an agreement. Bylaw Enforcement and Animal Control issues will continue to be addressed in the same manner until such time that the transition to utilize Bylaw Notices come into effect.

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April 2025 Bylaw/Animal Control Summary  
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**SIGN OFF**

Written by:	Emma Kossey, Bylaw/Animal Control Officer
Submitted by:	Ryan D. McVey, Fire Chief
Internal Review by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer



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**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **2025 UBCM Convention Meeting Requests**

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**PURPOSE**

The purpose of this report is to provide Council information regarding requests for meetings with provincial ministers and staff at the 2025 Union of British Columbia Municipalities (UBCM) Convention.

**BACKGROUND**

The 2025 UBCM Convention will take place September 22 – 26 in Victoria, and the theme is Charting the Course.

**Meeting Requests**

Meetings with the Premier and Cabinet Ministers will be 15-minutes in length and are designed to be only high-level discussions with a max of three topics. Each community may request **one meeting** per Minister and the deadline for Minister Meeting Requests is **July 2, 2025, at 6:00pm** and regrets are expected to be communicated late August with meeting confirmations following in early September.

Meetings with Provincial Government Staff from Ministries, Agencies, Commissions, and Corporations (MACC) will be 30-minutes in length, except for meetings with the Ministry of Transportation and Transit. MACC topics may be between 1 and 3 topics and are expected to be more in depth than Ministerial meetings. The deadline for MACC Meeting Requests is **August 20, 2025, at 11:59pm** with meeting confirmations to be communicated by September 17<sup>th</sup>.

**District Procedure**

This year for meeting requests, staff recommend that Councillors bring forward their meeting topics/meeting requests through a Notice of Resolution. Meeting topics/requests should have a narrowed scope to ensure that enough detail can be gathered and provided within the meeting request. Staff are willing to assist with gathering any information required for a Councillor's meeting.

For each meeting request whether it is a request for Ministers or for MACC's the following information is required:

- Whether our local MLA will be invited to attend the meeting

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- List of Attendees (all Council members and Staff that are planning to attend)
- Topic Title
- Background of Topic (brief description of the topic < 700 characters)
- Request (one sentence summary of what you would like from the meeting < 300 characters)

This year UBCM has specified that it is especially important to have accurate attendees as there is limited space available compared to last year’s convention.

**SIGN OFF**

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



**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Susan Clarke, Chief Financial Officer  
**Subject:** **January to April 2025 Budget-to-Actual Comparisons**

**PURPOSE**

To provide Council with budget to actual comparisons for the first Third of 2025.

**BACKGROUND**

As this is the first financial reporting for 2025, an additional month of available financial data is being included, to ensure that Council is as up to date as possible. The next report will return to the regular quarterly schedule.

- Provisional 2025 column contains the item’s full Annual Budget
- Actuals 2025 column (Prd 01-04) displays the January 1 to April 30, 2025, Actuals
- Percent of Variance column shows the percentage of the budget *remaining* for the rest of the year

As this report covers the first third (33%) of 2025, fixed/regular expenses should come in close to -66.00 for percent of variance. Other items, which may be seasonal in nature or one-time purchases, will not follow the same pattern.

Overall, most line items are well within budget. Exceptions will be closely monitored.

**Revenue:**

- Revenue in the first third is typically low, as taxes have not been assessed (Pages 1-6)
- Road Rescue Revenue is now being invoiced regularly and collected from the province
- Revenue Other Sources was primarily from the sale of one unused asset
- RBA funds totalling \$5,511,291 were received in March

**Expenses:**

- Dept 24: The Fire Training Centre offered its first course in April 2025. The course trained 18 firefighters, including five of our own, and generated \$6,444\* in revenue. Instructor expenses/travel were \$6,186. (\*invoiced in May)
- Public Works-Winter Activities has used about 52 per cent of its budget, which is on track for this time of year.
- Dept 20: Capital Municipal Geothermal System is over its budget for the year. Substantial work was done to rehabilitate the system, which is now working effectively.
- Dept 60: Water Rounds are trending high. Staff will investigate further; it is a possible there was some error in timesheet payroll coding.

District of Fort St. James  
January to April 2025 Budget-to-Actual Comparison  
Regular Council Meeting No. 2025-10  
Tuesday, May 27, 2025  
Page 2 of 2

- Dept 70: Sewer Rounds are trending high again, possible error in timesheet payroll coding. We will continue to monitor these and report back.

There are no major budget concerns at this time.

**ATTACHMENTS**

**Appendix A:** 2025 Budget to Actual Comparison-Jan to April 2025

**Appendix B:** Grants in Aid 2025

**SIGN OFF**

Submitted by:	Susan Clarke, Chief Financial Officer
Reviewed by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer

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DISTRICT OF FORT ST JAMES  
**ACTUALS AND BUDGET COMPARISON WITHOUT ENCUMBRANCE - ADMIN**  
 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 23/05/2025  
 Time: 14:53:02

Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
<b>Fund 10: General Fund</b>				
<b>Dept 01: TAXATION REVENUE</b>				
<b>Project 010: Real Property</b>				
10-01-010-0005	CURRENT TAXES	4,320,575.00-	0.00	100.00-
10-01-010-0010	GENERAL DEBT LEVY	37,048.00-	0.00	100.00-
10-01-010-0020	TAX SALE-ADMINISTRATION FEES	150.00-	0.00	100.00-
10-01-010-0025	TAX SALE-LAND TITLES FEES	150.00-	0.00	100.00-
10-01-010-0035	CURRENT TAX ADJUSTMENTS	8,500.00	0.00	100.00-
10-01-010-0040	ARREARS TAX ADJUSTMENT	3,000.00	2,902.95	3.24-
10-01-010-0045	DELINQUENT TAX ADJUSTMENTS	500.00	0.00	100.00-
10-01-010-0600	TAX REDEMPTION - INTEREST	378.00-	0.00	100.00-
	NET Project 010: Real Property:	4,346,301.00-	2,902.95	100.07-
<b>Project 020: Special Assessments</b>				
10-01-020-0050	SCHOOL TAX ADMIN FEE	3,078.00-	0.00	100.00-
	NET Project 020: Special Assessments:	3,078.00-	0.00	100.00-
	TOTAL Dept 01: TAXATION REVENUE:	4,349,379.00-	2,902.95	100.07-
<b>Dept 02: GRANTS-IN-LIEU</b>				
<b>Project 030: Federal</b>				
10-02-030-0080	PUBLIC WORKS CANADA GRANT IN LIEU	44,768.00-	0.00	100.00-
	NET Project 030: Federal:	44,768.00-	0.00	100.00-
<b>Project 040: Provincial</b>				
10-02-040-0085	PROV OF BC GRANT IN LIEU	82,000.00-	0.00	100.00-
10-02-040-0090	BC RAIL GRANT IN LIEU	4,050.00-	0.00	100.00-
10-02-040-0095	BC HYDRO GRANT IN LIEU	40,479.00-	0.00	100.00-
	NET Project 040: Provincial:	126,529.00-	0.00	100.00-
<b>Project 050: Regional</b>				
10-02-050-0100	PNG GRANT IN LIEU	17,786.00-	0.00	100.00-
10-02-050-0105	PNG FRANCHISE FEE	60,000.00-	0.00	100.00-
10-02-050-0110	TELUS GRANT IN LIEU	4,924.00-	0.00	100.00-
	NET Project 050: Regional:	82,710.00-	0.00	100.00-

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DISTRICT OF FORT ST JAMES  
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 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 23/05/2025  
 Time: 14:53:02

Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
TOTAL Dept 02: GRANTS-IN-LIEU:		254,007.00-	0.00	100.00-
<b>Dept 06: SALE OF SERVICES</b>				
<b>Project 080: Protective Services</b>				
10-06-080-0125	NAK'AZDLI FIRE (SERVICE AGREEMENT)	127,327.00-	0.00	100.00-
10-06-080-2500	ROAD RESCUE REV - PROV OF BC	1,020.00-	1,274.00-	24.90
10-06-080-7215	FIRE TRAINING FACILITY REVENUE	5,000.00-	0.00	100.00-
10-06-080-7220	RDBN - ESS TRAINING (2025)	6,000.00-	6,000.00-	0.00
NET Project 080: Protective Services:		139,347.00-	7,274.00-	94.78-
<b>Project 090: Environmental Services</b>				
10-06-090-0130	ENVIRONMENTAL SERVICE RATES COLLECTED	169,416.00-	76,282.93-	54.97-
NET Project 090: Environmental Services:		169,416.00-	76,282.93-	54.97-
<b>Project 100: Arena</b>				
10-06-100-0190	SPEED SKATING RECEIPTS	2,900.00-	2,004.45-	30.88-
10-06-100-0195	MINOR HOCKEY RECEIPTS	16,500.00-	13,101.55-	20.60-
10-06-100-0197	LADIES HOCKEY RECEIPTS	1,224.00-	0.00	100.00-
10-06-100-0205	APOLLO HOCKEY RECEIPTS	6,365.00-	3,780.00-	40.61-
10-06-100-0230	OTHER ICE RENTAL RECEIPTS	3,060.00-	3,625.19-	18.47
10-06-100-0235	VENDING MACHINE	714.00-	0.00	100.00-
10-06-100-0240	CONCESSION STAND	1,561.00-	795.00-	49.07-
10-06-100-0245	SKATE SHARPENING	1,061.00-	346.47-	67.34-
10-06-100-0250	PUBLIC SKATING	2,000.00-	1,500.00-	25.00-
10-06-100-0251	ARENA ADVERTISING REVENUE	4,361.00-	0.00	100.00-
10-06-100-0495	ARENA RENTAL OTHER	14,280.00-	787.73-	94.48-
NET Project 100: Arena:		54,026.00-	25,940.39-	51.99-
<b>Project 120: Recreation Programs</b>				
10-06-120-0250	COMMUNITY CENTRE REVENUE	15,300.00-	3,270.75-	78.62-
10-06-120-0251	RACQUET COURT REVENUE	2,040.00-	75.00-	96.32-
10-06-120-0255	RECREATION PROGRAM REVENUE	10,000.00-	0.00	100.00-
NET Project 120: Recreation Programs:		27,340.00-	3,345.75-	87.76-
TOTAL Dept 06: SALE OF SERVICES:		390,129.00-	112,843.07-	71.08-
<b>Dept 08: REVENUE OWN SOURCES</b>				

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<b>Project 150: Licences &amp; Permits</b>				
10-08-150-0350	BUSINESS LICENCES	20,000.00-	18,655.00-	6.73-
10-08-150-0360	BUILDING AND PLUMBING PERMITS	5,000.00-	6,210.00-	24.20
10-08-150-0365	COMMERCIAL FIRE PERMITS	50.00-	0.00	100.00-
10-08-150-0410	SIGN PERMITS	100.00-	0.00	100.00-
	NET Project 150: Licences & Permits:	25,150.00-	24,865.00-	1.13-
<b>Project 160: Fines &amp; Fees</b>				
10-08-160-0400	ANIMAL FEES	974.00-	690.00-	29.16-
10-08-160-0405	POUND FEES	150.00-	520.00-	246.67
	NET Project 160: Fines & Fees:	1,124.00-	1,210.00-	7.65
<b>Project 170: Rentals &amp; Leases</b>				
10-08-170-0450	YELLOWHEAD HELICOPTER LEASE	4,410.00-	4,200.00-	4.76-
10-08-170-0455	AMBULANCE STATION LEASE	20,905.00-	6,968.32-	66.67-
10-08-170-0457	SPIRIT SQUARE LEASE BUILDING	7,200.00-	2,400.00-	66.67-
10-08-170-0460	STUART LAKE SENIORS LEASE	1.00-	0.00	100.00-
10-08-170-0465	MUSIC MAKERS LEASE	1.00-	0.00	100.00-
10-08-170-0470	FSJ COMMUNITY ARTS COUNCIL	1.00-	0.00	100.00-
10-08-170-0475	STUART LAKE RECYCLING CO-OP LEASE	1.00-	0.00	100.00-
10-08-170-0485	AIRPORT(KV) LEASE	1.00-	0.00	100.00-
10-08-170-0490	BC FOREST SERVICE WEATHER STN	220.00-	0.00	100.00-
10-08-170-0500	INTERIOR HELICOPTERS LEASE	4,725.00-	4,500.00-	4.76-
10-08-170-0502	Airport Lease Revenue - Other	0.00	334.50-	0.00
10-08-170-0505	COTTONWOOD MARINA - MOORAGE	14,000.00-	7,981.00-	42.99-
10-08-170-0515	COTTONWOOD CAMPGROUND FEES	12,000.00-	1,125.00-	90.63-
10-08-170-0525	COTTONWOOD RECREATIONAL RENTALS	300.00-	0.00	100.00-
	NET Project 170: Rentals & Leases:	63,765.00-	27,508.82-	56.86-
<b>Project 190: Equipment Charges</b>				
10-08-190-0555	GRADER REVENUE	49,980.00-	30,772.50-	38.43-
10-08-190-0560	BACKHOE REVENUE	88,740.00-	26,280.00-	70.39-
10-08-190-0565	LOADER REVENUE	70,380.00-	24,272.50-	65.51-
10-08-190-0570	2011 SINGLE AXLE DUMP TRUCK	19,890.00-	8,937.50-	55.07-
10-08-190-0575	2016 SINGLE AXLE DUMP TRUCK	30,600.00-	12,480.00-	59.22-
10-08-190-0580	EXCAVATOR REVENUE	17,850.00-	3,380.00-	81.06-
10-08-190-0583	EXCAVATOR MINI REVENUE	0.00	3,360.00-	0.00
10-08-190-0585	TOOLCAT REVENUE	30,600.00-	14,639.50-	52.16-

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Date: 23/05/2025  
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	NET Project 190: Equipment Charges:	308,040.00-	124,122.00-	59.71-
<b>Project 210: Interest &amp; Tax Penalties</b>				
10-08-210-0600	DEPOSIT INTEREST	0.00	135,973.90-	0.00
10-08-210-0605	INTEREST ON ARREARS	7,200.00-	1,042.06-	85.53-
10-08-210-0610	INTEREST ON DELINQUENT TAXES	1,248.00-	141.64-	88.65-
10-08-210-0615	CURRENT TAX PENALTIES	20,400.00-	0.00	100.00-
10-08-210-0620	NSF CHEQUE CHARGES COLLECTED	100.00-	0.00	100.00-
	NET Project 210: Interest & Tax Penalties:	28,948.00-	137,157.60-	373.81
<b>Project 230: Cemetery</b>				
10-08-230-0650	GRAVE LINERS	1,000.00-	200.00-	80.00-
10-08-230-0652	CEMETERY RESERVATIONS	500.00-	0.00	100.00-
10-08-230-0655	CEMETERY PLOT SALES	1,800.00-	100.00-	94.44-
10-08-230-0660	CEMETERY CARE FUND	700.00-	0.00	100.00-
10-08-230-0665	OPENING/CLOSING GRAVES	1,200.00-	125.00-	89.58-
10-08-230-0670	CEMETERY - ADMIN FEE	500.00-	0.00	100.00-
	NET Project 230: Cemetery:	5,700.00-	425.00-	92.54-
<b>Project 250: Miscellaneous Revenue</b>				
10-08-250-0690	BC ONLINE TAX SEARCH REVENUE	800.00-	380.00-	52.50-
10-08-250-0695	PORTABLE POTTIES	500.00-	545.30-	9.06
10-08-250-0700	REVENUE OTHER SOURCES	3,000.00-	6,212.48-	107.08
10-08-250-0701	NIGHT MARKET	350.00-	0.00	100.00-
10-08-250-0705	CASH OVER	0.00	5.49-	0.00
10-08-250-0706	VISITOR INFORMATION CENTRE	1,000.00-	0.00	100.00-
10-08-250-0710	Office Services (Copying etc.)	250.00-	117.02-	53.19-
10-08-250-0720	ZONING & SUBDIVISION FEES	1,500.00-	400.00-	73.33-
10-08-250-0725	SALE OF PLAQUES AND BENCHES	500.00-	0.00	100.00-
10-08-250-0730	DONATIONS/GRANTS MISCELLANEOUS	500.00-	0.00	100.00-
10-08-250-0750	Public Works Recoverable Revenue	0.00	260.54-	0.00
	NET Project 250: Miscellaneous Revenue:	8,400.00-	7,920.83-	5.70-
<b>Project 251: Community Events Rev/Grants</b>				
10-08-251-0733	PARTICIPATION GRANT	1,500.00-	0.00	100.00-
	NET Project 251: Community Events Rev/Grants:	1,500.00-	0.00	100.00-
	TOTAL Dept 08: REVENUE OWN SOURCES:	442,627.00-	323,209.25-	26.98-

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Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
<b>Dept 10: UNCONDITIONAL TRANSFERS FROM OTHER GOV'T</b>				
<b>Project 040: Provincial</b>				
10-10-040-0760	STRATEGIC COMMUNITY INVESTMENT FUND (BC	426,000.00-	0.00	100.00-
	NET Project 040: Provincial:	426,000.00-	0.00	100.00-
	TOTAL Dept 10: UNCONDITIONAL TRANSFERS FROM OTHER GOV'T:	426,000.00-	0.00	100.00-
<b>Dept 12: CONDITIONAL TRANSFERS FROM OTHER GOV'TS</b>				
<b>Project 030: Federal</b>				
10-12-030-0785	GOV'T OF CANADA - CANADA DAY GRANT	3,000.00-	0.00	100.00-
10-12-030-0786	FireSmart Canada Grant	0.00	500.00-	0.00
10-12-030-0787	Rural Transit Solutions Feasibility Gran	50,000.00-	0.00	100.00-
10-12-030-0790	GOV'T OF CANADA - CANADA SUMMER JOBS	15,002.00-	0.00	100.00-
	NET Project 030: Federal:	68,002.00-	500.00-	99.26-
<b>Project 040: Provincial</b>				
10-12-040-0800	NDIT-ECONOMIC DEVELOPMENT	50,000.00-	0.00	100.00-
10-12-040-0801	INDIGENOUS ENGAGEMENT GRANT- Emerg/Fire	40,000.00-	0.00	100.00-
10-12-040-0805	INTACT GRANT FIRE MITIGATION (applicatio	200,000.00-	0.00	100.00-
10-12-040-0808	UBCM-COMMUNITY RESILIANCY INVESTMT-FIRES	250,000.00-	0.00	100.00-
10-12-040-0811	DESTINATION BC GRANT (DBC)	18,750.00-	0.00	100.00-
10-12-040-0815	JOINT ESS GRANT W NW	80,000.00-	0.00	100.00-
10-12-040-0816	JOINT EOC GRANT W NW	80,000.00-	0.00	100.00-
10-12-040-0817	UBCM-LGDAP Doc Revitalization	63,910.00-	0.00	100.00-
10-12-040-0820	NDIT-PLANNER/DEVELOPMENT OFFICER	91,500.00-	0.00	100.00-
10-12-040-0822	RDBN - FOODCYCLER PILOT	5,000.00-	5,000.00-	0.00
10-12-040-0823	FOODCYCLER RESALE REVENUE	25,000.00-	22,486.00-	10.06-
10-12-040-0835	NDIT BUSINESS FACADE PROGRAM	20,000.00-	0.00	100.00-
10-12-040-0840	LOCAL GOV HOUSING INITIATIVES CAP	112,133.00-	0.00	100.00-
10-12-040-0846	UBCM-Gas Tax/COMMUNITY WORKS FUND (CWF)	126,521.00-	0.00	100.00-
10-12-040-0850	NWBC RESOURCE BENEFITS ALLIANCE Revenue	5,511,291.00-	5,511,291.00-	0.00
10-12-040-0855	BC EMPLOYER TRAINING GRANT (Skills)	0.00	1,108.80-	0.00
	NET Project 040: Provincial:	6,674,105.00-	5,539,885.80-	16.99-
<b>Project 142: Seniors Helping Seniors</b>				
10-12-142-0913	SHS DONATIONS	1,200.00-	400.00-	66.67-
10-12-142-0935	SHS BETTER AT HOME GRANT	10,000.00-	2,500.00-	75.00-

