



**NOTICE OF REGULAR MEETING**

District of Fort St. James will hold Regular Council Meeting No. 2025-15 at 5:00 PM on Tuesday, August 12, 2025 at District Council Chambers, 477 Stuart Drive West, Fort St. James, BC V0J 1P0 and via Zoom

**TRADITIONAL LAND ACKNOWLEDGEMENT**

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

**AGENDA**

*No. Item Name*

Page

**1. ADOPTION OF AGENDA**

1.1 Adoption of the Agenda

*THAT Council adopts the agenda for Regular Meeting No. 2025-15 as amended by adding the report titled Grant in Aid: Music Makers as Item 6.13.*

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

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

**4. ADOPTION OF MINUTES**

4.1 Minutes of the Regular Meeting

4 - 6

*THAT Council approves the minutes of Regular Council Meeting No. 2025-14, held Tuesday, July 22, 2025, as circulated.*

**5. BUSINESS ARISING**

**6. REPORTS**

6.1 Mayor Elphee's Report

6.2 Councillor's Report

Item Name

	Page
6.3	7 - 10
6.4	11 - 23
6.5	24 - 32
<p><b>Recommendation #1</b>  <b>THAT Council approves the Crown Grant Offer in the form attached as Appendix A to the Report from the Director of Operations titled "Airport Crown Grant Approval", dated August 12, 2025;</b></p> <p><b>AND THAT Council authorizes the Director of Operations to accept the Crown Grant Offer.</b></p> <p><b>Recommendation #2</b>  <b>THAT Council approves \$40,000 to complete Crown Grant File No. 7410331;</b></p> <p><b>AND THAT Council directs the Chief Financial Officer to implement this into the 2025-2029 Financial Plan amendment.</b></p>	
6.6	33 - 65
6.7	66
<p><b>THAT Council amends Special Events License No. 25-01 to extend the noise bylaw variance from 11:00pm to 1:00AM on August 30, 2025.</b></p>	
6.8	67 - 70
<p><b>THAT Council approves Special Events Permit Application No. 25-03 varying the District's Noise Bylaw to allow for Amplified Sound Equipment use until 1:30AM on August 15, 2025 at Cottonwood Park.</b></p>	
6.9	71 - 75
6.10	76 - 77
<p><b>Recommendation #1</b>  <b>THAT Council authorize a salary scale of \$80,000 to \$100,000 for the Economic Development Officer Position.</b></p> <p><b>Recommendation #2</b>  <b>THAT Council authorize the CAO to hire an Economic Development Officer in 2025;</b></p> <p><b>AND THAT the 2025 Financial Plan be amended to remove the NDIT Economic Development Grant revenue in the amount of \$50,000.</b></p>	

Item Name

		Page
6.11	2025-2030 Music Makers Lease  <b>THAT Council approves entering into a 5-year Lease Agreement, with Fort St. James Music Makers, with the option to renew for an additional 5-year term, in the form attached to the Report from the Corporate Officer titled “2025-2030 Music Makers Lease”, dated August 12, 2025;</b>  <b>AND THAT the Mayor and Corporate Officer be authorized to execute the Lease Agreement.</b>	78 - 93
6.12	Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025  <b>THAT Council gives “Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025” first reading.</b>  <b>THAT Council gives “Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025” second reading.</b>  <b>THAT Council gives “Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025” third reading.</b>	94 - 104
6.13	Grant in Aid: Music Makers  <b>THAT the Grant in Aid request from Fort St. James Music Makers Society for the Music Maker’s 2025 Fall Performance Series be approved to the amount of \$6,500.</b>	105 - 114
<b>7.</b>	<b>CORRESPONDENCE</b>	
7.1	Block Correspondence for Receipt: • Connections Newsletter; NCLGA; July 2025	115 - 122
7.2	Stuart Lake Men's Shed Society; Rick Montemurro, Secretary; July 30, 2025	123 - 124
7.3	in support of a Blood Plasma Donor Centre in Northern BC; Our Blood Counts-Plasma for Northern BC; Mark Karjaluoto; July 31, 2025	125 - 128
7.4	Northern Innovation Network; Mary Mytting, Executive Director; August 1, 2025	129
<b>8.</b>	<b>BYLAWS</b>	
<b>9.</b>	<b>NEW BUSINESS</b>	
<b>10.</b>	<b>SUPPLEMENTARY AGENDA</b>	
<b>11.</b>	<b>RECESS TO THE IN-CAMERA PORTION OF THE MEETING</b>	
<b>12.</b>	<b>RELEASE OF IN-CAMERA DECISIONS</b>	
<b>13.</b>	<b>ADJOURNMENT</b>	
13.1	Adjournment  <b>THAT Council adjourns the Regular Council Meeting 2025-15 at __: __pm.</b>	

**District of Fort St. James**  
**Minutes of Regular Council Meeting No. 2025-14**  
Tuesday, July 22, 2025  
District Office, 477 Stuart Drive West, Fort St. James, BC and via Zoom

*In Attendance*

Council	Deputy Mayor Kris Nielsen Councillor Corbett Boschman Councillor Judith Friesen Councillor Jennifer Howell
Staff	Alexander Bihori, Corporate Officer Doug Lowther, Director of Operations Susan Clarke, Chief Financial Officer Ryan McVey, Fire Chief
Regrets	Mayor Martin Elphee

**Call to Order**

*Deputy Mayor Nielsen called the meeting to order at 5:00pm.*

**1.0 ADOPTION OF AGENDA**

**1.1 Adoption of the Agenda**

Moved by Councillor Friesen and seconded by Councillor Howell:

*2025-14-01 THAT Council adopts the agenda for Regular Meeting No. 2025-14 as circulated.*

Carried unanimously

**2.0 NOTICE OF IN-CAMERA MEETING**

**3.0 DELEGATIONS AND REQUESTS TO ADDRESS COUNCIL**

**4.0 ADOPTION OF MINUTES**

**4.1 Minutes of the Regular Meeting**

Moved by Councillor Friesen and seconded by Councillor Howell:

*2025-14-02 THAT Council approves the minutes of Regular Council Meeting No. 2025-13, held Tuesday, July 8, 2025, as circulated.*

Carried unanimously

**5.0 BUSINESS ARISING**

**6.0 REPORTS**

**6.1 Deputy Mayor's Report**

Nothing to report.

**6.2 Councillor's Report**

Councillor Boschman

- Nothing to report.

Councillor Howell

- Nothing to report.

Councillor Friesen

- Nothing to report.

**6.3 2025 Q2: Legislative Services and Administration**

**6.4 2025 Q2: Public Works**

**6.5 2025 Q2: Fire Department**

**6.6 2025 Q2: Bylaw/Animal Control**

**6.7 2025 Q2: Finance**

**6.8 Bylaw Notice Enforcement Status Update**

**6.9 Recreation Access Program Policy No. 13.1: Low-Income Cut-Offs**

Moved by Councillor Boschman and seconded by Councillor Friesen:

2025-14-03 *THAT Council directs staff to update Appendix A of the Recreation Access Program Policy No. 13.1 to reflect the most current Low-Income Cut-Offs as published by Statistics Canada.*

Carried unanimously

**7.0 CORRESPONDENCE**

**7.1 Block Correspondence for Receipt**

- 2025 Second Quarter Report: Library; dated July 10, 2025; Valerie Crowley, Library Director

**7.2 Neighbourlink Vanderhoof; dated July 9, 2025**

**7.3 2025/26 NCLGA Membership Fees; dated July 17, 2025**

Moved by Councillor Howell and seconded by Councillor Boschman:

2025-14-04 *THAT Council renews the District's membership with NCLGA for the 2025/26 year.*

Carried unanimously

**8.0 BYLAWS**

**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 Friesen:

2025-14-05 *THAT Council adjourns the Regular Council Meeting No. 2025-14 at 5:27pm.*

Carried unanimously

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Kris Nielsen, Deputy Mayor

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Alexander Bihori, Corporate Officer



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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **Nechako Watershed Roundtable Funding**

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**ALTERNATE RECOMMENDATIONS**

THAT Council confirms that Resolution No. 2023-02-08 intended a recurring annual contribution of \$2,000 to the Nechako Watershed Roundtable;

AND THAT Council directs staff to implement this recurring contribution into the 2026 - 2030 Financial Plan.

OR

THAT Council confirms that Resolution No. 2023-02-08 intended a one-time contribution to the Nechako Watershed Roundtable.

**PURPOSE**

The purpose of this report is to revisit and clarify the intent of the resolution passed at Regular Council Meeting No. 2023-02, held Tuesday, January 24, 2023, regarding financial support for the Nechako Watershed Roundtable.

**BACKGROUND**

At Regular Council Meeting No. 2023-02, held Tuesday, January 24, 2023, Council passed Resolution No. 2023-02-08, as follows:

*THAT Council supports the Nechako Watershed Roundtable by providing grant in aid funding contribution in the amount of \$2,000 for 2023;*

*AND THAT Council directs CFO Willick to add a line item for this funding to the 2023 draft budget.*

The report provided to Council which led to this resolution was one requesting that Council provide ongoing continuous funding, however, the resolution passed does not clearly state whether the financial support was to be a recurring contribution or a one-time grant for 2023.

District of Fort St. James  
Nechako Watershed Roundtable Funding  
Regular Council Meeting No. 2025-15  
Tuesday, August 12, 2025  
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**ATTACHMENTS**

**Appendix A:** January 24, 2023 Nechako Watershed Support Report

**SIGN OFF**

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

Appendix A: January 24, 2023 Nechako Watershed Support Report



**Date:** Tuesday, January 24, 2023

**Report to:** John Simcock, Chief Administrative Officer

**From:** Rachelle Willick, Chief Financial Officer  
Gwendolyn Kennedy, Corporate Officer

**Subject:** **Nechako Watershed Roundtable Support**

**RECOMMENDATIONS**

**Recommendation 1:**

THAT Council supports the Nechako Watershed Roundtable by providing an annual funding contribution in the amount of \$2,000;

AND THAT Council directs CFO Willick to add a line item for this funding to the 2023 draft budget.

**Recommendation 2:**

THAT Council supports providing a one-time financial contribution to the Nechako Watershed Roundtable, in addition to the 2023 annual contribution, in the amount of \$8,500, in recompense for the five years since 2017 during which the District of Fort St. James made no contribution.

**PURPOSE**

The purpose of this report is to provide information to Council regarding the Nechako Watershed Roundtable and to seek Council’s support of the Roundtable in the form of annual funding to be included as a line item in the 2023 and future budgets, and a one-time contribution as recompense for the five years during which the District did not contribute to the Roundtable.

**BACKGROUND**

The [Nechako Watershed Roundtable](#) (NWR) is a collaborative initiative established to protect and improve the health of the Nechako watershed for future generations. The group was formed in 2015 and includes representatives from affected First Nations and local governments and the provincial government. The group has drafted a strategy and undertakes and advises on water stewardship activities.

The Nechako watershed is currently facing significant challenges related to drought and wildfire, pine beetle infestation and salvage logging, climate change, and the diversion of water out of the watershed. Effective stewardship is critical to ensuring the watershed is protected for future generations.

The District participates in the Roundtable but does not contribute to funding the group and its activities. The Roundtable is currently funded by the Real Estate Foundation of British Columbia,

**Appendix A: January 24, 2023 Nechako Watershed Support Report**

District of Fort St. James  
Nechako Watershed Roundtable Support  
Regular Council Meeting No. 2023-02  
Tuesday, January 24, 2023  
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the Fraser Basin Council, the City of Prince George, the District of Vanderhoof, the Regional District Fraser-Fort George, the Regional District of Bulkley Nechako, Environment and Climate Change Canada, and the University of Northern British Columbia (UNBC). The Fraser basin Council and UNBC serve as the secretariat for the Roundtable.

Staff are seeking Council's consideration of committing to providing an annual financial contribution of \$2,000 to the Roundtable by including the amount as a line item in the draft 2023 budget and future budgets.

In 2017 the District made a one-time donation of \$1,700 to the Roundtable through the District's grant-in-aid program. Staff are suggesting that Council approve a one-time financial contribution of \$8,500, in addition to the 2023 annual contribution, in recompense for the five years since 2017 that the District has made no contribution.

**INTERNAL CIRCULATION TO**

CAO John Simcock

**CONSIDERATIONS NOT INCLUDED**

LEGAL/STATUTORY AUTHORITY  
LEGAL/STATUTORY PROCEDURAL REQUIREMENTS  
EXISTING POLICY  
PERSONNEL IMPLICATIONS  
EXTERNAL AGENCY/PUBLIC COMMENTS  
COMMUNICATIONS  
ALTERNATE RECOMMENDATION  
ATTACHMENTS

**FINANCIAL/BUDGETARY CONSIDERATIONS**

Funding approved by Council will be included in the draft 2023 budget.

**SIGN OFF**

Respectfully Submitted,

Gwendolyn Kennedy  
Corporate Officer

Rachelle Willick  
Chief Financial Officer

John Simcock  
Chief Administrative Officer



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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **OCP/ZBL: What We Heard Report**

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**PURPOSE**

The purpose of this report is to provide Council with the What We Heard Report from Stantec based on the June/July public engagement for the Official Community Plan (“OCP”) and Zoning Bylaw (“ZBL”).

**BACKGROUND**

The District completed the first round of engagement in order to draft the new Official Community Plan Bylaw and Zoning Bylaw as part of the Province’s legislative updates requiring both the ZBL’s and OCP’s of all Local Governments in BC to be updated.

**ATTACHMENTS**

**Appendix A:** What We Heard Report

**SIGN OFF**

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

Appendix A: What We Heard Report

# OCP and Zoning Bylaw Update

## Engagement Summary July 2025

### **Introduction**

The District of Fort St. James is undertaking an update of the Official Community Plan (OCP) and Zoning Bylaw. These projects will play an important role in how the community grows and changes over time.

As part of the Province of British Columbia’s initiative to create more housing, all OCPs in BC need to be updated by the end of 2025 to reflect the results of their Interim Housing Needs Assessment.

In early 2025, the District hired Stantec to support this work; District Staff and Stantec are working closely together as the Project Team. Meaningful engagement is important to the District of Fort St. James leadership and staff and will help to make these important community planning documents more relevant and effective.

### **Community Engagement: Round 1**

There are two rounds of community engagement planned for the 2025 OCP and Zoning Bylaw update. The first round of engagement occurred through June and July 2025 and focused on raising awareness and collecting feedback on the community’s vision, goals, and priorities. The second round of engagement is scheduled for September 2025 and will focus on reviewing the draft documents.

The first round of engagement included:

- 3 community pop-ups (at the grocery store, Spirit Square and liquor store)
- 1 community open house at the Recreation Centre
- Community survey (between June 16 and July 15)

Through the pop-up events and the community open house, a total of 38 participants provided feedback, while an additional 19 participants completed the survey. The events included display boards and presentation (see Appendices A and B). These documents provided an overview of the purpose of the OCP and Zoning Bylaw, and outlined key themes and a draft vision based on input from previous OCP engagement.

The following is a summary of the emerging themes and community comments received during the first round of engagement.



Appendix A: What We Heard Report

**Key Themes**

- When asked what they **love** about their community, residents noted:
  - The town is peaceful and quiet, with a small town character
  - The people and sense of community
  - The community’s heritage, arts, and culture
  - Access to nature, Stuart Lake, and wilderness
  - Plentiful outdoor areas and recreation opportunities
- Participants noted several opportunities to help **improve** Fort St. James:
  - Enhancing tourism opportunities (year-round activities)
  - Supporting economic development and diversification (industry, small businesses, increasing retail and restaurant options)
  - Expanding recreation opportunities and increasing trail and path connectivity
  - Increasing housing options and choice (including seniors’ housing)
  - Focusing on attracting and retaining residents of all ages
  - Improving the aesthetics of downtown and enhancing Spirit Square as the hub of the community
- The following areas were generally identified as **high priorities** for participants:
  - Climate and emergency preparedness
  - Community health and well-being
  - Environmental protection
  - Housing and more housing options
  - Outdoor areas and wilderness
  - Public spaces and recreation



Appendix A: What We Heard Report

**Key Themes (continued)**

- When thinking about **challenges** that Fort St. James will face in the future, participants noted:
  - Economic uncertainty due to the decline in the forestry sector
  - Challenges with attracting businesses and limited employment opportunities
  - Declining population
  - Increasing cost of living, especially when it comes to housing affordability
  - Limited housing options
  - Aging municipal infrastructure
  - Social issues, including homelessness, and challenges related to mental health and addictions
- Respondents did not raise any **specific concerns** with the existing OCP or Zoning Bylaw when asked if they had experienced any challenges or issues.

**Draft Vision**

- The **draft vision** for the OCP *“Fort St. James is resilient community where the District and the Nak’azdli Whut’en work as partners in community planning and growth. Residents enjoy a high quality of life based on access to nature, affordable living, a vibrant downtown, a diverse economy, strong community spirit and a small community lifestyle.”* generally resonated with participants.

**Nak’azdli Whut’en First Nation**

- Overall, there is a strong connection to the **Nak’azdli Whut’en First Nation** and neighbouring four First Nations and participants expressed an interest in increased collaboration, partnering, and engagement including:
  - Relationships and reconciliation
  - Enhancing cultural diversity
  - Increased dialogue, communication and collaboration
  - Improving health and safety in the community
  - Find ways to work together on projects
  - Developing cultural gathering spaces
  - Working together as one community



Appendix A: What We Heard Report

**Infrastructure and Mobility**

- The following comments were related to **infrastructure and mobility**:
  - Focus on ensuring that basic infrastructure, like water and sewer, are working well before undertaking new projects
  - Address ongoing issues with water quality
  - Work to make the town centre denser, with a broader mixed of uses
  - Work to ensure that the community is barrier free and accessible
  - Focus on walkability and active transportation
  - Collaborate with other levels of government on projects whenever possible
  - Connect trails to create a usable, multi-modal network to connect key destinations
  - Build new Fire Hall
  - Plan for the long term as many facilities will need to be replaced over time
  - Revitalize old rail trails

**Local Economy**

- The following comments were related to the **local economy**:
  - Improve services and activities for tourists
  - Promote the community as a place to visit year round
  - Ensure that the community is open for business and share this message potential investors and visitors
  - Find ways to encourage development and redevelopment of existing lots
  - Develop mechanisms for the community to adapt to changing economic conditions
  - Minimize red tape and streamline development processes where possible
  - Focus on attracting stable year-round jobs
  - Consider impact of population decline for the local economy
  - Redevelop the airport
  - Recognize that the local tax base is small, especially with decrease in local forest industry



Appendix A: What We Heard Report

**Housing**

- The following comments were related to **housing**:
  - Work to add more affordable and diverse housing options
  - Encourage a mix of housing types, including mixed-use development
  - Encourage higher density housing, especially in the downtown core
  - Increase housing, specifically for seniors
  - Provide housing for hospital staff
  - Make it easier for new staff community to find housing

**Recreation**

- The following comments were related to **recreation**:
  - Develop the area around the community hall into a recreational hub
  - Increase indoor recreation opportunities to community members, especially for youth and seniors
  - Consider developing a pool in the community
  - Create recreation opportunities for all
  - Focus on maintaining and improving existing parks and recreation opportunities
  - Improve access to Stuart Lake and local swimming beaches
  - Continue to improve Spirit Square as a community hub
  - Continue to expand outdoor recreation opportunities
  - Support work of local volunteer groups
  - Repair local marina
  - Work to increase the use, and usability, of the recreation centre



Appendix A: What We Heard Report

**Community and Culture**

- The following comments were related to **community and culture**:
  - Work with Nak’azdli Whut’en First Nation, other levels of government and other partners to deal with homelessness and related social issues
  - Encourage volunteers to get involved and find ways for the District to support volunteers and local groups
  - Maintain heritage resources
  - Showcase local artists
  - Address the lack of childcare
  - Address the need for drop-in space for homeless people year round
  - Facilitate community members working together
  - Provide more social supports for youth, people dealing with mental health and addictions issues, homeless people and seniors
  - Ensure infrastructure and services are in place so that people can age in place

**Next Steps**

- All information gathered during Round 1 Engagement will be reviewed by the Project Team. The themes and information collected will be considered in the development of the OCP and Zoning Bylaw in August-September 2025.
- The second round of community engagement will present the draft OCP and Zoning Bylaw for feedback from the community prior to finalizing the plans. The second round of engagement is planned for September 2025.
- Following the engagement, the Project Team will support the District to prepare a Council Report to approve the Final OCP and Zoning Bylaw between October-December 2025.



Appendix A: What We Heard Report



**WELCOME**

Thank you for your interest in the For St James Official Community Plan (OCP) and Zoning Bylaw (ZBL) update project!

**Project Overview**

The District of Fort St. James is undertaking a renewal of the Official Community Plan (OCP) and Zoning Bylaw (ZBL). These projects will play an important role in how the community grows and changes over time.

**Why is the District updating the OCP and ZBL?**

- Best practice suggests an update approximately every 10 years to make sure the vision and policies reflect the current conditions and desires of the community.
- As part of the Province's initiative to deliver more homes, all OCP's in BC need to be updated by the end of 2025 to reflect the results of their Housing Needs Assessments.
- A draft OCP was developed in 2023, but was never adopted.

**How can you be involved?**

Share your thoughts! Hearing from you, we will be able to use the community's vision to determine what the priorities are for how policies and regulations can be updated.

- What is your vision for Fort St. James?
- What do you love about this community?
- What do you think could be better?
- Where would you like to see growth?
- What worries you for the future living here?

**PROJECT TIMELINE**

1. Project Kick-Off and Background Review
2. **Engagement Round 1**  
Visioning and Priority Setting (June)
3. Draft OCP with Ideas for ZBL Amendments
4. **Engagement Round 2**  
Review of the Draft OCP and ZBL Amendment Ideas (September)
5. Finalization of the OCP and Drafting of the ZBL
6. Council Adoption Process with **Public Hearing** (November)

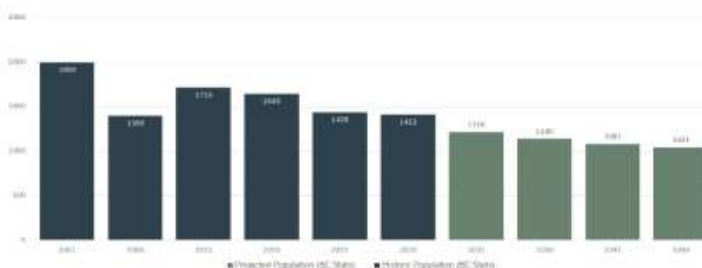


Appendix A: What We Heard Report



**POPULATION AND HOUSING**

Historic and projected population



Results of the Housing Needs Report

	Additional Housing Units Needed	
	5-year	20-year
A. Extreme Core Housing Need (Living in unsuitable housing due to size, age, or condition)	3.8 units	15 units
B. Persons Experiencing Homelessness	2.2 units	4.4 units
C. Suppressed Household Formation (Living with others because they cannot find alternative housing)	12.7 units	51 units
D. Anticipated Growth	5.2 units	-20.4 units
E. Rental Vacancy Rate Adjustment (Housing needed to achieve a 3% vacancy rate)	0.8 units	3.2 units
F. Additional Local Demand (Demand buffer)	16.2 units	64.8 units
<b>Total</b>	<b>41 units</b>	<b>118 units</b>

Results of the Housing Needs Assessment were calculated using the guidelines and standards set by the BC Government, using the Housing Assessment Resource Tool.

KEY AREAS OF LOCAL NEED

- Expand non-market and supportive options
- Expand rental housing supply
- Plan for the aging population
- Encourage secondary suites and additional dwelling units (backyard suites)
- Promote universal accessibility

**How would you like to see housing options expanded to meet your and the community's needs?**



Appendix A: What We Heard Report



**WHAT IS AN OFFICIAL COMMUNITY PLAN?**

**Role**

Intended to guide decisions on planning and land use management, by describing the long-term vision of a community.

**Content**

As outlined in the Local Government Act, an OCP **must include**:

- Statements and map designations addressing:
  - the approximate location, amount, type, and density of **residential development** required to meet anticipated housing needs over a period of at least 20 years;
  - the approximate location, amount and type of present and proposed **commercial, industrial, institutional, agricultural, recreational and public utility land uses**;
  - the approximate location and area of **sand and gravel deposits** that are suitable for future sand and gravel extraction;
  - **restrictions on the use of land that is subject to hazardous conditions or that is environmentally sensitive to development**;
  - the approximate location and phasing of any **major road, sewer and water systems**;
  - the approximate location and type of present and proposed **public facilities**, including schools, parks and waste treatment and disposal sites;
- other matters that may, in respect of any plan, be required or authorized by the minister.
- **Housing policies** respecting affordable housing, rental housing and special needs housing.
- **Targets for the reduction of greenhouse gas emissions** in the area covered by the plan, and policies and actions of the local government proposed with respect to achieving those targets.

...and **may include**:

- Policies relating to:
  - social needs, social well-being and social development;
  - the maintenance and enhancement of farming on land in a farming area or in an area designated for agricultural use in the plan;
  - preservation, protection, restoration and enhancement of the natural environment, its ecosystems and biological diversity;
  - alternative forms of transportation;
  - transportation demand management.
- A regional context statement, consistent with the rest of the plan, of how (required content) and other matters dealt with in the plan, apply in a regional context.



**WHAT IS A ZONING BYLAW?**

**Role**

A Zoning Bylaw is the key implementation tool of the OCP. It is intended to reflect the vision of the community and regulate how land, buildings, and other structures are used.

**Content**

As outlined in the Local Government Act, a Zoning Bylaw divides the community into zones, with established boundaries, and then can regulate:

- Use and density of land, buildings, and other structures
- Siting, size and dimensions of buildings and other structures and permitted uses
- Location of uses on the land and within buildings and other structures
- The form of residential tenure (e.g., rental, ownership)
- Shape, dimensions and area of all parcels of land created by subdivision (this can include establishing minimum and maximum parcel sizes)

**Key points**

- Should be **specific**, defined boundaries of each zone
- Used to **regulate existing development**
- Each zone has detailed regulations that are applied per legal parcel
- Should identify only what is currently approved for development on that parcel
- Must be updated to remain in alignment with the OCP



Appendix A: What We Heard Report

## OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE

### DRAFT OCP VISION AND VALUES

**Vision** Fort St. James is resilient community where the District and the Nak'azdli Whut'en work as partners in community planning and growth. Residents enjoy a high quality of life based on access to nature, affordable living, a vibrant downtown, a diverse economy, strong community spirit and a small community lifestyle.

**Planning Values**

1. Strong relationships with First Nations
2. Access to a healthy environment
3. Housing for all
4. Economic diversity and stability
5. Accessible and responsible services

Does this reflect the vision and values of Fort St. James residents today and in the future?

## OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE

### DRAFT POLICY TOPIC AREAS

Do these policy areas and goals reflect your priorities?

Topics	Sample Goals	Topics	Sample Goals
<b>Creating community with First Nations</b>	<ul style="list-style-type: none"> <li>Develop a map that is respectful of the history, culture and diversity of Indigenous people of the area.</li> <li>Provide municipal services in a way that honors the inclusion of Indigenous people.</li> <li>Collaborate with the Nak'azdli Whut'en First Nation to form a close working relationship based on trust and respect.</li> <li>Use the principles of Truth and Reconciliation to advance relationship and community healing.</li> </ul>	<b>Transportation</b>	<ul style="list-style-type: none"> <li>Implement the District of Fort St. James Mass Transit Network Plan.</li> <li>Leverage the airport to support regional economic development.</li> <li>Collaborate with other jurisdictions on transportation initiatives.</li> <li>Develop a multi-modal transportation network that accommodates vehicles and active modes.</li> <li>Ensure the District's transportation network is accessible, safe, equitable, and sustainable.</li> </ul>
<b>Natural environment</b>	<ul style="list-style-type: none"> <li>Conserve open spaces, natural beauty and environmental sensitive areas.</li> <li>Protect forest, air and water quality for current and future generations.</li> <li>Protect wetlands and stream riparian areas.</li> <li>Ensure residents have easy access to Stuart Lake and other local natural areas.</li> </ul>	<b>Public Safety</b>	<ul style="list-style-type: none"> <li>Encourage and/or redevelopment of vacant or underutilized lots.</li> <li>Promote comprehensive neighbourhood plans to ensure the development of complete communities.</li> <li>Consider an integrated approach to transportation and land use planning.</li> <li>Promote diverse and sustainable local economic development.</li> <li>Attract people to live, work and visit in the District.</li> <li>Strengthen the development of the central hub for economic, entertainment, and tourism activities.</li> <li>Maintain an adequate supply of lands for economic and employment opportunities.</li> </ul>
<b>Climate Change</b>	<ul style="list-style-type: none"> <li>Reduce community greenhouse gas emissions by promoting compact land use patterns that create complete communities, and transit accessibility.</li> <li>Promote energy efficiency, energy conservation and reduced energy costs.</li> <li>Monitor and report accurate emissions data.</li> <li>Minimize the negative impacts from floods, wildfires and other geohazards.</li> </ul>	<b>Local Economy</b>	<ul style="list-style-type: none"> <li>Ensure the community's need for education, public safety, health, cultural, and special services, and facilities are met.</li> <li>Engage citizens in a range of community services and facilities to meet the needs of all members of the community.</li> <li>Ensure community services are equitably distributed throughout the District.</li> </ul>
<b>Parks, Recreative and Culture</b>	<ul style="list-style-type: none"> <li>Recognize the value of cultural assets through identifying areas of unique historical, archaeological, and paleontological significance within the District of Fort St. James.</li> <li>Develop a comprehensive parks and open space network to meet the diverse needs of all residents of the community, as well as the needs of tourists.</li> <li>Develop (or improve) the Trails Master Plan to link the parks and open space network.</li> <li>Improve public access to Stuart Lake.</li> <li>Ensure that the community's housing needs are met, and future need are addressed in the short to long term housing needs report.</li> <li>Ensure that the District of Fort St. James has options across the housing continuum that meet the diverse needs of residents.</li> <li>Accommodate a wide range of housing forms, services, and densities, including market and affordable housing.</li> </ul>	<b>Community Services</b>	<ul style="list-style-type: none"> <li>Provide safe, reliable, and efficient water, sanitary sewer, and solid waste services that meet residents' needs.</li> <li>Plan and develop new infrastructure to support future growth in a logical and cost-effective manner.</li> <li>Explore grant opportunities to support infrastructure projects.</li> </ul>
<b>Housing</b>		<b>Community Infrastructure</b>	


Round 1 Engagement: What We Heard Summary



Appendix A: What We Heard Report

**OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE**

**EXISTING OCP LAND USE MAP**



Does the existing development pattern reflect your vision for Fort St. James?

