



AGENDA

Committee of the Whole Meeting

1:30 PM - Monday, November 25, 2024
City Hall Council Chambers

Page

1. CALL TO ORDER:

2. NOTICE OF NEW BUSINESS:

- 2.1 Mayor's List
- 2.2 Councillors' Additions
- 2.3 CAO's Additions

3. ADOPTION OF AGENDA BY CONSENSUS:

4. ADOPTION OF MINUTES:

- 3 - 6 4.1 **November 12, 2024 Committee of the Whole Meeting Minutes**
[241112 - COW](#)

5. BUSINESS ARISING OUT OF THE MINUTES:

6. PRESENTATIONS AND DELEGATIONS:

- 7 - 30 6.1 **Fort St. John Public Library Fee-for-Service Report**
Matthew Rankin, Director of Library Services
[Fort St. John Public Library Fee-for-Service Presentation](#)
[Letter of Support - Friends of the Library](#)
[Letter of Support - Save our Northern Seniors](#)
[Letter of Support - Sunrise Rotary Fort St. John](#)
[Letter of Support - Tse'k'wa Heritage Society](#)
- 31 - 45 6.2 **10 Year Water System Upgrades**
Jeremy Garner, Director of Public Works and Utilities and Kristin Bayet,
Project Engineer - Urban Systems

[Long Term Water Supply Plan Presentation](#)

46 - 53

- 6.3 **Traffic Concern Process Administrative Procedure**
Robert McGuire, Engineering Technologist and Jennifer Decker,
Director of Development Services
A report on the same topic is included on this agenda
[Traffic Concern Process Administrative Procedure Presentation](#)

7. CORRESPONDENCE:

None

8. REPORTS FROM CAO AND ADMINISTRATION:

54 - 64

- 8.1 **Administration Report No. 0020/24**
Traffic Concern Process Administrative Procedure
[241125 - AR20 - Traffic Concern Process Administrative Procedure No. 57/24](#)

9. NEW BUSINESS:

10. RESOLUTION TO MOVE TO CLOSED COMMITTEE OF THE WHOLE MEETING:

- 10.1 **November 25, 2024 Resolution to Move to Closed Committee of the Whole Meeting**
None

11. ADJOURNMENT:



**MINUTES
COMMITTEE OF THE WHOLE
NOVEMBER 12, 2024
2:30 PM
CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Lilia Hansen
Councillor Trevor Bolin
Councillor Jim Lequiere
Councillor Sarah MacDougall
Councillor Byron Stewart
Councillor Tony Zabinsky

ALSO PRESENT: Milo MacDonald, Chief Administrative Officer
Darrell Blades, Deputy Chief Administrative Officer
Jessica Bowie, Chief Human Resources Officer
Kylah Bryde, Director of Community Services
Bonnie McCue, Corporate Officer
Jennifer Decker, Director of Development Services
Lucas Panoulis, IT Manager
Ryan Harvey, Communications Manager
Angie Bernardin, Deputy Treasurer
Christina Brace, Deputy Corporate Officer (recording secretary)

- 1. **Call to Order:**
The meeting was called to order at 2:30 pm.
- 2. **Notice of New Business:**
None
- 3. **Adoption of Agenda by Consensus:**
The November 12, 2024 Committee of the Whole meeting agenda was adopted as presented by consensus.
- 4. **Adoption of Minutes:**
October 28, 2024 Committee of the Whole Meeting Minutes

MOVED/SECONDED

"THAT, the minutes of the October 28, 2024 Committee of the Whole meeting be adopted as presented."

CARRIED

5. Business Arising Out of the Minutes:

None

6. Presentations and Delegations:

Fort St. John Cancer Support Circles Society

Brenda Baumeister and Lisa Behrens, Founders

Ms. Baumeister and Ms. Behrens introduced themselves to Council as co-chairs and founders of the Fort St. John Cancer Support Circles Society. The Fort St. John Cancer Support Circles Society supports other communities in the Northeast, including Dawson Creek, Chetwynd, Tumbler Ridge, Hudson's Hope, and Fort Nelson.

After the local Cancer Support office closed its doors, there was a huge void left for in-person support. In 2016, the Fort St. John Cancer Support Circles Society organized the first Carnival of Hope with the help of volunteers. Two more Carnival of Hope events took place before it was decided to put them on hold. The Society hopes to organize another in the future, and it will be one of the Society's fundraiser events.

