

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<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 - 2026					Continue waterline replacement project in conjunction with road paving.
	Waterline Replacement Project	2024					Paving/Waterline Replacement Elm, Fir, Grove, and Heathmont
	Waterline Replacement Project	2025					Paving/Waterline Replacement 2nd Ave W, 4th Ave W, 6th Ave. W, 7th Ave W, Birch Street, Dogwood St. W, and Douglas St. from Elm to Carnell
	Waterline Replacement Project	Q2 - Q3 2026					Paving/Waterline Replacement part of Carnell, Carnell - Five Corners, Connolly, Ash, Manson, Simon Fraser and paving only of Dease Ave - Procured Contractor
	Water Reservoir Cleaning	Q3 2025					Plan on camera inspection in 2027 to determine maintenance schedule requirements.
	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	2023 - 2026					Repair and Replace Sidewalks, built into financial plan.
	Sidewalk Replacement	Q3 2025					Douglas Street Bridge to High School on both sides.
	Sidewalk Replacement	Q3 2026					TBD
	Public Works Fleet Replacement Plan	Q1 2025					Develop Public Works Fleet Replacement Plan. Has been completed and implemented into the 2025-2029 Financial Plan. Costs of the fleet replacement plan are estimates and used as place holders in the Financial Plan. As such staff will bring updated figures to Council annually to reflect the current years quotes staff obtain.
	2026 Public Works Fleet Replacement	Q3 2026					Half-Ton Truck, Tool Cat, Vector Truck (delivery Q2)

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<b>Strategic Plan Goal: To undertake a systematic and proactive approach to developing, maintaining and replacing our assets</b>	Residential Garbage Bin Replacement Plan	2025 - 2026					Ongoing replacement of Residential Garbage Bins, yearly new bear resistant Garbage Bins will be provided to residents. Starting with areas of most bear activity.
	Residential Garbage Bin Replacement Plan	Q2 2025					Replaced 85 bins with bear resistant cans
	Residential Garbage Bin Replacement Plan	Q2 2026					Replace 85 bins with bear resistant cans
	Arena Revitalization Project	Q2 2025 - Q1 2026					Construction completed. Final grant reporting to be completed in Q2.
	Airport Upgrades	Q2 2024					The District of Fort St. James applied under the British Columbia Air Access Program (BCAAP) for funding in 2023 to extend the runway and install airfield lighting and guidance equipment.
	Airport Upgrades	Q4 2025					Wildlife exclusion and security fencing
	Tennis Court Resurfacing	Q3 2025					
	Lagoon Desludging	Q3 2025					Cells 1 & 2
	Lagoon Desludging	Q3 2026					Cells 3, 4 & 5 - Procured Contractor
	Fire Department Fleet Replacement Plan	Q3 - Q4 2025					Develop Fire Department Fleet Plan to be implemented into the financial plan.

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<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
	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 2025					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.
	Asset Management Software Data Input	Q1 2024 - 2026					AM Software data input is an ongoing commitment to ensure AM Planning practices continue to be implemented and utilized.
	Implementation of Asset Management Software	Q1 - Q4 2025					AMP Software implemented, ongoing data entry will be required to support and complete AMP
	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.
	Water/Sewer/Storm input into Marmak Asset Management Software	Q1 - Q4 2025					Has been input into Marmak Asset Management Software. Data input will be ongoing as new projects or changes to assets occur.
	Hydrant Infrastructure Data Input	Q3 2025					
	Road Infrastructure Data Input	Q3 2025					
	Main Water Valves Data Input	Q3 2025					
	Storm Catch Basins Data Input	Q3 2025					
	Sanitary Sewer Manholes Data Input	Q3 2025					
	Facility data input into Marmak Asset Management Software	Q1 - Q4 2025					Has been input into Marmak Asset Management Software. Data input will be ongoing as new projects or changes to assets occur.
	Facility building inspection, maintenance, risk data input	Q4 2026					
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. This is now being utilized in the field for data collection and storage	