**FORT ST JAMES** 

**OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE**

**EXISTING ZONING BYLAW MAP**



Would you like to see increased densities or different housing/ building types throughout or in certain areas of the community?


**FORT ST JAMES** 

Appendix A: What We Heard Report

**OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE**

**SHARE YOUR THOUGHTS IN 3 WORDS**


What do you love about Fort St. James?	What do you dislike about Fort St. James?
How would you like to see Fort St. James change?	What, if anything, worries you about your future living in Fort St. James?

**FORT ST JAMES** 

**OFFICIAL COMMUNITY PLAN AND ZONING BYLAW UPDATE**

**OPPORTUNITIES AND CHALLENGES**

What opportunities would you like to see Fort St. James explore in the future? What has changed since the 2010 OCP was completed?	What do you think are the biggest challenges Fort St. James is facing? <i>Examples may include: aging population, housing options, affordability, economic challenges, climate change, community health and well-being</i>
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**FORT ST JAMES** 



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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Doug Lowther, Director of Operations  
**Subject:** **Airport Crown Grant Approval**

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**RECOMMENDATIONS**

1. THAT Council approves the Crown Grant Offer in the form attached as Appendix A to the Report from the Director of Operations titled "Airport Crown Grant Approval", dated August 12, 2025;  
  
AND THAT Council authorizes the Director of Operations to accept the Crown Grant Offer.
2. THAT Council approves \$40,000 to complete Crown Grant File No. 7410331;  
  
AND THAT Council directs the Chief Financial Officer to implement this into the 2025-2029 Financial Plan amendment.

**PURPOSE**

The purpose of this report is to gain Council resolution to move forward with the completion of the Crown Land grant application process which includes signing the Crown grant offer, and paying the fees involved to complete the process.

**BACKGROUND**

Historically the trees that border the west side of the runway, and the southern end of the runway have caused safety concerns for planes while landing, with crosswinds and gusts.

At Regular Council Meeting No. 2024-02, Council resolved the following:

*THAT Council supports a Crown Grant Application to obtain property on the Northeast side and south end of the airport runway as part of the airport expansion;*

*AND THAT Council authorize Chief Administrative Officer to provide a letter of support to the Crown Lands Department supporting the Crown Grant Application;*

*AND THAT Council authorize Chief Administrative Officer to approve any further documentation needed to see the Crown Grant Application through to completion of obtaining the property.*

District of Fort St. James  
Airport Crown Grant Approval  
Regular Council Meeting No. 2025-15  
Tuesday, August 12, 2025  
Page 2 of 2

By obtaining ownership of this land, the District will be able to harvest the trees, and clear the land, and mitigate further safety issues for aircraft landing at the airport. This will allow for airport expansion in the future, which BC Wildfire and others have extended interests in leasing land for the potential of a base, and warehousing needs.

The process for obtaining the lands through this Crown Grant Application is as follows:

1. Accept the Crown Grant Offer,
2. Complete a survey within 12 months of acceptance,
3. Send a copy of the survey to the Surveyor General,
4. Province accepts the survey,
5. District pays a sum of \$17,519.44 as a stumpage fee within 60 days of acceptance of the survey.

**FINANCIAL/BUDGETARY CONSIDERATIONS**

\$17,519.44 plus GST costs to purchase the timber on the land  
Estimate of \$16,000 to survey of land

**ATTACHMENTS**

**Appendix A:** Crown Grant Offer

**SIGN OFF**

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

**Appendix A: Crown Grant Offer**



Ministry of Water, Land and Resource  
Stewardship  
5th Floor 499 George Street  
Prince George, BC V2L 1R5

Telephone No: 250-561-3479  
Facsimile No: 250-561-3476

GST Registration No: R107864738

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Your contact is: Trina Holloway

Our file: 7410331

**CROWN GRANT OFFER**

July 17, 2025

DISTRICT OF FORT ST JAMES  
PO Box 640  
Fort St James, BC V0J 1P0  
Via Email: [dlowther@fortstjames.ca](mailto:dlowther@fortstjames.ca)

Attention: Doug Lowther

Dear Sirs/Mesdames:

**Re: Your Application for a Crown grant**

We are pleased to offer you a Crown grant over:

PART OF DISTRICT LOT 1661, RANGE 5 COAST DISTRICT,

(the "Land") on the terms and conditions contained in this offer.

**Preconditions of Crown grant**

You can accept this offer by signing the attached acceptance page and returning it to our office. A Crown grant will be issued to the Registrar of the appropriate Land Title Office once you have met the preconditions listed below. The Registrar will then register a title to the Land in your name.

This offer will expire on September 17, 2025 unless you have returned the signed acceptance page by this date. As well, you must satisfy the following preconditions by this date or within the time period specified in the precondition:

**1 FEES PAYABLE**

The fee for the Crown Grant is \$1.00 + GST, we acknowledge receipt of this fee.

**Appendix A: Crown Grant Offer**

File No.: 7410331

- 2 -

The Market Value of the Land has been established at \$194,000.00

In addition, a sum of \$17,519.44 shall be payable as stumpage fee for the timber standing on the Land.

You shall pay the timber value plus GST to our office within 60 days from the day you receive notice from us that the surveyed boundary plan has been accepted by the Surveyor General and the fees are due.

Please note that the purchase price of the Land is tentative as it is subject to adjustment by us if the boundary plan of the Land when surveyed does not, in our opinion, conform to the attached sketch.

Your cheque or money order must be payable to the Minister of Finance and be delivered to 5th Floor 499 George Street Prince George, BC V2L 1R5.

**2 SURVEY**

You need to retain a registered BC Land Surveyor to prepare a boundary survey of the Land, at your expense, as per the attached site map. The surveyor is responsible for completing the survey, which must be delivered to the Surveyor General within 12 months from the date you accept our offer.

**3 PROPERTY TRANSFER TAX ACT**

When Crown land is sold, tax under the *Property Transfer Tax Act* becomes due. This tax is based on the fair market value of the property, being the value of the land plus the value of any buildings and other improvements (and the timber) on the land, as of the date of the registration of the Crown grant at the Land Title Office.

If this Ministry will be registering the Crown grant for you, the Property Taxation Branch of the Ministry of Finance will contact you after registration about completion of a tax return and payment of the tax, or alternately, about your claim for tax exemption. If your lawyer will be registering the Crown grant at the Land Title Office for you, you will have to file a tax return at that time.

For more information about this tax, please contact the Property Taxation Branch, Ministry of Finance. Further information can also be found in Information Bulletin 018 – Application of the Act to the Sales of Crown Land, at the following website address.

<https://www2.gov.bc.ca/assets/gov/taxes/property-taxes/property-transfer-tax/forms-publications/ptt-018-application-sales-crown-land.pdf>

**Appendix A: Crown Grant Offer**

File No.: 7410331

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**REMINDER**

This offer expires if you do not satisfy the above preconditions by September 17, 2025 or within the time period specified in the precondition.

**AGREEMENT TO FURTHER TERMS****1 By accepting this offer, you agree that:**

- (a) This offer cannot be transferred to another person;
- (b) This offer and the Crown grant do not guarantee that
  - (i) the Land can be built on,
  - (ii) there is access to it,
  - (iii) it is not susceptible to flooding or erosion;
  - (iv) the Land and its surface water and groundwater are free from any environmental or other contaminant, including any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land, whether naturally occurring or introduced, or that neighbouring or adjacent lands are free from any such substances;
- (c) This offer shall survive the signing and issuance of the Crown grant but that if there is any contradiction between the terms of the offer and the Crown grant, the Crown grant shall prevail;
- (d) This offer does not give you any right to use or occupy the Land for any purpose.
- (e) In accordance with the provisions of the *Land Act*, this offer is not binding upon the Crown until the Crown grant is signed by the Crown.
- (f) Time is of the essence in this offer;
- (g) You are taking the Land “as is”; and
- (h) You will, from and after the date the Crown Grant is signed by the Crown
  - (i) assume any environmental liabilities relating to the Land including, but not limited to, all liability for clean-up of any toxic, hazardous, dangerous or potentially dangerous substances or conditions on or under the Land or migrating from the Land (including surface water and groundwater),
  - (ii) indemnify and save harmless the Crown from and against all claims, demands, liabilities, losses, damages, costs or expenses

**Appendix A: Crown Grant Offer**

File No.: 7410331

- 4 -

suffered or incurred by it arising out of or in connection with any environmental liabilities relating to the Land including, but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land,

- (iii) release the Crown from and against all claims, demands, liabilities, losses, damages, costs, actions, causes of action, suits and proceedings by you with respect to all environmental liabilities relating to the Land, including but not limited to any contamination or other toxic, hazardous, dangerous or potentially dangerous substances migrating from the Land.

**2 By accepting this offer, you confirm that:**

- (a) You (or your authorized representative) have inspected the Land and have satisfied yourself as to its condition, environmental or otherwise, including surface and groundwater, the presence or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and on or under any surrounding or neighbouring land and the current and past uses of the Land;
- (b) You have knowledge of all municipal and regional district bylaws regulating the use and development of the Land;
- (c) You acknowledge that you have no right to use or occupy the Land unless and until the Crown grant is issued to you under this offer.

**3 LIMITATION OF ESTATE**

The Crown Grant is offered to you with the following limitation of estate:

The Land will be transferred to you on the condition that the Land is used for airport expansion purposes and is subject to reversion to the government if the land is not so used.

**4 PRIOR INTERESTS**

The transfer of the Land will be subject to:

- (a) Any condition or final water license or substituted water license issued or given under *Water Sustainability Act* or any prior or subsequent enactment of the Province of British Columbia of like effect, and to the rights of the holder of it to enter on the Land and to maintain, repair and

Appendix A: Crown Grant Offer

File No.: 7410331

- 5 -

operate any works permitted on the Land under the license at the date of the Crown grant.

- (b) All subsisting grants to, or subsisting rights of any person made or acquired under the *Mineral Tenure Act*, *Coal Act* or *Petroleum and Natural Gas Act* or under any prior or subsequent enactment of the Province of British Columbia of like effect.
- (c) The Statutory Right of Way in favour of Pacific Northern Gas Ltd. registered in the Victoria Land Title Office under number 34723D, including the right of the Province to continue or renew it.

**5 EXCEPTIONS AND RESERVATIONS**

The Crown grant transferring the Land to you will:

- (a) Except and reserve to the Province, its successors and assigns, the interests, rights, privileges and titles referred to in Section 50 of the *Land Act*.

**ADDITIONAL INFORMATION**

**HERITAGE CONSERVATION ACT**

The *Heritage Conservation Act* legally protects historical artefacts. Should you encounter any artefacts in your development of the Land, you must cease development immediately and contact the ministry responsible for administration of the *Heritage Conservation Act*.

**FREEDOM OF INFORMATION**

Personal information is collected pursuant to the *Land Act* for the purpose of administering Crown land. Information on your application, and if approved, subsequent disposition will become a part of the Crown Land Registry, which is routinely made available to the public under freedom of information legislation.

Should you require any further information, please contact Trina Holloway at 250-645-9333 or via email [trina.holloway@gov.bc.ca](mailto:trina.holloway@gov.bc.ca)

Yours truly,



Authorized Representative

**Appendix A: Crown Grant Offer**

File No.: 7410331

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**Acceptance of Offer of Crown Grant**

File No. 7410331

Ministry of Water, Land and Resource Stewardship  
5th Floor 499 George Street  
Prince George, BC V2L 1R5

Dear Trina Holloway:

**Re: Application Crown grant**

- I/We accept the offer of Crown grant made to me/us by way of a letter dated July 17, 2025 from the Ministry of Forests and I/we agree to perform and abide by my/our covenants, acknowledgements and representations set out in that offer.
- I/We do not accept the offer of Crown grant made to me/us by way of a letter dated July 17, 2025 from the Ministry of Forests.

DATED the \_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Applicant's signature/Applicant's representative's signature

\_\_\_\_\_  
Applicant's signature/Applicant's representative's signature

\_\_\_\_\_  
Print name of person signing

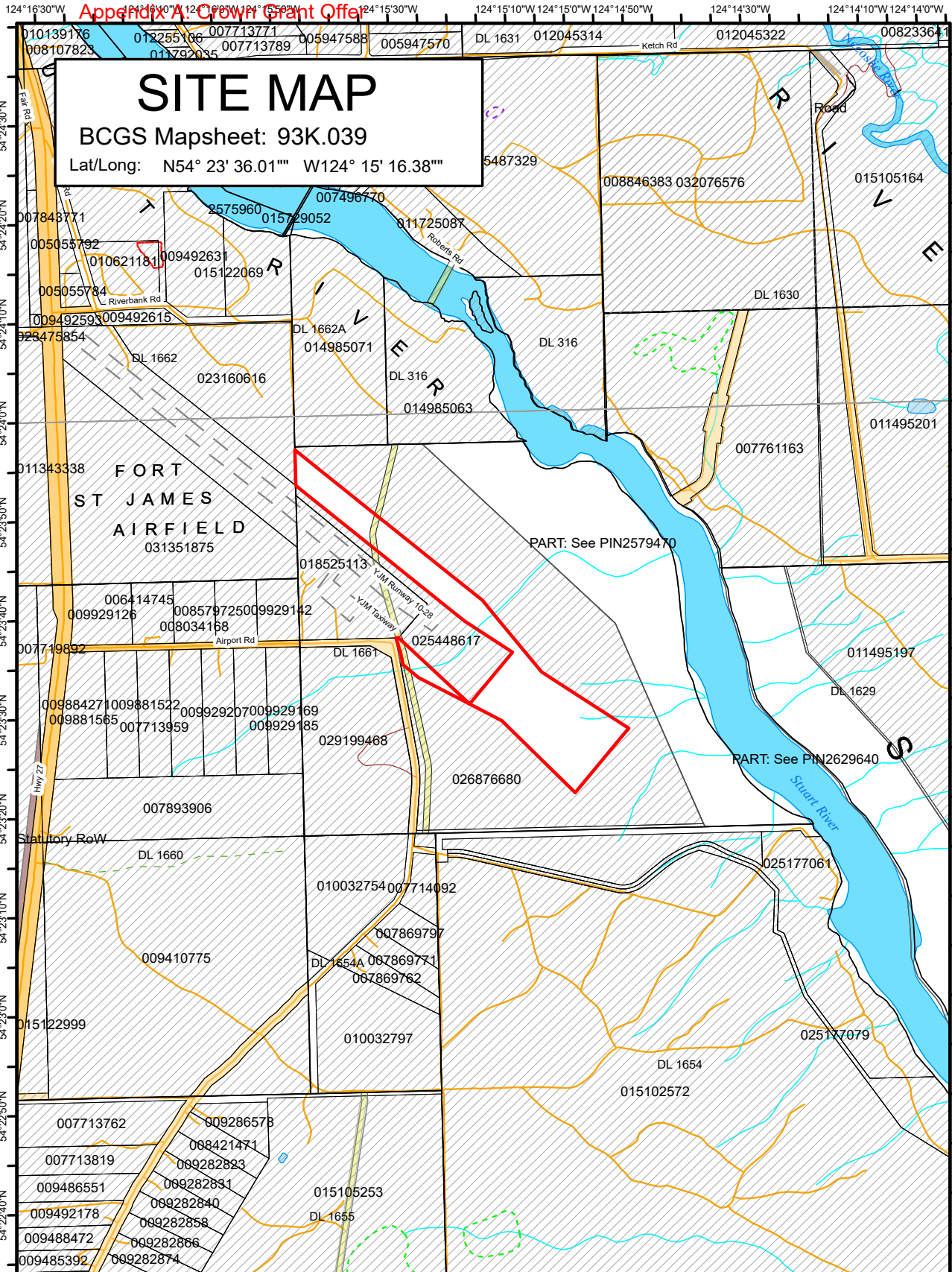
\_\_\_\_\_  
Print name of person signing

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Occupation

Please check one if applicable (more than one Applicant)

- Joint Tenants
- Tenants in Common



**File Number: 7410331**

**Site # 1 of 1 - APPLICATION Area (Ha.) = 17.5**

TYPE: CROWN GRANT      PURPOSE: INSTITUTIONAL

SUBTYPE: SPONSORED CROWN GRANT      SUBPURPOSE: PUBLIC WORKS

LOCATION: FORT ST JAMES      Imagery: NA

Produced by  
Ministry of Water, Land and Resource Stewardship  
Northern Service Centre  
FrontCounterBC  
Date: March 19, 2024

Scale: 1:15,000 \*  
\* if printed on 8.5X14 page

Projection: BC Albers  
Datum: NAD 83

0      180      360      540  
Meters

**BRITISH COLUMBIA** **FrontCounterBC** **BRITISH COLUMBIA**



**Date:** August 12th, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Doug Lowther, Director of Operations  
**Subject:** **Building Audits**

**PURPOSE**

The purpose of this report is to provide the results of the building audits to Council for information only at this time.

**BACKGROUND**

Staff had building audits completed for PMA, Music Makers, the old Legion building, and the small building at Spirit Square to determine their current conditions and what is required to bring them up to optimum sustainable condition. Additionally, the building audits include estimated costs would be for the repairs needed. Its is staffs intention to bring a report to Council later that will have options and recommendations for Council to consider regarding these buildings.

**ATTACHMENTS**

- Appendix A:** Music Makers
- Appendix B:** Old Legion
- Appendix C:** Spirit Square
- Appendix D:** PMA

**SIGN OFF**

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

Appendix A: Music Makers



# FIRST NATION INSPECTIONS

JIM MUNROE CCBO CPO CFI WETT

405 Lower Road PO BOX 138 Fort St James BC V0J 1P0

P (250) 305-7092

W [www.finspector.ca](http://www.finspector.ca)

E [jmunroe@fninspector.ca](mailto:jmunroe@fninspector.ca)

## WORKS DESCRIPTION & INSPECTOR'S ESTIMATE

APPLICANT:	<b>District of Fort St. James</b>	ACCOUNT TYPE:	
TELEPHONE:	<b>(250) 481-3335</b>	INSPECTED BY:	JIM MUNROE
MAILING ADDRESS:	<b>477 Stuart Drive W PO Box 640</b>		BOABC 1745 Level 2 ACBOA 1947A-BC Housing & Part 9
CITY/PROVINCE:	<b>Fort St James, BC</b>	INSPECTION DATE:	<b>July 7, 2025</b>
POSTAL CODE:	<b>V0J 1P0</b>	HYDRO METER:	<b>4017039P263</b>
CO-APPLICANT:	<b>Music Makers</b>	AGE OF BUILDING:	<b>1960</b>
HOUSE ADDRESS:	<b>255 2<sup>nd</sup> Ave West</b>	LEGAL DESCRIPTION:	LOT 6, BLOCK 2, PLAN PRP1691, DISTRICT LOT 110, RANGE 5, COAST RANGE 5 LAND DISTRICT
BUILDING DESCRIPTION:	<b>Frame on combination Concrete Pier &amp; perimeter frost wall.</b>	BUILDING DEMENSIONS	<b>26.5 x 51 = 1352 sq ft (main hall) 17 x 26.5= 485 sq ft (kitchen entry) 18.5 x 46.5=592 sq ft (wardrobe / makeup) 12 x 46.5 = 552 sq ft (cold storage) 6.5 x 14 x 2 = 182 sq ft stage entry Main floor total 3163 sq ft</b>

### Executive Summary

The building located at **255 2nd Ave West, Fort St. James**, constructed in 1960, has undergone a comprehensive inspection to assess its current condition and identify necessary repairs. The goal is to restore the building to a safe, functional state and extend its useful life by approximately 20 years.

### Key findings and recommended repairs include:

- **Foundation & Drainage:** Major repairs to the concrete pier foundation, installation of new perimeter drainage, and restoration of landscaping and entry structures.
- **Ventilation & Insulation:** Installation of attic vents, soffits, insulation stops, and underbelly air barriers to improve thermal efficiency and prevent pest intrusion.
- **Structural Integrity:** Reinforcement of floor joists and installation of polyethylene ground cover in crawlspaces to address moisture and structural concerns.
- **Mechanical Systems:** Replacement of damaged ducting, plumbing fixtures, and water supply lines to meet current standards.
- **Electrical Upgrades:** Comprehensive electrical system overhaul including breakers, switches, receptacles, lighting, and baseboard heaters, ensuring compliance with Technical Safety BC regulations.
- **Interior Finishes:** Repair and painting of gypsum board, installation of new kitchen cabinetry, and replacement of trim and baseboards.
- **Fire Safety:** Upgrades to the fire alarm system to meet NFPA 72 standards.

These repairs are essential to ensure the building meets health and safety standards, improves energy efficiency, and remains a viable community resource.

**Total Estimated Cost of Upgrades \$399,400**

**Appendix A: Music Makers**

Page 2 of 9  
Inspector's Estimate/Work Description  
255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

**The Scope of Inspection:**

The intent of this works description will bring the dwelling to a minimum level of health and safety and to extend the useful life of the building by fifteen (20) years, assuming normal maintenance is provided.

Includes visual inspection of the current building conditions with written works description report and Class "D" estimates with consideration to:

- Structure, Foundation, roofing, roof, and water drainage
- Exterior, siding, windows, decks, and sidewalks
- Thermal efficiency, insulation and obvious energy saving measures
- Mechanical heating, ventilation, electrical and plumbing
- Structural deterioration from building practices, mold, pests, rot or fire
- Accessibility

Limitations: Conditions that might require engineering to discover such facts as; environmental contamination, soil conditions, hidden structural defects, hazardous materials, water quality or air quality in buildings or around the property and toxic concerns are not included in this survey. An expert in the field should be retained for this area of expertise if desired.

This inspection is limited to the visual observations of the inside and outside surfaces of the building and site at the time of inspection.

Note: Dimensions and quantities provided on the list of work items shall be considered approximate.

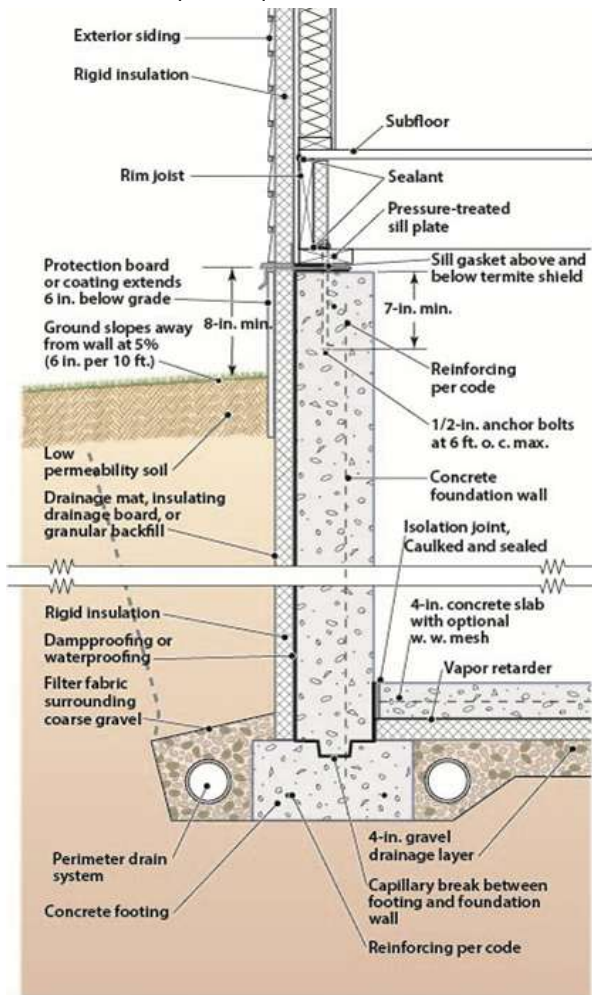


Appendix A: Music Makers

Page 3 of 9  
 Inspector's Estimate/Work Description  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

1. 02710A Sec 5.3  
 Supply and install material to repair existing foundation. Work to include excavate perimeter of the concrete foundation walls to the bottom of the footings; power-wash exterior side of foundation walls; Supply and install bituminous coating and 2-inch, type 2 expanded polystyrene foam insulation on foundation wall c/w new drain tile system minimum 4" diameter. Installed so that the top of the perimeter drain system is below the bottom of the floor slab or crawlspace footing. Top and sides of weeping tile is to be covered with 6" washed drain rock or coarse granular material with no more than 10 % passing a 4mm (no. 4) sieve and a filter cloth placed over the granular material prior to back-filling. Return landscaping, ramp and front entry stairs and landing to original condition and ensure positive drainage. NOTE: Foundation drains shall drain to a dedicated storm sewer, daylight, drainage ditch or dry well. Existing concrete pier foundation is showing signs of settlement and skirting is beyond repair.

LOCATION: main hall & kitchen entry portions of building	MATERIAL:	\$ 140000
NUMBER OF Sq. Ft. required: 134.5 lin feet	LABOUR:	\$ 140000
	TOTAL:	\$ 280000



**Appendix A: Music Makers**

Page 4 of 9  
 Inspector's Estimate/Work Description  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

2. 07720A Sec. 6.3  
 Supply materials and repair vents located approximately Number of vents shall be based on 1 sq. ft. of vent for each 300 sq. ft. of attic space. Note: Ensure vents are screened to prevent entry of bats, birds, rodents, or other pests which may cause damage to the building and occupant health.

LOCATION: attic space to new portion of building  
 NUMBER OF Units required: 2

MATERIAL: \$ 300  
 LABOUR: \$ 500  
 TOTAL: \$ 800



3. 07465D Sec. 5.6  
 Supply and install new pre-finished aluminum soffit where missing and damaged. Supply and install insulation stops where required (color of soffits to match existing). Vents shall be of sufficient size to maintain 1 sq. ft. of vent for each 300 sq. ft. of attic space. Note: Ensure vents, gables and soffits prevent entry of bats, birds, rodents, or other pests which may cause damage to the building or occupant health.

LOCATION: as required  
 NUMBER OF Sq. Ft. required: 50

MATERIAL: \$ 300  
 LABOUR: \$ 300  
 TOTAL: \$ 600



**Appendix A: Music Makers**

Page 5 of 9  
**Inspector's Estimate/Work Description**  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

4. 15050C Sec. 9.2  
 Supply and install underbelly air barrier material where damaged, replace R-28 insulation as needed. including the main water supply line. Replace all damaged ducting. Work to be completed as per manufactures recommendation. Remove 6 mil poly from cold side of the floor assembly and replace with breathable air barrier.

LOCATION: crawspace under rear storage room  
 NUMBER OF Units required: 600 sq ft

MATERIAL: \$ 1200  
 LABOUR: \$ 2000  
 TOTAL: \$ 3200



5. 07610B Sec. 5.6  
 Supply and install all necessary materials for a new metal snow stops. Colour to match existing roofing.

LOCATION: at side entry  
 NUMBER OF Lin. Ft. required: 20

MATERIAL: \$ 500  
 LABOUR: \$ 500  
 TOTAL: \$ 1000



**Appendix A: Music Makers**

Page 6 of 9  
**Inspector's Estimate/Work Description**  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

6. 16720C Sec. 4.1

Supply and install labour and materials to bring fire alarm system into conformance with NFPA 72 standards, to provide a reasonable degree of protection for life and property from fire through standardization of the application, installation, location, performance, inspection, testing, and maintenance of fire alarm systems. Testing shall be in accordance with the latest edition of NFPA 72. All work shall be in accordance with the standard.