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	NET Project 142: Seniors Helping Seniors:	11,200.00-	2,900.00-	74.11-
	TOTAL Dept 12: CONDITIONAL TRANSFERS FROM OTHER GOV'TS:	6,753,307.00-	5,543,285.80-	17.92-
<b>Dept 14: CONDITIONAL TRANSFERS FROM REG. GOV'T</b>				
<b>Project 050: Regional</b>				
10-14-050-0840	RDBN - FIRE PROTECTION	207,731.00-	0.00	100.00-
10-14-050-0845	RDBN - AREANA OPERATION	38,250.00-	0.00	100.00-
10-14-050-0847	RDBN - LUCK BAY FIRE PROTECTION	36,725.00-	0.00	100.00-
10-14-050-0848	RDBN - SENIOR TRANSIT SERVICES (SHS)	20,000.00-	0.00	100.00-
	NET Project 050: Regional:	302,706.00-	0.00	100.00-
	TOTAL Dept 14: CONDITIONAL TRANSFERS FROM REG. GOV'T:	302,706.00-	0.00	100.00-
<b>Dept 16: OTHER TRANSFERS &amp; OTHER GOV'T COLLECTION</b>				
<b>Project 280: Other Gov't Collections</b>				
10-16-280-0870	LOCAL SCHOOL TAXES	392,643.00-	0.00	100.00-
10-16-280-0875	NON-RESIDENTIAL SCHOOL TAXES	570,833.00-	0.00	100.00-
10-16-280-0877	POLICE TAXES	113,668.00-	0.00	100.00-
10-16-280-0880	NORTHERN INTERIOR REGIONAL HOSPITAL	486,228.00-	0.00	100.00-
10-16-280-0885	REGIONAL DISTRICT TAXES	433,989.00-	0.00	100.00-
10-16-280-0890	MFA TAXES	87.00-	0.00	100.00-
10-16-280-0895	BCAA TAXES	32,752.00-	0.00	100.00-
	NET Project 280: Other Gov't Collections:	2,030,200.00-	0.00	100.00-
<b>Project 290: Own Funds</b>				
10-16-290-0900	FROM WATER REVENUE	57,150.00-	0.00	100.00-
10-16-290-0905	FROM SEWER REVENUE	57,150.00-	0.00	100.00-
10-16-290-0910	FROM ARENA	11,430.00-	0.00	100.00-
10-16-290-0915	FROM SANITATION	6,757.00-	0.00	100.00-
10-16-290-0920	FROM COMMUNITY FOREST RESERVE	20,000.00-	0.00	100.00-
10-16-290-0931	FROM COVID-19 RECOVERY GRANT	134,352.00-	0.00	100.00-
10-16-290-0936	FROM CARBON REDUCTION RESERVE (LGCAP)	15,000.00-	0.00	100.00-
10-16-290-0940	FROM NWBC RESOURCE BEN ALLIANCE RESERVE	109,511.00-	0.00	100.00-
10-16-290-0945	FROM RESERVE ACCOUNT	7,500.00-	0.00	100.00-
	NET Project 290: Own Funds:	418,850.00-	0.00	100.00-
	TOTAL Dept 16: OTHER TRANSFERS & OTHER GOV'T COLLECTION:	2,449,050.00-	0.00	100.00-

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<b>Dept 20: GENERAL GOVERNMENT EXPENSE</b>				
<b>Project 300: Legislative Government</b>				
10-20-300-1005	COUNCIL STIPENDS	84,660.00	29,963.08	64.61-
10-20-300-1010	COUNCIL MEETING EXPENSES	2,500.00	282.11	88.72-
10-20-300-1050	COUNCIL AUTHORIZED EXPENSES	8,000.00	3,200.00	60.00-
10-20-300-1051	COUNCIL TO COUNCIL EXPENSES	3,000.00	101.98	96.60-
10-20-300-1053	OTHER COMMITTEES EXPENSE	5,000.00	0.00	100.00-
10-20-300-1060	COUNCIL ADVERTISING	1,020.00	0.00	100.00-
10-20-300-1087	COUNCIL INSURANCE	1,400.00	333.32	76.19-
10-20-300-1100	COUNCIL TRAVEL	45,000.00	8,238.73	81.69-
10-20-300-1120	COUNCIL MEMBERSHIP FEES	2,800.00	1,511.82	46.01-
10-20-300-1125	COUNCIL WORKSHOPS & TRAINING	3,000.00	0.00	100.00-
10-20-300-1150	COUNCIL OFFICE EXPENSES	750.00	126.55	83.13-
10-20-300-1155	SCHOLARSHIPS AND AWARDS	1,500.00	0.00	100.00-
10-20-300-1170	COUNCIL CELL PHONE	816.00	169.89	79.18-
10-20-300-1200	PRINTING & COPYING-Council	7,250.00	1,920.00	73.52-
10-20-300-1220	GRANTS IN AID	71,650.00	16,286.57	77.27-
10-20-300-2600	WAGE BENEFITS - COUNCIL	4,800.00	1,233.73	74.30-
	NET Project 300: Legislative Government:	243,146.00	63,367.78	73.94-
<b>Project 305: Administrative Functions</b>				
10-20-305-1000	SALARY - CHIEF ADMINISTRATIVE OFFICER	143,310.00	47,763.89	66.67-
10-20-305-1002	SALARY - CORPORATE OFFICER	93,730.00	31,299.56	66.61-
10-20-305-1003	SALARY - CHIEF FINANCIAL OFFICER	113,150.00	37,468.88	66.89-
10-20-305-1004	WAGES - EVENTS/OFFICE ASSIST.	61,289.00	20,345.10	66.80-
10-20-305-1005	WAGES - OFFICE ASSISTANT	47,000.00	14,771.50	68.57-
10-20-305-1006	WAGES - LEGISLATIVE ASSISTANT	66,030.00	22,193.89	66.39-
10-20-305-1010	WAGES - ACCOUNTING CLERK	67,752.00	21,700.49	67.97-
10-20-305-1011	WAGES - HR/EXECUTIVE ASSISTANT	69,525.00	23,171.81	66.67-
10-20-305-1050	STAFF MEALS	1,200.00	292.86	75.60-
10-20-305-1060	ADVERTISING GENERAL	6,000.00	1,784.35	70.26-
10-20-305-1065	CONSULTANT FEES - GENERAL	4,000.00	0.00	100.00-
10-20-305-1070	ANNUAL AUDIT - LEGISLATED	30,600.00	0.00	100.00-
10-20-305-1075	LEGAL FEES	60,000.00	10,340.77	82.77-
10-20-305-1080	PLANNING ENGINEERING SERVICES	12,000.00	770.00	93.58-
10-20-305-1085	LIABILITY INSURANCE	6,240.00	1,483.72	76.22-
10-20-305-1092	VEHICLE INSURANCE-Unit 51, 2015 Caravan	510.00	0.00	100.00-

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DISTRICT OF FORT ST JAMES  
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 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

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Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
10-20-305-1120	ADMIN MISCELLANEOUS	102.00	0.00	100.00-
10-20-305-1122	CUPE MEETINGS & BUSINESS	650.00	159.27	75.50-
10-20-305-1123	CUPE FUNCTIONS (RECOVERABLE)	0.00	1,780.97	0.00
10-20-305-1124	RETENTION AND TEAM BUILDING	12,500.00	1,251.46	89.99-
10-20-305-1125	ADMIN MEMBERSHIPS	3,500.00	1,992.19	43.08-
10-20-305-1127	UNIT 51 FUEL & MAINT 2015 CARAVAN	500.00	107.45	78.51-
10-20-305-1135	TAX SALE EXPENSES	3,500.00	0.00	100.00-
10-20-305-1138	RECRUITING EXPENSES	6,500.00	3,991.42	38.59-
10-20-305-1140	ELECTION/REFERENDUM EXPENSES	510.00	0.00	100.00-
10-20-305-2600	CPP/EI/MPP/HEALTH/EHT/WCB	160,000.00	60,300.44	62.31-
10-20-305-2605	CONSULTING SERVICES - RBA	5,511.00	2,756.00	49.99-
	NET Project 305: Administrative Functions:	975,609.00	305,726.02	68.66-
<b>Project 310: Office Costs</b>				
10-20-310-1150	OFFICE SUPPLIES	16,000.00	4,475.71	72.03-
10-20-310-1160	POSTAGE COSTS	8,000.00	214.02	97.32-
10-20-310-1162	BANK FEES	7,140.00	1,905.11	73.32-
10-20-310-1170	TELEPHONE COSTS	7,500.00	1,949.98	74.00-
10-20-310-1175	FAX LINE CHARGES	1,224.00	261.67	78.62-
10-20-310-1200	PRINTING AND COPYING-Admin	8,000.00	2,762.17	65.47-
10-20-310-1210	OFFICE EQUIPMENT AND MAINTENANCE	10,000.00	291.02	97.09-
	NET Project 310: Office Costs:	57,864.00	11,859.68	79.50-
<b>Project 312: Information Technology</b>				
10-20-312-1150	COMPUTER UPGRADES	10,000.00	1,320.95	86.79-
10-20-312-1165	INTERNET	2,500.00	417.15	83.31-
10-20-312-1190	SOFTWARE MAINTENANCE	90,000.00	2,309.92	97.43-
10-20-312-1320	EMAIL/WEBSITE HOSTING AND MAINTENANCE	8,800.00	3,480.00	60.45-
	NET Project 312: Information Technology:	111,300.00	7,528.02	93.24-
<b>Project 315: Training &amp; Development</b>				
10-20-315-1100	ADMINISTRATIVE TRAVEL	17,000.00	2,019.80	88.12-
10-20-315-1105	ADMIN SEMINARS AND CONFERENCES	7,000.00	2,405.00	65.64-
10-20-315-1110	EDUCATIONAL COURSES	25,000.00	2,254.75	90.98-
	NET Project 315: Training & Development:	49,000.00	6,679.55	86.37-
<b>Project 320: Events</b>				
10-20-320-1150	SUPPLIES/EVENT BANNERS/SIGNAGE	3,000.00	100.00	96.67-

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10-20-320-1231	FIREWORKS	10,000.00	0.00	100.00-
10-20-320-1235	CANADA DAY COMMUNITY EVENT	8,000.00	0.00	100.00-
10-20-320-1238	HALLOWEEN	3,060.00	0.00	100.00-
10-20-320-1239	PITCH IN WEEK	1,000.00	389.91	61.01-
10-20-320-1242	FAMILY DAY	2,000.00	1,187.68	40.62-
10-20-320-1243	DAY OF MOURNING	250.00	324.79	29.92
10-20-320-1245	GO BY BIKE	2,000.00	0.00	100.00-
10-20-320-1247	NIGHT MARKET	4,500.00	0.00	100.00-
10-20-320-1255	BIRTHDAY BOOK INDUCTION EVENT	300.00	0.00	100.00-
10-20-320-1260	REMEMBRANCE DAY	1,250.00	0.00	100.00-
NET Project 320: Events:		35,360.00	2,002.38	94.34-

**Project 322: Economic Development**

10-20-322-1000	SALARY - ECONOMIC DEVELOPMENT	78,280.00	11,120.19	85.79-
10-20-322-1010	MEETING EXPENSES	1,020.00	0.00	100.00-
10-20-322-1060	ADVERTISING EC DEV	6,500.00	175.00	97.31-
10-20-322-1100	TRAVEL EC DEV	1,200.00	0.00	100.00-
10-20-322-1105	SEMINARS AND CONFERENCES	500.00	0.00	100.00-
10-20-322-1110	EDUCATIONAL COURSES - EDO	3,000.00	0.00	100.00-
10-20-322-1125	MEMBERSHIPS	714.00	388.50	45.59-
10-20-322-1165	ECONOMIC DEVELOPMENT TOOLS SUBSCRIPTION	1,600.00	0.00	100.00-
10-20-322-1344	SIGNAGE AND WAYFINDING PLAN	500.00	0.00	100.00-
10-20-322-1345	RESIDENT ATTRACTION & RETENTION (GRNT FU	0.00	255.00	0.00
10-20-322-1346	FOODCYCLER PILOT PROGRAM	37,500.00	35,816.15	4.49-
10-20-322-1350	Rural Transit Solutions Feasibility Expe	50,000.00	0.00	100.00-
10-20-322-1805	BRE-FACADE NDIT PROG	20,000.00	0.00	100.00-
10-20-322-2600	CPP/EI/MPP/HEALTH/EHT/WCB	20,600.00	3,694.22	82.07-
NET Project 322: Economic Development:		221,414.00	51,449.06	76.76-

**Project 325: Visitor Information Centre**

10-20-325-1001	WAGES - SUMMER WORKERS	27,200.00	0.00	100.00-
10-20-325-1087	PROPERTY INSURANCE	639.00	159.00	75.12-
10-20-325-1150	OFFICE SUPPLIES	1,100.00	0.00	100.00-
10-20-325-1162	INTERAC & CC EXPENSES	510.00	0.00	100.00-
10-20-325-1165	INTERNET EXPENSE	510.00	321.00	37.06-
10-20-325-1170	TELEPHONE EXPENSES	864.00	214.74	75.15-
10-20-325-1275	TOURIST BUILDING MAINTENANCE	4,080.00	732.36	82.05-
10-20-325-1280	BC HYDRO COSTS	480.00	116.84	75.66-

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10-20-325-1285	PNG COSTS	1,600.00	705.63	55.90-
10-20-325-1300	GROUNDS UPKEEP	1,450.00	0.00	100.00-
10-20-325-1305	ALARM MONITORING/JANITORIAL	1,400.00	0.00	100.00-
10-20-325-1800	SPECIAL PROJECTS - TOURISM	500.00	0.00	100.00-
10-20-325-2600	CPP/EI/MPP/HEALTH/EHT/WCB	9,000.00	0.00	100.00-
	NET Project 325: Visitor Information Centre:	49,333.00	2,249.57	95.44-
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-20-330-1087	MUNICIPAL BUILDING PROPERTY INSURANCE	3,749.00	1,368.32	63.50-
10-20-330-1275	MUNICIPAL BUILDING MAINTENANCE	15,000.00	5,275.77	64.83-
10-20-330-1280	BC HYDRO COSTS	7,000.00	2,646.93	62.19-
10-20-330-1285	MUNICIPAL BUILDING JANITORIAL	19,000.00	4,553.59	76.03-
10-20-330-1305	MUNICIPAL BUILDING ALARM SYSTEM	3,600.00	580.26	83.88-
10-20-330-1306	BUILDING/ASSET APPRAISAL	5,500.00	0.00	100.00-
	NET Project 330: Structures, Halls & Grounds:	53,849.00	14,424.87	73.21-
<b>Project 335: Planning &amp; Development</b>				
10-20-335-1000	LAND USE PLANNER/DEV SERVICES COORD	85,000.00	17,053.68	79.94-
10-20-335-1020	LAND USE PLANNING SOFTWARE	2,000.00	517.02	74.15-
10-20-335-1300	UBCM - LGDAP DEVELOPMENT DOCUMENT REVIT.	63,910.00	15,396.48	75.91-
10-20-335-1320	LOCAL GOV HOUSING INITIATIVES CAP	112,133.00	11,498.00	89.75-
10-20-335-2600	PLANNING CPP/EI/MPP/HEALTH/EHT/WCB	25,000.00	1,021.41	95.91-
	NET Project 335: Planning & Development:	288,043.00	45,486.59	84.21-
	TOTAL Dept 20: GENERAL GOVERNMENT EXPENSE:	2,084,918.00	510,773.52	75.50-
<b>Dept 22: PROTECTIVE SERVICES</b>				
<b>Project 305: Administrative Functions</b>				
10-22-305-1000	FIRE CHIEF SALARY	106,000.00	33,197.16	68.68-
10-22-305-1001	CHIEFOFFICER/BYLAW OFFICER 1	81,000.00	32,823.78	59.48-
10-22-305-1002	CHIEF OFFICER 2	92,185.00	34,476.34	62.60-
10-22-305-1003	Emerg Prog/Fire Train Centre Coord (EPC)	81,000.00	0.00	100.00-
10-22-305-1045	OFFICER COVERAGE	8,500.00	1,800.00	78.82-
10-22-305-1085	INSURANCE LIABILITY	5,100.00	1,143.36	77.58-
10-22-305-1086	FIRE FIGHTER HEALTH INSURANCE	6,000.00	1,772.00	70.47-
10-22-305-1125	MEMBERSHIPS & SUBSCRIPTIONS	1,800.00	1,650.65	8.30-
10-22-305-1400	STANDBY FIRE DEPT	0.00	75.35	0.00
10-22-305-1410	FIRE FIGHTER WAGES	55,000.00	10,866.20	80.24-

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10-22-305-2600	CPP/EI/MPP/HEALTH/EHT/WCB	100,000.00	24,253.39	75.75-
10-22-305-3005	ADVERTISING - FD	800.00	0.00	100.00-
10-22-305-7215	UNIFORMS & CLOTHING	4,000.00	143.30	96.42-
	NET Project 305: Administrative Functions:	541,385.00	142,201.53	73.73-
<b>Project 310: Office Costs</b>				
10-22-310-1150	OFFICE SUPPLIES	3,500.00	1,459.35	58.30-
10-22-310-1170	FIREHALL TELEPHONE	5,202.00	1,216.92	76.61-
10-22-310-1195	OFFICE EQUIPMENT AND FIXTURES	4,872.00	1,830.77	62.42-
10-22-310-1198	PLOTTER/SCANNER LEASE & CONSUMABLES	6,800.00	419.44	93.83-
10-22-310-1500	INTERNET	1,900.00	569.24	70.04-
	NET Project 310: Office Costs:	22,274.00	5,495.72	75.33-
<b>Project 315: Training &amp; Development</b>				
10-22-315-1105	CONVENTIONS AND SEMINARS	7,000.00	0.00	100.00-
10-22-315-1110	FIRE DEPT. TRAINING & DEVELOPMENT	25,500.00	10,503.58	58.81-
10-22-315-1435	FIRE PREVENTION	500.00	84.86	83.03-
	NET Project 315: Training & Development:	33,000.00	10,588.44	67.91-
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-22-330-1087	FIREHALL BUILDING INSURANCE	5,784.00	1,916.00	66.87-
10-22-330-1275	FIREHALL BUILDING MAINTENANCE	12,240.00	2,233.05	81.76-
10-22-330-1280	BC HYDRO COSTS	9,700.00	3,167.36	67.35-
10-22-330-1285	PNG COSTS	10,000.00	6,315.51	36.84-
10-22-330-1305	FIREHALL JANITOR	8,500.00	2,379.60	72.00-
10-22-330-1440	HYDRANT MAINT. INTERNAL EXPENSE	11,365.00	0.00	100.00-
10-22-330-1519	GEN SET MAINT FIRE HALL	500.00	143.26	71.35-
	NET Project 330: Structures, Halls & Grounds:	58,089.00	16,154.78	72.19-
<b>Project 340: Emergency Communications</b>				
10-22-340-1170	CELL / SATELLITE PHONES	900.00	0.00	100.00-
10-22-340-1425	PAGERS/RADIOS REPAIR & REPLACE	14,000.00	8,977.47	35.88-
	NET Project 340: Emergency Communications:	14,900.00	8,977.47	39.75-
<b>Project 350: Road Rescue</b>				
10-22-350-1092	RESCUE VEHICLE INSURANCE	1,326.00	388.63	70.69-
10-22-350-1455	RESCUE EQUIPMENT MAINT & SUPPLIES	2,040.00	22.22	98.91-
10-22-350-1460	FUEL & OIL - RESCUE VEHICLE	1,020.00	38.51	96.22-