The group was restarted in 2018 for people to get together to share their cancer journey, find support in navigating, or have a space where they could listen.

The gatherings are a safe space for people of all ages affected by cancer, to share their experiences and emotions with other people who also have had the same type of experience. This includes anyone that cancer has touched, caregivers, families, or friends. People in stressful situations benefit from having a good social support system, and the gatherings can be a part of that.

Gatherings are on the second Wednesday of every month from 6:30 pm to 8:00 pm, in the Indigenous Gathering Room at the Northern Lights College in Fort St. John. There are workshops, activities, classes, and open discussions. There are also one-on-one visits for those who feel overwhelmed by a group setting. Virtual visits are also available.

Hair loss can be a side-effect from different health issues, such as cancer treatments, hormonal deficiencies, thyroid issues, and stress in general. Thinning or complete hair loss can be psychologically devastating for some. The Society has partial and full wigs to lend, along with scarves and hats.

The Society strives to provide:

- Mental, physical, and emotional support,
- Assistance in navigating and/or asking questions with health care providers,
- Direction to necessary information,
- Help to find information on financial support if needed, and
- Wigs (partial & full), scarves and hats.

The Society is available to help anyone who has been touched by cancer at any point in their lives.

6. Presentations and Delegations:

Fort St. John Cancer Support Circles Society (continued)

Brenda Baumeister and Lisa Behrens, Founders

Mayor Hansen stated that it is nice to get information out as the public is often not aware of the supports available.

Councillor Zabinsky asked how the organization is doing with donations and funding. Ms. Baumeister replied that the community is very supportive by making personal donations. The Society has received grants and funding from Northern Health and Shell Canada. There are plans for other fundraising initiatives including calendars, a carnival, and the Co-op Christmas concert. The Society will be applying for future grants from the City of Fort St. John, Taylor and the PRRD.

Councillor MacDougall showed appreciation for the Society and asked for the best method of contact for anyone seeking support. Ms. Baumeister replied that anyone can show up to the meetings on the second Wednesday of the month, or reach out by email. Their planned website will also be a method of contact.

Councillor Stewart asked if there are youth or seniors who seek support from the Society. Ms. Behrens explained that the group currently sees individuals from their late 40s to senior but they are open to all ages. She added that the wig program is open to anyone with hair loss, not only cancer-related, as there are many diseases that cause hair loss.

Ms. Baumeister stated that they haven't seen many children in the program due to the Children's Hospitals being located in Edmonton and Vancouver. The Society has reached out to the hospitals to communicate that they are available to support local parents and families. There is an ability to host separate meetings for other demographics.

Mayor Hansen asked about the cost for a wig. Ms. Baumeister replied that they are generally between \$200 to \$400. The Society lends them out and provides care for the wigs.

Mayor Hansen asked if there will be a donation button included on the new website. Ms. Behrens replied that there will be. Ms. Baumeister added that the Society can be reached by email or Facebook in the meantime and that all interactions are confidential.

7. Correspondence:

None

8. Reports from CAO and Administration:

None

9. New Business:

None

-
- 10. **Resolution to Move to Closed Committee of the Whole Meeting:**
 - November 12, 2024 Resolution to Move to Closed Committee of the Whole Meeting**
 - None

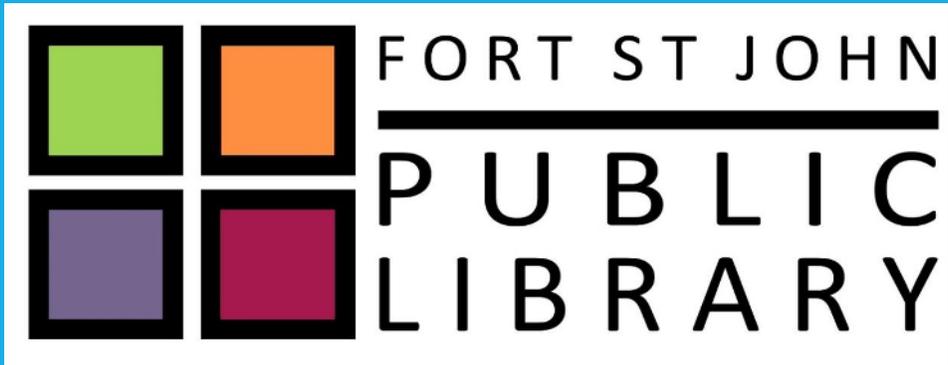
- 11. **Adjournment:**
 - The meeting was adjourned at 3:46 pm.