LOCATION: throughout  
 NUMBER OF Units required: 1

MATERIAL: \$ 10000  
 LABOUR: \$ 15000  
 TOTAL: \$ 20000

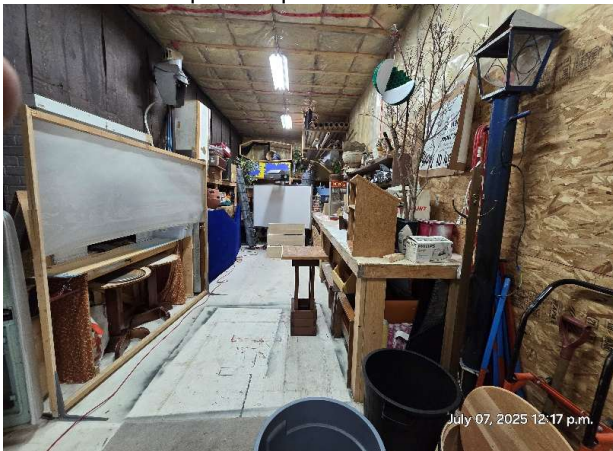


7. 09260B Sec. 7.2

Supply material and repair or replace gypsum board in accordance with section 9.29.5, of the British Columbia Building Code. Taping and sanding shall conform to good industry practice. Install poly and insulation and damaged framing where required. NOTE 5/8" gypsum board for textured ceiling. All new gypsum to be sanded and primed before applying 2 coats of paint. Replace all missing or damaged baseboards and trim complete with paint and caulk where applicable. Note: Kitchen and bathroom areas use latex based, mildew-resistant, semi-gloss paint.

LOCATION: storage area, ceilings and walls  
 NUMBER OF Sq. Ft. required: 1200

MATERIAL: \$ 3400  
 LABOUR: \$ 4400  
 TOTAL: \$ 7800



**Appendix A: Music Makers**

Page 7 of 9  
 Inspector's Estimate/Work Description  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

8. 16050E Sec. 10.1

Supply and install materials to upgrade the interior and exterior electrical system, to meet the minimum standard, including:

1. Replace all missing or damaged breakers, switches, receptacles and covers.
2. Receptacle covers and include new foam gaskets on exterior walls.
3. Install GFI plugs in bathroom and all exterior weather rated receptacles.
4. Replace all missing or damaged light shades and fixtures.
5. Replace damaged or missing electric baseboard heater(s) as per the house heating requirements and manufacturer's specifications, including separate wall thermostat.
6. Check and replace or secure any loose wiring. Exposed wiring to be relocated inside walls.
7. Electrical panel, grounding and replacing/secure mast and install new mast boot as required.

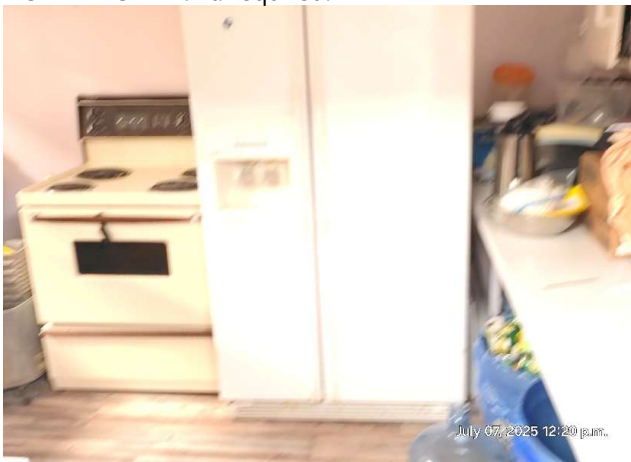
List proposed upgrades with materials and labour estimate. Contractor to advise homeowner on extent of wall, ceiling and other damages which may occur. Homeowner and contractor to agree on responsibility of these surfaces. All electrical work shall comply with the Technical Safety BC regulations and the electrician shall provide the band with a letter to verify the electrical system meets code.

LOCATION: throughout	MATERIAL:	\$ 6000
NUMBER OF Units required: 50	LABOUR:	\$ 6000
	TOTAL:	\$ 12000

9. 12375E Sec. .3.1

Supply and install new good quality, plywood core or equivalent, pre-finished upper and lower kitchen cabinets complete with countertop, back-splash. washer-less taps, double stainless-steel sink. Ensure cabinets are securely fastened to wall framing. Note: work to include installation of new supply lines and shutoffs.

LOCATION: kitchen	MATERIAL:	\$ 10000
NUMBER OF Lin. Ft. required: 14	LABOUR:	\$ 7800
	TOTAL:	\$ 17800



**Appendix A: Music Makers**

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 Inspector's Estimate/Work Description  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

10. 15829A Sec. 6.3  
 Supply and install a new 400 CFM range hood with 6 sone (54dBA) max sound rating, with light. Range hood shall be vented with approved rigid smooth galvanized or other approved smooth HVAC ducting to exterior. Installation to be complete as per manufacturer's specifications. Make good all affected areas, all electrical work to comply in accordance with the Technical Safety BC regulations. Note: Vent pipe to be insulated where it passes through an unheated space.

LOCATION: Kitchen	MATERIAL:	\$ 1200
NUMBER OF Units required: 1	LABOUR:	\$ 1500
	TOTAL:	\$ 2700

11. 07190A Sec. 5.7  
 Supply materials and install minimum of 0.15 mm or 6 mil polyethylene ground cover in crawlspace in accordance with the following specifications:

- Remove all debris from crawlspace.
- Add additional sandy fill where needed.
- Install polyethylene to comply with CAN/CGSB- 51.34 - M86, (VAPOUR BARRIER)
- Lap joints and seal with vapour barrier rated tape.
- Weight polyethylene to prevent movement.

LOCATION: crawlspace	MATERIAL:	\$ 5000
NUMBER OF Sq. Ft. required: 2500	LABOUR:	\$ 8000
	TOTAL:	\$ 13000



12. 07210D Sec. 6.1  
 Install R-22 batt or rigid insulation between exterior wall studs and rim joists, where missing or damaged. Cover insulation with 6 mil poly on warm side, seal with acoustic sealant or moisture-rated tuck tape.

LOCATION: wardrobe/makeup addition	MATERIAL:	\$ 1500
NUMBER OF Sq. Ft. required: 300	LABOUR:	\$ 2000
	TOTAL:	\$ 2500

**Appendix A: Music Makers**

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 Inspector's Estimate/Work Description  
 255 2<sup>nd</sup> Ave West, Fort St. James BC V0J 1P0

13. 15050C Sec. 9.2  
 Supply and install materials to repair and re-plumb all damaged and defective plumbing including drains, waste, and vents, plumbing stack, toilet leak, missing caulking, bathtub fixtures, hot water tank. Replace defective and damaged water supply lines including all polybutylene (poly B) plastic piping, with new type L or K copper or CSA approved cross-linked polyethylene (PEX) piping. Work to include replacing all damaged and defective hose bibs, shut-off valves and faucets. To be fully functional at completion and comply with local codes and regulations. Main shut-off valve leaking.

LOCATION: crawlspace  
 NUMBER OF Units required:

MATERIAL: \$ 5000  
 LABOUR: \$ 5000  
 TOTAL: \$ 10000



14. 15614B Sec. 8.1  
 Supply and install material to repair existing heating system ductwork. Ductwork shall be capable of providing adequate heat supply to each habitable room. A breakdown of required repairs shall be submitted with cost estimate.

LOCATION: throughout building  
 NUMBER OF Units required:

MATERIAL: \$ 10000  
 LABOUR: \$ 10000  
 TOTAL: \$ 20000

**INSPECTOR'S TOTAL ESTIMATE \$391,400.00**

**JIM MUNROE**  
**BOABC Building Official Level 2, #1745**  
**Register Home Inspector #C2201019**

**July 27, 2025**  
**Date**

Appendix B: Old Legion



**FIRST NATION INSPECTIONS**

**JIM MUNROE CCBO CPO CFI WETT**

405 Lower Road PO BOX 138 Fort St James BC V0J 1P0

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**WORKS DESCRIPTION & INSPECTOR'S ESTIMATE**

APPLICANT:	<b>District of Fort St. James</b>	ACCOUNT TYPE:	
TELEPHONE:	<b>(250) 481-3335</b>	INSPECTED BY:	JIM MUNROE
MAILING ADDRESS:	<b>477 Stuart Drive W PO Box 640</b>		BOABC 1745 Level 2 ACBOA 1947A-BC Housing & Part 9
CITY/PROVINCE:	<b>Fort St James, BC</b>	INSPECTION DATE:	<b>July 7, 2025</b>
POSTAL CODE:	<b>V0J 1P0</b>	HYDRO METER:	<b>P263</b>
CO-APPLICANT:	<b>Old Legion</b>	AGE OF BUILDING:	<b>1970</b>
HOUSE ADDRESS:	<b>370 4th Avenue East - Old Legion</b>	LEGAL DESCRIPTION:	LOT 27, PLAN PRP4084, DISTRICT LOT 111, RANGE 5, COAST RANGE 5 LAND DISTRICT
BUILDING DESCRIPTION:	<b>Log with 2 frames additions on Concrete Foundation</b>	BUILDING DEMENSIONS	<b>62 x 38 = 2356 sq ft (main) 12 x 38 = 384 sq ft (front entry addition) 18 x 38 = 684 sq ft North addition Main floor total 3424 sq ft Basement total 3424 sq ft</b>

**Executive Summary**

The inspection report for the building at 370 4th Avenue East, Fort St. James, BC outlines the necessary renovations to ensure the building meets health and safety standards and extends its useful life by 20 years. The renovation project covers a total floor area of 3424 square feet on the main floor and additional areas including the basement. However, it is important to note that the current plan does not include accommodations for wheelchair access to the basement.

Key repairs and upgrades include roof repairs, exterior repairs, stairs and landing replacement, door adjustments, grading, electrical upgrades, wood stairs installation, gypsum board repairs, fascia and soffit repairs, sump pump installation, eavestroughs and downspouts installation, exterior ramp construction, fire alarm system installation, emergency lighting upgrades, flooring installation, attic insulation, window replacement, plumbing repairs, and interior stairs replacement. The total estimated cost for these repairs is **\$458,000**.

If the building has a useful purpose for the village, it is beneficial to invest in these renovations. Investing in these renovations is worthwhile as they will enhance the building's integrity and safety, improve its overall functionality and energy efficiency, and ensure the building remains a valuable asset for years to come. Renovation is also worthwhile in comparison to the cost of new construction, especially if the building's current size and configuration are required. The building is structurally sound.

**Appendix B: Old Legion**

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Inspector's Estimate/Work Description  
370 4th Avenue East, Fort St. James BC V0J 1P0

**The Scope of Inspection:**

The intent of this works description will bring the dwelling to a minimum level of health and safety and to extend the useful life of the building by twenty (20) years, assuming normal maintenance is provided.

Includes visual inspection of the current building conditions with written works description report and Class "D" estimates with consideration to:

- Structure, Foundation, roofing, roof, and water drainage
- Exterior, siding, windows, decks, and sidewalks
- Thermal efficiency, insulation and obvious energy saving measures
- Mechanical heating, ventilation, electrical and plumbing
- Structural deterioration from building practices, mold, pests, rot or fire
- Accessibility

Limitations: Conditions that might require engineering to discover such facts as; environmental contamination, soil conditions, hidden structural defects, hazardous materials, water quality or air quality in buildings or around the property and toxic concerns are not included in this survey. An expert in the field should be retained for this area of expertise if desired.

This inspection is limited to the visual observations of the inside and outside surfaces of the building and site at the time of inspection.

Note: Dimensions and quantities provided on the list of work items shall be considered approximate.



**Appendix B: Old Legion**

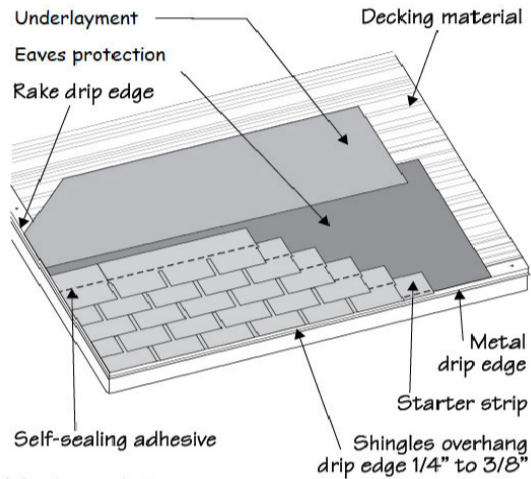
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 370 4th Avenue East, Fort St. James BC V0J 1P0

1. 07310G Sec. 5.6

Re-shingle complete roof area of unit with minimum 30-year shingles as per manufacturer's installation with 100% #15 felt or roof underlay, ice/water shield for eaves protection to eaves and valleys and replace any jacks and flashing as needed. Supply and install new zinc strips along ridge caps to prevent moss. Ensure adequate ridge and soffit ventilation. Work to include removal of existing shingles or metal roofing, preparation of roof deck including replacement of any deteriorated or missing roof sheathing. Commencement of work will imply acceptance of prior work surfaces as satisfactory.

LOCATION: complete roof  
 NUMBER OF Sq. Ft. required: 4500

MATERIAL: \$ 27000  
 LABOUR: \$ 27000  
 TOTAL: \$ 54000



2. 07450 Sec. 7.1

Prepare and chink all exterior logs. Apply two coats of good quality sealer / stain including gable end siding, caulk all joints with a latex sealer. Gaps exceeding 1/8" must first have backer rod. Replace damaged or missing siding prior to staining, work to include repair or replace any missing or damaged insulation. Supply and install material to prevent the entry of insects, rodents, or other pests, and to prevent damaging to the building or the health of the occupants.

LOCATION: complete exterior  
 NUMBER OF Sq. Ft. required: 3500

MATERIAL: \$ 14000  
 LABOUR: \$ 14000  
 TOTAL: \$ 28000



Appendix B: Old Legion

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

3. 06430A Sec. 5.2  
 Replace existing stairs and landing to the following dimensions: maximum rise 7 1/2 ", minimum run 11" (Note; install lower stair risers recommended, for elderly). Install guard rails as required and where steps constitute more than 3 risers, a handrail shall be installed on one side, maximum deck size 8 x 8'. Materials to be pressure treated. Install a concrete pad at bottom of stairs. Safety issue.

LOCATION: north addition exit stair  
 NUMBER OF Units required: 1

MATERIAL: \$ 1500  
 LABOUR: \$ 1500  
 TOTAL: \$ 3000



4. 08210G Sec. 6.4  
 Adjust door(s) to ensure a balanced swing with minimum operational force. Ensure door lockset is keyed alike with other exterior doors and hardware fits properly. Replace damaged weatherstripping and trim including door window trim, caulking and install a wall or floor mount doorstop. Install peephole door viewer where required. **Note:** as future renovations to doors occur install single action or panic hardware to existing exterior outswing exit doors.

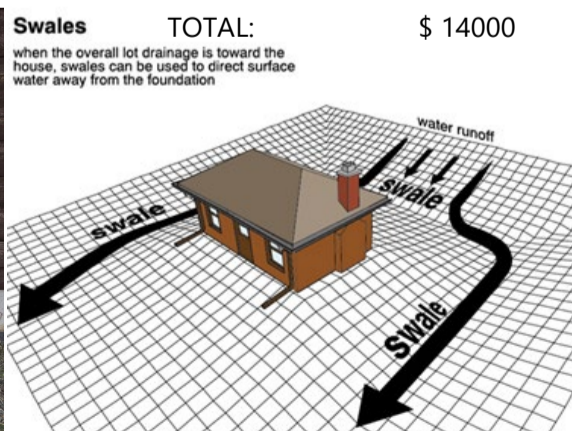
LOCATION: exterior doors where required  
 NUMBER OF Units required: 4

MATERIAL: \$ 3000  
 LABOUR: \$ 3000  
 TOTAL: \$ 6000

5. 02210A Sec. 2.3  
 Additional backfill and/or re-grading is required around the foundation perimeter. Provide a minimum perimeter grade slope of 5% (6" drop in 10 feet) from foundation. Ensure the top of the finished grade is at least 6" below the top of the foundation wall to provide positive drainage. **Note:** work to include removal and replacement of lawn, driveway road crush gravel, existing concrete in carport, out-building(s) entry stairs and front walkway as required. Ensure no standing water or water directed toward the unit and foundation. The construction of a swale may be required.

LOCATION: perimeter of building  
 NUMBER OF Units required:

MATERIAL: \$ 7000  
 LABOUR: \$ 7000



**Appendix B: Old Legion**

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

6. 16050E Sec. 10.1

Supply and install materials to upgrade the interior and exterior electrical system, to meet the minimum standard, including:

1. Replace all missing or damaged breakers, switches, receptacles and covers.
2. Receptacle covers and include new foam gaskets on exterior walls.
3. Install GFI plugs in bathroom and all exterior weather rated receptacles.
4. Replace all missing or damaged light shades and fixtures.
5. Replace damaged or missing electric baseboard heater(s) as per the house heating requirements and manufacturer's specifications, including separate wall thermostat.
6. Check and replace or secure any loose wiring. Exposed wiring to be relocated inside walls.
7. Electrical panel, grounding and replacing/secure mast and install new mast boot as required.

List proposed upgrades with materials and labour estimate. Contractor to advise homeowner on extent of wall, ceiling and other damages which may occur. Homeowner and contractor to agree on responsibility of these surfaces. All electrical work shall comply with the Technical Safety BC regulations and the electrician shall provide the band with a letter to verify the electrical system meets code.

LOCATION:	throughout building	MATERIAL:	\$ 12000
NUMBER OF Units required:	60	LABOUR:	\$ 12000
		TOTAL:	\$ 24000

7. 06430A Sec. 5.2

Remove existing stairs and install new wood stairs conforming to the following dimensions: maximum rise 7 7/8", minimum run 10" (Note; lower rise stairs recommended, particularly for elderly). Where steps constitute more than 3 risers, a handrail shall be installed on two sides, any materials in contact with soil to be pressure treated c/w a concrete pad at bottom of stairs. Safety issue.

LOCATION:	Main entry, south side entry	MATERIAL:	\$ 7000
NUMBER OF Units required:	2	LABOUR:	\$ 7000
		TOTAL:	\$ 14000



**Appendix B: Old Legion**

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

8. 09260A Sec. 7.2

Supply material and repair or replace mould, mildew, smoke and moisture damaged gypsum board in accordance with section 9.29.5, of the British Columbia Building Code. Taping and sanding shall conform to good industry practice. Install poly and insulation and damaged framing where required. NOTE 5/8" gypsum board for textured ceiling. All new gypsum to be sanded and primed before applying 2 coats of paint. Replace all missing or damaged baseboards and trim complete with paint and caulk where applicable. Note: Kitchen and bathroom areas use latex based, mildew-resistant, semi-gloss paint.

LOCATION: throughout main and basement floor areas	MATERIAL:	\$ 26000
NUMBER OF Sq. Ft. required: 14000	LABOUR:	\$ 26000
	TOTAL:	\$ 52000

9. 06220H Sec. 5.6

Supply and repair all missing and damaged prefinished aluminum fascia colour to match existing.

LOCATION: as required	MATERIAL:	\$ 2000
NUMBER OF Lin. Ft. required: 100	LABOUR:	\$ 2500
	TOTAL:	\$ 4500

10. 07465D Sec. 5.6

Supply and install new pre-finished aluminum soffit where missing and damaged. Supply and install insulation stops where required (color of soffits to match existing). Vents shall be of sufficient size to maintain 1 sq. ft. of vent for each 300 sq. ft. of attic space. Note: Ensure vents, gables and soffits prevent entry of bats, birds, rodents, or other pests which may cause damage to the building or occupant health.

LOCATION: as required	MATERIAL:	\$ 1500
NUMBER OF Sq. Ft. required: 100	LABOUR:	\$ 2000
	TOTAL:	\$ 3000



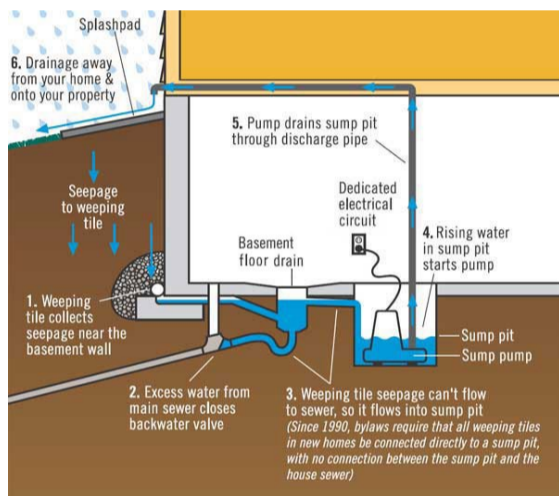
Appendix B: Old Legion

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

11. 15450D Sec. 5.3  
 Sump Pump Installation Specification (with Remote Alarm)

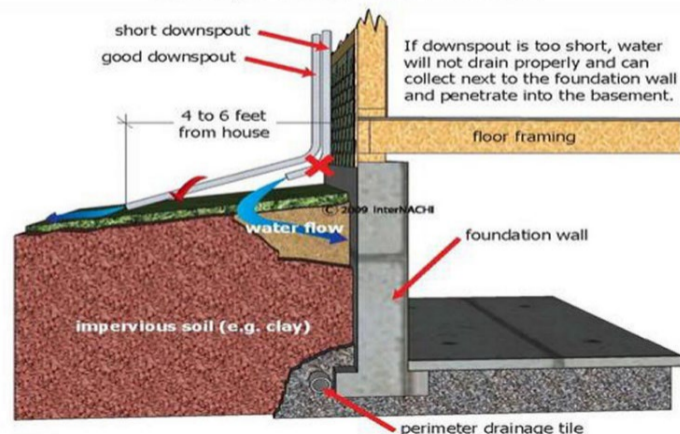
Repair, service, or supply and install a new *submersible sump pump system*, complete with a sealed basin and lid. Include all necessary discharge piping, venting, and electrical connections. System to include an integrated high-water alarm with audible signal, wired to a remotely monitored alarm system. Install a floor drain connected to the basin as required. Seal all components to resist radon and soil gas infiltration per Health Canada guidelines. Complete all electrical work per Technical Safety BC standards. Connect to a dedicated 120V GFCI-protected circuit with appropriate disconnect and overcurrent protection. Restore all affected areas to original condition or better upon completion. NOTE: "599 Subdivision Servicing Bylaw 1995" from the District of Fort St. James states that "No roof drains or weeping tiles shall be connected to the sanitary sewer system". This means that sump pump discharge, which is often connected to weeping tiles, should not be directed into the sanitary sewer.

LOCATION:	basement	MATERIAL:	\$ 10500
NUMBER OF Units required:	3	LABOUR:	\$ 10500
		TOTAL:	\$ 21000



12. 07620A Sec. 5.6  
 Supply and install new pre-finished eavestroughs, downspouts with four-foot, hinged extensions and secured splash pads. Note: Ensure water is directed away from foundation in a manner which will prevent soil erosion.

LOCATION:	perimeter of building eaves	MATERIAL:	\$ 5000
NUMBER OF Lin. Ft. required:	150	LABOUR:	\$ 5000
	Downspout Extension Too Short	TOTAL:	\$ 10000



**Appendix B: Old Legion**

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

13. 06105I Sec. 2.2 **ELIGIBLE**

Construct an exterior wood ramp c/w guard, non-skid surface for the deck and canopy designed to shelter the ramp. Slope for the ramp shall not exceed 1:12 maximum slope, or one foot in elevation change for every 12 feet. Construction of the ramp shall meet the specific needs of the applicant and be usable under any conditions and shall the structural requirements as per the most current British Columbia Building Code and Building Accessibility Handbook 2020. NOTE: All exposed wood is to have a weather resistant finish.

LOCATION: south side entry  
 NUMBER OF Lin. Ft. required: 30

MATERIAL: \$ 28000  
 LABOUR: \$ 28000  
 TOTAL: \$ 56000



14. 16720C Sec. 4.1

Supply and install labour and materials for a new fire alarm system into conformance with NFPA 72 standards, to provide a reasonable degree of protection for life and property from fire through standardization of the application, installation, location, performance, inspection, testing, and maintenance of fire alarm systems. Testing shall be in accordance with the latest edition of NFPA 72. All work shall be in accordance with the standard.

LOCATION: throughout building  
 NUMBER OF Units required: 1

MATERIAL: \$ 7500  
 LABOUR: \$ 10000  
 TOTAL: \$ 17500

15. 16720E Sec. 4.1

Supply and install labour and materials to bring emergency lighting and exit illumination into conformance with NFPA 101 and NFPA 70 Life Safety Code, inspection maintenance, testing and installation of all emergency and exit lighting systems, to provide a reasonable degree of protection for life and property.

LOCATION: throughout  
 NUMBER OF Units required: 12

MATERIAL: \$ 7000  
 LABOUR: \$ 7000  
 TOTAL: \$ 14000

Appendix B: Old Legion

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

16. 09665B Sec. 7.3  
 Supply and install new commercial grade flooring with a minimum 25-year warranty. Repair floor surface to a suitable condition to accept new flooring. Installation to include removal and reinstallation of baseboards including replacing any missing or damaged. Note: (Color to be selected by owner)

LOCATION: throughout mainfloor and basement  
 NUMBER OF Sq. Ft. required: 7000

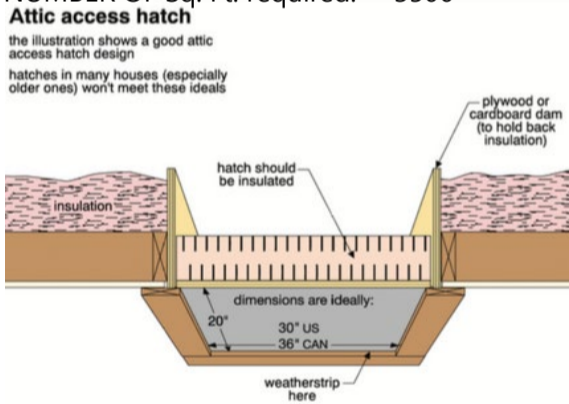
MATERIAL: \$ 27000  
 LABOUR: \$ 27000  
 TOTAL: \$ 54000



17. 07210A Sec. 6.1  
 Supply and install additional insulation minimum R-52 value where needed in the attic area of the unit. Work to include installation of insulation stops at soffit vents, insulating shields around chimneys, air seal around all penetrations including light fixtures, exhaust fan roof vents and weatherstripping attic hatches. Install no less than R-33 extruded polystyrene insulation securely fastened or glued to the cold side of the attic hatch.

LOCATION: complete attic  
 NUMBER OF Sq. Ft. required: 3500

MATERIAL: \$ 8000  
 LABOUR: \$ 8000  
 TOTAL: \$ 16000



**Appendix B: Old Legion**

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 Inspector's Estimate/Work Description  
 370 4th Avenue East, Fort St. James BC V0J 1P0

18. 08610J Sec. 6.4

Supply and install new replacement vinyl windows c/w frames, screens c/w interior/exterior trim, casing, exterior drip-cap where required. Reframe wall as opening as required. NOTE: All wood surfaces to have a weather resistant finish. Performance and installation in accordance BCBC and CAN/CSA-A440 most recent editions. The minimum openable area of bedroom windows is 3.77 ft<sup>2</sup> (0.35 m<sup>2</sup>), and with no dimension less than 15"(380mm). Use frosted glass for bathroom windows.

LOCATION: all  
 NUMBER OF Units required: 10

MATERIAL: \$ 10000  
 LABOUR: \$ 10000  
 TOTAL: \$ 20000



19. 15050C Sec. 9.2

Supply and install materials to repair and re-plumb all damaged and defective plumbing including drains, waste, and vents, plumbing stack, toilet leak, missing caulking, shower fixtures, hot water tank. Replace defective and damaged water supply lines including all polybutylene (poly B) plastic piping, with new type L or K copper or CSA approved cross-linked polyethylene (PEX) piping. Work to include replacing all damaged and defective hose bibs, shut-off valves and faucets. To be fully functional at completion and comply with local codes and regulations.

LOCATION: throughout  
 NUMBER OF Units required: 12

MATERIAL: \$ 12000  
 LABOUR: \$ 15000  
 TOTAL: \$ 27000

20. 06430A Sec. 5.2

Replace interior stairs and landing (Note; install lower stair risers recommended, for elderly). Install guard rails as required and where steps constitute more than 3 risers, a handrail shall be installed on one side, Safety issue.

LOCATION: main basement stairwell  
 NUMBER OF Units required: 1

MATERIAL: \$ 10000  
 LABOUR: \$ 10000  
 TOTAL: \$ 20000

**INSPECTOR'S TOTAL ESTIMATE \$458,000.00**

**JIM MUNROE**  
**BOABC Building Official Level 2, #1745**  
**Register Home Inspector #C2201019**

**July 9, 2025**  
**Date**

Appendix C: Spirit Square



**FIRST NATION INSPECTIONS**

**JIM MUNROE CCBO CPO CFI WETT**

405 Lower Road PO BOX 138 Fort St James BC V0J 1P0

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E [jmunroe@fninspector.ca](mailto:jmunroe@fninspector.ca)

**WORKS DESCRIPTION & INSPECTOR'S ESTIMATE**

APPLICANT:	District of Fort St. James	ACCOUNT TYPE:	
TELEPHONE:	(250) 481-3335	INSPECTED BY:	JIM MUNROE
MAILING ADDRESS:	477 Stuart Drive W PO Box 640		BOABC 1745 Level 2 ACBOA 1947A-BC Housing & Part 9
CITY/PROVINCE:	Fort St James, BC	INSPECTION DATE:	July 7, 2025
POSTAL CODE:	V0J 1P0	HYDRO METER:	4104155P263P263
CO-APPLICANT:	Spirit Square Building	AGE OF BUILDING:	1960
HOUSE ADDRESS:	371 W Stuart Dr	LEGAL DESCRIPTION:	LOT 3, BLOCK 3, PLAN PRP1400, DISTRICT LOT 110, RANGES, COAST RANGE 5 LAND DISTRICT
BUILDING DESCRIPTION:	Frame on combination Concrete block	BUILDING DIMENSIONS	20x 20 Main floor total 400 sq ft

**Executive Summary**

The Spirit Square building at 371 W Stuart Drive in Fort St. James, constructed in 1960, was inspected on July 7, 2025, to assess its current condition and identify necessary upgrades to meet minimum health and safety standards. The 400 sq ft structure, built on a concrete block foundation, requires significant repairs to extend its useful life by approximately 20 years.