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10-22-350-1465	RESCUE TRAINING	15,300.00	8,477.36	44.59-
10-22-350-1570	MAINTENANCE - #RESCUE 11	3,570.00	0.00	100.00-
	NET Project 350: Road Rescue:	23,256.00	8,926.72	61.62-
<b>Project 352: Sowchea Fire Hall</b>				
10-22-352-1150	SOWCHEA FIRE HALL EXPENSES	4,000.00	1,374.02	65.65-
10-22-352-1519	GEN SET MAINT SOWCHEA FIRE HALL	500.00	250.71	49.86-
	NET Project 352: Sowchea Fire Hall:	4,500.00	1,624.73	63.89-
<b>Project 355: Vehicles &amp; Equipment</b>				
10-22-355-1000	VEHICLE AND EQUIPMENT EXPENSE	20,400.00	28.44	99.86-
10-22-355-1092	FIRE DEPT VEHICLE INSURANCE	11,700.00	3,943.31	66.30-
10-22-355-1450	TOOLS & SUPPLIES	0.00	1,042.34	0.00
10-22-355-1455	EQUIPMENT OPERATION & SUPPLIES	5,610.00	80.82	98.56-
10-22-355-1460	FUEL & OIL	10,710.00	2,424.10	77.37-
10-22-355-1465	TURN OUT GEAR EXPENSE	12,240.00	198.96	98.37-
10-22-355-1470	SELF CONTAINED BREATHING APPARATUS	5,000.00	179.08	96.42-
10-22-355-1480	FIREFIGHTING TOOLS & EQUIPMENT	10,200.00	252.22	97.53-
10-22-355-1569	MAINTENANCE - #LADDER 12	0.00	683.43	0.00
10-22-355-1570	MAINTENANCE - #ENGINE 11	0.00	577.88	0.00
10-22-355-1571	MAINTENANCE - #ENGINE 21	0.00	125.62	0.00
10-22-355-1575	MAINTENANCE #COMMAND-1 2023 FORD RANGER	0.00	161.18	0.00
10-22-355-1580	MAINTENANCE ENGINE #14	0.00	781.18	0.00
10-22-355-1581	MAINTENANCE C2 RED GMC	0.00	911.67	0.00
10-22-355-1585	2022 TOYOTA RAV4 HYBIRD (B-1)	0.00	582.92	0.00
	NET Project 355: Vehicles & Equipment:	75,860.00	11,973.15	84.22-
	TOTAL Dept 22: PROTECTIVE SERVICES:	773,264.00	205,942.54	73.37-

**Dept 24: EMERGENCY TRAINING & MANAGEMENT**

**Project 345: Fire Training Facility**

10-24-345-1087	TRAINING FACILITY PROPERTY INSURANCE	1,875.00	610.00	67.47-
10-24-345-1271	Fire Training Instructors - Fees & Trave	0.00	6,185.80	0.00
10-24-345-1275	FTC BUILDING AND GROUNDS MAINTENANCE	5,000.00	4,404.30	11.91-
10-24-345-1276	SCBA MAINTENANCE	1,020.00	0.00	100.00-
10-24-345-1280	HYDRO Fire Training Centre	1,734.00	97.58	94.37-
10-24-345-1285	PACIFIC NORTHERN GAS-Fire Training Ctr	1,500.00	868.45	42.10-
10-24-345-1405	TRAINING SUPPLIES/MEAL VOUCHERS/CLOTHING	3,060.00	2,244.26	26.66-

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10-24-345-1467	PROPANE - TRAINING	1,500.00	0.00	100.00-
	NET Project 345: Fire Training Facility:	15,689.00	14,410.39	8.15-
<b>Project 360: Emergency Management</b>				
10-24-360-1110	MEP TRAINING EXPENSES	2,500.00	0.00	100.00-
10-24-360-1120	ESS TRAINING (RDBN FUNDED)	6,000.00	42.58	99.29-
10-24-360-1150	EMERGENCY PREPAREDNESS OFFICE EXPENSES	500.00	0.00	100.00-
10-24-360-1161	CONTRACTOR-EMERGENCY PLANNING	2,033.00	0.00	100.00-
10-24-360-1210	EMERGENCY MANAGEMENT EQUIPMENT	1,500.00	0.00	100.00-
10-24-360-1220	UBCM - FIRESMART COMMUNITY FUNDING (labo	0.00	1,042.08	0.00
10-24-360-1230	UBCM - COMMUNITY RESILIANCY INVESTMENT F	250,000.00	53,088.70	78.76-
10-24-360-1235	INDIGENOUS ENGAGEMENT GRANT	40,000.00	0.00	100.00-
10-24-360-1250	INTACT GRANT - MITIGATION EXPENSES	200,000.00	0.00	100.00-
10-24-360-1255	FIRESMART-Wildfire Community Preparednes	500.00	0.00	100.00-
10-24-360-1270	JOINT ESS EXPENSES NW (GRANT FUNDED)	80,000.00	0.00	100.00-
10-24-360-1285	JOINT EOC EXPENSES NW (GRANT FUNDED)	80,000.00	0.00	100.00-
	NET Project 360: Emergency Management:	663,033.00	54,173.36	91.83-
	TOTAL Dept 24: EMERGENCY TRAINING & MANAGEMENT:	678,722.00	68,583.75	89.90-
<b>Dept 26: OTHER PROTECTION</b>				
<b>Project 365: Ambulance Station</b>				
10-26-365-1087	AMBULANCE STN INSURANCE	1,441.00	520.00	63.91-
10-26-365-1275	AMBULANCE STN REPAIRS	3,060.00	0.00	100.00-
	NET Project 365: Ambulance Station:	4,501.00	520.00	88.45-
<b>Project 375: Building Inspection</b>				
10-26-375-1030	BUILDING INSPECTOR CONTRACT	31,902.00	7,975.50	75.00-
	NET Project 375: Building Inspection:	31,902.00	7,975.50	75.00-
<b>Project 380: Animal Control</b>				
10-26-380-1085	INSURANCE	2,244.00	30.00	98.66-
10-26-380-1150	KENNEL/ANIMAL CONTROL SUPPLIES	1,000.00	1,100.86	10.09
10-26-380-1151	VETERINARIAN EXPENSES	3,000.00	0.00	100.00-
10-26-380-1275	KENNEL BUILDING MAINT	5,000.00	0.00	100.00-
10-26-380-1285	UTILITIES - ANIMAL CONTROL/KENNEL	1,000.00	0.00	100.00-
10-26-380-1490	DOG TAGS (UBCM)	200.00	125.18	37.41-
	NET Project 380: Animal Control:	12,444.00	1,256.04	89.91-

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DISTRICT OF FORT ST JAMES  
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Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
<b>Project 390: Bylaw Enforcement</b>				
10-26-390-1100	BYLAW ENFORCEMENT EXPENSES	4,470.00	81.79	98.17-
	NET Project 390: Bylaw Enforcement:	4,470.00	81.79	98.17-
	TOTAL Dept 26: OTHER PROTECTION:	53,317.00	9,833.33	81.56-
<b>Dept 30: PUBLIC WORKS COMMON SERVICES</b>				
<b>Project 305: Administrative Functions</b>				
10-30-305-1000	SALARY - SUPERINTENDENT	120,000.00	37,679.78	68.60-
10-30-305-1001	WAGES - FOREMAN	108,000.00	33,974.90	68.54-
10-30-305-1002	WAGES -PT ASSET & BUILDING ADMINISTRATIO	40,000.00	17,375.88	56.56-
10-30-305-1003	WAGES - CAPITAL ASSETS & PROJ COORDINATO	104,000.00	30,748.04	70.43-
10-30-305-1085	LIABILITY INSURANCE	7,500.00	2,048.44	72.69-
10-30-305-1092	JANITOR VAN INSUR/Fuel/Maint-Unit #50	3,000.00	822.64	72.58-
10-30-305-1110	PW TRAINING & DEVEOPMENT	22,040.00	14,557.17	33.95-
10-30-305-1111	STANDBY CHARGE	50,500.00	16,954.66	66.43-
10-30-305-1125	PW MEMBERSHIPS	765.00	519.01	32.16-
10-30-305-1150	SAFETY SUPPLIES	2,000.00	1,641.77	17.91-
10-30-305-1155	PUBLIC WORKS OFFICE SUPPLIES	3,500.00	1,933.99	44.74-
10-30-305-1160	COMPUTER UPGRADES & ASSET MGMT SUPPL	10,530.00	5,346.11	49.23-
10-30-305-2360	RADIO LICENCE	714.00	719.36	0.75-
10-30-305-2365	SAFETY MEETINGS	2,640.00	1,606.68	39.14-
10-30-305-2368	COVERALLS	7,500.00	3,766.64	49.78-
10-30-305-2370	BOOT REFUNDS/MEDICALS/GLASSES - P.W. CRE	7,500.00	3,219.13	57.08-
10-30-305-2550	PW Recoverable Expense	0.00	1,687.40	0.00-
10-30-305-2600	CPP/EI/MPP/HEALTH/EHT/WCB	98,810.00	32,676.16	66.93-
	NET Project 305: Administrative Functions:	588,999.00	207,277.76	64.81-
<b>Project 355: Vehicles &amp; Equipment</b>				
10-30-355-1000	FLEET EXPENSE BUDGET PLACEHOLDER	325,000.00	0.00	100.00-
10-30-355-1085	FUEL TANK W DISPENSER LEASE	6,867.00	2,247.00	67.28-
10-30-355-1086	ATTACHMENT MAINTENANCE AND REPAIRS	2,500.00	796.40	68.14-
10-30-355-1087	PUBLIC WORKS EQUIPMENT INSURANCE	4,677.00	1,433.32	69.35-
10-30-355-1092	PUBLIC WORKS VEHICLE INSURANCE	0.00	13,597.66	0.00-
10-30-355-1450	SMALL TOOLS	0.00	655.74	0.00-
10-30-355-1460	VEHICLE FUEL AND LUBRICANTS	0.00	31,215.10	0.00-
10-30-355-1501	2013 SIERRA MAINT (UNIT 1)	0.00	666.72	0.00-

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		2025 (Prd 01-12)	2025 (Prd 01-04) 01/01/25 - 30/04/25	
10-30-355-1502	2023 Chev White Crew Cab (Unit 2)	0.00	454.27	0.00
10-30-355-1503	2014 SILVERADO CREW MAINT (UNIT 3)	0.00	295.90	0.00
10-30-355-1504	2024 SIERRA FLATDECK MAINT (UNIT 4)	0.00	388.72	0.00
10-30-355-1505	2006 SILVERADO (UNIT 5)	0.00	1,021.51	0.00
10-30-355-1506	2024 Chev Wht Crew (UNIT 6)	0.00	285.87	0.00
10-30-355-1507	2012 SILVERADO CREW MAINT (UNIT 7)	0.00	3,398.52	0.00
10-30-355-1508	2023 Chev Wht Crew (UNIT 8)	0.00	141.76	0.00
10-30-355-1509	FERRIS MOWER	0.00	1,207.78	0.00
10-30-355-1510	2011 SILVERADO CREW W/S MAINT (UNIT 10)	0.00	118.52	0.00
10-30-355-1511	1997 CAT EXCAVATOR MAINT (UNIT 11)	0.00	904.96	0.00
10-30-355-1512	2014 JD GRADER MAINT (UNIT 12)	0.00	845.86	0.00
10-30-355-1513	2024 KOMATSU LOADER MAINT (UNIT 13)	0.00	2,214.79	0.00
10-30-355-1514	SMALL TOOLS AND MAINTENANCE	0.00	1,934.27	0.00
10-30-355-1515	TOOLCAT MAINT (UNIT 15)	0.00	16,985.94	0.00
10-30-355-1516	SNOWBLOWER ATTACHMENT MAINT (UNIT 16)	0.00	976.90	0.00
10-30-355-1518	2022 JD BACKHOE/LOADER MAINT (UNIT 18)	0.00	8,468.43	0.00
10-30-355-1519	GEN SET MAINTENANCE (RESERVE)	0.00	250.71	0.00
10-30-355-1520	2012 SINGLE AXLE DUMP TRUCK MAINT (UNIT	0.00	2,193.07	0.00
10-30-355-1521	2016 SINGE AXLE DUMP TRUCK	0.00	680.78	0.00
10-30-355-1523	VACTOR MAINTENANCE (UNIT 23)	0.00	1,282.26	0.00
10-30-355-1524	2022 ELGIN SWEEPER (UNIT 24)	0.00	3,359.66	0.00
10-30-355-1526	2023 BOBCAT EXCAVATOR MINI (UNIT 26)	0.00	250.71	0.00
10-30-355-1529	2021 FORD F150 XLT HYBRID	0.00	1,575.86	0.00
10-30-355-1536	GEN SET MAINTENANCE (COTTONWOOD)	0.00	143.27	0.00
10-30-355-1590	SHOP SUPPLIES	21,000.00	5,745.86	72.64-
	NET Project 355: Vehicles & Equipment:	360,044.00	105,738.12	70.63-
<b>Project 400: Works Shop/Yard</b>				
10-30-400-1087	PROPERTY INSURANCE	7,690.00	2,905.00	62.22-
10-30-400-1150	OFFICE/SAFETY SUPPLIES	4,080.00	940.34	76.95-
10-30-400-1170	PUBLIC WORKS TELEPHONE/INTERNET	8,500.00	2,638.58	68.96-
10-30-400-1275	SHOP MAINTENANCE	58,575.00	30,775.97	47.46-
10-30-400-1280	PUBLIC WORKS SHOP POWER	4,800.00	1,720.95	64.15-
10-30-400-1285	PUBLIC WORKS SHOP PNG COSTS	20,000.00	6,796.17	66.02-
10-30-400-1519	GEN SET MAINT PW SHOP	1,200.00	107.45	91.05-
10-30-400-2350	YARD SEWER MAINTENANCE	1,421.00	1,371.72	3.47-
10-30-400-2355	YARD MAINTENANCE	30,000.00	22,354.12	25.49-
	NET Project 400: Works Shop/Yard:	136,266.00	69,610.30	48.92-

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<b>Project 414: Boulevards</b>				
10-30-414-1255	STREET LIGHTING - HYDRO	75,000.00	22,994.33	69.34-
	NET Project 414: Boulevards:	75,000.00	22,994.33	69.34-
	TOTAL Dept 30: PUBLIC WORKS COMMON SERVICES:	1,160,309.00	405,620.51	65.04-
<b>Dept 32: ROADS AND STREETS</b>				
<b>Project 410: Gravel Roads</b>				
10-32-410-1087	DOUGLAS ST. BRIDGE INSURANCE	1,122.00	416.00	62.92-
10-32-410-1600	ROAD BASE REPAIR	25,000.00	1,568.77	93.72-
10-32-410-1605	ROAD GRADING	15,750.00	7,450.30	52.70-
10-32-410-1610	DUST CONTROL	38,000.00	0.00	100.00-
10-32-410-1615	FIRE HYDRANT MAINTENANCE & REPAIR	10,000.00	62.60	99.37-
	NET Project 410: Gravel Roads:	89,872.00	9,497.67	89.43-
<b>Project 412: Paved Roads</b>				
10-32-412-1620	HAND PATCHING	4,200.00	749.24	82.16-
10-32-412-1630	CRACK SEALING	10,200.00	3,470.89	65.97-
10-32-412-1635	SHOULDER GRADING	2,550.00	1,149.66	54.92-
10-32-412-1640	STREET SWEEPING	26,530.00	15,922.81	39.98-
	NET Project 412: Paved Roads:	43,480.00	21,292.60	51.03-
<b>Project 414: Boulevards</b>				
10-32-414-1640	STREET LIGHTING MAINTENANCE	3,570.00	0.00	100.00-
10-32-414-1650	MACHINE MOWING	20,200.00	0.00	100.00-
10-32-414-1660	HAND BRUSHING	6,000.00	192.19	96.80-
10-32-414-1665	SIDEWALK REPAIR	3,570.00	81.84	97.71-
10-32-414-1670	BOULEVARDS HORTICULTURE	25,000.00	2,376.25	90.50-
10-32-414-1675	TREE MAINTENANCE	10,000.00	1,624.98	83.75-
10-32-414-1685	FIXTURE REPAIRS	1,639.00	0.00	100.00-
10-32-414-1690	BANNERS	4,500.00	0.00	100.00-
10-32-414-1915	DIGITAL SIGN MAINTENANCE	1,061.00	0.00	100.00-
	NET Project 414: Boulevards:	75,540.00	4,275.26	94.34-
<b>Project 416: Drainage</b>				
10-32-416-1705	DITCH CLEANING	27,300.00	3,771.30	86.19-
10-32-416-1710	CULVERT REPAIRS	18,000.00	4,259.63	76.34-

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10-32-416-1715	DRAINAGE IMPROVEMENTS	5,250.00	2,531.30	51.78-
10-32-416-1720	BRIDGE REPAIR	4,368.00	0.00	100.00-
10-32-416-1725	ENVIRONMENTAL CONTRACT SERVICES	3,713.00	0.00	100.00-
	NET Project 416: Drainage:	58,631.00	10,562.23	81.99-
<b>Project 418: Winter Activities</b>				
10-32-418-1750	ROAD SANDING & SALTING	63,000.00	31,876.61	49.40-
10-32-418-1760	ROAD PLOWING	90,000.00	37,359.43	58.49-
10-32-418-1765	SNOW REMOVAL	130,000.00	69,975.93	46.17-
10-32-418-1770	SIDEWALK CLEANING	25,200.00	15,157.45	39.85-
10-32-418-1775	DRAINAGE THAWING	16,380.00	17,748.38	8.35
10-32-418-1780	CHRISTMAS BEAUTIFICATION	6,000.00	1,655.71	72.40-
	NET Project 418: Winter Activities:	330,580.00	173,773.51	47.43-
<b>Project 420: Special Projects</b>				
10-32-420-1800	SPECIAL PROJECTS	2,000.00	0.00	100.00-
10-32-420-1810	CANADA DAY	2,500.00	0.00	100.00-
10-32-420-1822	PORTABLE POTTIES	525.00	1,710.06	225.73
	NET Project 420: Special Projects:	5,025.00	1,710.06	65.97-
	TOTAL Dept 32: ROADS AND STREETS:	603,128.00	221,111.33	63.34-
<b>Dept 34: TRANSPORTATION SERVICES</b>				
<b>Project 142: Seniors Helping Seniors</b>				
10-34-142-1000	SHS WAGES	23,300.00	3,642.50	84.37-
10-34-142-1030	SHS PER DIEMS	18,000.00	6,345.00	64.75-
10-34-142-1092	SHS VEHICLE INSURANCE	8,400.00	1,236.15	85.28-
10-34-142-1170	SHS PHONE	0.00	331.16	0.00
10-34-142-1190	SHS Safety & Misc	500.00	0.00	100.00-
10-34-142-1460	SHS FUELS AND LUBRICANTS	9,180.00	2,616.36	71.50-
10-34-142-1552	2020 Dodge Caravan (Unit 52)	2,130.00	170.01	92.02-
10-34-142-1553	2023 PACIFICA WHEELCHAIR VAN (UNIT 53)	2,130.00	227.49	89.32-
10-34-142-1821	SHS PROJECTS	300.00	0.00	100.00-
	NET Project 142: Seniors Helping Seniors:	63,940.00	14,568.67	77.22-
<b>Project 425: Traffic Costs</b>				
10-34-425-1825	SIGN MAINTENANCE	9,500.00	2,125.57	77.63-
10-34-425-1827	ROTARY SIGN MAINTENANCE	675.00	70.99	89.48-

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10-34-425-1830	ROAD MARKING	9,832.00	127.41	98.70-
	NET Project 425: Traffic Costs:	20,007.00	2,323.97	88.38-
	TOTAL Dept 34: TRANSPORTATION SERVICES:	83,947.00	16,892.64	79.88-

**Dept 38: AIRPORT**

**Project 435: Airport Costs**

10-38-435-1085	AIRPORT LIABILITY	13,566.00	4,316.68	68.18-
10-38-435-1087	AIRPORT PROPERTY INSURANCE	335.00	133.00	60.30-
10-38-435-1110	TRAINING	5,100.00	0.00	100.00-
10-38-435-1620	MACHINE & HAND PATCHING	1,159.00	0.00	100.00-
10-38-435-1765	SNOW REMOVAL AIRPORT	7,500.00	3,210.74	57.19-
10-38-435-1840	AIRPORT MAINTENANCE & OPERATION	16,050.00	3,314.35	79.35-
10-38-435-1845	AIRPORT WATER SYSTEM	408.00	0.00	100.00-
10-38-435-1850	AIRPORT POWER	5,100.00	1,869.06	63.35-
	NET Project 435: Airport Costs:	49,218.00	12,843.83	73.90-
	TOTAL Dept 38: AIRPORT:	49,218.00	12,843.83	73.90-