Confirmed by Council this 25th day of November, 2024

**CERTIFIED CORRECT IN ACCORDANCE
WITH SECTION 124 OF THE COMMUNITY CHARTER**

Lilia Hansen, Mayor

Bonnie McCue, Corporate Officer



FSJPLA – 2025 FEE FOR SERVICE PROPOSAL

Matthew Rankin – Director of Library Services

FORT ST. JOHN PUBLIC LIBRARY

Location:

- North Peace Cultural Centre (NPCC) -10015
100 Avenue FSJ, BC V1J 1Y7

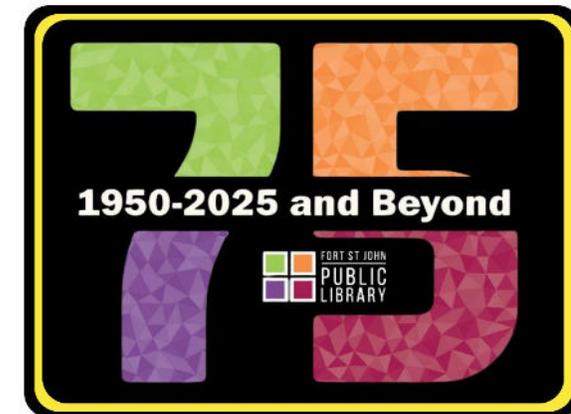
Contact:

- General Email: circ@fsjpl.ca
- Director Email: director@fsjpl.ca
- Phone Number: 250-785-3731

Hours of Operation*:

- Tuesdays, Wednesday & Saturdays – 10am to 5pm
- Thursdays & Fridays – 10am to 6pm
- Sundays & Mondays – Closed

Social Media:



FSJPL will be closed: Friday, December 20th 2024 to Thursday, January 1st 2025





2025 LIBRARY CLOSURES

1. **Family Day - Monday, February 17th**
2. **Good Friday - Friday, April 18th**
3. **Victoria Day - Monday, May 19th**
4. **Canada Day - Tuesday, July 1st**
5. **BC Day - Monday, August 4th**
6. **Labour Day - Monday, September 1st**
7. **National Day of Remembrance and Reconciliation - Tuesday, September 30th**
8. **Thanksgiving Day - Monday, October 13th**
9. **Remembrance Day - Tuesday, November 11th**
10. **Christmas Closure - Sunday, December 21st to Monday, January 6th 2026**

Overview



2024 – Fee for Service Review (YTD)



2025 – FSJPL Grant Request



What does the City funding support?



What does FSJPL Do?



2021-2024 (YTD) Statistics



75th Anniversary – 1950-2025



Strategic Plan (Moving Forward)



Letters of Support

2024 – Fee For Service Review

BREAKDOWN:

1. Admin Expenses

1. \$95,689.05

2. Facility Expenses

1. \$72,326.32

3. Trustee Expenses

1. \$520.48

4. Collection And Programming Expenses

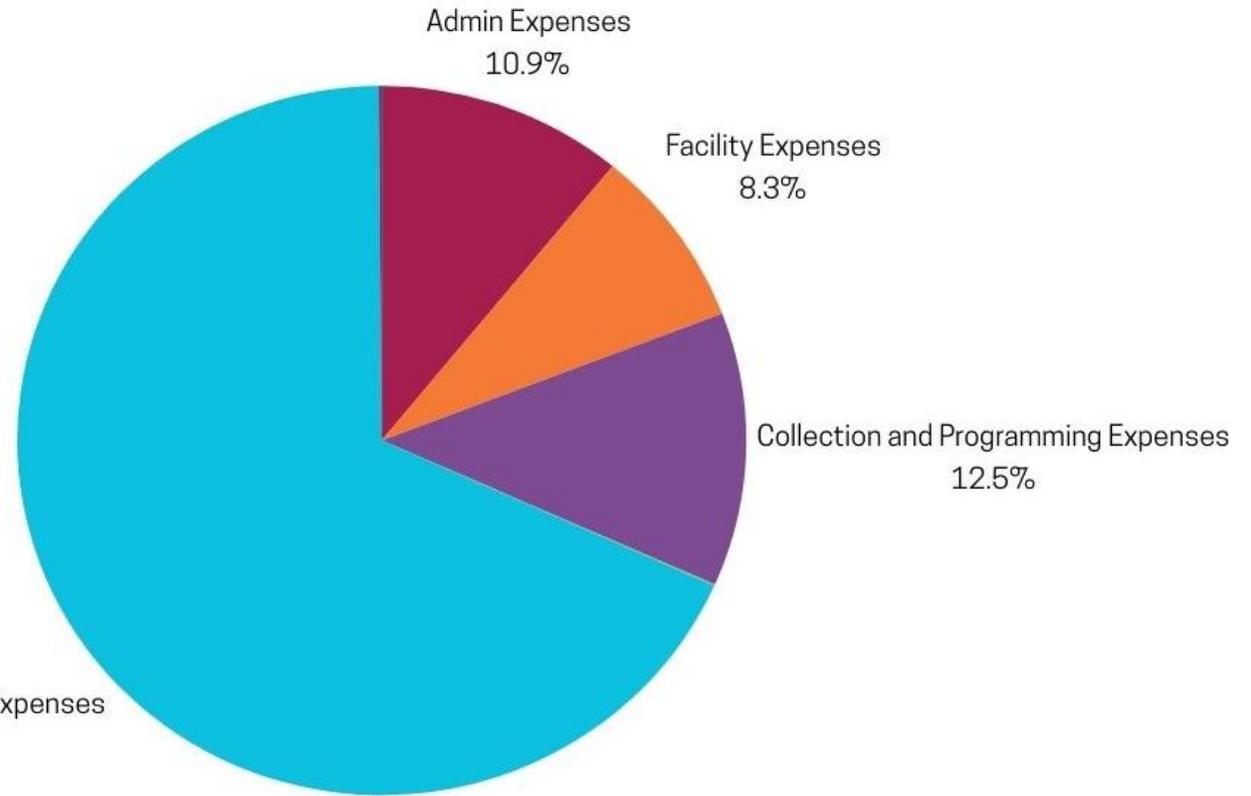
1. \$109,307.94

5. Wage & Benefits Expenses

1. \$597,119.62

6. Staff Training & Travel Expenses

1. \$1,152.83



2025 – FSJPL GRANT REQUEST

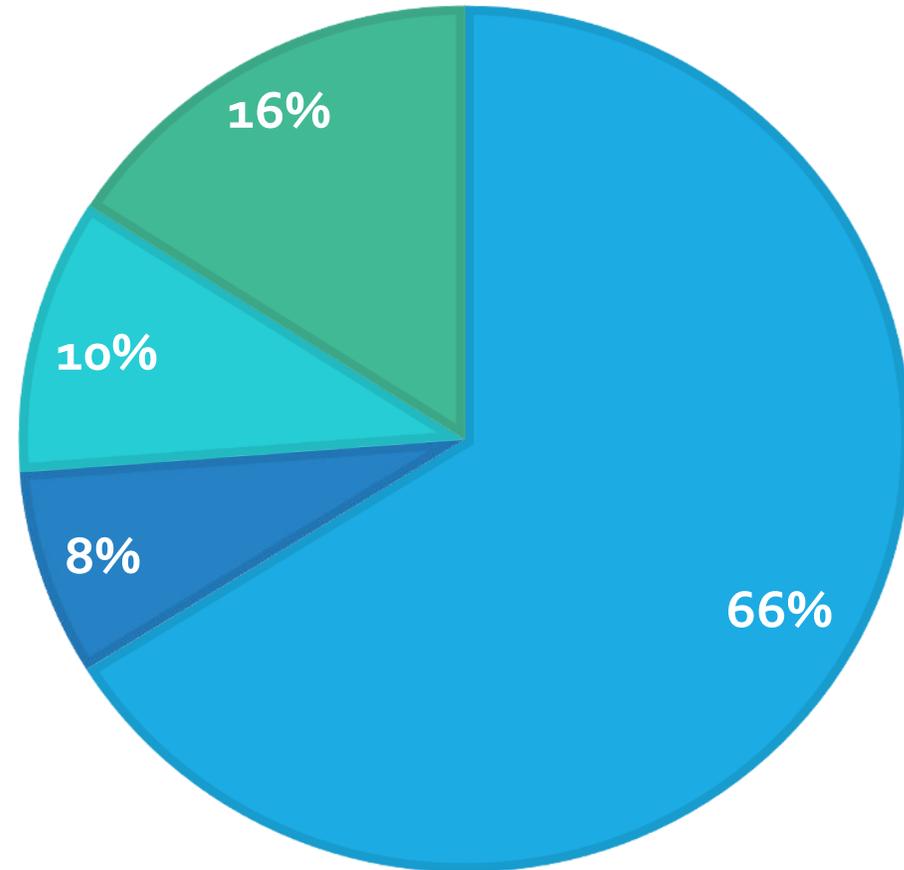
■ FSJ ■ Area B ■ Area C ■ Province

FSJPLA is asking for \$515,000.00 for our operations in 2023.

- This a 14.5% increase from 20232024, where the allotted grant total was: \$450,000.00
- The City of FSJ is our primary financial supporter.
- Our Other Supporters are:
 - PRRD Area C (\$77,000 (2023-2027)).
 - Area B (\$63,000 – Increase proposal following current funding agreement).
 - Province (\$125,000) (Roughly, since 2019).

Primary Reasons for Increase:

- Cost increases due to inflation
- Patron demands for increase hours of operation & Staffing Costs.
- Needed expansion of existing services, collection and programming abilities
- Greater need to update and better utilize existing Library Space.





FSJPL 2025 Budget Proposal

Estimated Revenue		LEGEND	
Municipal Funding City of FSJ	\$ 515,000.00		Operational Funding
Regional District B	\$ 63,000.00		Individual Grant Applications (Not Guaranteed)
Regional District C	\$ 77,000.00		Individual Donations and Fundraising Activities
Province of BC	\$ 90,477.00		One-Time Enhancement Grants (BC Government, to be use for specific purposes to enhance, not replace municipal funding).
BC OneCard	\$ 11,000.00		
BC Equity Literacy	\$ 15,300.00		
BC Resource Sharing	\$ 7,878.78		