The inspection revealed the need for comprehensive foundation repairs, new siding and windows, a full electrical system upgrade, improved insulation in the attic and crawlspace, and a new roof. Additional work includes removing a deteriorated chimney and installing floor registers to enhance passive air circulation. The total estimated cost for these upgrades is \$110,300, based on a Class "D" estimate. This figure is derived from a visual inspection and does not account for hidden issues that may require further engineering or environmental assessment.

**The Scope of Inspection:**

The intent of this works description will bring the dwelling to a minimum level of health and safety and to extend the useful life of the building by fifteen (20) years, assuming normal maintenance is provided.

Includes visual inspection of the current building conditions with written works description report and Class "D" estimates with consideration to:

- o Structure, Foundation, roofing, roof, and water drainage
- o Exterior, siding, windows, decks, and sidewalks
- o Thermal efficiency, insulation and obvious energy saving measures
- o Mechanical heating, ventilation, electrical and plumbing
- o Structural deterioration from building practices, mold, pests, rot or fire
- o Accessibility

Limitations: Conditions that might require engineering to discover such facts as; environmental contamination, soil conditions, hidden structural defects, hazardous materials, water quality or air quality in buildings or around the property and toxic concerns are not included in this survey. An expert in the field should be retained for this area of expertise if desired.

This inspection is limited to the visual observations of the inside and outside surfaces of the building and site at the time of inspection.

Appendix C: Spirit Square

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 Inspector's Estimate/Work Description  
 371 W Stuart Dr, Fort St. James BC V0J 1P0

Note: Dimensions and quantities provided on the list of work items shall be considered approximate.

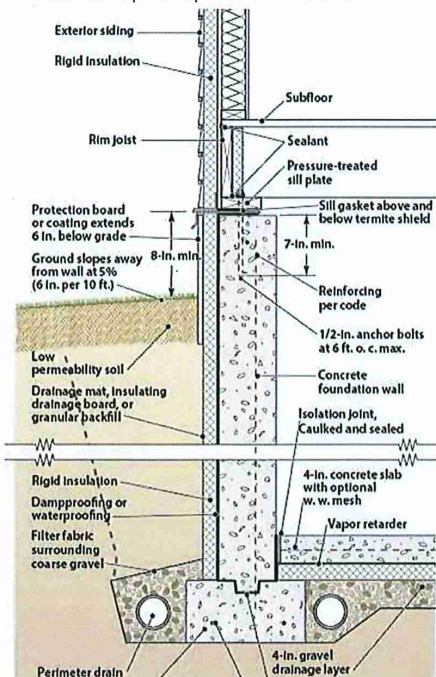


1. 02710A Sec 5.3

Supply and install material to repair existing foundation. Work to include excavate perimeter of the concrete foundation walls to the bottom of the footings; power-wash exterior side of foundation walls; Supply and install bituminous coating and 2-inch, type 2 expanded polystyrene foam insulation on foundation wall c/w new drain tile system minimum 4" diameter. Installed so that the top of the perimeter drain system is below the bottom of the floor slab or crawlspace footing. Top and sides of weeping tile is to be covered with 6" washed drain rock or coarse granular material with no more than 10 % passing a 4mm (no. 4) sieve and a filter cloth placed over the granular material prior to back-filling. Return landscaping, ramp and front entry stairs and landing to original condition and ensure positive drainage. NOTE: Foundation drains shall drain to a dedicated storm sewer, daylight, drainage ditch or dry well. Existing concrete pier foundation is showing signs of settlement and skirting is beyond repair.

LOCATION: building perimeter  
 NUMBER OF Sq. Ft. required: 80 lin feet

MATERIAL: \$ 27000  
 LABOUR: \$ 27000  
 TOTAL: \$ 54000



**Appendix C: Spirit Square**

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 Inspector's Estimate/Work Description  
 371 W Stuart Dr, Fort St. James BC V0J 1P0

2. 07460I Sec. 5.5

Supply and install fiber cement siding (e.g., Hardie© siding) or other siding conforming to ASTM-C1186. Install complete with flashing, trim and caulking in accordance with manufacturer's specifications on 1" rigid insulation. Include installation of soffits as required and replace any deteriorated sheathing and framing members. NOTE: Color to be selected by owner. Include removal and reinstallation of soffits as required.

LOCATION: complete exterior  
 NUMBER OF Sq. Ft. required: 800

MATERIAL: \$ 9500  
 LABOUR: \$ 9500  
 TOTAL: \$ 19000

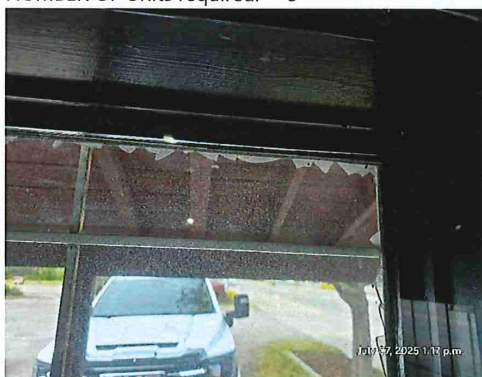


3. 08610J Sec. 6.4

Supply and install new replacement vinyl windows c/w frames, screens c/w interior/exterior trim, casing, exterior drip-cap where required. Reframe wall as opening as required. NOTE: All wood surfaces to have a weather resistant finish. Performance and installation in accordance BCBC and CAN/CSA-A440 most recent editions. The minimum openable area of bedroom windows is 3.77 ft<sup>2</sup> (0.35 m<sup>2</sup>), and with no dimension less than 15"(380mm). Use frosted glass for bathroom windows.

LOCATION: perimeter  
 NUMBER OF Units required: 5

MATERIAL: \$ 5000  
 LABOUR: \$ 4500  
 TOTAL: \$ 9500



**Appendix C: Spirit Square**

Page 4 of 6  
 Inspector's Estimate/Work Description  
 371 W Stuart Dr, Fort St. James BC V0J 1P0

4. 16050E Sec. 10.1

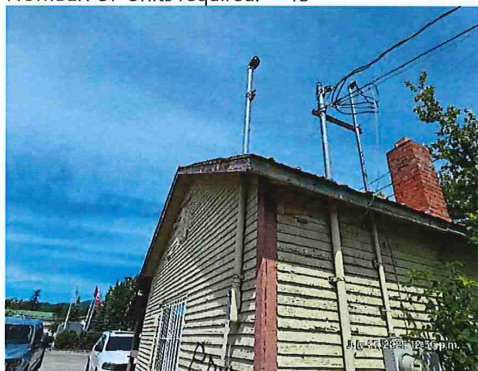
Supply and install materials to upgrade the interior and exterior electrical system, to meet the minimum standard, including:

1. Replace all missing or damaged breakers, switches, receptacles and covers.
2. Receptacle covers and include new foam gaskets on exterior walls.
3. Install GFI plugs in bathroom and all exterior weather rated receptacles.
4. Replace all missing or damaged light shades and fixtures.
5. Replace damaged or missing electric baseboard heater(s) as per the house heating requirements and manufacturer's specifications, including separate wall thermostat.
6. Check and replace or secure any loose wiring. Exposed wiring to be relocated inside walls.
7. Electrical panel, grounding and replacing/secure mast and install new mast boot as required.
8. Decommission and remove old mast and services

All electrical work shall comply with the Technical Safety BC regulations and the electrician shall provide the band with a letter to verify the electrical system meets code.

LOCATION: complete building  
 NUMBER OF Units required: 15

MATERIAL: \$ 5000  
 LABOUR: \$ 5000  
 TOTAL: \$ 10000



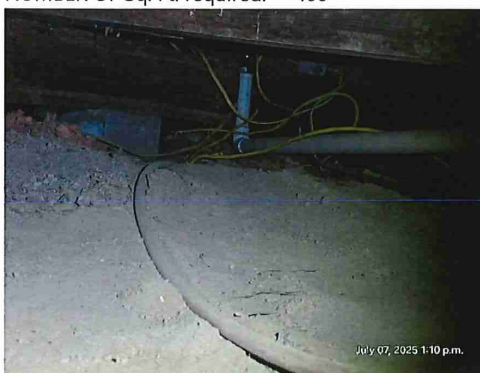
5. 07190A Sec. 5.7

Supply materials and install minimum of 0.15 mm or 6 mil polyethylene ground cover in crawlspace in accordance with the following specifications:

- > Remove all debris from crawlspace.
- > Add additional sandy fill where needed.
- > Install polyethylene to comply with CAN/CGSB- 51. 34 - M86, (VAPOUR BARRIER)
- > Lap joints and seal with vapour barrier rated tape.
- > Weight polyethylene to prevent movement.

LOCATION: crawlspace  
 NUMBER OF Sq. Ft. required: 400

MATERIAL: \$ 500  
 LABOUR: \$ 1000  
 TOTAL: \$ 1500



Appendix C: Spirit Square

Page 5 of 6  
 Inspector's Estimate/Work Description  
 371 W Stuart Dr, Fort St. James BC V0J 1P0

6. 07210A Sec. 6.1

Supply and install additional insulation minimum R-52 value where needed in the attic area of the unit. Work to include installation of insulation stops at soffit vents, insulating shields around chimneys, air seal around all penetrations including light fixtures, exhaust fan roof vents and weatherstripping attic hatches. Install no less than R-33 extruded polystyrene insulation securely fastened or glued to the cold side of the attic hatch.

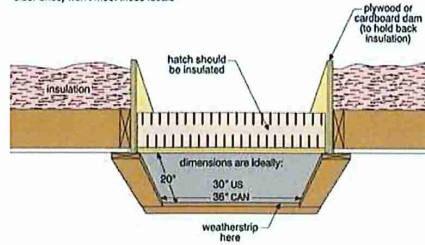
LOCATION: complete attic  
 NUMBER OF Sq. Ft. required: 400

MATERIAL: \$ 1200  
 LABOUR: \$ 1200

TOTAL: \$ 2400

**Attic access hatch**

the illustration shows a good attic access hatch design  
 hatches in many houses (especially older ones) won't meet these ideals



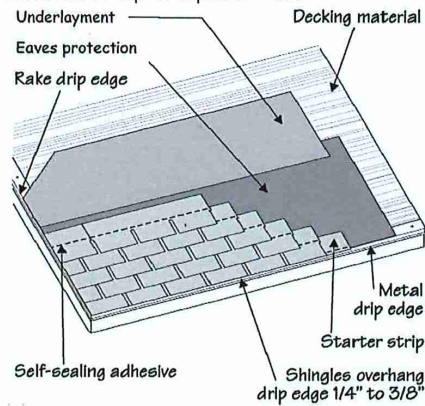
7. 07310G Sec. 5.6

Re-shingle complete roof area of unit with minimum 30-year shingles as per manufacturer's installation with 100% #15 felt or roof underlay, ice/water shield for eaves protection to eaves and valleys and replace any jacks and flashing as needed. Supply and install new zinc strips along ridge caps to prevent moss. Ensure adequate ridge and soffit ventilation. Work to include removal of existing shingles or metal roofing, preparation of roof deck including replacement of any deteriorated or missing roof sheathing. Commencement of work will imply acceptance of prior work surfaces as satisfactory.

LOCATION: complete roof  
 NUMBER OF Sq. Ft. required: 800

MATERIAL: \$ 4800  
 LABOUR: \$ 4800

TOTAL: \$ 9600



**Appendix C: Spirit Square**

Page 6 of 6  
Inspector's Estimate/Work Description  
371 W Stuart Dr, Fort St. James BC V0J 1P0

8. 04520D Sec. 8.3  
Remove existing deteriorated masonry chimney and make good all affected interior finished and framing.

LOCATION: main floor	MATERIAL:	\$ 1500
NUMBER OF Units required: 1	LABOUR:	\$ 2000
	TOTAL:	\$ 3500

9. 10210B Sec. 6.3  
Supply and install floor registers at 1 sq ft for every 500 sq ft. of floor area of the home. Registers can be cut into the floor and spaced on opposite sides of the home to allow a moderate passive air movement between the heated crawlspace and living area.

LOCATION: main floor	MATERIAL:	\$ 400
NUMBER OF Units required: 2	LABOUR:	\$ 400
	TOTAL:	\$ 800

**INSPECTOR'S TOTAL ESTIMATE** **\$110,300.00**



**JIM MUNROE**  
**BOABC Building Official Level 2, #1745**  
**Register Home Inspector #C2201019**

**July 29, 2025**  
**Date**

Appendix D: PMA



# FIRST NATION INSPECTIONS

**JIM MUNROE CCBO CPO CFI WETT**

405 Lower Road PO BOX 138 Fort St James BC V0J 1P0

P (250) 305-7092

W [www.finspector.ca](http://www.finspector.ca)

E [jmunroe@fninspector.ca](mailto:jmunroe@fninspector.ca)

## WORKS DESCRIPTION & INSPECTOR'S ESTIMATE

APPLICANT:	<b>District of Fort St. James</b>	ACCOUNT TYPE:	
TELEPHONE:	<b>(250) 481-3335</b>	INSPECTED BY:	JIM MUNROE
MAILING ADDRESS:	<b>477 Stuart Drive W PO Box 640</b>		BOABC 1745 Level 2 ACBOA 1947A-BC Housing & Part 9
CITY/PROVINCE:	<b>Fort St James, BC</b>	INSPECTION DATE:	<b>June 30, 2025</b>
POSTAL CODE:	<b>V0J 1P0</b>	HYDRO METER:	<b>4457558P263</b>
CO-APPLICANT:	<b>Pope Mtn Arts</b>	AGE OF BUILDING:	<b>1940</b>
HOUSE ADDRESS:	<b>675 Birch St., W</b>	LEGAL DESCRIPTION:	LOT 27, PLAN PRP4084, DISTRICT LOT 111, RANGE 5, COAST RANGE 5 LAND DISTRICT
BUILDING DESCRIPTION:	<b>Frame on Concrete Foundation WITH APPROXIMATELY 1400 SQ FT OF HABITABLE ATTIC SPACE</b>	BUILDING DEMENSIONS	<b>21 x 34 = 714 sq ft (east) 17 x 22 = 374 sq ft (west) 24 x 28.5=684 sq ft (south) 24 x 24 = 576 sq ft (main) Main floor total 2348 sq ft Basement total 1260 sq ft Crawlspace total 1088 sq ft</b>

### Executive Summary

The building at 675 Birch St., Fort St. James, BC, requires several repairs to ensure it meets health and safety standards and extends its useful life by 20 years. Key repairs include replacing damaged siding and sheathing, upgrading guardrails, installing a new stoop, adjusting exterior doors, and re-grading around the foundation to ensure proper drainage. Additionally, the report highlights the need to repair or replace loose toilets, install new wood stairs, support main beams with new posts, reinforce floor joists, and service the heat ducting. Electrical upgrades are also necessary, including securing loose wiring, replacing damaged fixtures, and ensuring the system meets code. The total estimated cost for these repairs is \$91,900.

In my opinion, investing in these renovations is worthwhile. The repairs will not only enhance the building's structural integrity and safety but also improve its overall functionality and energy efficiency. This investment will ensure the building remains a valuable asset for years to come.

### The Scope of Inspection:

The intent of this works description will bring the dwelling to a minimum level of health and safety and to extend the useful life of the building by fifteen (20) years, assuming normal maintenance is provided.

Includes visual inspection of the current building conditions with written works description report and Class "D" estimates with consideration to:

- Structure, Foundation, roofing, roof, and water drainage
- Exterior, siding, windows, decks, and sidewalks
- Thermal efficiency, insulation and obvious energy saving measures
- Mechanical heating, ventilation, electrical and plumbing
- Structural deterioration from building practices, mold, pests, rot or fire
- Accessibility

Limitations: Conditions that might require engineering to discover such facts as; environmental contamination, soil conditions, hidden structural defects, hazardous materials, water quality or air quality in buildings or around the property and toxic concerns are not included in this survey. An expert in the field should be retained for this area of expertise if desired.

**Appendix D: PMA**

Page 2 of 7  
**Inspector's Estimate/Work Description**  
 675 Birch St. West, Fort St. James BC V0J 1P0

This inspection is limited to the visual observations of the inside and outside surfaces of the building and site at the time of inspection.

Note: Dimensions and quantities provided on the list of work items shall be considered approximate.



1. 07460A Sec. 5.5  
 Supply and install siding to match existing, c / w building paper, flashing, trim, caulking and painting as required to repair missing or damaged siding. Replace any deteriorated sheathing and framing members.

LOCATION: as required to damaged areas  
 NUMBER OF Sq. Ft. required: 200

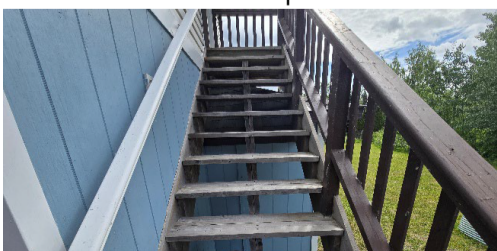
MATERIAL: \$ 1200  
 LABOUR: \$ 1200  
 TOTAL: \$ 2400



2. 06430C Sec. 5.2  
 Supply and install materials to upgrade guardrails and handrails on exterior landing and stairs. Guards around the landing shall be a minimum of 42" in height with vertical members spaced less than 4" apart. New guards to match, painted or sealed with two coats of exterior paint or sealant.

LOCATION: exterior attic entry  
 NUMBER OF Lin. Ft. required: 25

MATERIAL: \$ 2000  
 LABOUR: \$ 2000  
 TOTAL: \$ 4000



**Appendix D: PMA**

Page 3 of 7  
 Inspector's Estimate/Work Description  
 675 Birch St. West, Fort St. James BC V0J 1P0

3. 06430A Sec. 5.2  
 Supply and install a new stoop (entrance platform), maximum size 4'x 4'. All materials to be concrete or pressure treated wood and apply slip resistant finish. NOTE: Installed with 1 to 2% grade, allowing water to drain away from the building.

LOCATION: basement entry  
 NUMBER OF Units required: 1

MATERIAL: \$ 1500  
 LABOUR: \$ 1500  
 TOTAL: \$ 3000



4. 08210G Sec. 6.4  
 Adjust door(s) to ensure a balanced swing with minimum operational force. Ensure door lockset is keyed alike with other exterior doors and hardware fits properly. Replace damaged weatherstripping and trim including door window trim, caulking and install a wall or floor mount doorstop. Install peephole door viewer where required. **Note:** as future renovations to doors occur install single action or panic hardware to existing exterior outswing exit doors.

LOCATION: exterior doors where required  
 NUMBER OF Units required: 4

MATERIAL: \$ 3000  
 LABOUR: \$ 3000  
 TOTAL: \$ 6000

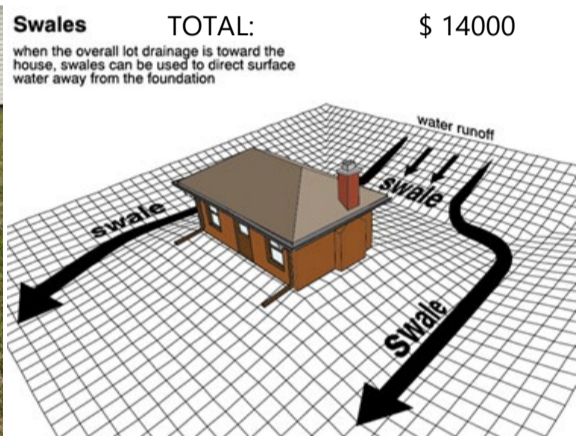


Appendix D: PMA

Page 4 of 7  
 Inspector's Estimate/Work Description  
 675 Birch St. West, Fort St. James BC V0J 1P0

5. 02210A Sec. 2.3  
 Additional backfill and/or re-grading is required around the foundation perimeter. Provide a minimum perimeter grade slope of 5% (6" drop in 10 feet) from foundation. Ensure the top of the finished grade is at least 6" below the top of the foundation wall to provide positive drainage.  
**Note:** work to include removal and replacement of lawn, driveway road crush gravel, existing concrete in carport, out-building(s) entry stairs and front walkway as required. Ensure no standing water or water directed toward the unit and foundation. The construction of a swale may be required.

LOCATION: perimeter of building MATERIAL: \$ 7000  
 NUMBER OF Units required: LABOUR: \$ 7000



6. 15440B Sec. 9.2  
 Repair or replace loose toilets, including new shut-off valve, supply line, soft close seat, T-bolts and flange seal. Replace damaged or broken flange as required. All work to comply with local codes and regulations. To be fully functional upon completion.

LOCATION: main floor MATERIAL: \$ 1200  
 NUMBER OF Units required: 2 LABOUR: \$ 1200  
 TOTAL: \$ 2400

7. 06430A Sec. 5.2  
 Remove existing stairs and install new wood stairs conforming to the following dimensions: maximum rise 7 7/8", minimum run 10" (Note; lower rise stairs recommended, particularly for elderly). Where steps constitute more than 3 risers, a handrail shall be installed on one side, any materials in contact with soil to be pressure treated c/w a concrete pad at bottom of stairs. Safety issue.

LOCATION: east wing rear entry MATERIAL: \$ 2000  
 NUMBER OF Units required: 1 LABOUR: \$ 2000  
 TOTAL: \$ 4000



**Appendix D: PMA**

Page 5 of 7  
**Inspector's Estimate/Work Description**  
 675 Birch St. West, Fort St. James BC V0J 1P0

8. 02520D Sec. 5.3  
 Supply and install adjustable steel columns ( telepost ) or new wood posts to support main beam throughout east wing. Work to include removal of existing wood posts. The top of the post shall be the full width of the beam and be fastened with lag screws. The columns shall bear on new concrete reinforced footings. Existing posts are rotted.

LOCATION: east wing addition crawlspace  
 NUMBER OF Units required: 5

MATERIAL: \$ 5000  
 LABOUR: \$ 5000  
 TOTAL: \$ 10000



9. 06110B Sec. 5.7  
 Supply and install reinforcing floor joists to full length of existing joists. Currently several floor joists are spliced and temporally blocked

LOCATION: East wing addition crawlspace  
 NUMBER OF Lin. Ft. required: 100

MATERIAL: \$ 4000  
 LABOUR: \$ 4000  
 TOTAL: \$ 8000



10. 06110 E Sec. 5.7  
 Supply and install a new section of wood beam. Existing west section does not match the dimensions of the main beam and appears to be temporary. NOTE: existing flooring to be level upon completion. Have a structural engineer inspect and detail corrective measures.

LOCATION: East wing addition crawlspace  
 NUMBER OF Lin. Ft. required: 10

MATERIAL: \$ 11500  
 LABOUR: \$ 11500  
 TOTAL: \$ 23000



**Appendix D: PMA**

Page 6 of 7  
 Inspector's Estimate/Work Description  
 675 Birch St. West, Fort St. James BC V0J 1P0

11. 15885B Sec. 8.1  
 Qualified contractor to supply material to service and clean existing heating system. Work to include cleaning all ductwork, sealing ductwork and repair damaged ductwork and **hangers**. Install new registers where damaged or missing.

LOCATION: throughout  
 NUMBER OF Units required: as required

MATERIAL: \$ 1500  
 LABOUR: \$ 2000  
 TOTAL: \$ 3500



12. 16050E Sec. 10.1  
 Supply and install materials to upgrade the electrical system including:  
 1. Replace all missing or damaged breakers, switches, receptacles and covers.  
 2. Replace all missing or damaged light shades and fixtures.  
 3. Check and replace or secure any loose wiring. Exposed wiring to be relocated inside walls.  
 4. Electrical panel, grounding and replacing/secure mast and install new mast boot as required.

List proposed upgrades with materials and labour estimate. Contractor to advise owner on extent of wall, ceiling and other damages which may occur. Owner and contractor to agree on responsibility of these surfaces. All electrical work shall comply with the Technical Safety BC regulations and the electrician shall provide a letter to verify the electrical system meets code.

LOCATION: throughout  
 NUMBER OF Units required: 20

MATERIAL: \$ 2000  
 LABOUR: \$ 2000  
 TOTAL: \$ 4000



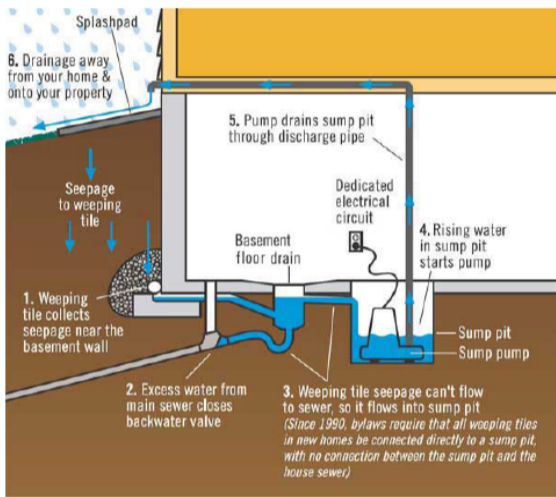
Appendix D: PMA

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 Inspector's Estimate/Work Description  
 675 Birch St. West, Fort St. James BC V0J 1P0

13. 15450D Sec. 5.3  
 Sump Pump Installation Specification (with Remote Alarm)

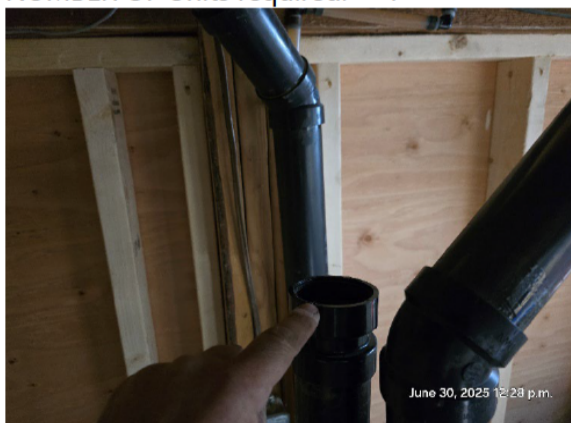
Repair, service, or supply and install a new *submersible sump pump system*, complete with a sealed basin and lid. Include all necessary discharge piping, venting, and electrical connections. System to include an integrated high-water alarm with audible signal, wired to a remotely monitored alarm system. Install a floor drain connected to the basin as required. Seal all components to resist radon and soil gas infiltration per Health Canada guidelines. Complete all electrical work per Technical Safety BC standards. Connect to a dedicated 120V GFCI-protected circuit with appropriate disconnect and overcurrent protection. Restore all affected areas to original condition or better upon completion. NOTE: "599 Subdivision Servicing Bylaw 1995" from the District of Fort St. James states that "No roof drains or weeping tiles shall be connected to the sanitary sewer system". This means that sump pump discharge, which is often connected to weeping tiles, should not be directed into the sanitary sewer.

LOCATION: MATERIAL: \$ 3500  
 NUMBER OF Units required: LABOUR: \$ 3500  
 TOTAL: \$ 7000



14. 12370C Sec. 9.2  
 Supply and install an island vent or air admittance valve or vent open drain line some other way.

LOCATION: basement MATERIAL: \$ 300  
 NUMBER OF Units required: 1 LABOUR: \$ 300  
 TOTAL: \$ 600



INSPECTOR'S TOTAL ESTIMATE

**\$91,900.00**

[Redacted Signature]

**July 4, 2025**

**JIM MUNROE**  
**BOABC Building Official Level 2, #1745**  
**Register Home Inspector #C2201019**

**Date**



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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **Special Events License No. 25-01 Amendment**

---

**RECOMMENDATIONS**

THAT Council amends Special Events License No. 25-01 to extend the noise bylaw variance from 11:00pm to 1:00AM on August 30, 2025.

**PURPOSE**

The purpose of this report is to bring forward a request from Kenny Gallop on behalf of Music Maker's Rock the Park event to extend the use of Amplified Sound Equipment to 1:00AM on August 30, 2025.

**BACKGROUND**

The plan is still for the concert to be finished by 11:00PM, however, they have been informed that due to the stage being metal they will have to shut down the concert for 30 minutes in the event there is a lightning strike within a 12km radius.

This is a precautionary request, allowing the later time, should it be required will ensure the main act has sufficient time to complete their set. *District of Fort St. James Noise Regulation Bylaw No. 991, 2018* can be varied for special events by municipal permit. The regulation for operating Amplified Sound Equipment in a Residential Area is a maximum of 2 days per week, only one of which may be either Saturday or Sunday, and not exceeding 4 consecutive hours between 11:00am and 11:00pm.

**SIGN OFF**

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



---

**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **Special Events Permit Application No. 25-03  
Caledonia Days**

---

**RECOMMENDATIONS**

THAT Council approves Special Events Permit Application No. 25-03 varying the District’s Noise Bylaw to allow for Amplified Sound Equipment use until 1:30AM on August 15, 2025 at Cottonwood Park.