**Dept 40: MARINA**

**Project 440: Marina Facility**

10-40-440-1030	WAGES - MARINA	30,500.00	0.00	100.00-
10-40-440-1085	LIABILITY INSURANCE	8,239.00	2,692.32	67.32-
10-40-440-1087	MARINA PROPERTY INSURANCE	1,039.00	375.68	63.84-
10-40-440-1120	MISCELLANEOUS CHARGES	2,598.00	318.53	87.74-
10-40-440-1162	INTERAC FEES	918.00	0.00	100.00-
10-40-440-1275	DOCK REPAIRS & MAINTENANCE / EVALUATION	7,500.00	1,758.26	76.56-
10-40-440-1280	MARINA HYDRO AND PHONE	1,850.00	895.69	51.58-
10-40-440-1540	MARINA HOUSE MAINTENANCE	2,730.00	1,214.22	55.52-
	NET Project 440: Marina Facility:	55,374.00	7,254.70	86.90-
	TOTAL Dept 40: MARINA:	55,374.00	7,254.70	86.90-

**Dept 41: Cottonwood Campground**

**Project 445: Campground**

10-41-445-1000	WAGES - CAMPGROUND	18,000.00	0.00	100.00-
10-41-445-1275	CAMPGROUND MAINTENANCE	2,663.00	128.13	95.19-
	NET Project 445: Campground:	20,663.00	128.13	99.38-

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	TOTAL Dept 41: Cottonwood Campground:	20,663.00	128.13	99.38-
<b>Dept 42: ENVIRONMENTAL SERVICES</b>				
<b>Project 450: Environmental Services</b>				
10-42-450-1055	GARBAGE ADMINISTRATION	6,790.00	0.00	100.00-
10-42-450-1460	GARBAGE TRUCK FUELS & LUBRICANTS	14,000.00	0.00	100.00-
10-42-450-1900	GARBAGE RATE DISCOUNTS	4,488.00	2,329.28	48.10-
10-42-450-1905	GARBAGE COLLECTION	113,000.00	36,099.09	68.05-
10-42-450-1910	GARBAGE TRUCK MAINTENANCE (Unit 22)	7,753.00	19,871.20	156.30
10-42-450-1915	GARBAGE CONTAINER MAINTENANCE	2,500.00	1,915.72	23.37-
10-42-450-1925	LITTER PICK-UP	6,981.00	2,162.82	69.02-
	NET Project 450: Environmental Services:	155,512.00	62,378.11	59.89-
<b>Project 455: Recycling</b>				
10-42-455-1087	RECYCLING PROPERTY INSURANCE	381.00	129.00	66.14-
10-42-455-1155	RECYCLING TRANSPORTATION	200.00	31.86	84.07-
10-42-455-1275	RECYCLING BUILDING MAINTENANCE	2,000.00	150.57	92.47-
	NET Project 455: Recycling:	2,581.00	311.43	87.93-
	TOTAL Dept 42: ENVIRONMENTAL SERVICES:	158,093.00	62,689.54	60.35-
<b>Dept 44: CEMETERY</b>				
<b>Project 230: Cemetery</b>				
10-44-230-1087	Cemetary Columbarium insurance	0.00	30.00	0.00
10-44-230-2005	PLOT REPAIR	3,150.00	0.00	100.00-
10-44-230-2015	BURIALS	8,500.00	1,002.15	88.21-
10-44-230-2020	INSTALLATION OF HEADSTONES	4,000.00	1,872.16	53.20-
10-44-230-2210	CEMETERY LAWN CARE	5,250.00	191.12	96.36-
10-44-230-2215	HORTICULTURE	5,462.00	0.00	100.00-
	NET Project 230: Cemetery:	26,362.00	3,095.43	88.26-
	TOTAL Dept 44: CEMETERY:	26,362.00	3,095.43	88.26-
<b>Dept 48: RECREATION AND CULTURE</b>				
<b>Project 100: Arena</b>				
10-48-100-0235	ARENA VENDING MACHINE	600.00	0.00	100.00-
10-48-100-1000	ARENA LABOUR COSTS	153,000.00	63,356.96	58.59-

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10-48-100-1055	ADMINISTRATION	11,486.00	0.00	100.00-
10-48-100-1085	ARENA INSURANCE LIABILITY	4,080.00	984.52	75.87-
10-48-100-1087	ARENA PROPERTY INSURANCE	25,438.00	9,143.68	64.06-
10-48-100-1110	TRAINING & DEVELOPMENT	5,325.00	1,523.81	71.38-
10-48-100-1170	ARENA TELEPHONE	2,550.00	618.31	75.75-
10-48-100-1275	ARENA BUILDING MAINTENANCE	20,000.00	5,614.96	71.93-
10-48-100-1280	ARENA PNG	16,320.00	8,410.71	48.46-
10-48-100-1281	ARENA BC HYDRO	41,000.00	15,835.55	61.38-
10-48-100-1285	SPEEDSKATING HYDRO	1,836.00	1,363.92	25.71-
10-48-100-1305	JANITORIAL SUPPLIES	2,500.00	1,006.20	59.75-
10-48-100-2300	ARENA MATERIALS & SUPPLIES	5,100.00	1,019.69	80.01-
10-48-100-2310	ARENA PLANT MAINTENANCE	7,500.00	1,926.20	74.32-
10-48-100-2320	ZAMBONI COSTS	5,460.00	497.73	90.88-
10-48-100-2340	FIRE ALARM MONITORING	1,200.00	318.69	73.44-
NET Project 100: Arena:		303,395.00	111,620.93	63.21-
<b>Project 105: Community Centre</b>				
10-48-105-1087	INSURANCE - COMMUNITY CENTRE	6,407.00	2,315.32	63.86-
10-48-105-1162	INTERAC FEES	510.00	0.00	100.00-
10-48-105-1275	COM CTR BUILDING MAINT	10,920.00	1,740.44	84.06-
10-48-105-1280	COMMUNITY CENTRE HYDRO	8,500.00	3,881.08	54.34-
10-48-105-1285	COMMUNITY CENTRE PNG	7,500.00	3,581.42	52.25-
10-48-105-1286	COMMUNITY CENTRE INTERNET	2,040.00	638.55	68.70-
10-48-105-1287	JANITORIAL/SUPPLIES	25,000.00	6,750.30	73.00-
10-48-105-1519	GEN SET MAINT COMM CTR	1,200.00	107.45	91.05-
10-48-105-2360	LICENCES	200.00	0.00	100.00-
NET Project 105: Community Centre:		62,277.00	19,014.56	69.47-
<b>Project 120: Recreation Programs</b>				
10-48-120-2260	SUMMER RECREATION PROGRAM	30,000.00	0.00	100.00-
NET Project 120: Recreation Programs:		30,000.00	0.00	100.00-
<b>Project 130: Curling Club</b>				
10-48-130-1087	INSURANCE - CURLING CLUB	6,424.00	2,117.00	67.05-
10-48-130-1275	BUILDING MAINTENANCE - CURLING RINK	20,000.00	4,663.56	76.68-
10-48-130-2310	CURLING RINK PLANT MAINTENANCE	3,500.00	2,905.38	16.99-
NET Project 130: Curling Club:		29,924.00	9,685.94	67.63-

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DISTRICT OF FORT ST JAMES  
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<b>Project 135: Music Makers</b>				
10-48-135-1087	MUSIC MAKERS PROPERTY INSURANCE	1,455.00	523.68	64.01-
10-48-135-1275	MUSIC MAKERS - BUILDING AND GROUNDS MAIN	13,000.00	925.17	92.88-
	NET Project 135: Music Makers:	14,455.00	1,448.85	89.98-
<b>Project 140: Community Arts Council</b>				
10-48-140-1087	PMA BUILDING INSURANCE	1,804.00	649.68	63.99-
10-48-140-1275	BUILDING AND GROUNDS MAINTENANCE	9,590.00	813.88	91.51-
	NET Project 140: Community Arts Council:	11,394.00	1,463.56	87.15-
<b>Project 145: Seniors Rec Centre</b>				
10-48-145-1087	SENIORS REC CTR INSURANCE	1,110.00	399.68	63.99-
10-48-145-1275	SENIORS CENTRE BUILDING MAINTENANCE	2,550.00	703.07	72.43-
	NET Project 145: Seniors Rec Centre:	3,660.00	1,102.75	69.87-
<b>Project 146: Seniors Helping Sr Shop</b>				
10-48-146-1087	LEGION BUILDING INSURANCE	1,110.00	0.00	100.00-
10-48-146-1275	SHOP MAINTENANCE - SHS SHOP	8,500.00	332.40	96.09-
	NET Project 146: Seniors Helping Sr Shop:	9,610.00	332.40	96.54-
<b>Project 470: Parks General</b>				
10-48-470-0725	MEMORIAL PLAQUES AND BENCHES	2,123.00	63.71	97.00-
10-48-470-1087	PROPERTY INSURANCE	4,317.00	1,736.32	59.78-
	NET Project 470: Parks General:	6,440.00	1,800.03	72.05-
<b>Project 471: Spirit Square</b>				
10-48-471-1087	SPIRIT SQUARE PROPERTY INSURANCE	123.00	0.00	100.00-
10-48-471-1275	SPIRIT SQUARE LEASE BUILDING MAINT.	3,000.00	0.00	100.00-
10-48-471-1280	SPIRIT SQUARE HYDRO COSTS	1,900.00	619.88	67.37-
10-48-471-2210	LAWN CARE	7,500.00	0.00	100.00-
10-48-471-2215	HORTICULTURE	7,500.00	0.00	100.00-
10-48-471-2220	FIXTURES	7,000.00	0.00	100.00-
10-48-471-2235	WASHROOM MAINTENANCE	5,000.00	128.13	97.44-
	NET Project 471: Spirit Square:	32,023.00	748.01	97.66-
<b>Project 472: Goodwin Park</b>				
10-48-472-1280	HYDRO COSTS - Goodwin	1,020.00	37.17	96.36-
10-48-472-2210	GOODWIN LAWN CARE	4,793.00	0.00	100.00-

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10-48-472-2215	GOODWIN HORTICULTURE	2,500.00	0.00	100.00-
10-48-472-2220	FIXTURES	2,000.00	128.13	93.59-
10-48-472-2225	PLAY EQUIPMENT	2,500.00	0.00	100.00-
10-48-472-2230	PARK MAINTENANCE & IMPROVEMENTS	4,000.00	63.71	98.41-
10-48-472-2233	SPLASH PARK MAINTENANCE	3,000.00	159.99	94.67-
10-48-472-2235	WASHROOM MAINTENANCE	1,310.00	320.31	75.55-
10-48-472-2240	TENNIS COURT MAINTENANCE	1,050.00	0.00	100.00-
	NET Project 472: Goodwin Park:	22,173.00	709.31	96.80-
<b>Project 474: Cottonwood Park</b>				
10-48-474-1280	COTTONWOOD PARK HYDRO COSTS	1,800.00	225.06	87.50-
10-48-474-1605	PARKING LOT GRADING	1,065.00	0.00	100.00-
10-48-474-2210	COTTONWOOD LAWN CARE	6,500.00	4,173.90	35.79-
10-48-474-2215	COTTONWOOD HORTICULTURE	4,000.00	0.00	100.00-
10-48-474-2220	FIXTURES	6,000.00	557.96	90.70-
10-48-474-2225	PLAY EQUIPMENT	8,500.00	0.00	100.00-
10-48-474-2230	PARK IMPROVEMENTS	5,200.00	318.53	93.87-
10-48-474-2235	WASHROOMS MAINTENANCE	3,150.00	457.02	85.49-
10-48-474-2240	HYDRO SHACK	525.00	357.54	31.90-
	NET Project 474: Cottonwood Park:	36,740.00	6,090.01	83.42-
<b>Project 476: Five Corners</b>				
10-48-476-2215	F C HORTICULTURE/LAWN CARE	3,675.00	0.00	100.00-
10-48-476-2220	FIXTURES	420.00	0.00	100.00-
	NET Project 476: Five Corners:	4,095.00	0.00	100.00-
<b>Project 478: Sonny Hamper Ball Diamond</b>				
10-48-478-1280	SONNY HAMPER DIAMOND HYDRO	204.00	44.28	78.29-
10-48-478-2220	FIXTURES	2,730.00	319.25	88.31-
10-48-478-2230	DIAMOND/DOG PARK MAINTENANCE & IMPROVEME	5,460.00	4,166.45	23.69-
	NET Project 478: Sonny Hamper Ball Diamond:	8,394.00	4,529.98	46.03-
<b>Project 482: Russ Baker Memorial Park</b>				
10-48-482-2230	RUSS BAKER PARK MAINTENANCE	1,050.00	0.00	100.00-
	NET Project 482: Russ Baker Memorial Park:	1,050.00	0.00	100.00-
	TOTAL Dept 48: RECREATION AND CULTURE:	575,630.00	158,546.33	72.46-

**Dept 50: PUBLIC LIBRARY**

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<b>Project 305: Administrative Functions</b>				
10-50-305-1000	WAGES HEAD LIBRARIAN	0.00	28,578.06	0.00
10-50-305-1001	WAGES ASSISTANT LIBRARIAN	0.00	19,106.03	0.00
10-50-305-1002	WAGES OTHER	0.00	6,803.08	0.00
10-50-305-1003	CALP COORDINATOR	0.00	6,431.88	0.00
10-50-305-1005	LIBRARY WAGES LIBRARY ASST 2	0.00	6,270.68	0.00
10-50-305-1006	WAGES CASUAL LABOUR	0.00	4,960.97	0.00
10-50-305-1110	EDUCATION AND TRAVEL	0.00	2,000.00	0.00
10-50-305-2600	LIBRARY CPP/EI/MPP/HEALTH/WCB	0.00	16,359.24	0.00
10-50-305-2610	LIBRARY BUDGET PLACE HOLDER	271,421.00	0.00	100.00-
	NET Project 305: Administrative Functions:	271,421.00	90,509.94	66.65-
<b>Project 310: Office Costs</b>				
10-50-310-1150	OFFICE SUPPLIES	0.00	155.50	0.00
10-50-310-1170	LIBRARY TELEPHONE AND MODEM	0.00	816.99	0.00
	NET Project 310: Office Costs:	0.00	972.49	0.00
<b>Project 330: Structures, Halls &amp; Grounds</b>				
10-50-330-1087	LIBRARY BUILDING INSURANCE	5,765.00	2,007.68	65.17-
10-50-330-1275	LIBRARY BUILDING MAINTENANCE	5,380.00	2,533.48	52.91-
10-50-330-1280	BC HYDRO COSTS	11,700.00	5,223.48	55.35-
10-50-330-1305	JANITORIAL/ALARM SYSTEM - LIBRARY	14,438.00	4,402.65	69.51-
	NET Project 330: Structures, Halls & Grounds:	37,283.00	14,167.29	62.00-
	TOTAL Dept 50: PUBLIC LIBRARY:	308,704.00	105,649.72	65.78-
<b>Dept 58: FISCAL SERVICES</b>				
<b>Project 275: PILT Collection</b>				
10-58-275-0871	PILT REMITTANCES	30,600.00	0.00	100.00-
	NET Project 275: PILT Collection:	30,600.00	0.00	100.00-
<b>Project 280: Other Gov't Collections</b>				
10-58-280-0870	LOCAL SCHOOL TAX REMITTANCES	963,476.00	0.00	100.00-
10-58-280-0877	POLICE TAXES	113,668.00	0.00	100.00-
10-58-280-0880	NORTHERN INTERIOR REGIONAL HOSPITAL REMI	486,228.00	0.00	100.00-
10-58-280-0885	REGIONAL DISTRICT TAX REMITTANCES	433,989.00	0.00	100.00-
10-58-280-0890	MFA TAX REMITTANCES	87.00	0.00	100.00-

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10-58-280-0895	BC ASSESSMENT AUTHORITY TAX REMITTANCES	32,752.00	0.00	100.00-
	NET Project 280: Other Gov't Collections:	2,030,200.00	0.00	100.00-
<b>Project 490: Debt Charges</b>				
10-58-490-2480	COMMUNITY CENTRE PRINCIPAL (LT DEBT BYLA	11,208.00	11,207.88	0.00
10-58-490-2482	COMMUNITY CENTRE INTEREST (LT DEBT BYLAW	13,781.00	6,890.27	50.00-
10-58-490-2484	RESCUE TRUCK PRINCIPAL (LT DEBT BYLAW 92	6,547.00	6,546.56	0.01-
10-58-490-2486	RESCUE TRUCK INTEREST (LT DEBT BYLAW 922	5,512.00	2,756.12	50.00-
10-58-490-2490	BANK INTEREST	0.00	680.63-	0.00
	NET Project 490: Debt Charges:	37,048.00	26,720.20	27.88-
<b>Project 492: Contributions</b>				
10-58-492-2700	TO GENERAL CAPITAL FUND	15,000.00	0.00	100.00-
10-58-492-2701	TO ARENA RESERVE	10,000.00	0.00	100.00-
10-58-492-2705	TO PUBLIC WORKS RESERVE	376,000.00	0.00	100.00-
10-58-492-2706	TO SANITATION RESERVE	16,067.00	0.00	100.00-
10-58-492-2707	TO ROADS RESERVE	50,000.00	0.00	100.00-
10-58-492-2715	TO CEMETERY CARE FUND	1,500.00	0.00	100.00-
10-58-492-2720	TO AMBULANCE STATION RESERVE	17,561.00	0.00	100.00-
10-58-492-2730	TO FIRE EQUIPMENT RESERVE	425,000.00	0.00	100.00-
10-58-492-2740	TO PARKS & RECREATION RESERVE	8,000.00	0.00	100.00-
10-58-492-2742	TO GOVERNMENT BUILDINGS RESERVE	61,595.00	0.00	100.00-
10-58-492-2746	TO SR TRANSIT - VAN REPLACEMENT RESERVE	20,000.00	0.00	100.00-
10-58-492-2747	TO UBCM Com Works Fund (CWF) DEFERRED RE	123,412.00	0.00	100.00-
10-58-492-2749	TO AIRPORT RESERVE	2,285.00	0.00	100.00-
10-58-492-2751	TO NW BC REG FUNDING RESERVE	5,511,291.00	0.00	100.00-
	NET Project 492: Contributions:	6,637,711.00	0.00	100.00-
<b>Project 496: Other Fiscal</b>				
10-58-496-0625	ROUNDING	3.00-	0.06-	98.00-
	NET Project 496: Other Fiscal:	3.00-	0.06-	98.00-
	TOTAL Dept 58: FISCAL SERVICES:	8,735,556.00	26,720.14	99.69-
	TOTAL Fund 10: General Fund:	0.00	4,160,749.73-	0.00