Enhancement Grant (2023-2025) #1	\$ 50,967.40		
Enhancement Grant (2023-2025) #2	\$ 61,750.15		
SRC Donations	\$ 20,000.00		
SRC Summer Student Wage Grant	\$ 7,000.00		
Law Matters Grant	\$ 2,500.00		
Donations/Fundraising	\$ 10,000.00		
Total Revenue	\$ 931,873.33		
Estimated Expenses			
Administrative (*)	\$ 52,100.00		
Staff T & T Expenses	\$ 1,000.00		
Facility	\$ 82,750.00		
Collection & Programming Expenses	\$ 105,726.23		
Trustee Expenses	\$ 1,700.00		
Wages & Benefits	\$ 688,597.10		Wages and Benefits are our largest expense, as it is subject to Collective Agreement with BCGEU
Total Expenses	\$ 931,873.33		
Projected Year-End Amount	\$ -		

WHAT DOES THE FSJ FUNDING SUPPORT?



Physical & Electronic Lending Collections



Special Collections & Lending



Community Programming & Events



Technology & Computer Training



Free and Open Public WiFi and Network Access



Photocopying/Printing Services

BOARD GAME COLLECTION

BORROW, ENJOY, RETURN!
NO CHECK-OUT REQUIRED.
MISSING PIECES, LET US KNOW!

WE ACCEPT DONATIONS!
ANY GENTLY USED PUZZLES WITH 250+ PIECES!

74
1994-2004 and Beyond

PUZZLE COLLECTION

BORROW, ENJOY, RETURN!
NO CHECK-OUT REQUIRED.
MISSING PIECES, LET US KNOW!

WE ACCEPT DONATIONS!
ANY GENTLY USED PUZZLES WITH 250+ PIECES!

74
1994-2004 and Beyond

Feeling disconnected? Need help with your device?
Want technology skills for work?
Is traditional learning a barrier for you?

You are not alone.
Your library can help!

Our CLICK program provides free, one-on-one basic technology guidance in a safe space.

Learn what you want to learn at a pace that is right for you.