**ALTERNATE RECOMMENDATION**

THAT Council declines Special Events Permit Application No. 25-03.

THAT Council approves Special Events Permit Application No. 25-03 as follows:

- [Council’s restrictions]

**PURPOSE**

The purpose of this report is to bring forward Special Events Permit Application No. 25-03, for the Caledonia Days event at Cottonwood Park, hosting a concert following the District’s Night Market.

**ATTACHMENTS**

**Appendix A:** Special Events Permit Application No. 25-03

**SIGN OFF**

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

Appendix A: Special Events Permit Application No. 25-03



District of Fort St. James  
477 Stuart Drive West, PO Box 640  
Fort St. James, BC V0J 1P0  
Phone 250 996 8233 Fax 250 996 2248  
www.fortstjames.ca

Application for Approval of Special Event

Submission of this application does not, in any way, guarantee approval of your event. Late or incomplete applications may not be considered.

Event Information

Event Date(s): Aug 15, 2025 Time(s): 8 pm

Set Up Date: Aug 15, 2025 Time: 12 pm - 4 pm

Event Name: Caledonia Days

Take Down Date: Aug 16, 2025 Time: 5-6 pm

Event Type: Concert

Estimated Attendance: 1000

Event Details: Concert after District Night Market as part of Caledonia Days.

Proposed Activities: Concert, food/vendors, beer garden

Applicant Information

Main Contact Name: Terri-Ann Houghton

Phone: [Redacted]

Alternate Phone Number: [Redacted]

Email: [Redacted]

Organization/Company Name: Caledonia Days Committee - Friends of Historic Park

Address: [Redacted]

Appendix A: Special Events Permit Application No. 25-03



City/Province/Postal Code: Fort St James, BC V0J 1P0

On-Site Contact Name: Terri-Ann Houghton

Phone: [REDACTED]

Alternate Phone: [REDACTED] Tera Gardner-Coutu

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

Requested Venue: Cottonwood Park

**Applicant Request**

Services/Premises requested: \_\_\_\_\_

Extend hours music to be played beyond the 11 pm quite bylaw  
we would hold concert from 8 pm to 1:30 am

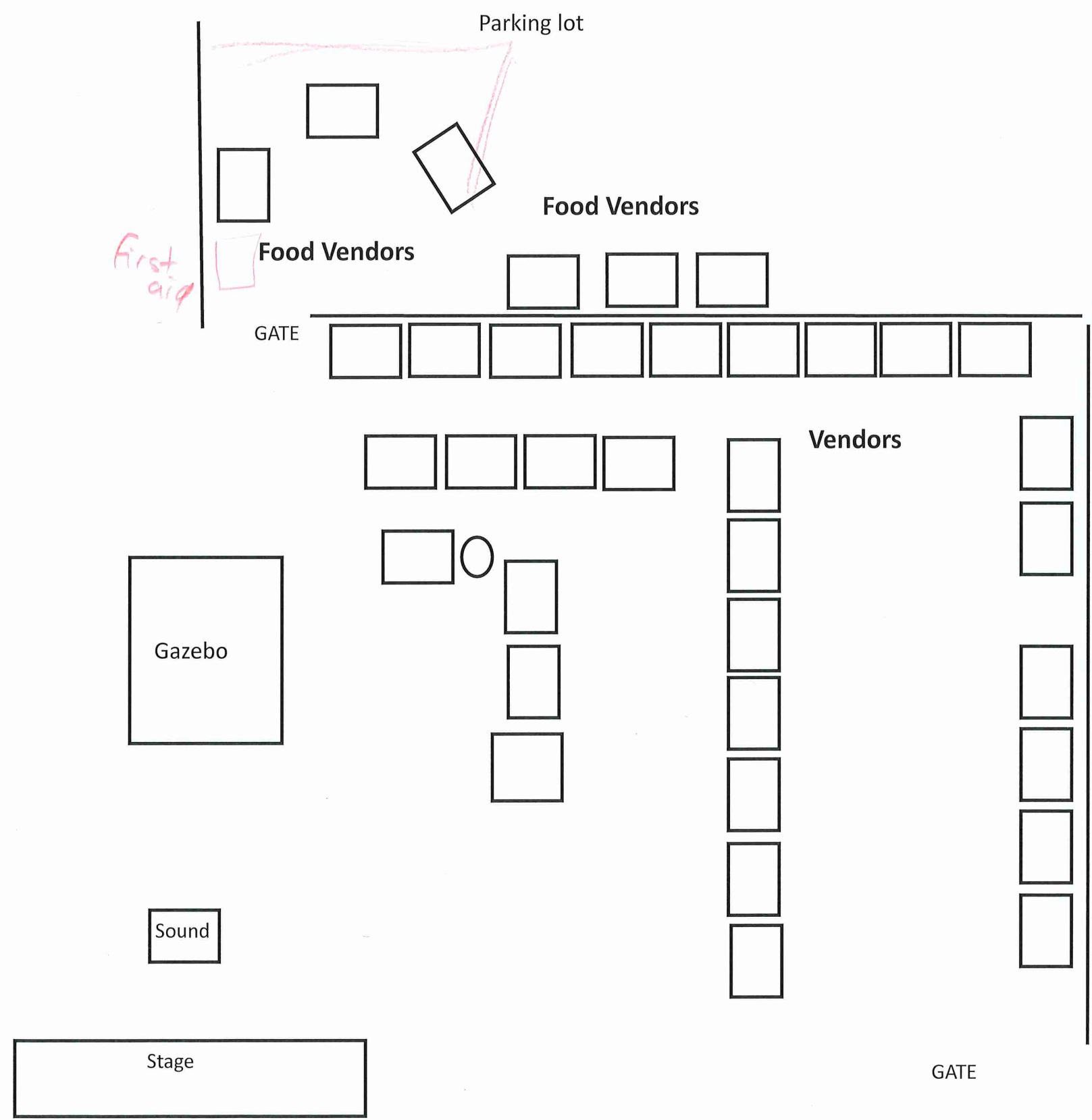
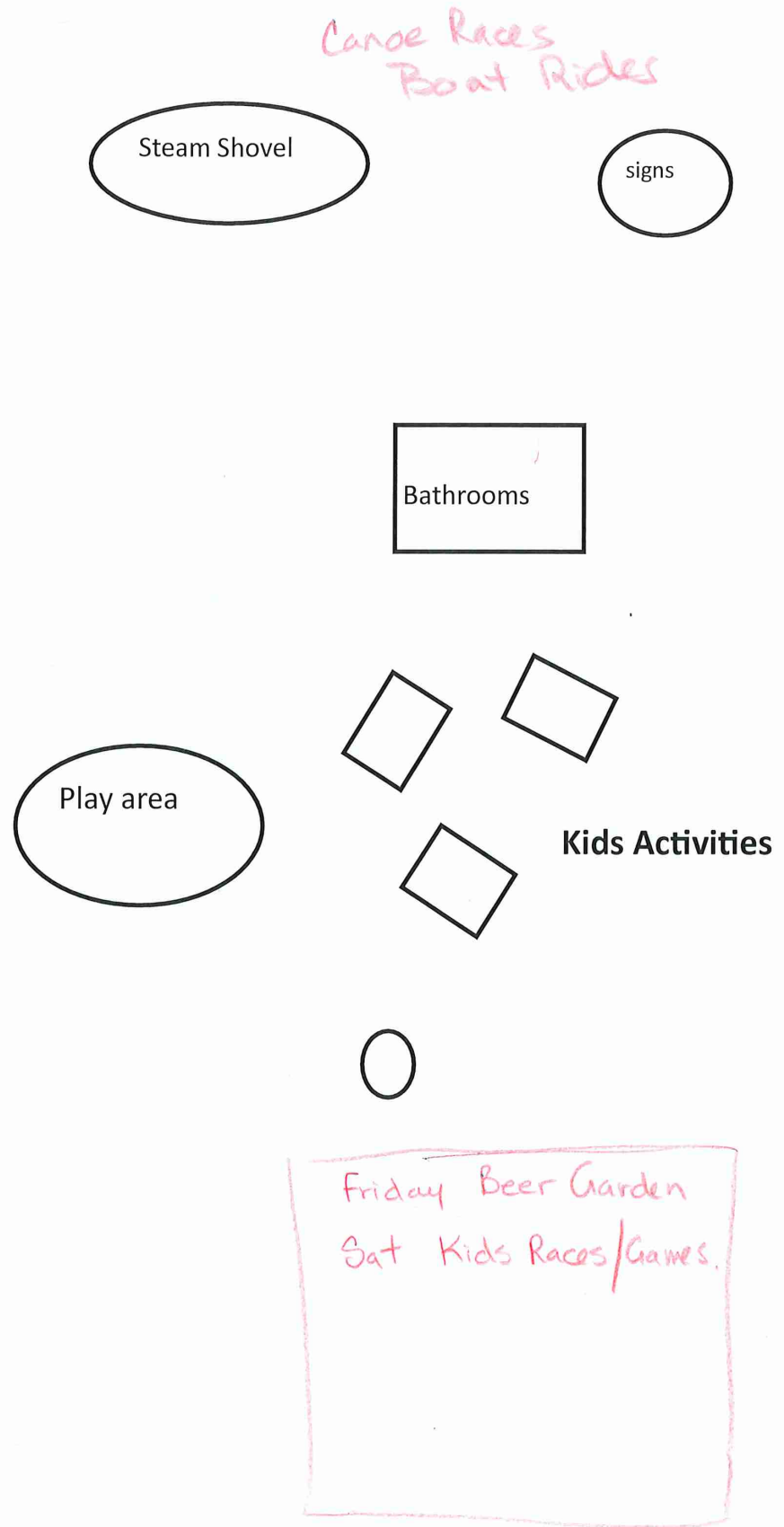
Also extended hours for beer garden - to run until 12am.

The beer garden will be run by Music Makers

**Documentation & Permits**

Please select all that will be submitted with your event application.

- |   |  |
|---|--|
| <input type="checkbox"/> Site Map                       | <input type="checkbox"/> Temporary Food Permit |
| <input type="checkbox"/> Special Event Insurance        | <input type="checkbox"/> Music License         |
| <input type="checkbox"/> Security Plan                  | <input type="checkbox"/> Movie License         |
| <input checked="" type="checkbox"/> Business License(s) | <input type="checkbox"/> Temporary Food Permit |
| <input type="checkbox"/> Liquor Special Event Permit    |  |
- Music Makers*





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**Date:** August 12, 2025  
**Report to:** Mayor and Council  
**From:** Rachelle Willick, Chief Administrative Officer  
**Subject:** **2025 Corporate Plan Report**

---

**PURPOSE**

The purpose of this report is to provide Council with the Corporate Plan for implementation of Council’s Strategic Plan’s goals and objectives.

**BACKGROUND**

At Regular Council Meeting 2023-23 held October 24, 2023, Council adopted the 2023-2026 Strategic Plan. As shown in the 2024 Annual Report, there has been substantial progress towards the goals and objectives set out in the Strategic Plan.

To continue this progress, staff have created a Corporate Plan which will act as a road map for implementing Council’s Strategic Plan’s goals and objectives. It will also improve staff’s ability to measure and report our progress to Council and the Community.

As the Corporate Plan was not initiated at the start of the Strategic Plan, staff have incorporated progress of the Strategic plan from 2023 to current in the attached corporate plan.

**ATTACHMENTS**

**Appendix A:** 2025 Corporate Plan

**SIGN OFF**

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

2025 Corporate workplan

Appendix A: 2025 Corporate Workplan

Council Objectives	2025 Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>Managing our Assets: To undertake a systematic and proactive approach to developing, maintaining and replacing our assets and infrastructure.</b>							
<b>Strategic Plan Goal: To undertake a systematic and proactive approach to developing, maintaining and replacing our assets</b>	Waterline Replacement Project	2023 - 2027					Continue waterline replacement project in conjunction with road paving. In 2025 scheduled for replacement is 7th Ave W, 6th Ave W, Dogwood St, 4th Ave W, 2nd Ave W, Birch St, and Douglas Ave (from Elm to Cedar).
	Waterline Replacement Project	2024					Paving/Waterline Replacement Elm, Fir, Grove, and Heathmont
	Facility Inspection Plan	Q1 2025 - Q4 2026					All facilities are inspected on a monthly and quarterly rotation dependent on occupancy. This provides planning for needed repairs or replacement of facility infrastructure.
	Sidewalk Replacement & Maintenance Plan	Q3 - Q4 2025					Repair/replacement of Douglas Avenue Sidewalk scheduled to occur.
	Public Works Fleet Replacement Plan	Q1 2025					Develop Public Works Fleet Replacement Plan. Has been completed and implemented into the 2025-2029 Financial Plan.
	Fire Department Fleet Replacement Plan	Q3 - Q4 2025					Develop Fire Department Fleet Plan to be implemented into the financial plan.
	Residential Garbage Bin Replacement Plan	2025 - 2030					Ongoing replacement of Residential Garbage Bins, yearly new bear resistant Garbage Bins will be provided to residents.
<b>Implement an asset management software platform to guide and support financial planning and asset management activities across the organization</b>	Purchase Asset Management Software	2023					Purchased Marmak Asset Management Software in 2023
	Increase staffing to support AM	2023-2024					Capital Assets and Projects Coordinator, Planner, and Building Specialist positions were created to support the implementation of Asset Management Planning including implementation and ongoing data collection and activities of the Asset Management Software.
	AM Software Staff Training	Q1 2025 - Q4 2026					The Marmak AM Software subscription offers ongoing training and support. The Capital Assets/Projects Coordinator and Building Specialist have both received training on the AM Software and are utilizing the support provided through Marmak.
	Foundational Road Layer	Q2 2025					Foundational road layer data has been uploaded into Marmak Software. Data collection and input will be ongoing. This was the first step in getting linear assets in the program. From this water, sewer, and storm data can be input.
	Implementation of Asset Management Software	Q1 - Q4 2025					Ongoing data collection and input. Projected to have AMP Software fully functional by end of year 2025.
	Water/Sewer/Storm/hydrant infrastructure data input into Marmak Asset Management Software	Q1 - Q4 2025					
	Facility data input into Marmak Asset Management Software	Q1 - Q4 2025					
	Implementation of GPS and Mapping System	Q4 2025					Built into the Asset Management Software, will link to the data collection in order to ensure there is accurate data for all linear assets including GPS locations

**2025 Corporate workplan**

**Appendix A: 2025 Corporate Workplan**

Council Objectives	2025 Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>Develop sound financial policies and strategies for funding future asset repair and replacement</b>	Staff Training	2024					CFO completed the Long Term Financial Planning Course
	Update Purchase & Tender Policy	2024					Purchase & Tender Policy No. 2.7C was adopted December 2024. The policy gives more authority to staff making the procurement process more efficient and effective in securing vendors in turn increasing the amount of capital projects that can be completed annually. Further the policy is compliant with the Canadian Free Trade Agreement and the New West Partnership Trade Agreement.
	Northwest BC Funding Long-Term Development Plan	Q2 2025					A Long-Term Development Plan was developed allocating these funds over the 5 year financial plan to infrastructure planning and projects.
	Develop Long Term Financial Plans (LTFP)	Q4 2025 - Q4 2026					Once the AM Software is functional Long Term Financial Plans can be developed and continually updated utilizing the software.
	Develop policies and strategies that support LTFP's	Q4 2025 - Q4 2026					LTFP's will identify funding requirements needed for future asset repair and replacement. From this policies and strategies can be developed.
	Asset Management Plan	Q4 2025 - Q4 2026					Asset Management Plan development utilizing the AM Software data. Asset Management can then be a living document giving the ability to update the information to keep current.
<b>Indigenous Relations and Reconciliation: To explore and advance opportunities to work together with Indigenous governments on mutual goals and priorities for the benefit of our respective communities</b>							
<b>Advance Council to Council engagement session to share and discuss respective goals and objectives and identify opportunities for cooperation and collaboration on areas of mutual interest</b>	Council to Council Meetings	Q1 - Q4 2026					
	Protocol on Cooperation and Communication Agreement	Q3 2025					Nak'azdli Whut'en and the District staff are reviewing and recommending updates to be considered and approved by both Councils.
	Fire Service Agreement	Q3 2025					Nak'azdli Whut'en is reviewing Fire Service Agreement. Will be brought to Council for final approval once draft agreement is complete.
	Emergency Management Plan	Q3 - Q4 2025					Working with consultant that will work with Nak'azdli Whut'en and the District to create each organization's EMP so protocols are linked. Staff are in process of procuring a contractor.
<b>Continue Negotiations with Nak'azdli Whut'en Chief and Council regarding shared municipal water and wastewater systems</b>	Wastewater Open House	Q2 2025					Stantec to provide an update and information at a combined community open house.
	Sewer Service Agreement	Q3 2025					Agreement has expired. Staff to draft new agreement for consideration of both respective Councils
	Water Service Agreement	Q3 2025					Agreement has expired. Staff to draft new agreement for consideration of both respective Councils
	Wastewater Feasibility Studies	Q1 2025 - Q4 2026					Working with Nak'azdli Whut'en to come to an agreeable direction for further feasibility studies to find a solution for wastewater that is possible environmentally and financially for the community.
	Shared Water Well	Q3 2025 - Q3 2026					Planning with Nak'azdli Whut'en and Stantec to complete shared water well project that will provide redundancy

Updated : August 8, 2025

2025 Corporate workplan

Appendix A: 2025 Corporate Workplan

Council Objectives	2025 Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>Adapting to a Changing Climate: To understand the impacts of climate change on our community and take appropriate measures to protect our citizens and infrastructure</b>							
Complete a hazard vulnerability risk assessment to inform future emergency mitigation and response planning	Hazard, Risk & Vulnerability Analysis	Q4 2025					While the RDBN's 2023 document includes the District of Fort St. James and surrounding area, a new HRVA will be completed for the District as we work on our Emergency Management Plan now that the final EDMA document and changes have been completed.
Investigate water distribution line extensions to provide fire flows for unserved properties	Waterline Extension Project	2024					Stones Bay waterline extension project
Undertake the development of a carbon action plan to guide the District's efforts to address climate change	Corporate Energy & Emissions Plan	2024					Council adopted the Corporate Energy and Emissions Plan August 27, 2024
	Purchase of Hybrid Vehicles	Q1 2025					Part of Corporate Energy and Emissions Plan recommendations/planning to integrate low emission vehicles into the fleet
Undertake approved fuel management initiatives adjacent to the community to mitigate impacts from wildfires	Renewal/Revision of the Community Wildfire Resiliency Plan (CWRP)	Q4 2026					Staff will look to utilize UBCM's CRI funding in order to revisit and revitalize the District's CWRP.
	CWRP TU-1	Q4 2024					
	CWRP TU-2	Q3 2025					TU-2 was started early Q1 of 2025. Hauling of logs, deactivation of road, final assessment, and burn planned for Q4.

2025 Corporate workplan

Appendix A: 2025 Corporate Workplan

Council Objectives	2025 Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>Organizational Effectiveness: To provide quality governance and service delivery for our community</b>							
<b>Strategic Plan Goal: To provide quality governance and service delivery for our community.</b>	Committees and Commissions Procedure Manual	Q3 2024					Sets standardized guidelines for the creation and operation of committees and commissions
	Officers Bylaw	Q2 2025					Updated with clear powers, duties and responsibilities that align with operational and legislative requirements
	Development Documentation Revitalization	Q3 2025					Simplify development processes inclusive of templates and bylaw updates, planned completion in August 2025.
	Community Forest LLC	Q4 2025 - Q4 2026					Transition Community Forest operations to a Limited Liability Company reducing risk and liability to the District.
	Policy Inventory Review	Q3 2025					Staff to review all Policies that are in place and organize as repeal or update and separate policy from procedure. Also review gaps in policies.
	Action Policy Inventory Review	Q4 2025 - Q2 2026					Bring forward policies to repeal, updated policies that remove procedure, introduce new policies.
<b>Undertake an organizational assessment to evaluate the performance of key functions within the municipal operations and identify and mitigate any risks associated with organizational performance</b>	Organizational Assessment Report	Q1 2024					Organization Assessment Report was completed
	Organizational Assessment Action Plan	Q3 2025					Staff to bring forward a report to council showing completed/in progress and updates regarding the Organizational Assessment Report including an implementation plan.
<b>Investigate and deliver ongoing training workshops for Council to develop and enhance governance competencies and processes</b>	Council Training Opportunities	Q3 2025					Staff to bring a report to Council that outlines training/workshop topics/opportunities for Council's consideration.
	Set up Training/Workshop	Q3 - Q4 2025					Staff to book training with Consultant to deliver the training/workshop of Council's chosen training/workshop.




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**Date:** August 12, 2025  
**Report to:** Mayor and Council  
**From:** Rachelle Willick, Chief Administrative Officer  
**Subject:** Economic Development Officer Update Report

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**RECOMMENDATIONS**

THAT Council authorize a salary scale of \$80,000 to \$100,000 for the Economic Development Officer Position.

THAT Council authorize the CAO to hire an Economic Development Officer in 2025;

AND THAT the 2025 Financial Plan be amended to remove the NDIT Economic Development Grant revenue in the amount of \$50,000.

**ALTERNATE RECOMMENDATIONS**

That Council authorize a salary Scale of [Council provided amount] to [Council provided amount]

THAT Council put a hiring freeze on the Economic Development Officer position until 2026.

**PURPOSE**

The purpose of this report is to update Council on the Economic Development Officer (EDO) vacancy and to acquire a Council resolution to increase the salary amount for this position to help attract quality candidates. Further, to inform Council that the NDIT Economic Development Grant was not submitted for 2025.

**BACKGROUND**

At Regular Council Meeting 2024-20 held November 12, 2024, Council resolved the following:

*THAT Council approve the application to Northern Development Initiative Trust's Economic Development Capacity Building Fund for up to \$50,000 to support Economic Development Capacity at the District of Fort St. James.*

It has come to staff's attention that the application was never submitted to NDIT and therefore never approved.

With few acceptable applicants received the EDO position has remained vacant since February 28, 2025. Using salary data available through Civic Info, the CAO compared EDO wages for

District of Fort St. James  
Economic Development Officer Update Report  
Regular Council Meeting No. 2025-15  
Tuesday, August 12, 2025  
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District’s throughout B.C. The data showed the median range for EDO’s to be \$116,000 with the lowest salary being the District’s salary of \$78,280. Increasing the wage scale to between \$80,000 and \$100,000 brings the salary more in line with industry standards of District’s within B.C with the aim to attract quality candidates.

Officers Bylaw No. 1089, 2025 gives the CAO authority for compensation within budgets and policies approved by Council. Being that the position has been vacant since February, this increase would keep within budget for 2025, however, it would go over the current Financial Plan’s budgets set for 2026-2029. As such, the CAO has brought this request forward for Council’s approval.

**EXISTING POLICY**

4.13 Hiring Policy

**FINANCIAL/BUDGETARY CONSIDERATIONS**

Assuming a successful candidate was hired mid-September it is estimated the EDO salary expenditure for 2025 would be a maximum of \$38,000 based on the \$100,000 salary.

The current budget is as follows:

Salary           \$78,280  
NDIT Grant     (\$50,000)  
District Portion \$28,280

If approved, this would mean the District’s portion toward the EDO position for 2025 would be increased by approximately \$9,720. For subsequent years, the District’s maximum annual portion would increase from \$28,280 to \$50,000 + CPI increases.

The figures above do not include Merc’s.

**PERSONNEL IMPLICATIONS**

As the EDO Position remains vacant, the Corporate Officer (CO) has had to take on items such as Grant reporting and other duties to maintain compliance. This time takes the CO way from their CO functions.

**SIGN OFF**

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




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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **2025-2030 Music Makers Lease**

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**RECOMMENDATIONS**

THAT Council approves entering into a 5-year Lease Agreement, with Fort St. James Music Makers, with the option to renew for an additional 5-year term, in the form attached to the Report from the Corporate Officer titled “2025-2030 Music Makers Lease”, dated August 12, 2025;

AND THAT the Mayor and Corporate Officer be authorized to execute the Lease Agreement.

**PURPOSE**

The purpose of this report is to provide Council the 2025-2030 Music Makers Lease for approval.

**BACKGROUND**

In 2024 staff brought forward a report to Council informing Council that the existing Lease with Music Makers had expired and provided the building costs being incurred by the District with no compensation in return. This report brought forward the idea of drafting new leases that have nominal rental charges, but at minimum have the tenants to pay for utilities of these buildings.

Council resolved to have Staff draft new leases that charges a to be determined rental amount and require tenants to pay for utilities.

The Lease attached to this report as **Appendix A** has been agreed upon by Music Makers and should Council approve the lease will be executed following the property disposition requirements.

**LEGAL/STATUTORY AUTHORITY**

*Community Charter Part 3 Division 3 - Municipal Property*

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS**

S. 26(1) Requires municipalities to publish notice of the proposed disposition in accordance with S. 94 public notice requirements (2 consecutive weeks within the local newspaper). Prior to executing the agreement, the notice requirements must first be met.

District of Fort St. James  
2025-2030 Music Makers Lease  
Regular Council Meeting No. 2025-15  
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**ATTACHMENTS**

**Appendix A:** 2025-2030 Music Makers Lease

**SIGN OFF**

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

**LEASE AGREEMENT**

THIS LEASE dated for reference the [redacted] day of [redacted], 2025

BETWEEN:

**DISTRICT OF FORT ST. JAMES**, a municipal corporation incorporated pursuant to the *Local Government Act*, RSBC 2015, s. 3 and having municipal offices at 477 Stuart Drive West, Fort St. James, British Columbia V0J 1P0

(the “**District**”)

AND:

**FORT ST. JAMES MUSIC MAKERS (INC. NO. S0010697)**, a society pursuant to the *Societies Act* (British Columbia) and having offices at 255 2nd Avenue West, Fort St. James, British Columbia V0J 1P0

(the “**Tenant**”)

WHEREAS:

- A. The District is the registered owner in fee simple of the lands and improvements located in the District of Fort St. James, British Columbia, and legally described as PID: 012-614-181, LOT 6 BLOCK 2 DISTRICT LOT 110 RANGE 5 COAST DISTRICT PLAN 1691 (the “**Land**”);
- B. The Tenant has occupied the building located on the Land as shown on the plan attached as Schedule A (the “**Premises**”), for the purpose of operating a performing arts organization and wishes to continue renting the Premises in accordance with this Lease; and
- C. The District agrees to lease the Premises to the Tenant on the terms and subject to the conditions set out herein;

NOW THEREFORE THIS LEASE is evidence that in consideration of the mutual promises contained in this Lease and other good and valuable consideration paid by each of the parties to the other (the receipt and sufficiency of which each party acknowledges), the parties covenant and agree as follows:

**ARTICLE 1 – DEFINITIONS AND INTERPRETATION**

1.1 In this Lease, words and phrases shall be defined as follows:

- a) “**Commencement Date**” has the meaning defined in section 2.1 of this Lease;

Appendix A: 2025-2030 Music Makers Lease

- b) “**Community Charter**” means the *Community Charter*, SBC 2003, c 26, as amended or re-enacted from time to time;
- c) “**District**” means the District of Fort St. James and where the context applies, includes its elected officials, employees, agents, and contractors;
- d) “**Land**” has the meaning set out in paragraph A of the recitals;
- e) “**Premises**” has the meaning set out in paragraph B of the recitals;
- f) “**Rent**” has the meaning defined in section 3.1 of this Lease;
- g) “**Tenant**” means Fort St. James Music Makers and where the context applies, includes its directors, members, employees, agents, licensees, and all others over whom the Tenant may reasonably be expected to exercise control;
- h) “**Term**” means the period from the Commencement Date until the Termination Date as defined in 2.1 of this Lease; and
- i) “**Termination Date**” has the meaning defined in section 2.2 of this Lease.

1.2 **Interpretation** – Wherever the singular or masculine or neuter is used in this Lease, the same shall be construed as meaning the plural, the feminine or body corporate where the context so requires.

1.3 **References to Tenant** – Any reference to the “Tenant” includes, where the context allows, subtenants and occupants of the Tenant and employees, agents, licensees and invitees of the Tenant and all others over whom the Tenant may reasonably be expected to exercise control and any default in observing or performing the Tenant’s obligation by such person, shall be deemed to be defaults of the Tenant.

1.4 **Captions** – The captions appearing in this Lease have been inserted for reference and as a matter of convenience and do not define, limit or enlarge the scope or meaning of this Lease.

1.5 **Schedules** – The following schedule is attached to and forms part of this Lease:

- a) Schedule A – Premises.