**Fund 15: General Capital**

**Dept 12: CONDITIONAL TRANSFERS FROM OTHER GOV'TS**

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<b>Project 040: Provincial</b>				
15-12-040-0821	BC ACTIVE TRANSPORTATION	17,500.00-	12,472.36-	28.73-
15-12-040-0826	REDIP-ED GRANT MARINA REVIT. PLANS	51,146.00-	0.00	100.00-
15-12-040-0828	SPARC Local Comm Accessibility Grant	25,000.00-	0.00	100.00-
15-12-040-0830	RESIDENT ATTRACTION & RETENTION GRANT	27,893.00-	0.00	100.00-
15-12-040-0840	NDIT - MAIN STREET REVIT PLAN GRANT	3,494.00-	3,494.34-	0.01
15-12-040-0845	ICIP - NORTHERN COM GRNT - ARENA	2,733,806.00-	0.00	100.00-
15-12-040-0846	GRANT - AIRPORT	800,000.00-	0.00	100.00-
15-12-040-0847	GREEN MUNI FUND - FIRE HALL FEAS	152,370.00-	0.00	100.00-
15-12-040-0856	RDBN CCBF Fed Gas Tax Grant (2024, one-t	45,049.00-	0.00	100.00-
	NET Project 040: Provincial:	<u>3,856,258.00-</u>	<u>15,966.70-</u>	<u>99.59-</u>
	TOTAL Dept 12: CONDITIONAL TRANSFERS FROM OTHER GOV'TS:	3,856,258.00-	15,966.70-	99.59-
<b>Dept 16: OTHER TRANSFERS &amp; OTHER GOV'T COLLECTION</b>				
<b>Project 040: Provincial</b>				
15-16-040-0952	SALE OF ASSETS	75,000.00-	1,142.86-	98.48-
15-16-040-0955	DONATIONS	50,000.00-	50,000.00-	0.00
	NET Project 040: Provincial:	<u>125,000.00-</u>	<u>51,142.86-</u>	<u>59.09-</u>
<b>Project 290: Own Funds</b>				
15-16-290-0935	TRANSFER FROM GENERAL	15,000.00-	0.00	100.00-
15-16-290-0940	CONTRIBUTION FROM CARBON TAX RESERVE	239,791.00-	0.00	100.00-
15-16-290-0941	CONTRIBUTION FROM GOVT BUILDING RESERVE	170,500.00-	0.00	100.00-
15-16-290-0942	CONTRIBUTION FROM SANITATION RESERVE	25,000.00-	0.00	100.00-
15-16-290-0943	CONTRIBUTION FROM GROWING COM.FUND RES	338,270.00-	0.00	100.00-
15-16-290-0944	CONTRIBUTION FROM CEMETERY RESERVE	35,000.00-	0.00	100.00-
15-16-290-0946	CONTRIBUTION FROM ROADS RESERVE	385,000.00-	0.00	100.00-
15-16-290-0947	CONTRIBUTION FROM FIRE RESERVE	1,323,000.00-	0.00	100.00-
15-16-290-0950	CONTRIBUTION FROM COMMUNITY FOREST RESER	706,328.00-	0.00	100.00-
15-16-290-0956	CONTRIBUTION FROM PUBLIC WORKS RESERVE	384,033.00-	0.00	100.00-
15-16-290-0960	CONTRIBUTION FROM PARKS & REC RESERVE	17,694.00-	0.00	100.00-
15-16-290-0965	CONTRIBUTION FROM COVID SAFE RESTART RES	36,415.00-	0.00	100.00-
15-16-290-0966	CONTRIBUTION FROM NCPG RESERVE	300,000.00-	0.00	100.00-
15-16-290-0967	CONTRIBUTION FROM NWBC RBA RESERVE	385,000.00-	0.00	100.00-
	NET Project 290: Own Funds:	<u>4,361,031.00-</u>	<u>0.00</u>	<u>100.00-</u>
	TOTAL Dept 16: OTHER TRANSFERS & OTHER GOV'T COLLECTION:	4,486,031.00-	51,142.86-	98.86-

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<b>Dept 20: GENERAL GOVERNMENT EXPENSE</b>				
<b>Project 500: Capital</b>				
15-20-500-3000	AIRPORT UPGRADE (BCAAP)	1,000,000.00	0.00	100.00-
15-20-500-3001	AIRPORT CAPITAL OTHER	50,000.00	5,000.00	90.00-
15-20-500-3005	MUNICIPAL OFFICE GEOTHERMAL HEATING	15,465.00	26,290.56	70.00
15-20-500-3006	COUNCIL CHAMBER UPGRADES	5,000.00	0.00	100.00-
15-20-500-3008	LAND PURCHASE	35,000.00	30,300.12	13.43-
15-20-500-3012	Municipal Office Kitchen Reconfiguration	17,500.00	11,816.75	32.48-
15-20-500-3025	MAIN STREET REVITALIZATION PLAN (Sp Sq)	6,989.00	6,988.69	0.00
15-20-500-3030	SENIORS REC CENTRE RENOVATION	10,000.00	0.00	100.00-
15-20-500-3036	New Server and UPS (2025)	15,950.00	0.00	100.00-
15-20-500-3050	TRANSPORTATION NETWORK PLAN	29,770.00	29,925.22	0.52
15-20-500-3060	DEMOLITION OF DERELICT BUILDINGS	43,000.00	0.00	100.00-
15-20-500-3070	Accessible/Community SPACE PILOT PROJECT	15,000.00	0.00	100.00-
	NET Project 500: Capital:	<u>1,243,674.00</u>	<u>110,321.34</u>	<u>91.13-</u>
	TOTAL Dept 20: GENERAL GOVERNMENT EXPENSE:	1,243,674.00	110,321.34	91.13-
<b>Dept 22: PROTECTIVE SERVICES</b>				
<b>Project 500: Capital</b>				
15-22-500-3109	FIRE APPARATUS	1,323,000.00	0.00	100.00-
15-22-500-3112	2022 TOYOTA RAV4 HYBRID (B1) PURCHASE	45,000.00	44,700.32	0.67-
15-22-500-3125	FIRE HALL FEASIBILITY DESIGN STUDY-GRNT	304,750.00	0.00	100.00-
	NET Project 500: Capital:	<u>1,672,750.00</u>	<u>44,700.32</u>	<u>97.33-</u>
	TOTAL Dept 22: PROTECTIVE SERVICES:	1,672,750.00	44,700.32	97.33-
<b>Dept 26: OTHER PROTECTION</b>				
<b>Project 380: Animal Control</b>				
15-26-380-3000	Kennel at PW Yard	0.00	4,019.32	0.00
	NET Project 380: Animal Control:	<u>0.00</u>	<u>4,019.32</u>	<u>0.00</u>
	TOTAL Dept 26: OTHER PROTECTION:	0.00	4,019.32	0.00
<b>Dept 30: PUBLIC WORKS COMMON SERVICES</b>				
<b>Project 500: Capital</b>				
15-30-500-3011	PW Container Shed Roof	45,000.00	0.00	100.00-

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DISTRICT OF FORT ST JAMES  
**ACTUALS AND BUDGET COMPARISON WITHOUT ENCUMBRANCE - ADMIN**  
 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 23/05/2025  
 Time: 14:53:02

Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
15-30-500-3015	PW Shop Concrete Floor Repair	60,000.00	1,360.00	97.73-
15-30-500-3203	BANNERS & STREET	5,000.00	0.00	100.00-
15-30-500-3206	CHRISTMAS DECORATIONS	10,000.00	0.00	100.00-
15-30-500-3211	DOWNTOWN BEAUTIFICATION	5,000.00	0.00	100.00-
15-30-500-3212	PAVING	770,000.00	0.00	100.00-
15-30-500-3214	PLOW/DUMP TRUCK	378,768.00	0.00	100.00-
15-30-500-3215	SIDEWALKS	100,000.00	0.00	100.00-
15-30-500-3224	HYDRANT REPAIRS (Capital)	30,265.00	24,588.31	18.76-
15-30-500-3226	CEMETARY LOWERING DEVICES	35,000.00	0.00	100.00-
15-30-500-3238	RESIDENTIAL GARB BINS BEAR-RESISTANT	25,000.00	0.00	100.00-
15-30-500-3240	COMMERCIAL SOLID WASTE BINS	19,000.00	16,799.00	11.58-
15-30-500-3241	STEEL SOLID WASTE BEAR BINS	12,000.00	8,902.40	25.81-
15-30-500-3250	2021 FORD F-150 XLT HYBRID (UNIT 9)	42,410.00	41,593.04	1.93-
	NET Project 500: Capital:	1,537,443.00	93,242.75	93.94-
	TOTAL Dept 30: PUBLIC WORKS COMMON SERVICES:	1,537,443.00	93,242.75	93.94-

**Dept 48: RECREATION AND CULTURE**

**Project 500: Capital**

15-48-500-3300	TENNIS COURT REPAIR/BASKETBALL INSTALL	95,000.00	40,765.65	57.09-
15-48-500-3305	TRAILS AND PARKS IMPROVEMENTS	5,000.00	0.00	100.00-
15-48-500-3310	CURLING RINK ICE PLANT	70,049.00	36,034.79	48.56-
15-48-500-3320	COTTONWOOD PARK STAGE PLACE DEVELOPMENT	40,000.00	0.00	100.00-
15-48-500-3322	COTTONWOOD PARK ACCESSIBLE ENTRANCE	9,200.00	0.00	100.00-
15-48-500-3330	GOODWIN PARK PERIMETER PATH	162,400.00	6,050.93	96.27-
15-48-500-3340	RIPPLES OF THE PAST 2.0 RAR GRANT	27,893.00	0.00	100.00-
15-48-500-3350	SPIRIT SQUARE REVITALIZATION	300,000.00	0.00	100.00-
15-48-500-3501	MARINA REVITALIZATION PROJECT - PLANS	51,146.00	0.00	100.00-
15-48-500-3505	ARENA REVITALIZATION (Grant Approved)	3,107,734.00	348,282.91	88.79-
15-48-500-3509	ARENA - DRYLAND TRAINING	20,000.00	0.00	100.00-
	NET Project 500: Capital:	3,888,422.00	431,134.28	88.91-
	TOTAL Dept 48: RECREATION AND CULTURE:	3,888,422.00	431,134.28	88.91-
	TOTAL Fund 15: General Capital:	0.00	616,308.45	0.00

**Fund 20: Water**

**Dept 06: SALE OF SERVICES**

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DISTRICT OF FORT ST JAMES  
**ACTUALS AND BUDGET COMPARISON WITHOUT ENCUMBRANCE - ADMIN**  
 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 23/05/2025  
 Time: 14:53:02

Account	Description	PROVISIONAL 2025 (Prd 01-12) 01/01/25 - 30/04/25	Actuals 2025 (Prd 01-04)	Percent of Variance
<b>Project 090: Environmental Services</b>				
20-06-090-0135	WATER USER RATES	362,065.00-	189,455.70-	47.67-
20-06-090-0136	BULK WATER REVENUE	2,400.00-	1,882.73-	21.55-
20-06-090-0140	WATER CONNECTIONS REVENUE	10,000.00-	10,470.00-	4.70
20-06-090-0145	WATER ON / OFF FEES	1,500.00-	108.67-	92.76-
20-06-090-0150	WATER HYDRANT RENTAL REVENUE	11,364.00-	0.00	100.00-
20-06-090-0152	NAK'AZDLI WATER (SERVICE AGREEMENT)	23,000.00-	0.00	100.00-
	NET Project 090: Environmental Services:	<u>410,329.00-</u>	<u>201,917.10-</u>	<u>50.79-</u>
	TOTAL Dept 06: SALE OF SERVICES:	<u>410,329.00-</u>	<u>201,917.10-</u>	<u>50.79-</u>
<b>Dept 58: FISCAL SERVICES</b>				
<b>Project 492: Contributions</b>				
20-58-492-2771	TRANSFER TO WATER RESERVE FUND	4,178.00	0.00	100.00-
	NET Project 492: Contributions:	<u>4,178.00</u>	<u>0.00</u>	<u>100.00-</u>
	TOTAL Dept 58: FISCAL SERVICES:	<u>4,178.00</u>	<u>0.00</u>	<u>100.00-</u>
<b>Dept 60: WATER SUPPLY &amp; DISTRIBUTION</b>				
<b>Project 305: Administrative Functions</b>				
20-60-305-1055	INTERNAL ADMINISTRATION CHARGES	57,149.00	0.00	100.00-
20-60-305-1087	PROPERTY INSURANCE	10,675.00	3,034.00	71.58-
20-60-305-1110	TRAINING AND DEVELOPMENT	6,120.00	926.61	84.86-
20-60-305-1900	WATER RATES DISCOUNTS	11,025.00	5,578.41	49.40-
20-60-305-8010	ROUNDS (INSPECTIONS)	20,140.00	11,003.50	45.36-
20-60-305-8015	PERMITS	960.00	312.50	67.45-
20-60-305-8020	NON DESTRUCTIVE TESTING	10,000.00	3,107.00	68.93-
20-60-305-8025	SAFETY SUPPLIES	1,500.00	1,226.20	18.25-
	NET Project 305: Administrative Functions:	<u>117,569.00</u>	<u>25,188.22</u>	<u>78.58-</u>
<b>Project 600: Structures &amp; Lines</b>				
20-60-600-8030	SYSTEM UPGRADING	2,120.00	382.19	81.97-
20-60-600-8040	WATERMAIN CLEANING AND FLUSHING	6,366.00	2,363.86	62.87-
20-60-600-8045	WATERLINE CLEANING	2,868.00	26.27	99.08-
20-60-600-8050	WATERMAIN REPAIR	55,650.00	7,657.66	86.24-
20-60-600-8060	SERVICE LINE REPAIR	90,650.00	19,634.87	78.34-
20-60-600-8070	HYDRANT MAINTENANCE & REPAIR	21,000.00	10,107.88	51.87-
20-60-600-8080	TOWER MAINTENANCE & REPAIR	1,755.00	1,574.18	10.30-

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DISTRICT OF FORT ST JAMES  
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 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 23/05/2025  
 Time: 14:53:02

Account	Description	PROVISIONAL 2025 (Prd 01-12) 01/01/25 - 30/04/25	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
20-60-600-8090	GENERAL MAINTENANCE & REPAIR	40,068.00	1,515.38	96.22-
20-60-600-8110	NEW CONNECTIONS EXPENSE	15,000.00	0.00	100.00-
20-60-600-8120	VALVE MAINTENANCE & REPAIR	11,130.00	2,045.81	81.62-
	NET Project 600: Structures & Lines:	246,607.00	45,308.10	81.63-
<b>Project 610: Well Pump House</b>				
20-60-610-1275	BUILDING MAINT - PUMPHOUSE	2,332.00	615.71	73.60-
20-60-610-1519	GEN SET MAINT WELL HOUSE	0.00	383.90	0.00
20-60-610-8160	PUMP MAINTENANCE	5,000.00	854.39	82.91-
20-60-610-8170	ELECTRICAL REPAIR/MAINT	5,300.00	0.00	100.00-
	NET Project 610: Well Pump House:	12,632.00	1,854.00	85.32-
<b>Project 620: Booster Station</b>				
20-60-620-1275	BUILDING MAINTENANCE	1,323.00	303.73	77.04-
20-60-620-1519	GEN SET MAINT BOOSTER STN	0.00	179.09	0.00
20-60-620-8160	WATER PUMP MAINTENANCE	10,000.00	0.00	100.00-
	NET Project 620: Booster Station:	11,323.00	482.82	95.74-
<b>Project 630: Pumping</b>				
20-60-630-1280	HYDRO COSTS - Water Pumping	18,020.00	6,305.67	65.01-
	NET Project 630: Pumping:	18,020.00	6,305.67	65.01-
	TOTAL Dept 60: WATER SUPPLY & DISTRIBUTION:	406,151.00	79,138.81	80.51-
	TOTAL Fund 20: Water:	0.00	122,778.29-	0.00
<b>Fund 25: Water Capital</b>				
<b>Dept 12: CONDITIONAL TRANSFERS FROM OTHER GOV'TS</b>				
<b>Project 400: Works Shop/Yard</b>				
25-12-400-0815	RDBN CCBF CWF/ Gas Tax	41,000.00-	0.00	100.00-
	NET Project 400: Works Shop/Yard:	41,000.00-	0.00	100.00-
	TOTAL Dept 12: CONDITIONAL TRANSFERS FROM OTHER GOV'TS:	41,000.00-	0.00	100.00-
<b>Dept 16: OTHER TRANSFERS &amp; OTHER GOV'T COLLECTION</b>				
<b>Project 290: Own Funds</b>				
25-16-290-0910	TRANSFER FROM NCPG RESERVE	1,749,000.00-	0.00	100.00-
25-16-290-0915	TRANSFER FRM GROWING COM FUND RESERVE	708,750.00-	0.00	100.00-

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DISTRICT OF FORT ST JAMES  
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 For All Revenue, Expense, Accounts - Zero Balance Accounts NOT Included

Date: 23/05/2025  
 Time: 14:53:02

Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
	NET Project 290: Own Funds:	2,457,750.00-	0.00	100.00-
	TOTAL Dept 16: OTHER TRANSFERS & OTHER GOV'T COLLECTION:	2,457,750.00-	0.00	100.00-
<b>Dept 60: WATER SUPPLY &amp; DISTRIBUTION</b>				
<b>Project 500: Capital</b>				
25-60-500-7900	ROAD PATCHING	60,000.00	0.00	100.00-
25-60-500-7904	VALVES REPLACEMENTS	57,750.00	0.00	100.00-
25-60-500-7910	Water Reservoir Dredging/Cleaning	50,000.00	421.07	99.16-
25-60-500-7955	WATER LINE UPGRADES	1,749,000.00	173,924.51	90.06-
25-60-500-7956	SECONDARY WATER SUPPLY	500,000.00	0.00	100.00-
25-60-500-7958	Bulk Water Station	82,000.00	0.00	100.00-
	NET Project 500: Capital:	2,498,750.00	174,345.58	93.02-
	TOTAL Dept 60: WATER SUPPLY & DISTRIBUTION:	2,498,750.00	174,345.58	93.02-
	TOTAL Fund 25: Water Capital:	0.00	174,345.58	0.00
<b>Fund 30: Sewer</b>				
<b>Dept 06: SALE OF SERVICES</b>				
<b>Project 090: Environmental Services</b>				
30-06-090-0135	SEWER USER RATES	374,415.00-	196,721.09-	47.46-
30-06-090-0140	NEW CONNECTIONS REVENUE	10,000.00-	0.00	100.00-
30-06-090-0157	NAK'AZDLI SEWER (SERVICE AGREEMENT)	72,152.00-	0.00	100.00-
	NET Project 090: Environmental Services:	456,567.00-	196,721.09-	56.91-
	TOTAL Dept 06: SALE OF SERVICES:	456,567.00-	196,721.09-	56.91-
<b>Dept 58: FISCAL SERVICES</b>				
<b>Project 492: Contributions</b>				
30-58-492-2771	CONTRIBUTION TO SEWER RESERVE	27,214.00	0.00	100.00-
	NET Project 492: Contributions:	27,214.00	0.00	100.00-
	TOTAL Dept 58: FISCAL SERVICES:	27,214.00	0.00	100.00-
<b>Dept 70: SEWERAGE COLLECTION &amp; TREATMENT</b>				
<b>Project 305: Administrative Functions</b>				
30-70-305-1055	ADMINISTRATIVE CHARGES	57,149.00	0.00	100.00-

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Date: 23/05/2025  
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Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
30-70-305-1087	PROPERTY INSURANCE	10,301.00	3,828.00	62.84-
30-70-305-1110	TRAINING AND DEVELOPMENT	5,150.00	1,410.94	72.60-
30-70-305-8005	SEWAGE ANALYSIS COSTS	12,000.00	9,327.31	22.27-
30-70-305-8010	ROUNDS (INSPECTIONS)	22,260.00	12,480.72	43.93-
30-70-305-8015	WASTE MANAGEMENT PERMITS	2,142.00	0.00	100.00-
30-70-305-8020	NAK'AZDLI LAGOON PERMIT	30,000.00	3,978.42	86.74-
30-70-305-8025	SAFETY SUPPLIES	2,550.00	899.91	64.71-
30-70-305-8200	SEWER RATES DISCOUNTS	11,550.00	5,515.38	52.25-
	NET Project 305: Administrative Functions:	153,102.00	37,440.68	75.55-
<b>Project 700: Collection System</b>				
30-70-700-8090	GENERAL MAINTENANCE	52,700.00	1,850.94	96.49-
30-70-700-8110	NEW CONNECTIONS	10,000.00	0.00	100.00-
30-70-700-8500	MAINLINES	5,300.00	6,723.08	26.85
30-70-700-8510	CLEANING AND FLUSHING	10,600.00	996.36	90.60-
	NET Project 700: Collection System:	78,600.00	9,570.38	87.82-
<b>Project 710: Cottonwood Lift Station</b>				
30-70-710-1275	BUILDING & GENERATOR MAINTENANCE	1,590.00	142.35	91.05-
30-70-710-1280	HYDRO COSTS - Cottonwood Lift Station	2,346.00	0.00	100.00-
30-70-710-8090	GENERAL MAINTENANCE	585.00	288.29	50.72-
30-70-710-8160	PUMP MAINTENANCE	10,600.00	1,041.95	90.17-
30-70-710-8170	ELECTRICAL	2,120.00	215.92	89.82-
30-70-710-8200	COTTONWOOD ALARM SYSTEM	1,326.00	278.94	78.96-
	NET Project 710: Cottonwood Lift Station:	18,567.00	1,967.45	89.40-
<b>Project 720: Reserve Lift Station</b>				
30-70-720-1275	BUILDING & GENERATOR MAINTENANCE	1,530.00	31.86	97.92-
30-70-720-1280	HYDRO COSTS-Reserve Lift Station	5,916.00	4,101.71	30.67-
30-70-720-8090	GENERAL MAINTENANCE	5,830.00	853.66	85.36-
30-70-720-8160	PUMP MAINTENANCE	10,600.00	3,085.58	70.89-
30-70-720-8170	ELECTRICAL	2,120.00	307.16	85.51-
30-70-720-8200	RESERVE ALARM SYSTEM	1,272.00	288.29	77.34-
	NET Project 720: Reserve Lift Station:	27,268.00	8,668.26	68.21-
<b>Project 730: Treatment &amp; Disposal</b>				
30-70-730-1275	BUILDING MAINTENANCE	2,250.00	445.40	80.20-
30-70-730-1280	HYDRO COSTS	47,000.00	17,515.10	62.73-