To book an appointment call: 250-785-3731 or email: click@fsjpl.ca

74
1994-2004 and Beyond

HOMEBOUND SERVICES

The FSJPLA strives to offer patrons who are unable to travel to the library delivery to their home.

Delivery services are not available within the Fort St. John Municipal Boundary and Squam District of the Peace River Regional District.

- Deliveries from March through to October will occur within a 20km radius of the library.
- Deliveries from November through February will occur within a 10km radius of the library.

These within the FSJPLA service area, but outside of the delivery distance will receive library by Mail at no charge.

FSJPLA will not deliver library materials during normal business hours. Deliveries will not take place during extreme weather conditions.

Please contact our Access Services coordinator at access@fsjpl.ca or call 250-785-3731.

74
1994-2004 and Beyond

CELA

CELA (or Center for Equitable Library Access) provides books, audiobooks and other materials to Canadians with print disabilities.

To register yourself visit - <https://celalibrary.ca/register>

OR Contact the Library:
Email - circ@fsjpl.ca
Phone - 250-785-3731

74
1994-2004 and Beyond

FREE WIFI

SCAN TO CONNECT

- AVAILABLE 24/7
- SCAN TO CONNECT
- OR CHOOSE FSJPLWIFI FROM YOUR DEVICE'S WIFI SETTINGS
- NO PASSWORD REQUIRED

Network Name: **FSJPLwifi**

- my community
- my connection
- my fsjpl

74
1994-2004 and Beyond

3D PRINTING SERVICES

ONLINE REQUEST FORM

Any Patrons who are interested in 3D Printing.

PRINTING ITEMS

- Are only to be used by local, provincial or national level.
- Are not to be used for commercial or profit-making purposes.
- Are not to be used for any purpose not intended by the library.
- Are not to be used for any purpose not intended by the library.
- Are not to be used for any purpose not intended by the library.
- Are not to be used for any purpose not intended by the library.

74
1994-2004 and Beyond

"SPECIAL" COLLECTIONS

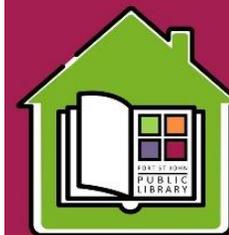
- Tool Kits
- Tech Library
- Lendable iPads (x4)
- Board Game Collection
- Puzzle Collection
- Summer Equipment
- Winter Equipment

74
1994-2004 and Beyond

WHAT DOES FSJPL DO?

• Homebound & Access Services

- For FSJ and PRRD Areas B/C
 - Deliveries from March through to October will occur within a **20km** radius of the library.
 - Deliveries from November through February will occur within a **10km** radius of the library.
- Those within the FSJPLA service area, but outside of the delivery distance will receive Library by Mail at no charge.
- Please contact our Access Services coordinator at access@fsjpl.ca or call 250-785-3731.



Fort St John Public Library

HOMEBOUND & ACCESS SERVICES

DID YOU KNOW ?

We can deliver or mail you Library materials, including...

- Regular and large print books
- Magazines
- Audiobooks on CD
- DVD movies
- Ebooks and audiobooks for your tablet or computer

Contact: 250-785-3731 or access@fsjpl.ca

Let's see what we can do for you!



Delivered with the assistance of these community partners.



WHAT DOES FSJPL DO?

- **CLICK Program**
 - **Creating Learning In Computer Knowledge**
 - **Do you or someone you know struggle with technology?**
 - Join us at the Connectivity Centre in the Fort St. John Public Library for one-on-one computer training in an atmosphere of acceptance and support.
 - Sign up for free 45-minute training sessions where you can learn the skills that you want to learn at a pace that is right for you. You can bring your own device or use one of ours.
 - For details visit our website:
<https://www.fsjpl.ca/click/>
 - The CLICK program is generously sponsored by Peace River Regional District – Area C.
 - Please contact CLICK@fsjpl.ca or call 250-785-3731.



Feeling disconnected? Need help with your device?
Want technology skills for work?
Is traditional learning a barrier for you?

You are not alone.
Your library can help!