**ARTICLE 2 – DEMISE AND TERM**

2.1 **Demise** – The District hereby demises and leases to the Tenant the Premises to have and hold for the Term as the Tenant, and the Tenant does hereby accept the demise and lease of the Premises, all subject to the covenants, conditions, and agreements herein contained, provided that, subject to Article 8 of this Lease, the parties agree that this Lease may be terminated prior to the end of the Term by:

**Appendix A: 2025-2030 Music Makers Lease**

- a) either party providing written notice to the other party of termination of this Lease with the date of termination to be not less than 30 days after the date that notice is provided; or
  - b) alternatively, at any time by the mutual written agreement of the parties.
- 2.2 **Term** – The Term of this Lease shall commence on the [redacted] day of [redacted], 2025 (the “**Commencement Date**”) and continue for a period of five (5) years, expiring on the [redacted] day of [redacted], 20\_\_ or when otherwise terminated in accordance with this Lease (the “**Termination Date**”).
- 2.3 **Quiet Enjoyment** – Subject to this Lease, the Tenant shall and may peaceably hold and enjoy the Premises during the Term without interruption or disturbance by the District or any person lawfully claiming under the District.
- 2.4 **Holding Over** – If the Tenant should hold over after the expiration of the Term and the District should accept rent, the new tenancy thereby created shall be a tenancy from month to month and not a tenancy from year to year, and shall be subject to the covenants and conditions herein contained so far as the same are applicable to a tenancy from month to month with Rent payable in the amount of 125% of the Rent payable during the final month of the Term.
- 2.5 **Renewal of Lease** – Provided the Tenant has regularly paid the Rent when due, and not breached the terms and conditions of this Lease, the District shall, at the expiration of this Lease, grant to the Tenant a renewal lease of the Premises for a further term of five (5) years at a new rent rate to be agreed upon. The renewal lease shall be subject to the same terms and conditions contained in this Lease (save with respect to rent). The Tenant, to obtain such a renewal lease, shall give the District a written notice of its desire for such renewal lease at least ninety (90) days prior to the expiration of this Lease. If the parties are unable to agree on a rent for the renewal of five (5) years within sixty (60) days before the expiration of this Lease, subject to section 8.10, the parties shall settle the matter through dispute resolution.

The Tenant shall be entitled to renew the Lease under this section no more than three (3) times, and any desire on the part of the Tenant to lease the Premises for more than three (3) renewal terms of this Lease shall be expressed in writing to the District at least sixty (60) days prior to the expiration of the term of the last renewal lease, and the District shall advise the Tenant within sixty (60) days of such application whether or not it is prepared to grant a new Lease of the Premises. The decision of whether or not to grant a new lease shall be in the sole discretion of the District.

**ARTICLE 3 – RENT**

- 3.1 **Rent** – The Tenant shall pay to the District the following amounts (the “**Rent**”) at the following times:

**Appendix A: 2025-2030 Music Makers Lease**

- a) on the Commencement Date, the amount of \$100.00 per month, plus applicable GST, payable monthly and in advance on the first day of every month of the Term; and
  - b) such other amounts in accordance with the terms and conditions of this Lease.
- 3.2 **Premises Accepted “As Is”** – The Tenant accepts the Premises “as is” and acknowledges that the District has made no representations or warranties respecting the Premises.
- 3.3 **Net Lease** – It is the intention of both parties that this is a “net lease” and that all expenses, costs, and payments incurred in respect of the Premises and any other improvement to the Premises or anything affecting the Premises shall be borne by the Tenant, in addition to the Tenant’s obligation to pay Rent and otherwise abide by the terms of this Lease and the Contract.
- 3.4 **Taxes** – The District shall be responsible for all property taxes in respect of the Premises.
- 3.5 **Utilities** – The Tenant shall pay all charges for water supply, sewage disposal, garbage removal, gas, heating fuel, telephone service, cablevision, electricity, power, or other utility or communication service rendered in respect of the Premises.
- 3.6 **GST** – The Tenant shall pay Goods and Services Tax (“GST”) on all Rent paid to the District under this Lease. For certainty, the amounts specified in this contract do not include GST.

**ARTICLE 4 – USE OF PREMISES**

- 4.1 **Assigning and Subletting** – Except as expressly permitted in this Lease, the Tenant shall not assign this Lease in whole or in part and shall not sublet all or any part of the Premises, or grant use of the Premises to the same individual or entity on a recurring or ongoing basis without the Tenant obtaining the prior written consent of the District in each instance. In requesting the District’s consent to an assignment, sublease, or license of the Premises, the Tenant shall, if required by the District, enter into sub-leases, assignment agreements or licenses of the Premises on terms required by the District, including requirements for insurance and indemnities. No assignment by the Tenant shall release the Tenant from its obligations to observe or perform the Tenant’s obligations under this Lease.

Notwithstanding the foregoing, the Tenant may, without obtaining the prior written consent of the District, permit occasional and short-term use of the Premises by third parties for community events, private functions, weddings, or similar purposes, provided that such use is not provided to any individual or entity on a recurring or ongoing basis.

- 4.2 **Use of Premises** – The Tenant shall use the Premises only in relation to activities permitted by relevant zoning bylaws and permitted by the Tenant’s articles and all applicable enactments. For greater certainty, the Tenant agrees that the Premises shall not be used for any other purposes unless the Tenant obtains the prior written approval of the District. Access to and use of the Premises by the general public shall be in accordance with policies

developed by the Tenant and approved by the District and having regard to relevant guidelines approved by the District.

- 4.3 **Construction** – The Tenant may, if the Tenant is not in default under this Lease and with the prior written consent of the District, undertake improvements, construction or renovations of the Premises at the Tenant’s sole expense. Any alteration, maintenance or construction on the Premises by the Tenant shall be performed by licensed and qualified professionals. In giving its consent, the District may impose any conditions, including, without limitation, location requirements, use restrictions, financial restrictions, insurance requirements and security obligations. The Tenant acknowledges that all leasehold improvements become the property of the District upon affixation to the Premises, without any obligation by the District to pay for the leasehold improvements. The Tenant acknowledges that all improvements to the Premises, past and present, are to remain affixed to the Land.
- 4.4 **Repairs and Maintenance** – Throughout the Term, the Tenant shall maintain and keep the Premises in a state of good repair as a prudent owner would do. The District may repair, maintain, replace or alter the Premises during the Term as it considers reasonably necessary in its absolute discretion and shall provide such services as the District considers necessary in its capacity as a landlord. The District may enter the Premises upon not less than 24 hours notice to the Tenant, unless otherwise agreed upon by both parties, to make any repairs it considers necessary.
- 4.5 **No Nuisance** – The Tenant shall not, at any time during the use, exercise or carry on or permit or suffer to be used, exercised or carried on, in or upon the Premises or any part thereof any noisy, noxious or offensive art, trade, business, occupation, or event and, the Tenant shall not carry on, or suffer or permit to be carried on, any act, matter or thing which shall or may constitute a nuisance or an unreasonable annoyance to the District, to any occupant of Premises and premises in the vicinity of the Premises or to the public generally.
- 4.6 **Public Safety** – The Tenant shall take all reasonable precautions to ensure the safety of persons using the Premises.
- 4.7 **Waste** – The Tenant shall not commit, suffer, or permit any wilful or voluntary waste, spoil or destruction of the Premises.
- 4.8 **Zoning** – Without limiting section 5.3, the Tenant acknowledges that the Tenant shall not use the Premises or permit a use in breach of the District’s applicable zoning bylaws.
- 4.9 **Reimbursement** – The Tenant shall reimburse the District for any damage or loss which occurs to the Land in connection with its use under this Lease. The District may repair any damage or loss so that the Land is in the condition in which it existed immediately before the damage or loss occurred, at the expense of the Tenant. The expense incurred by the District in making any repair, plus an amount equal to fifteen percent (15%) on account of overhead incurred by the District, is a debt due and owing by the Tenant to the District and is payable by the Tenant within fifteen (15) days after delivery of an invoice by the District.

- 4.10 **Right to Inspect** – The Tenant shall permit the District to enter the Premises upon not less than 24 hours notice to the Tenant, unless otherwise agreed upon by both parties, to determine if the Tenant is complying with all its promises under this Lease.
- 4.11 **Liens and Judgments** – The Tenant shall not permit any liens, judgments or other charges to be registered against the Land except those charges permitted in writing by the District. Unless otherwise agreed in writing, if any lien, judgment or other charge is registered, the Tenant shall obtain its discharge within 30 days of the said registration.
- 4.12 **Environmental Contamination** – The Tenant shall at all times and in all respects comply with and abide by the requirements of all applicable enactments, orders and guidelines, which deal with environmental protection and safety and any contaminant, pollutant, dangerous substance, liquid waste, industrial waste, hauled liquid waste, and hazardous material or hazardous substance. Without limiting the foregoing, the Tenant shall comply with the following provisions:
  - a) the Tenant shall comply with any and all duties, obligations, or liabilities under any relevant law in respect of the Premises, including any costs, expenses, or liabilities for any remedial action for any pollution of the Premises caused by the Tenant during the Term;
  - b) the Tenant shall provide the District with immediate notice of any condition on the Premises or that may result in any fines, penalties, orders, proceedings, investigations, litigation, or enforcement proceedings, made or threatened by any third parties or governmental agencies upon becoming aware of such condition; and
  - c) the Tenant shall provide the District with immediate notice in writing, upon the Tenant becoming aware of any contamination of the Premises.
- 4.13 **Licence** – The District hereby grants a licence to the Tenant during the Term to access and use that part of the Land outside the Premises as necessary for ingress to and egress from the Premises and as reasonably necessary for the Tenant to enjoy its rights to the Premises under this Lease. In connection with this licence, the Tenant covenants and agrees to abide by all of its obligations under this Lease in respect of the Land.

**ARTICLE 5 – TENANT’S REPRESENTATIONS AND COVENANTS**

- 5.1 **Legal Status** – The Tenant warrants, represents and agrees that it has the power and capacity to enter into and carry out the transaction provided for in this Lease.
- 5.2 **Permits Required** – The Tenant covenants and agrees that prior to undertaking any improvements, construction or renovations of the Land, the Tenant shall obtain the written consent of the District and obtain a building permit and comply with all applicable enactments imposed by the District on construction and development within its boundaries.
- 5.3 **Compliance with Laws** – The Tenant covenant and agrees that during the Term it shall use and occupy the Land in compliance with:

**Appendix A: 2025-2030 Music Makers Lease**

- a) the provisions, terms and conditions of this Lease;
  - b) the *Societies Act* (British Columbia); and
  - c) the bylaws of District and all other applicable enactments.
- 5.4 **Tenant’s Constitution and Bylaws** – The Tenant covenants and agrees to comply with the Tenant’s constitution and bylaws at all times, and shall notify the District in writing whenever a change in the Tenant’s constitution or bylaws occurs.
- 5.5 **Filing Notice of Interest** – Throughout the Term, the Tenant covenant and agrees that the District is entitled to file a Notice of Interest pursuant to the *Builders Lien Act, SBC 1997*, c. 45 as amended or re-enacted, in the appropriate Land Title Office against title to the Land.
- 5.6 **Lost or Damaged Personal Property** – The Tenant covenants and agrees to be responsible for all loss or damage to personal property of the Tenant or its members located on the Land from time to time.
- 5.7 **Other Disposition** – The Tenant covenants and agrees that the District reserves the right to grant rights of way, easements, covenants and other dispositions of the Land or any part of it in a manner consistent with this Lease and the Tenant shall execute any such document if requested by the District. The District shall make reasonable efforts to ensure that the activities of the Tenant are not impeded as a result of any grant under this section 5.7. For greater certainty, but without limiting the generality of the foregoing, a right of way, easement, covenant or other disposition is not inconsistent with this Lease if it does not charge the Land.
- 5.8 **Estoppel Certificate** – The Tenant covenants and agrees that it shall, upon request, execute and deliver a certificate certifying the current status of this Lease.
- 5.9 **Registration** – The Tenant covenants and agrees that this Lease is not in registerable form and the District shall not be obligated to deliver this Lease in registerable form.

**ARTICLE 6 – INSURANCE**

- 6.1 **District’s Insurance** – The District shall maintain the following insurance coverage with respect to the Premises:
- a) fire and comprehensive property damage insurance against all risks, against loss or damage to any personal property located on the Premises which insurance shall be for replacement cost.
- 6.2 **Tenant’s Insurance** – The Tenant shall maintain the following insurance coverage with respect to the Premises:
- a) Contents insurance for all the furnishings and chattels of the Tenant on a full-replacement basis;

**Appendix A: 2025-2030 Music Makers Lease**

- b) commercial general liability insurance policy or policies of not less than five million dollars (\$5,000,000) inclusive per occurrence and including the following provisions:
  - i) coverage for personal injury and property damage, including but not limited to, all premises and operations necessary or incidental to the performance of this Lease;
  - ii) blanket contractual liability, products and completed operations, tenants' legal liability, non-owned automobile liability, owner's and contractor's protective liability, contingent employers' liability, breach of conditions clauses;
  - iii) a waiver of subrogation clause in favour of the District;
  - iv) the District named as an additional insured; and
  - v) a cross-liability clause;
- c) on every contract of insurance required to be maintained pursuant to the provisions of this Lease include a provision requiring the insurer to give the District thirty (30) days prior written notice before making any material change in said insurance, or termination, or cancellation thereof;
- d) on the first day of the Term and thereafter immediately upon demand, deliver to the District a certificate or certificates of insurance as evidence that such insurance is in force, including evidence of any insurance renewal policy or policies and certification by the insurer that the certificate or certificates of Insurance specifically conforms to all of the provisions required herein;
- e) ensure that all insurance required to be maintained by the Tenant under this Lease is:
  - i) underwritten by a responsible insurance company or companies licenced to do business in the province of British Columbia; and
  - ii) primary and does not require the sharing of any loss by any insurer that insures the District;
- f) have the full responsibility to provide and maintain, at its own expense, additional insurance coverage, if any, including workers' compensation, that is necessary and advisable for its own protection or to fulfill its obligations under this Lease; and
- g) deliver a certified copy of any required certificate of insurance to the District within ten (10) days after demand therefore by the District.

The Tenant shall neither cancel nor approve any material change to the insurance policy(s) without having first received written approval of the District.

- 6.3 **Workers Compensation** – The Tenant shall, at its cost, carry and pay for full workers’ compensation coverage in respect of all workers, employees and other persons engaged in any work or service, non-payment of which would create a lien claim on the Land or the leasehold interest.

**ARTICLE 7 – INDEMNITY AND RELEASE**

- 7.1 **Indemnity and Release** - The Tenant shall indemnify and save harmless the District and its elected officials, officers, employees, agents, insurers and successors from and against any and all liabilities, obligations, damages, penalties, claims, costs fines, suits, demands and causes of action to, by or on behalf of any person, group, firm or corporation arising from the occupation or use of the Land by the Tenant or its directors, members, invitees, employees, agents, contractors, subcontractors, officers, members or any other person or persons for whose acts the Tenant is liable in law, or from any breach of the Tenant of any covenant, term or provision of this Lease by the Tenant or its members, servants or agents or that might arise during the occupancy of the Land by the Tenant under this Lease, save and except where any such matter is the cause of an act by the District or anyone for whom the District is in law responsible. The Tenant releases the District from all claims and demands which the Tenant may at any time have against it or its elected officials, officers, employees, agents or others, in respect of any matter arising from or related to this Lease.
- 7.2 **Survival of Indemnity and Release** – The indemnity and release contained in this Lease shall survive the expiration or earlier termination of the Term.

**ARTICLE 8 – TERMINATION AND DISPUTE RESOLUTION**

- 8.1 **Termination** – The District may terminate this Lease for any reason at any time during the term of this Lease or any renewal of it upon giving thirty (30) days written notice to the Tenant.
- 8.2 **Notice of Default** – Upon breach by the Tenant of any term or condition of this Lease, the District may give the Tenant seven (7) days’ notice to correct such breach to the satisfaction of the District. If such breach is not corrected within a reasonable period in the District’s discretion, or if the Tenant fails to begin and diligently pursue steps to cure the breach to the reasonable satisfaction of the District within seven (7) days after notice of the breach is given by the District, the District may terminate this Lease by giving notice of termination to the Tenant. This Lease shall terminate immediately on written notice of termination from the District to the Tenant under this section. The District may recover all fees, costs and damages due to the District under this Lease by suit or otherwise.
- 8.3 **District’s Right to Perform** – If the Tenant fails to rectify or cure a default within the time and in the manner specified in section 8.2 and if the default is one that can be rectified or cured by the District, the District may, without further notice to the Tenant, take all steps considered in its sole discretion necessary to rectify or cure the default and all costs of doing so, including the cost of retaining professional advisors, shall be payable immediately by the Tenant as additional Rent. Nothing in this Lease obligates the District

**Appendix A: 2025-2030 Music Makers Lease**

Page 10 of 14

to rectify or cure any default of the Tenant but should the District choose to do so, the District shall not be liable to the Tenant for any act or omission in the course of rectifying or curing or attempting to rectify or cure any default.

8.4 **Distress** – If the Rent payable by the Tenant under this Lease is in arrears, the District or a person authorized in writing by the District may enter upon the Premises and seize and goods or chattels and may sell the same.

8.5 **Provisos** – Provided always and it is hereby agreed that the District may, without further notice to the Tenant, terminate this Lease and re-enter and take possession of the Premises if:

- a) the Rent or any other amount due to the District hereunder is unpaid for seven (7) days after notice pursuant to section 8.2;
- b) the Tenant fails to observe, comply with, or perform any of its covenants, agreements, or obligations herein and the failure is not rectified or cured by the Tenant within the time specified in section 8.2;
- c) the Tenant fails to hold a general meeting of members for a consecutive period of eighteen (18) months or longer;
- d) any order is made for the winding up of the Tenant;
- e) the Tenant ceases to be in good standing under the *Societies Act* (British Columbia) or any other provincial or federal act governing corporate bodies or if an order is made, a resolution passed, or a petition filed, for the Tenant’s liquidation or winding up; or
- f) the Tenant is struck off the Corporate Register by the Registrar for any just reason whatsoever.

The Tenant shall make no claim for compensation, in damages or otherwise, upon the lawful termination of this Lease under this section 8.5. If the District terminates this Lease, the District retains the right to proceed at law against the Tenant for all the Rent and other loss or damage and costs.

8.6 **Reverter** – The Tenant acknowledges that in the event the Lease is terminated, all improvements to the Land, past and present, shall become the property of the District.

8.7 **Costs** – If the Tenant defaults on this Lease, the Tenant shall pay to the District the District’s full costs including legal costs arising from the default, whether before action or otherwise and, at the option of the District, upon a solicitor and client basis.

8.8 **Remedies Cumulative** – The District’s remedies in this Lease are cumulative and are in addition to any remedies of the District at law or in equity.

- 8.9 **Bankruptcy** – If this Lease is at any time seized or taken in execution or in attachment by any creditor of the Tenant, or if the Tenant should become insolvent or make any assignment for the benefit of creditors, or commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankrupt petition is filed or presented against the Tenant or the Tenant consents to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging the Tenant to be bankrupt under any law relating to bankruptcy and insolvency, then at the option of the District, the Rent and all outstanding levies and charges shall become immediately due and payable and this Lease shall immediately become forfeited and void and the District may re-enter and take possession of the Premises.
- 8.10 **Dispute Resolution** – In the event of any disagreement or dispute between the parties relating to the interpretation of this Lease or concerning any matter arising under it, each of the parties shall attempt to settle the matter, disagreement, or dispute. If the parties are unable to resolve the matter within thirty (30) days, the parties agree that the matter shall be referred to a single arbitrator for determination pursuant to the provisions of the *Arbitration Act* (British Columbia).

**ARTICLE 9 – SURRENDER OF CONTROL OF THE PREMISES**

- 9.1 **Surrender** – The Tenant shall, at the expiration or earlier termination of this Lease, unless the parties enter into a new agreement, peaceably surrender and yield the Premises to the District in good and substantial repair in all aspects, reasonable wear and tear only accepted. The Tenant is not entitled to any compensation for any loss, including economic loss, or injurious affection or disturbance resulting in any way from the termination of this Lease.

**ARTICLE 10 – NOTICE**

- 10.1 **Notice** – Any notice or instrument required to be given or made under this Lease shall be in writing and either delivered in person, emailed, or sent by registered mail to the other party at the address set out below, or at such other address as each party may designate by notice in writing to the other party as follows:

- a) **Fort St. James Music Makers**  
255 2nd Avenue West  
Fort St. James, BC V0J 1P0  
Attention: \_\_\_\_\_  
Email: \_\_\_\_\_
  
- b) **District of Fort St. James**  
477 Stuart Drive West  
Fort St. James, BC V0J 1P0  
Attention: Rachelle Willick  
Email: cao@fortstjames.ca

The address for notice may be changed by either party from time-to-time by providing written notice of such change as herein contained.

If any question arises as to when notice was given, it shall be deemed to have been received by the intended recipient on the earlier of the day it was received, or on the fifth (5<sup>th</sup>) day after it was mailed, faxed or otherwise given to the intended recipient.

**ARTICLE 11 – GENERAL**

- 11.1 **Severance** – If a court of competent jurisdiction holds any portion of this Lease invalid, the invalid portion shall be severed and the decision that it is invalid shall not affect the validity of the remainder of this Lease.
- 11.2 **Governing Law** – This Lease shall be governed by and construed in accordance with the laws of the Province of British Columbia.
- 11.3 **No Waiver** – Waiver by the District of any default by the Tenant shall not be deemed to be a waiver of any subsequent default. A waiver is effective only if it is in writing.
- 11.4 **References** – Every reference to each party is deemed to include the heirs, executors, administrators, successors, directors, employees, members, servants, agents, officers, and invitees of such party where the context so permits or requires.
- 11.5 **Amendment** – The Lease may not be modified or amended except by an instrument in writing signed by the District and the Tenant.
- 11.6 **Remedies Not Exclusive** – No remedy conferred upon or reserved to the District is exclusive of any other remedy herein or provided by law, but all such remedies shall be cumulative and may be exercised in any order or concurrently.
- 11.7 **No Joint Venture** – Nothing in this Lease shall constitute the Tenant as the agent, joint venture or partner of the District or give the Tenant any authority or power to bind the District in any way.
- 11.8 **Survival** – The parties’ rights and obligations which, by their nature, extend beyond the termination of this Lease, will survive any termination of this Lease.
- 11.9 **Powers Preserved** – Nothing in this Lease affects the right of the District to exercise its power within its jurisdiction.
- 11.10 **Entire Lease** – The provisions herein contained constitute the entire agreement between the parties and supersede all previous communications, representations, warranties, covenants and agreements whether verbal or written between the parties with respect to the subject matter hereof.
- 11.11 **Time of Essence** – Time is of the essence of this Lease.
- 11.12 **Further Assurances** – The parties shall execute and do all such further deeds, acts, things and assurances as may be reasonably required to carry out the intent of this Lease.

**Appendix A: 2025-2030 Music Makers Lease**

- 11.13 **Enurement** – This Lease shall enure to the benefit of and be binding upon the parties hereto and their respective successors.
- 11.14 **No Derogation** –Nothing contained or implied in this Lease will fetter in any way the discretion of the District or the Council of the District. Further, nothing contained or implied in this Lease will derogate from the obligation of the Tenant under any other agreement with the District or, if the District so elects, prejudice or affect the District’s rights, powers, duties or obligation in the exercise of its functions pursuant to the *Community Charter* or the *Local Government Act* (British Columbia), as amended or replaced from time to time, or act to fetter or otherwise affect the District’s discretion, and the rights, powers, duties and obligations of the District under all public and private statutes, bylaws, orders and regulations.
- 11.15 **District’s Conditions** – This Lease and the District’s obligations hereunder shall be subject to the approval of the District’s municipal council and the District’s compliance with all requirements under the *Community Charter* or any other enactment.
- 11.16 **Counterparts** – This Lease may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart will be deemed to be an original. All counterparts will be construed together and will constitute the same Agreement.

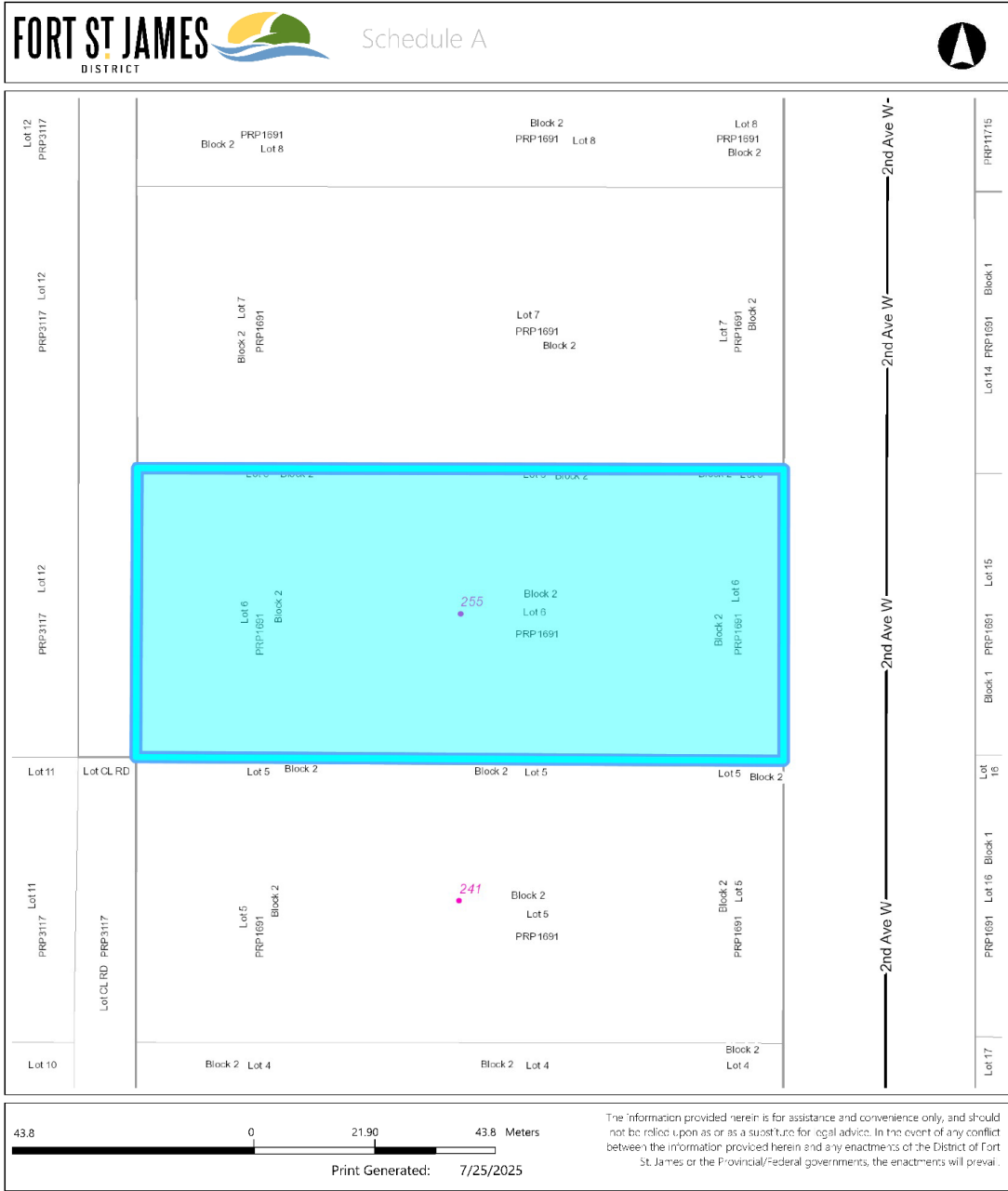
IN WITNESS WHEREOF, the parties have executed this Lease as of the date first written above.

**DISTRICT OF FORT ST. JAMES,** )  
 by its authorized signatories: )  
 )  
 )  
 \_\_\_\_\_ )  
 Name: )  
 )  
 \_\_\_\_\_ )  
 Name: )

**FORT ST. JAMES MUSIC MAKERS,** )  
 by its authorized signatories: )  
 )  
 )  
 \_\_\_\_\_ )  
 Name: )  
 )  
 \_\_\_\_\_ )  
 Name: )

Appendix A: 2025-2030 Music Makers Lease

SCHEDULE A  
PREMISES






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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Alexander Bihori, Corporate Officer  
**Subject:** **Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025**

---

**RECOMMENDATIONS**

THAT Council gives “Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025” first reading.

THAT Council gives “Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025” second reading.

THAT Council gives “Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025” third reading.

**PURPOSE**

The purpose of this report is to bring forward Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025 for first three readings.

**BACKGROUND**

At Regular Council Meeting No. 2025-13, held July 8, 2025, Council gave first three readings to *Bylaw Notice Enforcement Bylaw No. 1091, 2025*. One requirement discussed during the readings of this Bylaw is that the Regional District of Bulkley-Nechako is offering to host a joint Adjudication Registry on behalf of all municipalities within the Regional District. The District has informed the Regional District that we wish to enter into said agreement, and said agreement must be entered into by bylaw.

**LEGAL/STATUTORY AUTHORITY**

*Local Government Bylaw Notice Enforcement Act*

**LEGAL/STATUTORY PROCEDURAL REQUIREMENTS**

- 2(4) Anything that a local government is authorized to do under this Act may be done jointly by two or more local governments by agreement adopted by a bylaw of each local government that is a party to it.

District of Fort St. James  
Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025  
Regular Council Meeting No. 2025-15  
Tuesday, August 12, 2025  
Page 2 of 2

**ATTACHMENTS**

*Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025*

**SIGN OFF**

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

**DISTRICT OF FORT ST. JAMES  
BYLAW NOTICE ADJUDICATION AGREEMENT AUTHORIZATION  
BYLAW NO. 1092, 2025**

*A Bylaw to Authorize the District of Fort St. James to enter into a Bylaw Notice Dispute Adjudication Registry Agreement with the Regional District of Bulkley-Nechako.*

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

1. This Bylaw may be cited for all purposes as the "Bylaw Notice Adjudication Agreement Authorization Bylaw No. 1092, 2025".
2. The District of Fort St. James is hereby authorized to enter into the agreement titled "Regional District of Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry Agreement" with the Regional District of Bulkley-Nechako, in the form of Schedule "A", attached to and forming part of this Bylaw.