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Account	Description	PROVISIONAL 2025 (Prd 01-12)	Actuals 2025 (Prd 01-04) 01/01/25 - 30/04/25	Percent of Variance
30-70-730-8090	MAINTENANCE AND OPERATIONS	33,920.00	7,825.12	76.93-
30-70-730-8160	PUMP MAINTENANCE/AIR COMPRESSOR REBUILD	4,770.00	2,158.16	54.76-
30-70-730-8170	ELECTRICAL	2,650.00	719.72	72.84-
30-70-730-8510	CLEANING AND FLUSHING	2,926.00	0.00	100.00-
30-70-730-8540	CHLORINE SYSTEM	58,300.00	32,172.55	44.82-
	NET Project 730: Treatment & Disposal:	151,816.00	60,836.05	59.93-
	TOTAL Dept 70: SEWERAGE COLLECTION & TREATMENT:	429,353.00	118,482.82	72.40-
	TOTAL Fund 30: Sewer:	0.00	78,238.27-	0.00

**Fund 35: Sewer Capital**

**Dept 16: OTHER TRANSFERS & OTHER GOV'T COLLECTION**

**Project 290: Own Funds**

35-16-290-0926	TRANSFER FROM RBA RESERVE	2,600,000.00-	0.00	100.00-
35-16-290-0927	TRANSFER FROM GROWING COMMUNITIES RESERV	152,000.00-	0.00	100.00-
35-16-290-0935	FROM NAK'AZDLI ICIP	300,000.00-	9,760.19-	96.75-
	NET Project 290: Own Funds:	3,052,000.00-	9,760.19-	99.68-
	TOTAL Dept 16: OTHER TRANSFERS & OTHER GOV'T COLLECTION:	3,052,000.00-	9,760.19-	99.68-

**Dept 70: SEWERAGE COLLECTION & TREATMENT**

**Project 500: Capital**

35-70-500-7901	Lagoon Station Generator	137,000.00	0.00	100.00-
35-70-500-7902	Reserve Lift Station Evaluation	15,000.00	0.00	100.00-
35-70-500-7905	LAGOON PROJECT	1,400,000.00	9,760.19	99.30-
35-70-500-8000	Lagoon Desludging	1,500,000.00	0.00	100.00-
	NET Project 500: Capital:	3,052,000.00	9,760.19	99.68-
	TOTAL Dept 70: SEWERAGE COLLECTION & TREATMENT:	3,052,000.00	9,760.19	99.68-
	TOTAL Fund 35: Sewer Capital:	0.00	0.00	0.00
	Report Totals:	0.00	3,571,112.26-	0.00

\*\*\* End of Report \*\*\*

**District of Fort St James  
Grants in Aid 2025**

Approved date	Resolution #	Organization	Description of use/event	Date of Event/s	Amount
			2025 GRANT IN AID BUDGET		- 71,650.00
2024 for 2025 year	<b>2024-20-19</b>	Fort St James Secondary School	Gr 9-Theatre & Kitchen use	All of 2025	<b>6,400.80</b>
2024 for 2025 year	<b>2024-20-20</b>	Pope Mountain Arts	Matching Grant-Arts	All of 2025	<b>5,000.00</b>
2024 for 2025 year	<b>2024-20-21</b>	Fort St James Dog Sled Association	Sled Dog Races	Feb-25	<b>2,572.57</b>
	28-Jan-25 2025-02-14	FSJ Ski Patrol	First Aid Equipment		<b>750.00</b>
	28-Jan-25 2025-02-15	FSJSS Boys & Girls Culture Club	Hoyibee Full Moon, FSJ Bucks	Feb 19-23, 2025	<b>250.00</b>
	11-Mar-25 2025-05-13	Fort St James Primary Care Society	Fort St James Resource Manual	n/a	<b>1,500.00</b>
	N/A Deferred	Stuart Lake Seniors Association	Budget shortfall	2025 year	-
	11-Mar-25 2025-05-14	Nak'alBun Elementary School	Dunk tank for Literacy event	May 26, 2025	<b>500.00</b>
	11-Mar-25 2025-05-15	FSJ Senion Girls Bbasll	Cash for provincials	Mar-25	<b>1,000.00</b>
	08-Apr-25 2025-07-17	Fort St James Chamber of Commerce	Business Dinner (rental)	May 8-10	<b>565.96</b>
	22-Apr-25 2025-08-06	Stuart Lake Seniors Association	Bussing program-1 yr only		<b>5,000.00</b>
		Fort St James Secondary School	Senior Girls Soccer Provincials	May 29-31, 2025	
<b>GRANT IN AID COMMITTED FOR 2025</b>					<b>23,539.33</b>
<b>GRANT IN AID STILL AVAILABLE FOR COUNCIL ALLOCATION (should be a negative number here)</b>					<b>- 48,110.67</b>



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**Date:** May 27, 2025  
**Report to:** Mayor and Council  
**From:** Rachelle Willick, Chief Administrative Officer  
**Subject:** **Employee Code of Conduct Policy No. 4.25 Report**

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**RECOMMENDATIONS**

THAT Council ADOPTS Employee Code of Conduct Policy No. 4.25 as attached to the report dated May 6, 2025, from Chief Administrative Officer titled “Employee Code of Conduct Policy No. 4.25 Report”.

**ALTERNATE RECOMMENDATION**

THAT Council directs staff to return the Employee Code of Conduct Policy No. 4.25 with the following amendments:

- [Council to provide amendments]

**PURPOSE**

The purpose of this report is to introduce Employee Code of Conduct Policy No. 4.25 for Council’s consideration and adoption.

**BACKGROUND**

The District of Fort St. James has a duty to comply with all relevant legislation and to conduct HR activities with integrity through applying best practices and standards. Following a code of conduct enhances the reputation of the organization and mitigates the risk of litigation due to poor or ununiformed HR practices.

The District of Fort St. James is a member of the Local Government Management Association of BC (LGMA). This policy was drafted utilizing the LGMA Human Resources ToolKit which provides sample policies which have been legally reviewed.

The Employee Code of Conduct No. 4.25 clearly sets out expectations of all representatives including employees, volunteers, agents, and contractors.

**COMMUNICATIONS**

Once adopted Managers will introduce the Policy to all staff members. Further, this policy will become part of the annual employee policy review workshop done by the HR Coordinator/Executive Assistant.


District of Fort St. James  
Employee Code of Conduct Policy No. 4.25 Report  
Regular Council Meeting No. 2025-10  
Tuesday, May 27, 2025  
Page 2 of 2

**ATTACHMENTS**

- Appendix A – Employee Code of Conduct Policy No. 4.25

**SIGN OFF**

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

	<b>POLICY</b>	No.	<b>4.25</b>
	<b>EMPLOYEE CODE OF CONDUCT</b>	Effective Date	[Date]
		Revision Letter	
		Council Approval	[Resolution No.]

**1.0 PURPOSE**

1.1 The District of Fort St. James is committed to providing a positive work environment in which everyone conducts themselves professionally, ethically, and safely. The responsibility for creating a positive and productive work environment rests with all individuals who are associated with the District of Fort St. James.

**2.0 SCOPE**

2.1 This policy applies to employees, volunteers, agents and contractors of the District. Failure to comply with this policy could lead to preventive or corrective actions and/or discipline up to and including termination for cause.

**3.0 POLICY**

**3.1 Professionalism**

3.1.1 All employees, volunteers, agents, and contractors are required to:

- (a) Carry out their responsibilities in a professional and competent manner;
- (b) Continue to improve their knowledge, competence, skills, and professional ability;
- (c) Not engage in any action or conduct or make any comment, gesture, or contact which a reasonable person would regard as likely to cause offence or humiliation to anyone, whether in the workplace or any other location;
- (d) Act, and be perceived by the public to act, in a fair and impartial manner in the performance of their duties or provision of services;
- (e) Not make any public comments that denigrate, disparage, or are disrespectful of the District of Fort St. James, employees, and elected officials, and refrain from making negative comments about the credibility of the District, employees, and elected officials; and
- (f) Conduct themselves in a friendly, courteous, and professional manner when dealing with the public.

**3.2 Ethical Responsibility**

3.2.1 All employees and volunteers are required to:

- (a) Carry out their responsibilities to the highest standard of integrity;
- (b) Carry out their responsibilities with impartiality and equality of service to customers;

Employee Code of Conduct

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- (c) Not use confidential information for their personal gain, or discuss matters being dealt with by the board or council at in-camera meetings;
- (d) Declare any interest or indirect interest which might create a conflict of interest, or a perceived conflict of interest;
- (e) Not use work time, equipment, or facilities of the employer for personal or private purposes, pursuits, or gain;
- (f) Not engage in any business or other employment that may bring them into conflict with their responsibilities as an employee of the District of Fort St. James;
- (g) Not accept gifts, hospitality, or other benefits that could be construed as being given in anticipation of future special considerations; and
- (h) Not conduct themselves in any way in their professional or personal lives which is likely to affect their judgment, or their ability to perform their duties, or prejudice the image of integrity, professionalism, or the reputation of the District of Fort St. James.

**3.3 Other Employment**

3.3.1 Employees with outside business interests or employment shall advise their manager. The manager will review the situation on its own merits and draw any concerns or potential conflicts with this policy to the attention of the Chief Administrative Officer, or their delegate.

**3.4 Basic Safety Rules of Conduct**

Vehicles and Equipment

3.4.1 All employees, volunteers, agents and contractors are required to:

- (a) Obey all speed limits and drive defensively;
- (b) Wear seatbelts in all equipment and vehicles so equipped. Removal of seatbelts from a vehicle or equipment is prohibited;
- (c) Only operate vehicles and equipment for which you are trained and certified;
- (d) Never ride in the box of pickup trucks;
- (e) Only carry passengers in vehicles or equipment when required for business and only when there are passenger seatbelts; and
- (f) Do not operate any personal vehicles for business purposes nor any organization's vehicles when under the influence of drugs or alcohol, including prescribed drugs.

Personal

3.4.2 All employees, volunteers, agents and contractors are required to:

- (a) Refrain from horseplay;
- (b) Wear appropriate personal protective equipment for the work being done;

Employee Code of Conduct

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- (c) Be physically and mentally fit for work, unimpaired by medication, drugs, alcohol, or any other reason;
- (d) Use handrails when using stairs;
- (e) Follow job and hazard specific work and safety procedures;
- (f) Follow Emergency Procedures;
- (g) Immediately leave an oxygen-deficient atmosphere or an area suspected or known to contain high levels of gas;
- (h) Know where the nearest emergency equipment is located (e.g. showers, eyewash stations, self-contained breathing apparatus, and fire extinguishers);
- (i) Report all hazards to your supervisor immediately. Take whatever measures you can to correct the unsafe condition without putting yourself at risk; and
- (j) Refuse unsafe work and report unsafe conditions to your supervisor immediately (e.g. unshored or improperly shored trenches and excavations, unauthorized or unsafe entry into a confined space, seatbelts not being worn, lockout violations, use of overhead equipment near powerlines).

Injuries, Accidents and Close Call Incidents

3.4.3 All employees, volunteers, agents and contractors are required to:

- (a) Report all accidents and close call incidents immediately to your supervisor; and
- (b) Report all injuries immediately to a trained, designated first aid attendant.

Tools, Equipment, and Housekeeping

3.4.4 All employees, volunteers, agents and contractors are required to:

- (a) Make sure all tools and equipment are cleaned and stored after finishing a job. Keep equipment and stored materials out of pedestrian areas and away from exits, firefighting equipment, stairways, fire doors, electrical panels, valves, and emergency eyewashes and showers;
- (b) Make sure tools are in good condition and only use tools appropriate for the job; and
- (c) Keep worksites and buildings clean, tidy, and in good repair.

**4.0 RESPONSIBILITIES**

4.1 The Chief Administrative Officer is responsible for:

- (a) Reviewing this policy every three years; and
- (b) Approving administrative updates to this policy.

4.2 Managers are responsible for administering this policy.

4.3 Council is responsible for approving this policy.

Employee Code of Conduct

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**5.0 DOCUMENT APPROVALS**

<b>Role</b>	<b>Position</b>	<b>Name of Approver</b>	<b>Date Approved</b>
Owner	HR Coordinator/Executive Assistant	Carrie Constantine	
Reviewer	Chief Administrative Officer	Rachelle Willick	
Final Approver	Mayor and Council	Martin Elphee	

**6.0 REVISION HISTORY**

<b>Effective Date</b>	<b>Rev Letter</b>	<b>Document Author</b>	<b>Description of Change</b>
[Date]		Carrie Constantine	Initial Release.



---

**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Doug Lowther, Director of Operations  
**Subject:** **District Office HVAC**

---

**RECOMMENDATION**

THAT Council approves the budget increase from \$15,465 to \$41,000 for the Municipal Office Geothermal Heating.

**PURPOSE**

The purpose of this report is to update Council on the Municipal Office HVAC repairs and inform Council of the budget overrun. Further to obtain approval from Council to increase the Municipal Office geothermal heating budget to cover costs incurred.

**BACKGROUND**

The Municipal Office Geothermal HVAC system has been broken since 2021. The system did not run correctly and was broken more than it was operational. Several attempts have been made by 3 HVAC companies to repair the system and get the heating system fixed.

The HVAC company who was finally able to fix the system, found several deficiencies in the system itself, that were present from the date of installation, and through extensive diagnosing and testing, determined this system would not be able to operate properly without having additional equipment installed, or the same malfunctions would continue to plague this system and damage the in floor loop even more.

As the scope of the project was unknown it was not possible for the Contractor to provide a quote. The testing and diagnosing were not straight forward, and during the diagnosing, they found more and more inoperative components, or damaged systems, they had to come up with a solution to utilize the system that we currently have. To save money, they were able to bypass the damaged broken loops and add the proper circulating heater to allow the ground loop to operate effectively, and the cooling unit so the HVAC would continue to operate, without having to replace the complete HVAC system at the District Office.

As the diagnosis and repairs continued, it was evident that this was not a predictable outcome, and as the contractor fixed one broken part, it was because of another. The real problem was this system had been inoperative for so many years, there was not a predictable outcome on costs. The basement flooding last fall is also suspect that the lack of heat in the basement may have been partially responsible for the drain and plumbing issues which caused the basement to

District of Fort St. James  
District Office HVAC  
Regular Council Meeting No. 2025-10  
Tuesday, May 27, 2025  
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flood. We did not know what the extent would be in the end. Prior to proceeding with this project once the budget had already been utilized, the Director of Operations should have brought a report forward to Council sooner to obtain approval to proceed with the project, however the budget ask amount would have been unknown

**FINANCIAL/BUDGETARY CONSIDERATIONS**

In 2023 a budget request of \$30k to repair the Municipal Office Geothermal was approved in the Financial Plan. Work was done on the system in 2023 & 2024 which left \$15,465 to be carried into the 2025 Financial Plan. In February 2025, billing was received in the amount of \$26,290 putting the project over budget by \$10,825. The system was not operational at this time with work continuing on the system in April 2025. The system is now working and the final billing for the project was received late April in the amount of \$14,155. With the final billing the project is over budget by \$24,980. As the purchase price is not within the approved budget staff have not signed off for final payment of the invoice and are seeking Council approval as per Policy 2.7C recognizing this should have been brought forward sooner for approval.

The cost for the Municipal Office Geothermal project is funded by the Covid Restart Reserve, this reserve can hold the increase incurred on this project.

Staff have identified cost savings that have offset the Municipal Office Geothermal project overrun. The Municipal Office Kitchen Reconfiguration came in \$5,684 under budget and further, the PW shop Floor costs were considerably less than the \$80K budget coming in at approx. \$60K.

If Council approves the increased budget this will form part of the 2025 Amendment Budget.

**SIGN OFF**

Submitted by:	Doug Lowther, Director of Operations
Internal Review by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer




---

**Date:** May 27, 2025  
**Report to:** Mayor and Council  
**From:** Rachelle Willick, Chief Administrative Officer  
**Subject:** **Appointment of Officers**

---

**RECOMMENDATIONS**

1. THAT Council appoints Rachelle Willick as Chief Administrative Officer.
2. THAT Council appoints Alexander Bihori as Corporate Officer.
3. THAT Council appoints Susan Clarke as Chief Financial Officer.
4. THAT Council appoints Alexander Bihori as Acting Chief Administrative Officer.

**PURPOSE**

The purpose of this report is to have Council appoint all Officers via resolution following the adoption of the new Officers Bylaw No. 1089.

**BACKGROUND**

On May 6, 2025, Council adopted the Officers Bylaw No. 1089, 2025 which repealed and replaced the District of Fort St. James Appointment of Officers Bylaw No. 1003, 2018. To ensure a smooth transition, and to ensure that all Officers have been clearly appointed to their positions, staff recommend that each Officer of the municipality be appointed through their own resolution.

**LEGAL/STATUTORY AUTHORITY**

S. 146 – 149 of the *Community Charter*

**EXISTING POLICY**

Officers Bylaw No. 1089, 2025

**SIGN OFF**

Submitted by:	Rachelle Willick, Chief Administrative Officer
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**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Doug Lowther, Director of Operations  
**Subject:** **Lost Creek Holdings Donation of Steam Pump**

---

**RECOMMENDATIONS**

THAT Council directs staff to install the donated Steam Pump next to the Steam Shovel at Cottonwood Park in 2026;

AND THAT Council directs staff to implement the installation costs into the future Draft 2026-2030 Budget.

**ALTERNATE RECOMMENDATION**

THAT Council directs staff to return the steam pump back to Lost Creek Holdings.

**PURPOSE**

The purpose of this report is to seek direction from Council regarding either accepting the donated steam pump from Lost Creek Holdings and installing it at Cottonwood park or returning the steam pump to Lost Creek Holdings.

**BACKGROUND**

Lost Creek Holdings used a steam pump at their Lost Creek claim many years ago. The pump was approximately 90 feet below ground. When they removed it, they had the steam pump refurbished/rebuilt and delivered to Public Works yard to be put into Cottonwood park for display near the steam shovel.

Since the donation, the pump has sat in Public Works yard for approximately 15 years. Due to this staff are seeking direction from Council on whether the Steam Pump should be installed or returned.

**FINANCIAL/BUDGETARY CONSIDERATIONS**

Approximately \$2,000 to be included in 2026 budget year for Cottonwood park fixtures, to install steam pump display near steam shovel display.

District of Fort St. James  
Lost Creek Holding Donation of Steam Pump  
Regular Council Meeting No. 2025-10  
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Page 2 of 2

**SIGN OFF**

Submitted by:	Doug Lowther, Director of Operations
Internal Review by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer




---

**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Ryan McVey, Fire Chief  
**Subject:** **Voyent Alert System Agreement Renewal**

---

**RECOMMENDATIONS**

THAT Council APPROVES the Regional Mass Notification System Agreement between the District of Fort St. James and the Regional District of Bulkley-Nechako;  
AND THAT Council directs the Chief Administrative Officer to execute the agreement.

**PURPOSE**

The purpose of this report is to summarize the need for and the benefit to residents of the Fort St. James community.

**BACKGROUND**

The Voyent Alert System is a Regional Mass Notification system used in BC. This alerting system allows for important messages to be sent regarding emergency events such as floods, power outages, and wildfires which may require alerts or evacuations. Voyent alert allows the agency or department to send notifications to any program user within an affected area at the same time.

**SIGN OFF**

Submitted by:	Ryan McVey, Fire Chief
Internal Review by:	Alexander Bihori, Corporate Officer
Approved By:	Rachelle Willick, Chief Administrative Officer

**Appendix A**

THIS AGREEMENT made this        day of        2025.