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<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
	Staff Training	Q4 2025					AM Team attended AM Workshop organized through RBA
	Staff Training	Q2 2026					Asset Management Planning Certification, CFO/Director of Operations/Capital Project & Assets Coord.
	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)	2027					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	2027					LTFP's will identify funding requirements needed for future asset repair and replacement. From this policies and strategies can be developed.
	Asset Management Plan	2027					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					Staff have reached out to get a meeting booked early 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	Q4 2025					Approved by Council at Regular Council Meeting held November 25, 2025
	Emergency Management Plan	Q2 2026					Working with consultant that will work with Nak'azdli Whut'en and the District to create each organization's EMP so protocols are linked.

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<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 - 2026					Work with Legal to get Service Agreement Drafted Q1 2026, once SA is in place we can move forward on construction plans.
<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>							
<b>Strategic Plan Goal: To understand the impacts of climate change on our community and take appropriate measures to protect our citizens and infrastructure</b>	Emergency Management Plan	Q2 2026					Working in collaboration with Nak'azdli so both communities are working off of the same document.
<b>Complete a hazard vulnerability risk assessment to inform future emergency mitigation and response planning</b>	Updated Hazard, Risk & Vulnerability Analysis	Q2 2026					While the RDBN's 2023 document includes the District of Fort St. James and surrounding area, an updated 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.
<b>Investigate water distribution line extensions to provide fire flows for unserved properties</b>	Waterline Extension Project	2024					Stones Bay waterline extension project
<b>Undertake the development of a carbon action plan to guide the District's efforts to address climate change</b>	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
<b>Undertake approved fuel management initiatives adjacent to the community to mitigate impacts from wildfires</b>	CWRP TU-1	Q4 2024					
	CWRP TU-1B	Q3 2025					TU-1 was started early Q1 of 2025. Hauling of logs, deactivation of road, final assessment, and burn planned for Q4.
	Treatment Prescription TU-2	Q3 2026					

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<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. Awaiting implementation following the update of the OCP and Zoning Bylaws
	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	Q4 2025 - Q1 2026					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 - Q3 2026					Bring forward policies to repeal, updated policies that remove procedure, introduce new policies.
	Exempt Staff Compensation Policy	Q1 2026					New Exempt Staff Compensation Policy replaced 5 outdated policies and implemented guidelines on compensation.
	Council Procedures Bylaw	Q2 2026					New Council Procedures Bylaw to clarify business proceedings in a Council meeting.
	Fees and Charges Bylaw	Q2 2026					Developing a new comprehensive Fees and Charges Bylaw which incorporates any and all fees outside of taxes within one bylaw. Fees being reviewed and updated during this. Will require many subsequent bylaw amendments to all current bylaws which have fees.
	Bylaw Notice Enforcement Bylaw	Q3 2025					Bylaw Notice's are a tool that the District can now utilize to effectively enforce Bylaws.
<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	2026					Staff to bring forward a report to council showing completed/in progress and updates regarding the Organizational Assessment Report including an implementation plan.

Council Objectives	Corporate Work Plan Activities	Quarter	Status				Comment
			Complete	In Progress	Ongoing	Not Started	
<b>In-Progress Activities</b>							
<b>Investigate and deliver ongoing training workshops for Council to develop and enhance governance competencies and processes</b>	Council Training Opportunities	2026					Through NCLGA Natural Resources Forum, Mineral North, UBCM Council has had continual opportunity for training and development
	Watch for Council further Training Opportunities	2026					
	Council Orientation	Q4 2026					Contractor Procured, training topics will include, the legislative framework, key roles of Council, role of the Mayor, governance vs management, working with the CAO & staff, effective council meetings, conflicts of interest and confidentiality, ethical and respectful conduct, reports, bylaws, motions & staff directions, regulatory functions, and hearings & quasi-judicial roles.
	Strategic Planning	Q2 2027					Contractor Procured - Plan will be development from information provided through a half day workshop with senior staff and a one and a half-day interactive Council workshop.