READ FOR A FIRST TIME THIS DAY OF , 2025.

READ FOR A SECOND TIME THIS DAY OF , 2025.

READ FOR A THIRD TIME THIS DAY OF , 2025.

ADOPTED THIS DAY OF , 2025.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer



**REGIONAL DISTRICT OF BULKLEY-NECHAKO  
BYLAW NOTICE DISPUTE ADJUDICATION  
REGISTRY AGREEMENT**

**BETWEEN**

**REGIONAL DISTRICT OF BULKLEY-NECHAKO**

**AND**

**DISTRICT OF FORT ST. JAMES**

***Schedule A to Bylaw Notice Adjudication Agreement  
Authorization Bylaw No. 1092, 2025***

THIS AGREEMENT made this            day of            , 2025 (the "Agreement").

BETWEEN:

**REGIONAL DISTRICT OF BULKLEY-NECHAKO (RDBN)**  
**Box 820**  
**37 3<sup>rd</sup> Avenue**  
**Burns Lake, BC, V0J 1E0**

AND:

**DISTRICT OF FORT ST. JAMES**  
**Box 640**  
**477 Stuart Drive West**  
**Fort St. James, BC, V0J 1P0**

AND:

**ADDITIONAL LOCAL GOVERNMENTS** (to be included in Schedule A, without further modification of this Agreement)

(hereinafter called the "Parties")

**WHEREAS** the *Local Government Bylaw Enforcement Act* (the "Act") provides that a local government may, by bylaw, deal with a bylaw contravention by bylaw notice in accordance with the Act;

**WHEREAS** the Act also provides that two or more local governments may enter into an agreement adopted by a bylaw of each local government that is party to it, to provide for the joint administration of a local government bylaw notice dispute adjudication system and the sharing of costs.

**NOW THEREFORE** in consideration of the mutual promises contained herein, the Parties agree as follows:

**Definitions**

1. In this Agreement, the following definitions apply:

**"Act"** means the *Local Government Bylaw Notice Enforcement Act*.

**"Adjudication"** means the process where the Disputant and the local government are provided opportunity to present evidence to the adjudicator who will decide whether they are satisfied that the contravention occurred as alleged.

**"Adjudication Fee"** means the sum of \$25.00 payable to the applicable Party should the disputant be unsuccessful in the dispute adjudication.

**"Agreement"** means this Agreement.

**"Authorizing Bylaw"** means a bylaw adopted by the Council or Board of each Party authorizing this Agreement.

**"Parties"** means the Regional District of Bulkley-Nechako, the Village of Burns Lake, and any additional local government that may be included later in Schedule A in accordance with Section 21 of this Agreement.

**"Party"** means any one of the Parties.

**"Registry"** means the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry established by this agreement.

**"Regulation"** means the Bylaw Notice Enforcement Regulation.

**"Roster Organization"** has the same meaning as the Regulation.

**"Screening Officer"** has the same meaning as the *Act*.

**The Registry**

2. Subject to the *Act* and to the adoption of the Authorizing Bylaws, the Parties to this Agreement agree that the notice dispute adjudication system, to be known as the Bulkley-Nechako Bylaw Notice Dispute Adjudication Registry, is hereby established.
3. The RDBN will operate the Registry on behalf of the Parties.
4. The RDBN will establish, fund and operate the Registry, and will recover its costs of operating the Registry by charging the other Parties on a per-adjudication basis and their proportional use of the Registry's services as outlined in this Agreement.
5. The Registry will be located at the RDBN Offices at 37 3<sup>rd</sup> Avenue, PO Box 820, Burns Lake, BC, V0J 1E0.

**Screening Officer**

6. A Bylaw Notice must be reviewed by the Screening Officer for the Party that issued the Bylaw Notice before a dispute adjudication may be scheduled.
7. Each Party is responsible for appointing its Screening Officers in accordance with the Act, and for administering and funding the Screening Officer positions. The Screening Officer positions and responsibilities are in no way a function of the Registry.

**Administrative Services**

8. The RDBN will provide and supervise the administrative services required by the Registry, subject to Sections 10 and 11 of this agreement.
9. The collection of penalties will be the responsibility of the applicable Party if not collected by the Registry immediately following an in-person adjudication.
10. The RDBN will not present evidence on behalf of, or represent, any other Party in support of a Bylaw Notice issued by that Party.

**Oversight Committee**

11. The Parties agree to establish an Oversight Committee to advise the RDBN regarding administrative procedures and policy relating to the operation of the Registry.
12. Each Party will appoint one representative to serve on the Oversight Committee. The Parties agree that the representatives will be paid employees of the Parties they represent and will not be remunerated by the Registry.
13. The Oversight Committee representative appointed by a Party shall serve as that Party's contact person for RDBN staff with respect to this agreement and the provision of administrative services required by the Registry.

**Payments and Disbursements**

14. The RDBN will prepare an annual operating budget for the Registry as part of the RDBN's corporate budgeting process and will fund the operation of the Registry from this budget.
15. The RDBN will recover its costs of operating the Registry from the Parties by charging the fees outlined in Schedule B, and by each Party paying their proportionate costs of

the fees charged by the Roster Organization based on the number of adjudications for each Party.

16. The RDBN will issue an invoice to the applicable Party within 60 days of service being rendered. Amounts owing are due and payable within 60 days of receipt of the invoice.
17. Any fees or penalties collected by the Registry will be credited to the relevant Party and subtracted from the amount owing by that Party for their participation in the Registry.
18. All costs relating to legal services, witnesses, Screening Officers and bylaw enforcement officers as they pertain to the dispute adjudication process, and to the activities of the Registry more generally, will be borne by the applicable Party which issued the Bylaw Notice in question and will not be borne by the Registry or by the RDBN on behalf of the Registry.

**Municipal Participation and Agreement Amendments**

19. The Parties will negotiate in good faith any proposed amendments to this Agreement upon request of any Party. All amendments must be in writing, approved by a two-thirds majority of the Parties in writing and executed by each party and listed as an itemized Amendment in Schedule C.
20. Subject to adoption of the required Authorizing Bylaw additional member municipalities of the RDBN may be added to this agreement in Schedule A without further modification of this Agreement by RDBN Board resolution, and execution of Section 28 of this Agreement by that municipality.
21. A Party may withdraw from this agreement by providing written notice to the other Parties 90 days in advance of that Party's withdrawal.

**Dispute Resolution**

22. 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 a Party, written notice may be provided by a Party to the Parties describing the nature of the breach or alleged breach, or the disagreement or dispute. In the event that such notice is given, the Parties will:

- a. immediately proceed to negotiate in good faith to resolve the matter to the mutual satisfaction of both parties; and
- b. if a resolution satisfactory to all Parties is not achieved within 60 (sixty) days of the first written notice being delivered to the other Parties, then either Party may serve a second written notice upon the other Parties that the matter is to be referred to binding arbitration; and
- c. a single arbitrator shall be appointed 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 all Parties to the dispute and the decision of that arbitrator shall be final, conclusive and binding on all Parties, with costs payable in respect of the arbitration to be determined by the arbitrator.

**Term**

23. This Agreement comes into effect on \_\_\_\_\_ and continues in effect until December 31, 2030. With the consent of a two-thirds majority of the Parties, the effect of this agreement can be extended until a new agreement is in place or until December 31, 2031, whichever comes first. Any Party may withdraw from this Agreement upon 30 days' written notice to the other Parties.

**Law Applicable:**

24. 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 will negate or fetter the legal authority of a Party to this Agreement.
25. The Parties agree that in the event that the RDBN is named in a legal action arising in any way, directly or indirectly, from the operation or administration of the Registry or any adjudication conducted pursuant to this Agreement, then the Party who issued the Bylaw Notice associated with or giving rise to the legal action will indemnify the RDBN for all of its costs, including staff time and solicitors and professional fees and disbursements, for responding to and defending against such legal action except in the case of dishonesty, gross negligence or malicious or wilful misconduct by the RDBN. Such costs will be paid within 30 days of receipt of an invoice for same from the RDBN.
26. Each Party is responsible for maintaining its own liability insurance in respect of its participation in this Agreement. Such insurance must cover any liability that may arise

from the negligence of such Party related directly or indirectly to or arising in any way from participation in this Agreement.

- 27 Each Party must immediately inform the other Parties if the insurance coverage required herein is cancelled, expired or has otherwise lapsed.

**Execution of Agreement**

28. This Agreement may be executed in counterparts through original copies, facsimile copies, or by emailed PDF copies. Each counterpart will be deemed to be an original that, together with the other counterparts, constitutes one agreement having the same effect as if the parties had signed the same document.

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:

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer

The Corporate Seal of the  
District of Fort St. James  
was affixed hereto in the  
presence of:

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

**SCHEDULE A (ADDITIONAL LOCAL GOVERNMENTS)**

The following local governments have been added as parties to this Agreement as additional local governments:

<b>Local Government</b>	<b>Date Joined</b>

**SCHEDULE B (FEES)**

Hearing Scheduling Fee	\$50.00 per hearing
Hearing Fee	\$50 per quarter hour of hearing time

**BYLAW AMENDMENTS**

<b>Date Approved</b>	<b>RDBN Board Resolution</b>	<b>Description</b>



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**Date:** August 12, 2025  
**Report to:** Rachelle Willick, Chief Administrative Officer  
**From:** Susan Clarke, Chief Financial Officer  
**Subject:** **Grant in Aid: Music Makers**

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**RECOMMENDATIONS**

THAT the Grant in Aid request from Fort St. James Music Makers Society for the Music Maker’s 2025 Fall Performance Series be approved to the amount of \$6,500.

**ALTERNATE RECOMMENDATION**

THAT Council denies the Grant in Aid request from Fort St. James Music Makers Society for the Music Maker’s 2025 Fall Performance Series.

**PURPOSE**

The purpose of this report is to bring forward a Grant in Aid request received from the Fort St. James Music Makers Society for the Music Maker’s 2025 Fall Performance Series which includes the Rock the Park event, Jake’s Gift, Moby Dick, and People Like Vince.

**EXISTING POLICY**

Grant in Aid Policy No. 7.5E

- Council at their discretion may provide a lesser funding amount than requested by the applicant,
- Council at their discretion may place conditions on grant in Aid funding, and
- The Chief Financial Officer may bring an extraordinary application to Council outside of the regular intake periods such that the Applicant has satisfied the Chief Financial Officer that the request could not have been submitted within the quarterly intake periods.

**FINANCIAL/BUDGETARY CONSIDERATIONS**

The uncommitted 2025 Grant in Aid budget is \$36,261.04

**ATTACHMENTS**

**Appendix A:** Fort St. James Music Maker’s Grant in Aid Application

District of Fort St. James  
Grant in Aid: Music Makers  
Regular Council Meeting No. 2025-15  
Tuesday, August 12, 2025  
Page 2 of 2

**SIGN OFF**

Submitted by:	Susan Clarke, Chief Financial Officer
Approved by:	Rachelle Willick, Chief Administrative Officer

## Appendix A: Fort St. James Music Maker's Grant in Aid Application

Kenny Gallop  
 Music Makers Theatre  
 PO Box [REDACTED]  
 Fort St. James, BC V0J1P0  
 fortstjamesmusicmakers@gmail.com

July 4, 2025

Mayor & Council  
 477 Stuart Drive W  
 Fort St. James, BC V0J 1P0

RECEIVED

JUL 03 2025



Dear Mayor Elphee and Honourable Council Members,

I hope this message finds you well. I am writing on behalf of Music Makers. For over 50 years, Music Makers has been entertaining Fort St. James and the surrounding areas with community theatre productions. This year, we are bringing high-quality, professional theatre and entertainment to Fort St. James. Our 2025 Fall Performance Series will feature three professional live theatre productions, and a dynamic live hip-hop concert, called *Rock the Park*, featuring the Juno-Award winning duo, Snotty Nose Rez Kids. These events aim to enrich our community by offering a broad range of artistic experiences that cater to diverse audiences of all ages.

This year's exciting lineup includes two highly regarded theatre productions: *Jake's Gift* and *Moby Dick*, both appealing to teenage and adult audiences. Additionally, we will offer an all-ages performance called *People Like Vince*, which is a brand-new show by Green Thumb Theatre, aimed at ages 7 to 16. Our headlining act of the season is *Rock the Park*, a high-energy live concert featuring Snotty Nose Rez Kids, with an opening performance by local rap artist, Zalea. This hip-hop concert will appeal to many music lovers, but especially young adults, local high school students and First Nations communities.

The songs of the Snotty Nose Rez Kids, originally from Kitimaat Village, are inspired by their personal life experiences and are delivered in an upbeat, uplifting manner, with humor infused into much of their performance. The SNRK show will be unlike any live performance produced in our area in recent memory. We are hiring a production company from Prince George that offers the highest-quality audio/visual experience available in Northern BC. Above all, our goal is to bring a high-quality show to people who may not otherwise have the means to travel to see such a spectacle.

*Rock the Park* has already issued over 500 tickets. Half of those tickets have been sold to people outside of Fort St. James. This means that this event will be an economic boost to our community. To insure this, we have partnered with local restaurants, as well as The View and New Caledonia Motel to offer discounts to people who show their tickets on the day of the performance. The restaurants will also offer discounts on the days of the theatre performances to encourage people to support our local businesses.

We are asking for your support to help with the costs associated with this venture, particularly to help with the artist and audio-visual fees. Your support would not only help us create meaningful cultural experiences but also enhance the growth and development of the performing arts in our community. We hope you will consider joining us in this exciting new chapter as we aim to make the 2025 season memorable and impactful.

Thank you for your time and consideration. We look forward to the possibility of partnering with you and furthering the arts in our community.

Sincerely,  
 Kenny Gallop  
 Program Director  
 Music Makers

Appendix A: Fort St. James Music Maker's Grant in Aid Application



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	July 4, 2025
Organization's Full Legal Name	Fort St. James Music Makers
Mailing Address	PO Box 1313, Fort St. James, BC V0J 1P0
Organization Website	www.musicmakersFSJ.ca
Organization President/Executive Director	Kenny Gallop
Applicant Name	Eileen Bennison
Applicant Title/Position	Secretary
Phone Number	[REDACTED]
Email	fortstjamesmusicmakers@gmail.com
Contact Person (if different)	Kenny Gallop
Contact Person position	President / Program Director
Contact Person Phone Number	[REDACTED]
Contact Person Email	fortstjamesmusicmakers@gmail.com

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: Fort St. James Music Maker's Grant in Aid Application

# Proposal Request

Program / Project / Event Name

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

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 \$

Total budget \$

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

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

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

Appendix A: Fort St. James Music Maker's Grant in Aid Application

## 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: Fort St. James Music Maker's Grant in Aid Application**

**Mission Statement/Purpose:**

Our purpose is to enrich and inspire our community by providing access to high-quality, live theatre and musical performances. We strive to foster creativity, cultural appreciation, and community connection by making the performing arts an integral part of Fort St. James and surrounding areas.

**Brief Description of Organization:**

Music Makers was incorporated as a not-for-profit society on February 5th, 1974, and has been providing community theatre productions in Fort St. James for over 50 years. We aim to create works that resonate with individuals from all walks of life, while fostering a collaborative environment that invites diverse voices to contribute to the creative process. This year, we are expanding the scale of what we offer our community by bringing professional productions to our town. It is our goal to offer a variety of content throughout the year including theatre, live music, standup comedy, and other types of performance art.

**Current Fundraising Initiatives:**

We've applied for grant funding through various organizations, including FSJ Community Foundation, RDBN, Centerra Gold, BC Arts Council, and Integris Community Enrichment. Some have awarded our request, others not, some are still pending.

We've also sought out financial sponsorship from local private businesses, and in-kind donations such as lodging for our artists and items for our concession table.

Our other source of revenue will be from ticket sales for the events.

**Program/Project/Event Name.**

Music Maker's 2025 Fall Performance Series

**Description & Benefit to the Community.**

We've contracted three theatrical productions featuring professional BC actors and are producing *Rock the Park*, a live outdoor hip-hop concert. These events make up our Fall Performance Season, which we hope to establish as an annual tradition.

**Appendix A: Fort St. James Music Maker's Grant in Aid Application**

The season appeals to diverse audiences. Theatre productions include the award-winning *Jake's Gift*, *Moby Dick*, and *People Like Vince*, a new family show from Green Thumb Theatre.

*Rock the Park* features Juno-Award-winning Snotty Nose Rez Kids, and rising local artist Zalea. This show has a production value unlike anything ever produced here. Expected attendance is 700–1,000, and will bring people to our area from out of town.

We've partnered with local restaurants who will offer discounts to our patrons on show days, in order to encourage show-goers to stimulate the local economy.

Arts and culture events enrich a community. Bringing live performances to our area makes them more accessible for people who have difficulty traveling. Watching live performances can spark creativity, inspiration, empathy, foster a connection through shared experiences, and give people pride in local cultural achievement.

**Please explain how your Organization plans to increase external fundraising in the future.**

We plan to continue applying for government funded grants in order to expand the size and quality of productions. We will also continue to seek out sponsorship from local businesses. More importantly, we intend to conduct an after-action report following each production, to review if it was profitable, and what advertising strategies worked, and what didn't. The goal is for each production to eventually be profitable without the need for additional funding.

Appendix A: Fort St. James Music Maker's Grant in Aid Application

EXPENSES			
<b>Rock the Park - Featuring Snotty Nose Rez Kids</b>			
Expense	Projected Amount	Paid or donated	still to pay
Artist Fees	\$ 29,000.00	\$ 14,000.00	\$ 15,000.00
GST	\$ 1,400.00	\$ -	\$ 1,400.00
Travel	\$ 3,246.46	\$ 2,646.46	\$ 600.00
Production	\$ 32,104.80	\$ 16,052.40	\$ 16,052.40
Event Security	\$ 3,200.01	\$ 1,600.01	\$ 1,600.00
Overnight Security	\$ 1,200.00	\$ -	\$ 1,200.00
First Aid Attendants	\$ 46.18	\$ 46.18	\$ -
Generator Rental	\$ -	\$ -	\$ -
Lodging	\$ 2,412.00	\$ 2,412.00	\$ -
Advertisement	\$ 2,000.00	\$ 1,207.67	\$ 792.33
Toilets	\$ 2,080.00	\$ 400.00	\$ 1,680.00
Concession	\$ 1,112.57	\$ 1,112.57	\$ -
Event Insurance	\$ 825.00	\$ 825.00	\$ -
Misc	\$ 2,000.00	\$ 1,399.73	\$ 600.27
Socan	\$ 876.60	\$ -	\$ 876.60
<b>Total</b>	<b>\$ 81,503.62</b>	<b>\$ 41,702.02</b>	<b>\$ 39,801.60</b>
<b>Jake's Gift</b>			
Expense	Amount	Paid or donated	still to pay
Artist Fees	\$ 4,000.00	\$ -	\$ 4,000.00
GST	\$ 200.00	\$ -	\$ 200.00
Lodging	\$ 453.60	\$ 453.60	\$ -
Concession	\$ 40.00	\$ -	\$ 40.00
Advertisement	\$ 70.00	\$ -	\$ 70.00
<b>JG Total</b>	<b>\$ 4,763.60</b>	<b>\$ 453.60</b>	<b>\$ 4,310.00</b>
<b>Moby Dick</b>			
Expense	Amount	Paid or donated	still to pay
Artist Fees	\$ 2,000.00	\$ -	\$ 2,000.00
GST	\$ 100.00	\$ -	\$ 100.00
Lodging	\$ 719.96	\$ 719.96	\$ -
Concession	\$ 40.00	\$ -	\$ 40.00
Travel	\$ 667.17	\$ 467.17	\$ 200.00
Advertisement	\$ 70.00	\$ -	\$ 70.00
<b>MD Total</b>	<b>\$ 3,597.13</b>	<b>\$ 1,187.13</b>	<b>\$ 2,410.00</b>
<b>People Like Vince</b>			
Expense	Amount	Paid or donated	still to pay
Artist Fees	\$ 3,000.00	\$ -	\$ 3,000.00
GST	\$ -	\$ -	\$ -
Venue	\$ 700.00	\$ -	\$ 700.00
Concession	\$ 150.00	\$ -	\$ 150.00
Advertisement	\$ 70.00	\$ -	\$ 70.00
<b>PLV Total</b>	<b>\$ 3,920.00</b>	<b>\$ -</b>	<b>\$ 3,920.00</b>
<b>Project Total Expenses</b>			
Expense	Projected Amount	Paid or donated	still to pay
Artist Fees	\$ 38,000.00	\$ 14,000.00	\$ 24,000.00
GST	\$ 1,700.00	\$ -	\$ 1,700.00
Travel	\$ 3,913.63	\$ 3,113.63	\$ 800.00
Production	\$ 32,104.80	\$ 16,052.40	\$ 16,052.40
Event Security	\$ 3,200.01	\$ 1,600.01	\$ 1,600.00
Overnight Security	\$ 1,200.00	\$ -	\$ 1,200.00
First Aid Attendants	\$ 46.18	\$ 46.18	\$ -
Generator Rental	\$ -	\$ -	\$ -
Lodging	\$ 3,585.56	\$ 3,585.56	\$ -
Advertisement	\$ 2,210.00	\$ 1,207.67	\$ 1,002.33
Toilets	\$ 2,080.00	\$ 400.00	\$ 1,680.00
Concession	\$ 1,342.57	\$ 1,112.57	\$ 230.00
Event Insurance	\$ 825.00	\$ 825.00	\$ -
Misc	\$ 2,000.00	\$ 1,399.73	\$ 600.27
Venue fees	\$ 700.00	\$ -	\$ 700.00
Socan	\$ 876.60	\$ -	\$ 876.60
<b>Total</b>	<b>\$93,784.35</b>	<b>\$43,342.75</b>	<b>\$ 50,441.60</b>

REVENUES	
<b>Rock the Park - Featuring Snotty Nose Rez Kids</b>	
Revenue	Amount to date
Ticket Sales	\$ 29,220.00
Nezul Be Hunuyeh (sponsor)	\$ 10,000.00
Service Fee Difference	\$ 745.20
Pitka Bay Resort (Sponsor)	\$ 2,412.00
Barn Barn Trucking (Sponsor)	\$ 400.00
<b>Total</b>	<b>\$ 42,777.20</b>
<b>Theatre Series</b>	
Revenue	Amount to date
Ticket Sales	\$ 2,280.00
Pitka Bay Resort (Sponsor)	\$ 1,173.56
<b>Total</b>	<b>\$ 3,453.56</b>
<b>Other Revenues and Sponsorship</b>	
Revenue	Amount to date
Centerra Gold Grant	\$ 10,000.00
Ublels Trucking	\$ 2,500.00
Hampton Lumber	\$ 1,000.00
Nak'azdli Construction	\$ 1,000.00
RDBN	\$ 3,000.00
Pharmasave	\$ 300.00
FSJ Community Foundation	\$ 5,000.00
J-mann Electric	\$ 1,000.00
JM Aesthetics	\$ 1,000.00
Lakeside	\$ 100.00
Tanizul Timber	\$ 2,800.00
Marmac Solutions	\$ 1,200.00
Nak'azdli Mechanical	\$ -
<b>Total</b>	<b>\$ 28,900.00</b>
<b>Total Received to Date</b>	<b>\$ 75,130.76</b>
<b>Left to Fundraise</b>	<b>\$ 18,653.59</b>

ANTICIPATED REVENUE	
<b>Pending Sponsorship</b>	
Revenue	Pending Amount
District of FSJ	\$ 6,500.00
Integrals	\$ 1,500.00
<b>Total</b>	<b>\$ 8,000.00</b>
<b>Additional Projected Revenue</b>	
Ticket Sales	\$ 9,000.00
Concession	\$ 2,000.00
<b>Total</b>	<b>\$ 11,000.00</b>

Appendix A: Fort St. James Music Maker's Grant in Aid Application

# Balance Sheet

Fort St. James Music Makers

04-Jul-25

Financial statements in Canadian dollars

## Assets

### Current Assets

Cash	52,218.20
Accounts Receivable	-
Grants Receivable	-
Contributions Receivable	-
Supplies	150.00
<b>Total Current Assets</b>	<b>52,368.20</b>

### Property, plant and equipment

Sets	500.00
Asset Right of Use	1,200.00
Costumes	1,000.00
Furniture	8,000.00
AV Equipment	10,000.00
Less: accumulated depreciation	(5,500.00)
<b>Property, plant &amp; equip. - net</b>	<b>15,200.00</b>

### Total Assests

**67,568.20**

## Liabilities

### Current Liabilities

Short-Term Loans Payable	\$ -
Accounts Payable	\$ -
Grants Payable	\$ -
Lease Payable (due within 12 months)	\$ 1,200.00
<b>Total Current Liabilities</b>	<b>\$ 1,200.00</b>

### Long-Term Debt

Bank Loans Payable	\$ -
Other Long Term Debt	\$ -
<b>Total Long Term Debt</b>	<b>\$ -</b>

### Total Liabilities

**\$ 1,200.00**

## Net Assets

Net Assets with Donor Restrictions	\$ -
Net Assets without Donor Restrictions	\$ 66,368.20
<b>Total Net Assets</b>	<b>\$ 66,368.20</b>

### Total Liabilities and Equity

**\$ 67,568.20**



# Connections Newsletter

Issue 04  
July 2025

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## NCLGA

Representing over 240 elected officials in over 42 local and First Nation governments.

Established in 1955, the NCLGA is a non-profit, non-partisan association comprised of local government elected officials in North Central BC.



## A Message from the President

Gladys Atrill, NCLGA President

Summer greetings NCLGA Members!

I hope you are finding time to rejuvenate yourself and spend some time with your family and friends this summer.

Your Board of Directors met in June to consider all we learned at the AGM and conference in Prince Rupert and to reflect on the opportunity we had to meet with many of you and to hear your perspectives. I must say a thank you, again, to the host communities, it was wonderful to gather on the coast.

Themes we heard and that we are digging into include (1) strengthening our financial position, (2) creating a stronger forum for resolutions at next year's AGM and ensuring we advocate for the issues important in our vast region, and (3) communicating with you.

I have had my first meeting with the Presidents of the other area associations.

Points of common interest are housing needs, homelessness and issues stemming from mental health and addictions, the infrastructure gap and how to pay for it, downloading from other orders of government, emergency management, health care challenges, and electoral reform. More specifically to managing our area associations, the challenge of creating the 'perfect' AGM and conference, holding the ideal resolutions sessions, and delivering on advocacy and the setting of membership fees.

The Executive Committee will meet monthly or as needed over the summer and I look forward to seeing many of you at UBCM. Please join the NCLGA Luncheon on Wednesday September 24, 2025. You will need to pre-register. It is a good opportunity to get an update on NCLGA, network with your neighbours, and hear from those running for positions on the UBCM Board from our region. We strive to have strong representation from northern communities on the UBCM board.

Thank you to the Board for stepping up and I look forward to working with you. A special thank you to Past President Judy Greenaway who will provide continuity and guidance for the next year.

As always, thank you to our small but mighty staff team.

Best,

**Gladys Atrill**, NCLGA President

*Gladys Atrill has served on the NCLGA Board for the past three years. Gladys has been the Mayor of the Town of Smithers since 2020 and was first elected to Council in 2014. Read more about Gladys here: [Board of Director Bios](#)*



## 2025 NCLGA AGM and Convention in Prince Rupert

The 2025 NCLGA AGM was held in beautiful Prince Rupert, BC, and co-hosted with the City of Prince Rupert, the District of Port Edward, and the North Coast Regional District.

Over 260 participants representing local governments took part in the activities and events spanning the week of May 11-15.

The event drew delegates, partners, sponsors, vendors, speakers, and elected officials from across the region. Key local highlights included a harbour tour of the Prince Rupert Port Authority and a vintage trolley tour for participants to enjoy the sights and sounds of Prince Rupert. An evening welcome reception was held at the North Pacific Cannery Museum.

At the Opening Ceremonies, a UBCM Welcome was provided by Trish Mandewo, President, Union of BC Municipalities.

The Honourable Janet Austin, former BC Lieutenant Governor provided an engaging Keynote speech.



### A range of plenary and panel sessions were held, including:

- Rising Tide: Haida Title Lands Agreement
- Mental Health and Wellbeing for Local Government Elected Officials
- Harnessing AI for Enhanced Capacity in Local Government
- First Nations and Their Rising Role in Community Investment
- Tale of a Tax Sale (Watson Island)
- Updates from MIABC, NDIT, and Northern Medical Programs Trust
- Building Bridges: Climate Adaptation, Housing, and Reconciliation.

## Community Leadership and Lifetime Achievement Awards

Awards were presented in recognition of communities that have demonstrated exceptional leadership and dedication in advancing the well-being of their regions.



### Community Leadership Awards for Economic Development

- **Cities of Prince George and Prince Rupert** – Recognized for their joint leadership on the Northern BC Hydrogen Hub initiative, a groundbreaking partnership that is advancing clean energy innovation, supporting local industry transition, and promoting long-term regional economic resilience in northern communities.
- **District of Mackenzie** – Recognized for their Arena Upgrade project, which is designed to extend the facility's life by more than 30 years, while significantly reducing both operating costs and environmental impact. This project will future-proof the facility but also support a global shift toward environmental stewardship.