BETWEEN:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

Box 820  
37 3<sup>rd</sup> Avenue  
Burns Lake, BC, V0J 1E0

(hereinafter called the “RDBN”)

OF THE FIRST PART

AND:

**DISTRICT OF FORT ST. JAMES**

Box 640  
477 Stuart Dr W  
Fort St. James, BC, V0J 1P0

(hereinafter called the “Municipality”)

OF THE SECOND PART

**WHEREAS** pursuant to *Section 263(1)(b)* of the *Local Government Act* the RDBN may enter into agreements with another public authority respecting activities, works or services within the powers of a party to the agreement;

**AND WHEREAS** pursuant to section 8(2) of the Community Charter, the Municipality has the capacity, rights, powers and privileges of a natural person of full capacity and may thereby enter into agreements respecting activities, works or services within the powers of the Municipality;

**AND WHEREAS** the RDBN and Municipality wish to enter into an agreement as part of a regional Mass Notification System in support of residents evacuated from their homes due to an emergency or disaster;

**NOW THEREFORE** the parties hereto in consideration of the performance of the covenants hereinafter contained and for other valuable consideration, the sufficiency and receipt of which is hereby acknowledge, covenant and agree as follows.

**Appendix A**

Regional Mass Notification System Agreement – April 1, 2025 to March 31, 2030  
Page 2

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**PURPOSE**

1. This agreement between the RDBN and the Municipality is for the implementation and participation in the Regional Mass Notification System that shall operate and provide Emergency Mass Notification services within both the Electoral Area and the Municipality.
2. The intent is that the RDBN shall enter into an agreement with all participating municipalities within the RDBN to provide this service.
3. This Agreement remains valid in the event that one or more municipality does not enter into or maintain an agreement with the RDBN for the establishment of a Regional Mass Notification System.

**ESTABLISHMENT OF REGIONAL MASS NOTIFICATION SYSTEM**

1. The RDBN and the Municipality agree to cooperate as contemplated under, and in accordance with, this Agreement for the purpose of creating a Regional Mass Notification System to provide emergency communications to the public in the event an emergency may or has occurred within either or both of the RDBN Electoral Areas or the Municipality.
2. Nothing in this Agreement limits, restricts or derogates from the authority of either the RDBN or the Municipality under the *Emergency Program Act* to:
  - a. prepare their local emergency plan; or
  - b. declare a state of local emergency within their area of jurisdiction.
3. The Regional Mass Notification System will also be available for use for other types of mass communications by each party to the agreement.

**RDBN RESPONSIBILITY**

The RDBN shall be responsible for the following tasks required for the establishment and operation of the Regional Mass Communication System:

- a. gather the required information for the implementation of the Mass Notification System;
- b. maintain a contract with a Mass Notification System provider;
- c. provide training resources and opportunities as requested; and
- d. host Regional Mass Notification meetings as required;
- e. ensure operational readiness.

**MUNICIPALITY RESPONSIBILITY**

The Municipality shall be responsible for the following tasks for the establishment and operation of the Regional Mass Notification System:

- a. provide the necessary information for the implementation of the Mass Notification System;
- b. ensure staff are provided training opportunities;
- c. maintain templates; and
- d. advise of any concerns to the Regional District.

**Appendix A**

Regional Mass Notification System Agreement – April 1, 2025 to March 31, 2030  
Page 3

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**COST**

Cost will be determined by the annual taxation rate and will be requisitioned through the *Regional District of Bulkley-Nechako 911 Emergency Telephone Response Service Establishment Bylaw No. 1483, 2008* as amended from time to time.

**TERMINATION**

Either party may terminate this Agreement at any time by giving written notice of termination to the other party, and the Agreement shall terminate on the 31st day of December of the year following receipt of such notice by the other party, provided however that, in any event, the Agreement shall terminate not later than the 31st day of March 31, 2030.

**TERM**

This term of this agreement is April 1, 2025 to March 31, 2030.

**NOTICE**

Any notice given under this Agreement shall be delivered to the Chief Administrative Officer at the above noted address, or by in-person delivery.

**BINDING EFFECT**

This Agreement shall ensure to the benefit of and be binding upon the parties hereto and their respective successors and assigns.

**DISPUTE RESOLUTION**

In the event of any dispute or disagreement arising from the interpretation or application of this Agreement, or in the event of any breach or alleged breach by either party first written notice may be provided by either party to the other party describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the parties shall:

- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
- b. serve a second written notice upon the other party that the matter is to be referred to binding arbitration if a resolution satisfactory to both parties is not achieved within 60 (sixty) days of the first written notice being delivered to either party, and
- c. appoint a single arbitrator by Agreement of the parties within 90 (ninety) days of the second written notice being delivered, and failing such Agreement, the arbitrator shall be appointed pursuant to the *Arbitration Act* to hear both parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on both parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

**LAW APPLICABLE**

This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia. Nothing in this Agreement shall negate or fetter the legal authority of either party.

**Appendix A**

Regional Mass Notification System Agreement – April 1, 2025 to March 31, 2030  
Page 4

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**IN WITNESS WHEREOF** the parties hereto have hereunto affixed their seals on the day and year first above written.

The Corporate Seal of the  
RDBN was affixed hereto in the  
presence of:

---

The Corporate Seal of the  
Municipality  
was affixed hereto in the  
presence of:

---



---

**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Susan Clarke, Chief Financial Officer  
**Subject:** **Grant in Aid: FSJSS Senior Girls Soccer Provincials**

---

**RECOMMENDATIONS**

THAT Council APPROVES a Grant in Aid in the amount of \$1,000 to Fort St James Secondary School in support of the BC School Sports Single A Girls Soccer Provincial Championships.

**ALTERNATIVE RECOMMENDATIONS**

THAT Council DENIES the Grant in Aid request from Fort St James Secondary School to support the Senior Girls Soccer Team’s participation in Provincials.

**PURPOSE**

This report brings forward a Grant in Aid Request from James Waddell, Coach, and Craig Houghton, on behalf of Fort St James Secondary School’s Senior Girls Soccer Team.

**BACKGROUND**

Staff received a Grant in Aid Request from James Waddell on May 21, 2025. The FSJSS Senior Girls’ Soccer Team won a berth at the provincial championship and are seeking financial support to assist with travel expenses. FSJSS and families are fundraising for the trip. Mr. Waddell further confirmed by email that any budget shortfall will be covered by team members’ families.

**EXISTING POLICY**

Grant in Aid Policy No. 7.5 E states that Council will consider an Extraordinary Application at the next Regular Council Meeting provided the Applicant has satisfied the Chief Financial Officer that the application could not have been submitted within the quarterly intake periods.

**FINANCIAL/BUDGETARY CONSIDERATIONS**

The uncommitted 2025 Grant in Aid budget is \$48,110.67.

**ATTACHMENTS**

**Appendix A:** Fort St James Secondary School Senior Girls’ Soccer Team Grant in Aid application

District of Fort St. James  
Grant in Aid: FSJSS Senior Girls Soccer Provincials  
Regular Council Meeting No. 2025-10  
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**SIGN OFF**

Submitted by:	Susan Clarke, Chief Financial Officer
Internal Review by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer

Appendix A



District of Fort St. James  
477 Stuart Drive West, P.O. Box 640  
Fort St. James, B.C. V0J 1P0  
Phone 250 996-8233 Fax 250 996-2248  
Email: district@fortstjames.ca

**Grant in Aid Applicant Information**

Application Date	5/19/25
Organization's Full Legal Name	Fort St James Secondary
Mailing Address	██████████ Fort St James BC V0J1P0
Organization Website	
Organization President/Executive Director	Craig Houghton
Applicant Name	James Waddell
Applicant Title/Position	Teacher and Coach
Phone Number	██████████
Email	████████████████████
Contact Person (if different)	
Contact Person position	
Contact Person Phone Number	
Contact Person Email	

**Organization Information**

Registered Not-for-profit?     Yes     No    Registration Number

Please indicate Grant in Aid funding received in the last two years.  
(Include \$ amount of financial and/or in-kind received, if none received indicate \$0)

\$       \$   
Last year                      2 years ago

**Appendix A**

Mission Statement/Purpose (500 characters or less)

To provide the student athletes on this soccer team with the best opportunities possible to compete with the top teams in the Province. To increase the opportunities for girls to play sport as the number of girls playing sport continues to drop off across the province.

Brief Description of Organization (1,000 characters or less)

The Fort St. James Secondary Senior Girls Soccer team has qualified to represent the North Central Zone at the Single "A" Girls Soccer Provincial Championships. This event is being hosted by Duncan Christian School in Duncan, BC on May 29-31, 2025.

The girls are doing several fund-raising activities to help pay for the costs of their trip. The girls have done yard raking and have been collecting bottles and cans throughout the season. This week they are doing a bottle drive, helping with the School District 91 Elementary Fun Run, and a bingo at Kwah Hall. Weather permitting, they have a car wash planned for Saturday May 24th. With this fundraising, they hope to raise approximately half of the cost for the trip. They expect the cost of the trip to be close to \$14,000 including travel costs, hotels, banquet, entry fees etc.

We are asking for a donation towards this fantastic opportunity to compete with the best Single A Girls Soccer teams in BC. The girls would greatly appreciate any support you could give. They have been training since early March and have spent many weekends competing around the province to get prepared for this opportunity to represent our community, our school and our zone at the Provincial Championships. This is a great honor for the girls of this team as this trip to the Provincial Championships was earned with effort, commitment, and determination. Each of these student athletes will remember the trip to Provincials for a very long time.

Current Fundraising Initiatives (500 characters or less)

Bottle Drive  
Make 700 Lunches for the SD 91 Primary Fun Run  
Yard Raking  
Bingo at Kwah Hall  
Car Wash Scheduled (Weather depending)

**Attach any supporting documents** with further information about your organization.

Appendix A

# Proposal Request

Program / Project / Event Name

BC School Sports Single A Girls Soccer Provincial Championships

Description & benefit to the community (1,000 characters or less)

Attending these Championships is a great accomplishment for the girls on this team. They will be travelling to Duncan to represent our school, community and zone. Historically the girls on this team have demonstrated that they are excellent ambassadors for our community. They make new friends from all around the provonce and interact with others socually and in the heat of competition.

Attach any supporting documents with details about your program, project, or event.

Type of Funding Request:  Financial Aid  In-Kind *Contact the District office for a quote on an in-kind request*

Category:

General  Matching  Capital

Amount Requested \$ 1000

Total budget \$ 14,000

Percent of your Program Budget covered by this request 7.14%  
*(i.e. a \$500 grant would cover 10% of a \$5,000 event/project/program)*

How much money you have fundraised for this event? \$ 10,000

Please explain if and how your Organization or Event plans to increase external fundraising in the future. (500 characters or less)

We continue to do our best in year long fundrasing projects for all of our student athletes.

Appendix A

**Declaration (Two Authorized Signatures Required)**

- 1) On behalf of and with authority of the Organization, I certify that the information given on this grant application and attachments is true, correct and complete in every respect and if the Organization is awarded the grant, agrees to abide by the established grant terms and conditions.
- 2) The personal information collected on this form is done so pursuant to the *Community Charter* and/or the *Local Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The personal information collected herein will be used only for the purpose of processing this application or request and for no other purpose unless its release is authorized by its owner, the information is part of a record series commonly available to the public, or is compelled by a Court agent duly authorized under another Act.
- 3) Neither the District of Fort St. James or any Member of Council, individually or collectively, is in any way responsible for any deficits or cost over-runs in relation to any event or initiative.

Board Chair or President (print name)	JAMES WADDELL
Signature	[Redacted]
Date Signed	MAY/21/2025
Applicant (print name)	Craig Houghton
Signature	[Redacted]
Date signed	May/21/2025

Appendix A

# Application Checklist

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- Completed and signed Grant in Aid application**
- Any supporting organizational documents attached** (Mission, Mandate, Financial Statements, Resolutions, etc.).
- Any supporting documents with details about your program, project, or event**
- Budget** (include a detailed budget for the program, project, or event which states all potential revenue sources and all expenditures)
- Long-Term Plan** (Optional – attach additional information regarding how the organization intends to become more self-sufficient and less reliant on municipal Grants in Aid)

Appendix A



2025 BCSS 'A' Girls Soccer Provincial Championship Bulletin 2

Date: May 29-31, 2025  
Host: Duncan Christian School  
Venue: Cowichan Sportsplex (5847 Chesterfield Ave, Duncan BC V9L 3M3)  
Team Registration Fee: \$625 PER TEAM  
Tournament Chair: Tom Veenstra, [REDACTED]  
BCSS Liaison: Harp Sohi, [REDACTED]

Championship Website: [A Girls Soccer Provincial Website](#)  
All game scores, bracket updates and results will be updated on the official provincial championship website. Please check back regularly for updates and new information.

Berthing

Zone	Registered Teams	Zone Berths
Eastern Valley	2	1
Fraser North	0	0
Kootenay	5	2
North Central	5	2
Northwest	4	1
South Fraser	1	1
Thompson-Okanagan	14	4
Vancouver Island	10	4*
Vancouver Sea to Sky	3	1
<b>Total</b>	<b>44</b>	<b>16</b>

\* Host Berth

- There are 16 berths into the Provincial Championships. Each zone was awarded a berth into the 2025 tournament. A host berth was also awarded to the Vancouver Island Zone
- The six (6) remaining berths were allocated on the percentages of active senior programs in each BCSS zone. If a zone does not fill their berth, it will be allocated using the percentages method to the next zone.

**Appendix A**

**STARS Registration**

- All student athletes must be registered on your school's STARS roster.
- Coaches need to be added to your STARS rosters by **April 23<sup>rd</sup>**. Only coaches on the STARS roster will be permitted to be on the team's sidelines for provincial championship matches.
- All coaches, managers, and assistants listed on school team rosters must complete the Concussion Awareness Training Tool (CATT) for Coaches. CATT certification is valid for two years - [cattonline.com](http://cattonline.com)

**Registration Information**

- Teams that qualify for the provincial championships must submit their completed [Registration Form](#) by **May 19<sup>th</sup>**.
- It is the responsibility of the Zone to confirm that the qualifying teams will accept their championship berth prior to submitting them to BCSS.
- If a team is registered for the provincial championship and subsequently withdraws (after the published deadline), the zone will forfeit any additional championship berths.

**Important Dates**

- Team Registration Deadline: **April 9<sup>th</sup>, 2025**
- Roster Deadline Registration **April 23<sup>rd</sup>, 2025**
- Zone Declaration/Intent to compete at Provincials: **May 9<sup>th</sup>, 2025**
- Zone Championships Completed: **May 17<sup>th</sup>, 2025**
- Championship Registration Deadline: **May 19<sup>th</sup>, 2025**
- Coaches Meeting: **May 28<sup>th</sup>, 2025**

**Tournament Schedule (DRAFT)**

**Wednesday, May 28<sup>th</sup>**

- Coaches Meeting (Mandatory) @ Duncan Christian School - **7:30pm**

**Thursday and Friday, May 29/30<sup>th</sup>**

- Team photos - please come fully dressed and ready
- Matches at **9:00am, 11:00am, 12:45pm, 2:30pm**
- Team Banquet – Thursday **May 29<sup>th</sup> - 6:30pm**

**Saturday, May 31<sup>st</sup>**

- Placement and Consolation Matches-**9:00am**
- Placement and Bronze Medal Games-**11:00am**
- Championship Game-**11:30am**

**Uniforms**

All teams/athletes must wear matching official school uniforms during the games and at awards. Players must have the same jersey. All uniforms are required to have a number on each jersey. Corporate logos are restricted to a maximum of two logos, and each logo should not exceed the dimensions of a credit card.

**Appendix A**

**Tournament Structure**

The championship will consist of a sixteen (16) team tournament.

- The tournament will be separated into four (4) pools of four (4) teams each.
- At the conclusion of the pool play, teams will be seeded into a bracket, with the first-place teams moving into the semifinals, the 2<sup>nd</sup> place teams contesting 5<sup>th</sup>-8<sup>th</sup> spot, 3<sup>rd</sup> place teams playing for 9<sup>th</sup>-12<sup>th</sup>, and fourth place teams contesting 13<sup>th</sup>- 16<sup>th</sup> place.
- All matches are two 35-minute halves.

**Performance Bond**

Teams are expected to attend all mandatory tournament functions. Failure to do so may result in a bond assessment for:

- Missing mandatory coaches meetings
- Missing the Closing/Awards Ceremony\*

\*Exception requests must be submitted in writing to the BCSS Staff Lead before the event begins.

**Awards**

- All teams will receive their placement plaque at the field of play following their final tournament game.
- The top 3 teams will receive their tournament awards following the Gold Medal game at the Closing Ceremonies. All teams will be acknowledged with the final standings.
- Tournament All-star selections will be announced at the closing ceremonies.
  - Tournament MVP
  - Golden Boot – Top Goal Scorer of the tournament\*
  - Golden Glove – Top Goalie of the tournament\*\*
  - Super 16 – one player from each team which is nominated by the head coach of each participating team.
  - Fair Play Award\*\*

\* The official golden boot tally will be that which is maintained by the tournament coordinator.

\*\* Tournament Awards Committee will be responsible for identifying award recipients.

**Apparel**

Rush Apparel is the official supplier of BCSS Provincials merchandise. Rush will offer presales on tournament merchandise – the site will open in early May. [Rush Apparel Website](#)

**Livestream**

Select matches will be livestreamed on our [BCSS TV YouTube Page](#) . Tournament organizers will make every effort to have all 16 teams play at least one match on the livestreamed field(s).

Please share with your supporters, parents, and student-body; we encourage all to subscribe to our channel as all sports are streamed through the BCSS TV YouTube Page.

**Banquet**

- **Thursday May 29<sup>th</sup>**
- **Location:** Cowichan Community Centre Arena
- **Time:** 6:30 pm
- **Theme:** Black and White – The Good Old Days
- **Cost:** \$40 per person

## Appendix A

**Hotel Information**

- **Best Western Cowichan Valley Inn**
  - Rooms with 2 Queen Beds - \$219/night
  - Group cutoff date: 28 April 2025.
  - Group Code: GPS2025
  - You can call us at the front desk to make the reservations. Please mention the group name to get the discounted price or the guests can also book using the link: [https://www.bestwestern.com/en\\_US/book/hotel-rooms.62068.html?](https://www.bestwestern.com/en_US/book/hotel-rooms.62068.html?) [REDACTED]
- **Best Western Chemainus Inn**
  - Rooms are 2 Queen Beds or Queen Suite with separate bedroom plus sofa-bed
  - \$179/night plus tax.
  - Block of rooms reserved under "BC School Sports"
  - Contact Hesham Zedan ([fdm@chemainushotel.com](mailto:fdm@chemainushotel.com)) or call 1-877-246-4181
- **Oceanfront Suites at Cowichan Bay**
  - Discounted rates available for BC School Sports teams
  - Reach out to Cori Lloyd-Walters ([cori@oceanfrontcowichanbay.com](mailto:cori@oceanfrontcowichanbay.com)) or (250) 856-0019 for bookings

**Other Hotels in Duncan**

- **Thunderbird Motor Inn**
  - <https://www.thunderbirdholiday.com/home>
  - email: [thunderbirdmotorinn@gmail.com](mailto:thunderbirdmotorinn@gmail.com)
  - 5849 York Road, Duncan, B.C
- **Microtel Inn & Suites by Wyndham**
  - [Website](#)
  - 12570 Trans-Canada Hwy, Ladysmith, B.C

**Hotels in Nanaimo**

- Nanaimo about 40 minutes to Duncan.
- Please note that the following list of hotels in Nanaimo is not exhaustive. There are many more available.
- **Coast Bastion Hotel**
  - 11 Bastion Street Nanaimo - 250-753-6601
- **RAMADA NANAIMO**
  - 315 ROSEHILL STREET - 855-516-1090
- **DAYS INN NANAIMO**
  - 809 ISLAND HWY S - 855-516-1090
- **BEST WESTERN Dorchester Nanaimo Hotel**
  - 70 Church Street 1-800-661-2449
- **The Grand Hotel Nanaimo**
  - 4898 Rutherford Road - 1-877-41-GRAND
- **Buccaneer Inn**
  - 1577 Stewart Ave - 1-877-282-6337

**Appendix A**

**Fort St James Secondary Sr Girls Soccer Provincials Budget**

**Estimated Income**

**Estimated Costs**

	<b><u>Requested</u></b>		<b><u>Rooms</u></b>	
Players \$150 each	\$ 2,850.00	100 Mile	\$ 933.80	
Bargain Basememnt	\$ 500.00	Duncan	\$ 7,462.35	
FSJSS PAC	\$ 300.00	100 Mile	\$ 933.80	
SD 91	\$ 300.00	Ferry	\$ 800.00	est
Community Foundation	\$ 500.00	Bus	\$ 1,000.00	est
District FSJ	\$ 1,000.00	Entry Fee	\$ 625.00	
Bottle Drive	\$ 1,700.00	Banquet	\$ 880.00	
Fun Run Lunch	\$ 700.00	Team Dinner	\$ 1,200.00	est
Regional District	\$ 1,000.00	Snacks/Fruit	\$ 600.00	est
Other	\$ 2,000.00	Programs	\$ 100.00	
		Prize for banquet	\$ 50.00	
<b>Estimated Totals</b>	<b>\$ 10,850.00</b>			<b>\$ 14,584.95</b>




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**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **Indigenous Day Parade**

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**RECOMMENDATIONS**

THAT Council supports Nak’azdli Whut’en’s Special Events Application for an Indigenous Day Parade on June 21, 2025.

**PURPOSE**

The purpose of this report is to provide Council with the request for a letter of support from Nak’azdli Whut’en for a parade during Indigenous Days Celebration.

**BACKGROUND**

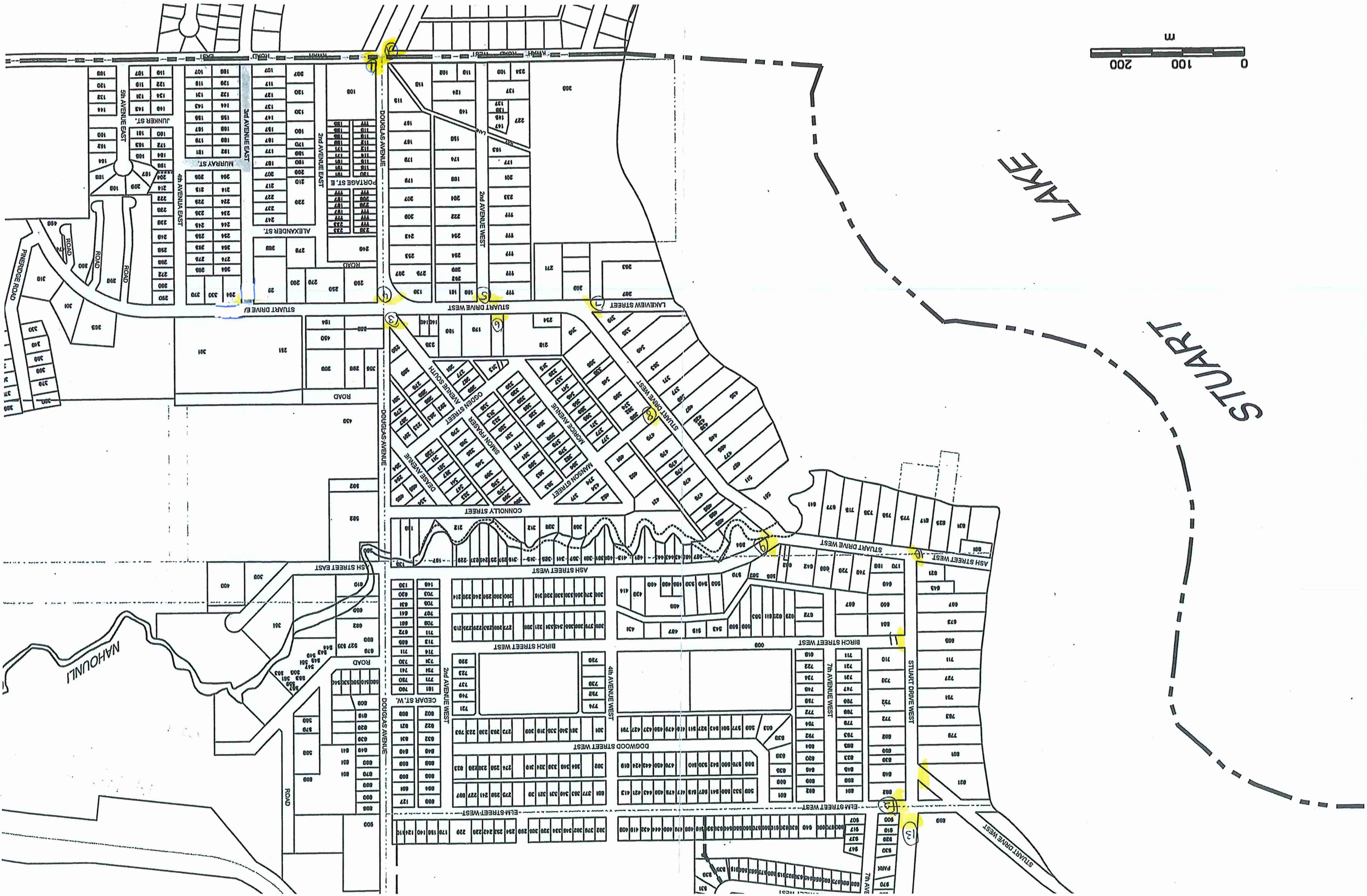
Staff received a request from Laretta Prince, Office Manager & Events Coordinator, for a letter of support to be utilized in their Special Events Application for an Indigenous Day Parade on June 21, 2025, at 11:00 am.

**ATTACHMENTS**

**Appendix A:** Parade Route

**SIGN OFF**

Written by:	Terri-Ann Houghton, Office Assistant – Events Coordinator Alexander Bihori, Corporate Officer
Submitted by:	Alexander Bihori, Corporate Officer
Approved by:	Rachelle Willick, Chief Administrative Officer






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**Date:** May 27, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **Strategic Priorities Fund 2025**

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**RECOMMENDATIONS**

THAT Council supports the application to the Union of British Columbia’s Strategic Priorities Fund for the Water Treatment Project;

AND THAT Council confirms the District’s commitment to fund its share of the project cost, including any potential cost overruns, should the application be successful.

**ALTERNATE RECOMMENDATION**

1. THAT Council directs staff to begin drafting the application to the Union of British Columbia’s Strategic Priorities Fund for the Water Treatment Project;
- AND THAT Council directs staff to return once the budgetary portion of the project has been further considered.
2. THAT Council directs staff to begin drafting the application to the Union of British Columbia’s Strategic Priorities Fund for the [Council directed project] Project;
- AND THAT Council directs staff to return once the budgetary portion of the project has been further considered.

**PURPOSE**

The purpose of this report is to provide Council with a summary of the Strategic Priorities Fund 2025, and seek direction from Council regarding which Capital Infrastructure the District of Fort St. James should apply for.

**BACKGROUND**

On May 20, 2025, the Union of British Columbia Municipalities (UBCM) opened the first intake for the Strategic Priorities Fund under the new 2024-2034 Canada Community Building Fund Agreement (we generally refer to this as Gas Tax). This grant opportunity has \$119 million available for Capital Infrastructure Funding, covering 100% of eligible costs for approved projects up to \$7 million.

District of Fort St. James  
 Strategic Priorities Fund 2025  
 Regular Council Meeting No. 2025-10  
 Tuesday, May 27, 2025  
 Page 2 of 3

CAPITAL INFRASTRUCTURE STREAM	
Local Roads, Bridges and Active Transportation	Recreation and Sport Infrastructure
Wastewater and Stormwater	Drinking Water
Tourism and Culture Infrastructure	Community Energy Systems
Solid Waste	Public Transit
Short-sea Shipping and Short-line Rail	Resilience
Fire Hall and Fire Trucks	Broadband Connectivity
Regional and Local Airports	Brownfield Redevelopment

This funding is one that is available for construction/improvements of Fire Halls, however, unfortunately with the District hoping to complete a design and feasibility study for the Fire Hall this year, we are not prepared to apply for the new Fire Hall through this funding stream.

Another eligible funding opportunity in which the District is more prepared to make an application towards is a Water Treatment Facility, utilizing the completed 2023 Water Master Plan. Within the Water Master Plan a Class C cost estimate was completed, including Engineering & Contingency the project was estimated at \$8.9 million dollars in 2023 dollars. However, the completed Class C estimate includes drilling a new/backup water supply well. As discussed during budget discussions there is an opportunity to partner with Nak’azdli Whut’en and utilize the Hatchery well as a back-up well. This consideration may impact the total funding request.

The Strategic Priorities Fund requires applicants to submit either a Class A, B, C, or D estimate provided by Engineers and Geoscientists of British Columbia. For the Water Treatment Plant, the District has the opportunity to apply due to the completed Water Master Plan which included a Class C estimate.

Staff are bringing this forward to Council as early as possible to ensure whatever project is selected for application the sufficient time and resources can be allocated to this major funding opportunity prior to the funding deadline of September 12, 2025.

One requirement for the application is to have submitted a Council Resolution supporting the application and must also consider any cost overruns to the project and that applications will not be considered until all funds have been secured.

**FINANCIAL/BUDGETARY CONSIDERATIONS**

If approved, the project would be put into the new Financial Plan during budgetary discussions. For the grant application staff would utilize monies budgeted within the Planning Engineering Services Line item which has a total 2025 budget of \$12,000.

District of Fort St. James  
Strategic Priorities Fund 2025  
Regular Council Meeting No. 2025-10  
Tuesday, May 27, 2025  
Page 3 of 3

**SIGN OFF**

Submitted by:	Alexander Bihori, Corporate Officer
Approved by:	Approver to fill in name and title once approved.



## Fort St. James Secondary School

School District No.91 – Nechako Lakes  
P.O. Box 220, Fort St. James, B.C. V0J 1P0  
Telephone: 250-996-7126 Fax: 250-996-7708

RECEIVED

MAY - 6 2025

May 5, 2025

Dear: Scholarship Committee

**RE: District of Fort St. James Scholarship**

Thank you for your generosity in providing a bursary for a Fort St. James Secondary student. Enclosed please find the scholarship applications and criteria for your award.

Could you please fill in the Confirmation form with the name of the recipient (if the recipient is not to be chosen by the School Scholarship Committee) and the presenter and return it to me by **May 31, 2025**. If you are not sending a presenter, Mr. Craig Houghton will present the award on your behalf. We have included a ticket for a representative and their escort for the Graduation Ceremonies on June 20, 2025, at 1:00 pm. There will be a reserved seating section in the gym for the presenters.

The recipient will not find out that he/she has received this award until we notify them at their graduation ceremony. This information is kept confidential until that moment.

If there are any questions regarding the information requested, please feel free to contact me at the high school (250) 996-7126 or email [cdeverson@sd91.bc.ca](mailto:cdeverson@sd91.bc.ca). Thank you again for your support of the grads.

Sincerely,

Christine Deverson, Counsellor

cc: Mr. C. Houghton, Principal

RECEIVED

MAY - 6 2025

FORT ST. JAMES SECONDARY SCHOOL  
AWARD CONFIRMATION FORM  
2024-25

Please ensure the information below is correct and fill in the recipient's name that you or your committee has chosen to receive this award. If you are planning on having a representative present the award, include the name of the presenter. Please return this form to Christine Deverson at the high school by May 31, 2025.

AWARD NAME: District of Fort St. James Scholarship

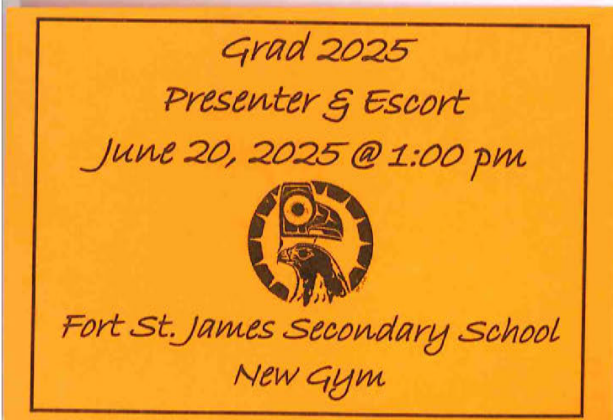
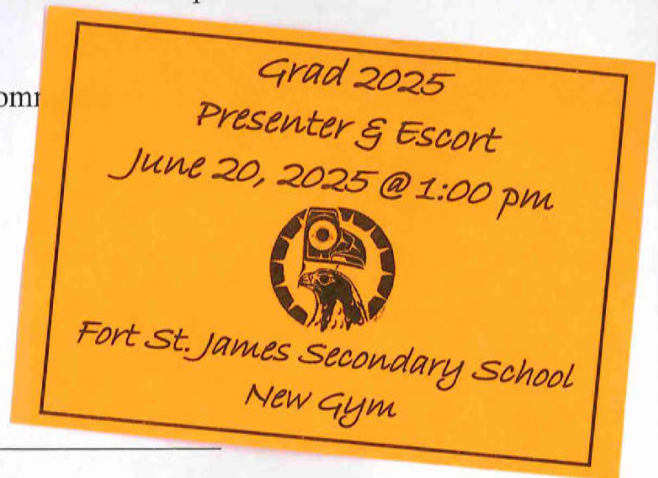
CONTACT PERSON: Scholarship Comm

NO. OF AWARDS: 1

AMOUNT: \$1500.00

PRESENTER: \_\_\_\_\_  
(If applicable)

RECIPIENT: \_\_\_\_\_  
(If applicable)



Fax: 996-7708

Phone: 996-7126

Music on the Mountain Society  
11752 Necoslie Road  
Fort St James, BC V0J 1P0

May 5, 2025

Mayor and Council  
District of Fort St James  
Fort St James, BC

Dear Mayor and Council,

We wish to thank you for your amazing support of MoM Festival 2024 at Cottonwood Park. The event was a great success, bringing hundreds of people to the park to enjoy music and fun! Our new model of low-barrier entry-by-donation access meant that all could enjoy the show.

In 2025 we will not be producing MoM Fest at Cottonwood Park, as we are taking a year off to rebuild our board and membership, while we produce a different kind of event, called MoM at Home.

MoM at Home will be held at our rural property on Necoslie Road from August 8 to 10. We will hold a weekend campout of youth songwriting workshops and all-ages instrument workshops lead by professional artists. There will also be foraging workshops and knowledge sharing!

On Saturday night, August 9<sup>th</sup>, we will hold a multi-band concert in Fort St James at either Music Makers Hall or the Community Theatre. Also part of the town show will be performances by Youth from the community who have taken part in the workshops, and who will show off their newly written songs! Participation in all workshops will be by donation.

We will be taking this time to plan for the best MoM Festival ever, at Cottonwood Park in 2026! Our partnership with the District is vital, and we wish to continue this relationship as we plan for the Big One. A modest funding request of \$2,000 for the 2025 workshops and concert will be sent separately.

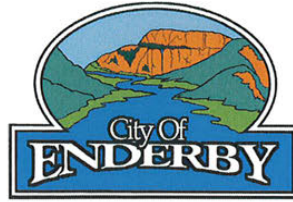
Let us know if you have any questions or concerns.

Sincerely,



Lionel Conant, Director





619 Cliff Avenue  
P. O. Box 400  
Enderby, B. C. V0E 1V0

The Corporation of the City of Enderby  
*Where the Shuswap Meets the Okanagan*

Tel: (250) 838-7230  
Fax: (250) 838-6007  
Website: [www.cityofenderby.com](http://www.cityofenderby.com)

April 23, 2025

MLA David Williams  
Room 201 - Parliament Buildings  
Victoria, BC V8V 1X4

**Re: Bill 7 – 2025: Economic Stabilization (Tariff Response) Act**

Dear Mr. Williams:

Council has resolved to express its concerns regarding *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*.

Council for the City of Enderby recognizes that the economic challenge posed by tariffs requires an effective government response. However, that response must flow from our shared commitment to transparency, accountability, and public participation.

Council respectfully requests that the Government of British Columbia makes the following changes to *Bill 7 – 2025 Economic Stabilization (Tariff Response) Act*, before it becomes law:

1. Modify Part 2 [Procurement Directives] of the Act to ensure that there is adequate provision for oversight, accountability, and performance measurement in government purchasing programs and policies under this part;
2. Define the intent, scope and limits of Part 3 [Tolls, Fees and Charges] of the Act and include a requirement for regular and ongoing consultation with British Columbian citizens, including indigenous persons, and businesses to understand and adapt to the consequences of measures taken under this part; and
3. Add a requirement to Part 5 [General Provisions] of the Act requiring regular public reporting of regulations made under the Act, including the objectives, performance measures, and impacts of those regulations upon British Columbian citizens, including indigenous persons, and businesses.

Moreover, we urge the Government of British Columbia to:

4. Commit to not reintroducing Part 4 [Lieutenant Governor in Council's Response Powers] of the Act whatsoever, including as a separate enactment.

When the intentions of a law enacted by the Legislative Assembly are not clearly expressed, regulations risk defining the law rather than following from the law. In this time of crisis, we urge the Government of British Columbia to legislate in a manner that upholds the rule of law, not the rule of regulation.

Thank you for your attention to this important matter.

Sincerely,



Huck Galbraith  
Mayor

Cc: Local Governments of BC  
British Columbia New Democratic Party  
Conservative Party of BC  
Green Party of British Columbia



May 8, 2025

1305628

Via email: [alexander.bihori@fortstjames.ca](mailto:alexander.bihori@fortstjames.ca)

Their Worship Martin Elphee  
Mayor of the District of Fort St. James  
477 Stuart Drive West PO Box 640  
Fort St. James BC V01 1P0

Dear Mayor Elphee:

Thank you for your letter of December 6, 2024, regarding notifications of emergency department closures through the BC Alert-Ready system. I apologize for the delay in response.

As the former Mayor of a rural community, I know first-hand the impact that unexpected interruptions of emergency department services can have on patients and the community. Our government continues to take action, both in short and long-terms, to address temporary emergency department closures given the global shortage of healthcare workers that is impacting every province in Canada.

We know that staffing pressures are often amplified at rural sites where staffing pools are typically smaller. Emergency department shifts may be unfilled for a variety of reasons, including unexpected illnesses. Health authorities always do everything they can to try find staffing coverage for unfilled shifts at emergency departments, such as by finding physicians and nurses located in nearby communities and those currently working part-time. The decision to temporarily close an emergency department and redirect patients to a nearby hospital is never made lightly and only done as a last resort.

When a temporary service interruption at a facility is confirmed, Northern Health Authority (NHA) will activate its response plan to ensure residents can continue to access the emergency care they need. This includes coordination with the British Columbia Emergency Health Services (BCEHS) to arrange for ambulances to transport patients and notices to nearby hospitals to prepare for transfers to their facilities.

...2

- 2 -

NHA makes every effort to keep communities informed about changes to health care services as soon as possible, including emergency services. This includes: public service announcements, direct email notifications, posting information online, social media channels, and displaying signs at the site.

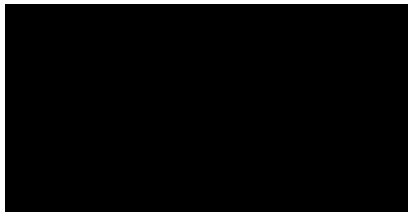
However, when the cause of a service interruption is sudden or unexpected, or it occurs after hours, it can be challenging to provide notifications in real time. For example, an emergency department service interruption can happen on short notice if multiple trauma patients arrive at one time; but services can also return to normal on short notice, as patients are treated and transferred, or as more staff resources arrive.

**Individuals who require life-threatening emergency care should always call 9-1-1. BC Ambulance and nearby facilities and services are notified of both planned and unexpected service interruptions, and protocols are in place to ensure that patients are sent to the nearest available and appropriate facility given their care needs.**

The BC Alert-Ready system falls under the Ministry of Emergency Management and Climate Readiness, and we have kept them informed of the correspondence received by the Ministry of Health on this issue. Temporary emergency department closures do not meet the requirements for use of the service. In addition, due to the complex, changeable nature of emergency department closure situations and critical linkages to the 9-1-1 system, the BC Alert-Ready system is currently not being explored as an option to provide notifications of temporary emergency department closures.

Thank you for taking the time to write and for bringing forward collaborative ideas to help improve the health care system. I appreciate the opportunity to respond. We will continue to work to ensure that all British Columbians have reliable and predictable access to emergency services.

Sincerely,



Josie Osborne  
Minister