### Community Leadership Award for Environmental Stewardship

- **City of Prince George** – Recognized for its innovative work in Natural Asset Management, including the development of tools and strategies to recognize, manage, and integrate natural systems—such as forests, wetlands, and waterways—into the City's asset management framework, ensuring environmental sustainability and climate resilience.

### Community Leadership Award for Social Responsibility

- **City of Fort St. John** – Recognized for hosting the 2025 Health and Safety Conference, with a dedicated focus on promoting mental health, workplace wellness, and strengthening community connections. The conference demonstrated a proactive commitment to fostering healthier, safer, and more inclusive work and community environments.



### Lifetime Achievement Award

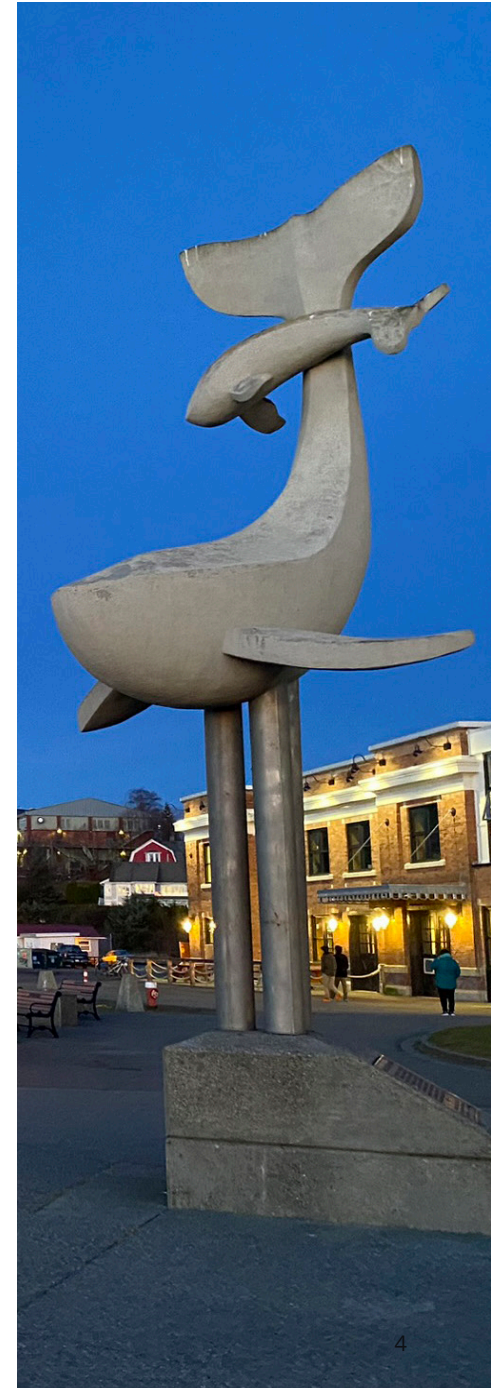
- **Alice Maitland** - In recognition of Alice Maitland's extraordinary contributions to local government, community leadership, and advocacy for northern British Columbia, Alice Maitland has been posthumously recognized for the 2025 NCLGA Lifetime Achievement Award. Alice Maitland served as Mayor of the Village of Hazelton for over four decades, becoming one of Canada's longest-serving mayors. The award was accepted by Alice's daughter, Julie Maitland.

Alice Maitland's career was defined by a dedication to community, a commitment to advancing rural and northern priorities, and a remarkable ability to foster strong, respectful relationships across all levels of government. From 1975 to 1977, Alice also served as President of the NCLGA (then known as the North Central Municipal Association), where Alice helped amplify the voice of the North at the provincial and national levels.

### New Board of Directors for 2025/26

The 2025/2026 NCLGA Board of Directors are:

- **President:** *Gladys Atrill*, Mayor, Town of Smithers  
**1st Vice President:** *Tony Zabinsky*, Councillor, City of Fort St. John  
**2nd Vice President:** *Kyle MacDonald*, Councillor, City of Dawson Creek  
**Past President:** *Judy Greenaway*, Director, Regional District of Bulkley-Nechako
- **Directors at Large:** *Julia Nelson*, Councillor, District of Chetwynd - *Jesse Wright*, Councillor, District of Mackenzie - *Melanie Woods*, Councillor, Village of Gitlax'taamiks
- **Appointed Regional Representatives:** *Barry Cunningham*, Director, North Coast Regional District - *Eric de Vries*, Director, Cariboo Regional District - *Brenda Enax*, Director, Northern Rockies Regional District - *Leonard Hiebert*, Chair, Peace River Regional District - *Jerrilyn Kirk*, Director, Regional District of Fraser-Fort George - *Julie Maitland*, Director, Regional District of Kitimat-Stikine - *Sarra Storey*, Director, Regional District of Bulkley-Nechako.





From left to right: Staff: Sandra Moore, Terry Robert. NCLGA Directors: Tony Zabinsky, Barry Cunningham, Judy Greenaway, Jerrilyn Kirk, Gladys Atrill, Julia Nelson, Kyle MacDonald, Eric de Vries, Leonard Hiebert, Jesse Wright (missing from photo: Brenda Enax, Melanie Woods, Sarrah Storey, Julie Maitland).

## NCLGA Advocacy and Activities

### 2025/26 NCLGA Resolutions

A total of 10 Executive Resolutions and 52 Member Resolutions were received in preparation for the AGM, and shared with membership in the [2025 AGM Annual Report](#).

Resolutions sessions at the AGM saw membership voting on and discussing 10 Executive Resolutions and 24 Member Resolutions, on topics ranging from health and social development, housing, environment, legislation, finance, community economic development, community safety, land use, taxation, transportation, elections, and assessments. Due to time constraints, Resolutions R25-R51, and L1, L2 were deferred to the Board.

The **2025 resolutions** are posted in full on the website for review: [2025 NCLGA Resolutions](#).

Please check back for updates on advocacy activities related to each resolution, after submission to UBCM in September 2025.

### Board Meeting Report

A Board of Directors meeting was held virtually and in person in Prince George, on June 20 and 21, 2025. New President Gladys Atrill provided a Presidents Report and reflected on areas of priority focus for 2025/2026 as identified at the 2025 AGM, including advocacy, finances, and sustainability of operations. New directors were welcomed and key themes were discussed relating to community and governance priorities.

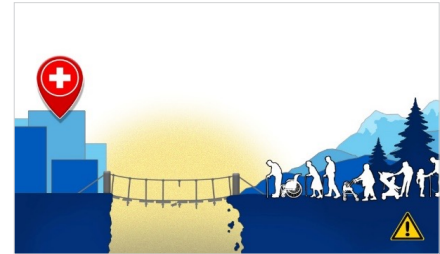


## Member Webinars

### Webinar Report

Our April 2025 webinar was presented by Paul Adams, Executive Director of the **BC Rural Health Network**, on *“Bridging Gaps in Care within Northern and Central BC”*. The presentation included valuable information on the work of the BCRHN, as a voice for rural residents, communicating health concerns and solutions between communities and with governments.

- If you have suggestions for future webinars of interest to NCLGA membership, please email [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca).



### Please join us at our Next Webinar:

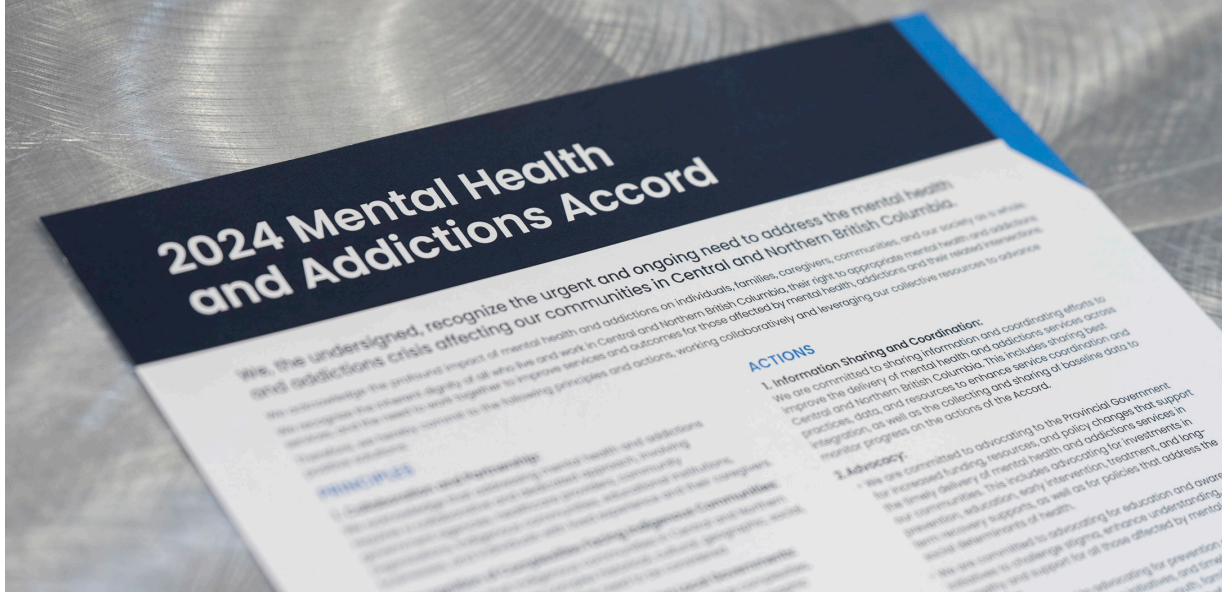
#### **“Outdoor Recreation for Community and Economic Development – A Guidebook for Rural British Columbia Communities”**

*August 13, 2025 at 12:00 – 1:00 p.m. PDT*

The webinar will be presented by **Louise Pedersen, Executive Director, Outdoor Recreation Council of BC**, and will include information on the work of the ORCBC and the newly released guidebook *“Outdoor Recreation for Community and Economic Development”*, to help rural B.C. communities plan and develop sustainable outdoor recreation as a powerful catalyst for community well-being.

Created by researchers at Selkirk College with input from experts and an advisory committee, the guidebook offers practical tools for local governments, First Nations, nonprofits, and economic development professionals.

[Click here](#) to register.



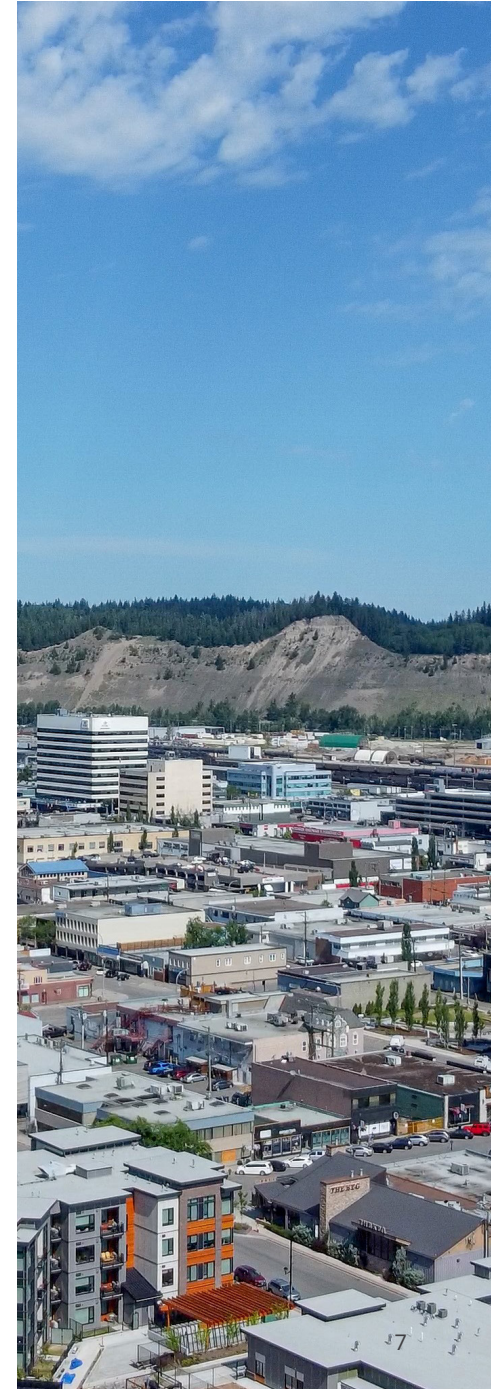
## 2025 Mental Health and Addictions Symposium and Accord

The **2025 Mental Health and Addictions Symposium** will be held in Prince George on **October 15, 2025**, and is intended primarily for Accord Signatories. It will not be open to the general public, allowing for a focused space dedicated to collaboration and progress sharing. The agenda is designed in a workshop-style format, where Signatories will “report back” on actions taken in alignment with the Accord’s principles, and work together to identify concrete actions, challenges, and opportunities. This format supports ongoing commitment and accountability. Stay tuned for more information.

The **Mental Health and Addictions Accord** is a shared advocacy framework and commitment to work together to improve mental health and addictions outcomes in northern and central BC, through specific principles and actions. To learn more on the Accord purpose and vision, [click here](#).

We invite all NCLGA members to consider endorsing and adopting the Mental Health and Addictions Accord in their communities.

If you have any questions about the Symposium, please contact Sandra Moore at [admin@nclga.ca](mailto:admin@nclga.ca). For more information on the Accord development, contact Bettina Johnson at [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca).



## Upcoming Board Meetings

### UBCM Luncheon

September 24, 2025  
12:00 – 1:30 p.m.  
In-person, Victoria, BC

### NCLGA Board Meeting

October 17-18, 2025  
Virtual via [zoom](#)

### NCLGA Board Meeting

December 12-13, 2025  
In-person, Prince George, BC and Virtual via [zoom](#)

### NCLGA Board Meeting

February 27-28, 2026  
Virtual via [zoom](#)

## NCLGA Board Strategy Sessions

### NCLGA Board Strategy Session

September 21, 2025, 6:00 – 7:00 p.m.  
Week of UBCM  
In-person, Victoria, BC

### NCLGA Board Strategy Session

January 19, 2026, 6:00 – 7:00 p.m.  
In-person, Prince George, BC

### NCLGA Board Strategy Session

May 19, 2026, 6:00 – 7:00 p.m.  
In-person, Prince George, BC

## Other Upcoming Meetings & Events

### Member Webinar

August 13, 2025, 12:00 – 1:00 p.m.  
**“Outdoor Recreation for Community and Economic Development – A Guidebook for Rural British Columbia Communities”**  
Presenter: Louise Pedersen, Executive Director, ORCBC  
[Register here](#)

### UBCM Annual Convention

September 20-26, 2025  
Victoria, BC  
More information at: [ubcm.ca](#)

### 2025 Mental Health and Addictions Symposium

October 15, 2025, 8:00 a.m. – 4:30 p.m.  
Prince George, BC  
More information to be posted at: [nclga.ca](#)

### Member Webinar

November 12, 2025, 12:00 – 1:00 p.m.  
**“Advancing Local Government Advocacy through Effective NCLGA Resolutions Processes”**  
Presenters: Lara Beckett, Chair of the RDFFG and Gord Klassen, NCLGA Past President

### Member Webinar

April 15, 2026, 12:00 – 1:00 p.m.  
**“Update on the Findings of the Northern Energy Dialogues”**  
Presenters: Sinead Earley and Sarah Korn, UNBC

### NCLGA Annual General Meeting and Convention 2026

May 20-22, 2026  
Prince George, BC

## CONTACT US

### NCLGA - North Central Local Government Association

Suite 507 - 1488 4th Avenue,  
Prince George, BC, V2L 4Y2

[admin@nclga.ca](mailto:admin@nclga.ca)

[www.nclga.ca](http://www.nclga.ca)

## NCLGA Newsletter Contributions

We encourage our members to contribute content for the newsletter. We welcome your submission ideas, including:

- Member Spotlight and Success Stories: highlighting achievements and activities of our member communities
- Upcoming Events, Resources

Please submit content to Bettina Johnson at [bjohnson@nclga.ca](mailto:bjohnson@nclga.ca) – thank you!



## **Stuart Lake Men's Shed Society**

Fort St. James B.C.  
BC S0082699  
*mensshed.fortstjames.com*

The Men's Shed is appealing for Letters of Support from other Community Organizations in Fort St. James.

*"The Mens Shed provides space for men to build friendships and engage in community activities, reducing the risk of social isolation and its negative impact. We are part of a global movement of men coming together for men's health and wellness. To trade our stories and skills and offer services to each other and to our local community." (Men's Sheds Canada)*

Socialization and interaction with others is a vital part of men's mental health and community involvement. The vast majority of our members are retirees and many feel as if the skills they learned are lost to them and no longer wanted nor appreciated. The Men's Shed movement offers an opportunity to share and pass those skills on to the community.

This will be done by offering a meeting place where they are welcome to be with others in similar situations, a workshop to use, teach and continue to use those skills and a retail spot to offer their efforts to the community at large. The Men's Shed will also offer the general public a place to call for assistance on small jobs and chores when they are unable to find help from others. When we are unable to provide such help we will attempt to refer other community groups that may be relevant to the situation.

In order to obtain those goals, we are asking for understanding and cooperation from other community groups in Fort St. James, to respect and assist in each other's best interests. We do not wish to compete with others, neither in any commercial nor community venture. We can assist and benefit each other to the furtherance of Fort St, James as an interactive community.

As we are currently seeking a permanent and visible location we will be applying for initial grant funding, many which are offered on a Community Improvement basis. We ask for your support, in writing or by email to assist us in this endeavour.

Please consider our request to create a new and sustainable program in Fort St. James. That is our ultimate goal, to commit to an establishment that is a permanent service benefit to our area.

We thank you for your consideration:

the Men's Shed Board of Directors  
Rick Montemurro, Secretary

Postal mail: Box 247 Fort St. James, BC V0J 1P0  
*E-mail: [menshed@fortstjames.com](mailto:menshed@fortstjames.com) (to the entire board of Directors)*



Our Blood Counts- Plasma for Northern BC  
7605 Loedel Crescent  
Prince George, BC V2N 0A5  
250.617.8091, [ourbloodcounts@gmail.com](mailto:ourbloodcounts@gmail.com), [www.ourbloodcounts.com](http://www.ourbloodcounts.com)

July 31st 2025

District of Fort St. James  
Mayor Martin Elphee and Members of Council  
477 Stuart Dr W, Fort St James, BC V0J 1P0

Subject: in support of a Blood Plasma Donor Centre in Northern BC

Dear Mayor Elphee and Members of Council:

On behalf of Our Blood Counts, we are requesting the support in principle of the District of Fort St. James council for the establishment of a Northern BC Blood Plasma Donor Centre in Prince George on the traditional territory of the Lheidli T'enneh First Nation.

Canada currently faces a significant plasma deficit. Plasma from blood is essential for producing life-saving medications. Despite efforts to increase domestic plasma collection, Canada still relies on international supply chains for plasma-based treatments. We believe renewing blood donation in Northern BC through a plasma donor centre would support Canadian patients and health providers by reducing Canada's reliance on foreign donors and suppliers. We are dedicated to advocating for such a centre to provide a culturally safe and humble space to donate and support patients and families.

**The Importance of Plasma**

Plasma is crucial for transporting water, salts, enzymes, antibodies, and clotting factors in the body. Donated plasma is combined through a process called fractionation to produce plasma protein products. These products are used to treat conditions such as cancer, immune deficiencies, liver and kidney diseases, and blood disorders.<sup>1</sup> Plasma donations are more frequent than whole blood donations, as only plasma is extracted with specialized equipment while other blood components are returned to the donor.

**Canada's Plasma Shortage and Need for a Northern BC Centre**

Canada has historically collected less than 20 percent of the plasma it needs. Over 80 percent of immune globulin (a plasma protein product) used in Canada is sourced from the United States. Despite expansions, Canadian Blood Services only expects to meet 50 to 60 percent of domestic demand for plasma.<sup>2</sup> The global value of the market for plasma-based medication is

expected to rise in value by 70 percent from 2023 to 2034<sup>3</sup> with the United States and Canada being key growth areas. Therefore, expanding domestic plasma collection is crucial.

Canadian Blood Services ran a whole blood donor centre in Prince George from 1998 to 2015. Its closure has left Northern BC residents with long travel distances to donate blood or plasma. However, Canadian Blood Services is opening plasma donor centres in cities like Thunder Bay Ontario.<sup>4</sup> Thunder Bay is a key centre for an expansive rural region, much like Prince George is for Northern BC. This shows the potential for success of plasma donation in our region.

#### **Our Advocacy and Regional Support**

Our Blood Counts, a group of blood donors, recipients, and advocates, seeks to bring a plasma donor centre operated by Canadian Blood Services to Northern BC. This centre would help collect plasma to produce vital medications for patients across Canada.

Our petition in support of a Northern BC plasma donor centre has garnered 2,000 signatures since its launch in June 2024, showing strong regional support. Prince George, as a regional hub, is ideally positioned to host a centre and attract donors from across Northern BC. More than 90 percent of petition signers say they would be likely to donate at such a centre.

#### **Comparing Northern BC to Thunder Bay, Ontario**

Thunder Bay as a city is larger than Prince George, with 123,258 people<sup>5</sup> compared to PG's 89,490<sup>6</sup>. However with over 130,000 people, Northern Health's Northern Interior Health Services Delivery Area (which includes Fort St. James) has the population to support a plasma donor centre.<sup>7</sup> Prince George is also closer to Canadian Blood Services' testing operations in Calgary than Thunder Bay is to its testing site in Brampton Ontario. Those signing the petition from across the North (and from communities outside of the Northern Interior) have also said they would include plasma donations in Prince George in their travels.

#### **Canadian Blood Services' Response**

Canadian Blood Services is seeking a million new blood donors over the next five years, but has declined our call for a Northern BC donor centre. The organization has not responded to our specific points about population and closer proximity to a testing site. They have only said they are confident they are well positioned to meet their targets through their existing network plans and that logistical concerns prevent re-establishing a donor centre in this region.

Canadian Blood Services has encouraged Northern BC residents to register for stem cell and organ donation. Our Blood Counts supports this step as members of our group have previously registered for such donations. We also combine blood donation with our out-of-region travels when possible. That said, we remain dedicated to bringing plasma donation to Northern BC.

#### **Why Support from Fort St. James Matters**

Council's support would demonstrate the region's commitment to Canada's plasma needs and send a strong message to Canadian Blood Services about the potential for a successful plasma collection site in Northern BC. We believe Northern British Columbians deserve the opportunity to contribute to life-saving treatments again as much as urban or suburban Canadians. To date,

we have received resolutions of support from councils in Mackenzie, McBride, Prince George, Quesnel, Valemount, and Vanderhoof; the boards of the Fraser Fort George, Bulkley Nechako, and Cariboo regional districts; and delegates to the North Central Local Government Association's 2025 convention.

**Draft Resolution**

We submit this draft resolution for your consideration, but of course welcome any resolution format that you feel would be most appropriate. If a resolution is not possible, we would welcome a letter of support. Representatives from Our Blood Counts are available to offer perspective to or answer any questions of Council.

**Proposed Resolution in Support of a Northern BC Plasma Donor Centre**

WHEREAS plasma from blood is a critical component in life-saving treatments for individuals with immune deficiencies, cancer, kidney disease, and other medical conditions; and

WHEREAS Canada collects less than 20 percent of the plasma required to meet domestic patient needs, relying heavily on international supply chains despite growing demand for plasma-based treatments; and

WHEREAS Canadian Blood Services closed its whole blood donation centre in Prince George in 2015, leaving Northern BC residents with no local option to donate plasma, while new plasma donor centres have been established in rural regions such as Thunder Bay, Ontario; and

WHEREAS the return of plasma donation services to Northern BC would enhance Canada's self-sufficiency in plasma-based medications, supporting patients in Northern BC and others across Canada while reducing reliance on suppliers from outside the country;

THEREFORE BE IT RESOLVED that Council for the District of Fort St. James urges the Province of British Columbia, through the Ministry of Health, and Canadian Blood Services to establish a Blood Plasma Donor Centre in Prince George to serve Northern BC, improve access for donors, support patient needs, and strengthen Canada's domestic plasma supply; and

BE IT FURTHER RESOLVED that Council for the District of Fort St. James asks residents to further demonstrate their support for life-saving donations by registering for organ and stem cell donation at [blood.ca](http://blood.ca); and

BE IT FINALLY RESOLVED that this resolution be forwarded to the Honourable Josie Osbourne, BC Minister of Health and Canadian Blood Services CEO Dr. Graham Sher.

**Conclusion**

We ask Council for the District of Fort St. James to express support for a blood plasma donor centre for the region and stand with patients, donors, and advocates in Northern BC. Canada needs more plasma from domestic donors to support patient care needs and reduce reliance on donors and suppliers from outside the country.

Moreover, blood donation should not be an exclusively urban or suburban privilege—residents in our region deserve the opportunity to contribute to life-saving treatments.

Thank you for your time and consideration.

Sincerely,

Mark Karjaluoto  
Our Blood Counts

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Sources:

1. Canadian Blood Services, **Plasma for Life: What is plasma?** (undated) <https://www.blood.ca/en/plasma>
2. Canadian Blood Services, **Our commitment to increasing plasma sufficiency in Canada** (undated) <https://www.blood.ca/en/about-us/media/plasma/plasma-sufficiency>
3. Precedence Research, **Plasma Protein Therapeutics Market Size, Share, and Trends 2024 to 2034**, September 18th 2024 <https://www.precedenceresearch.com/plasma-protein-therapeutics-market>
4. Michelle Allan, **Plasma donation centre returning to Thunder Bay: Thunder Centre location to open in early 2025, says Canadian Blood Services**, CBC News Thunder Bay, March 12th 2024 <https://www.cbc.ca/news/canada/thunder-bay/plasma-donation-centre-returning-to-thunder-bay-1.7141826>
5. Statistics Canada, **Focus on Geography Series, 2021 Census of Population- Thunder Bay, Census metropolitan area**, <https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/page.cfm?lang=E&topic=1&dguid=2021S0503595>
6. Statistics Canada, **Focus on Geography Series, 2021 Census of Population- Prince George, Census agglomeration** <https://www12.statcan.gc.ca/census-recensement/2021/as-sa/fogs-spg/page.cfm?lang=E&topic=1&dguid=2021S0504970>
7. Sources include:
  - a. Statistics Canada, **Census Profile 2016 Census, Northern Interior Health Service Delivery Area [Health region, December 2017], British Columbia:** <https://www12-2021.statcan.gc.ca/census-recensement/2016/dp-pd/prof/details/page.cfm?Lang=E&Geo1=HR&Code1=5952&Geo2=CD&Code2=6101&SearchText=Northern%20Interior%20Health%20Service%20Delivery%20Area&SearchType=Begin&SearchPR=01&B1=All&GeoLevel=PR&GeoCode=5952&TABID=1&type=0>
  - b. Northern Health, **Our Communities:** <https://www.northernhealth.ca/our-communities>



August 1, 2025

**Mayor Martin Elphee**  
Fort St. James  
Box 640  
Fort St. James, BC, V0J 1P0

Dear Mayor Martin Elphee,

I am writing to extend a warm invitation to you and Council for the **Northern Angel Summit Finale**, taking place on **September 25, 2025, at 7:00 PM**, in Prince George, British Columbia. This landmark event is a cornerstone of innovation and economic growth for the North and presents an unparalleled opportunity for civic and business leaders to demonstrate their commitment to the future of our region.

As those who are deeply invested in the economic development of your city and region, your presence at the Summit will signal strong support for innovation as a primary driver of long-term prosperity. This is not a conference—it is a gathering of visionary investors, trailblazing entrepreneurs, and community leaders who understand that **innovation is the key that unlocks sustainable growth** in Northern British Columbia.

We are encouraging mayors, chiefs, councillors, economic development officers, and business leaders from across the North to attend and participate. While this invitation does not include a complimentary pass, we hope you'll see the value in purchasing tickets and making this investment into the fabric of our communities.

**Michael Walsh** is this year's keynote speaker. He is a visionary leader, speaker, author, and founder of the Walsh Business Growth Institute. The author of *Business Growth by Design*, *Big Ideas Are Not Enough*, and his latest Amazon #1 Bestseller book, *Freedom by Design*, Michael ignites passion in the entrepreneurs he works with by helping them drive their businesses to growth levels beyond their expectations. His engaging storytelling has inspired entrepreneurs around the world, and his insights into what makes ventures—and regions—economically resilient will inspire us to action. His presence at the Summit underscores the growing national interest in the innovations emerging from our region.

**Early bird tickets are available for \$75:** [👉 https://northernangelsummit.ca/tickets](https://northernangelsummit.ca/tickets)

Each person attending will receive a **free copy of Michael Walsh's latest book**, *Freedom by Design*.

We encourage you to get your tickets today, as seats are limited and interest across the region is strong. Your participation will help amplify the message that northern communities are open for business, rich with talent, and ready to lead in innovation.

Thank you for your ongoing leadership and commitment to the success of your region and our northern economy. We look forward to welcoming you to the Northern Angel Summit Finale this September.

Warm regards,



Mary Mytting, Executive Director

#101-1584 7th Avenue, Prince George, BC V2L 3P4 – [northerninnovation.ca](http://northerninnovation.ca)  
*Northern Innovation Network is operated by the Innovation Central Society*