Our CLICK program provides free,
one-on-one basic technology
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Learn what you want to learn at a
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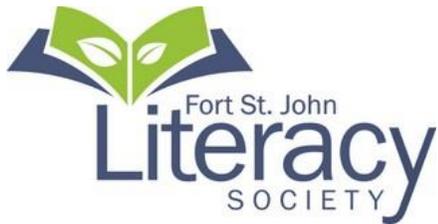
74
1950-2024 and Beyond

CLICK
Creating literacy in computer knowledge

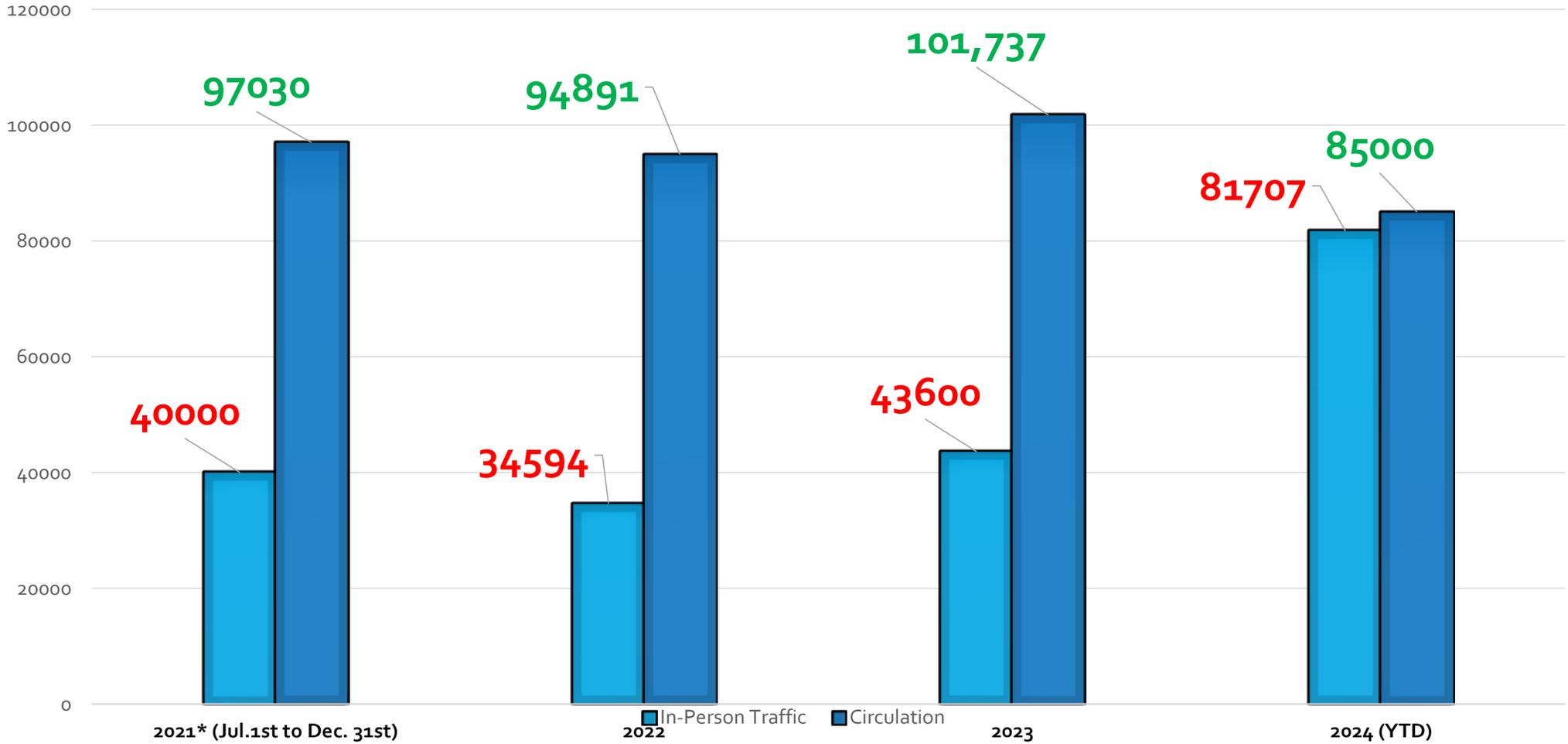


PARTNERSHIPS

FSJ Literacy Society
Volunteer DMs/GMs
North Peace Pride Society
Sunrise Rotary of FSJ
SONS (SAVE OUR NORTHERN SENIORS)
Northern Health

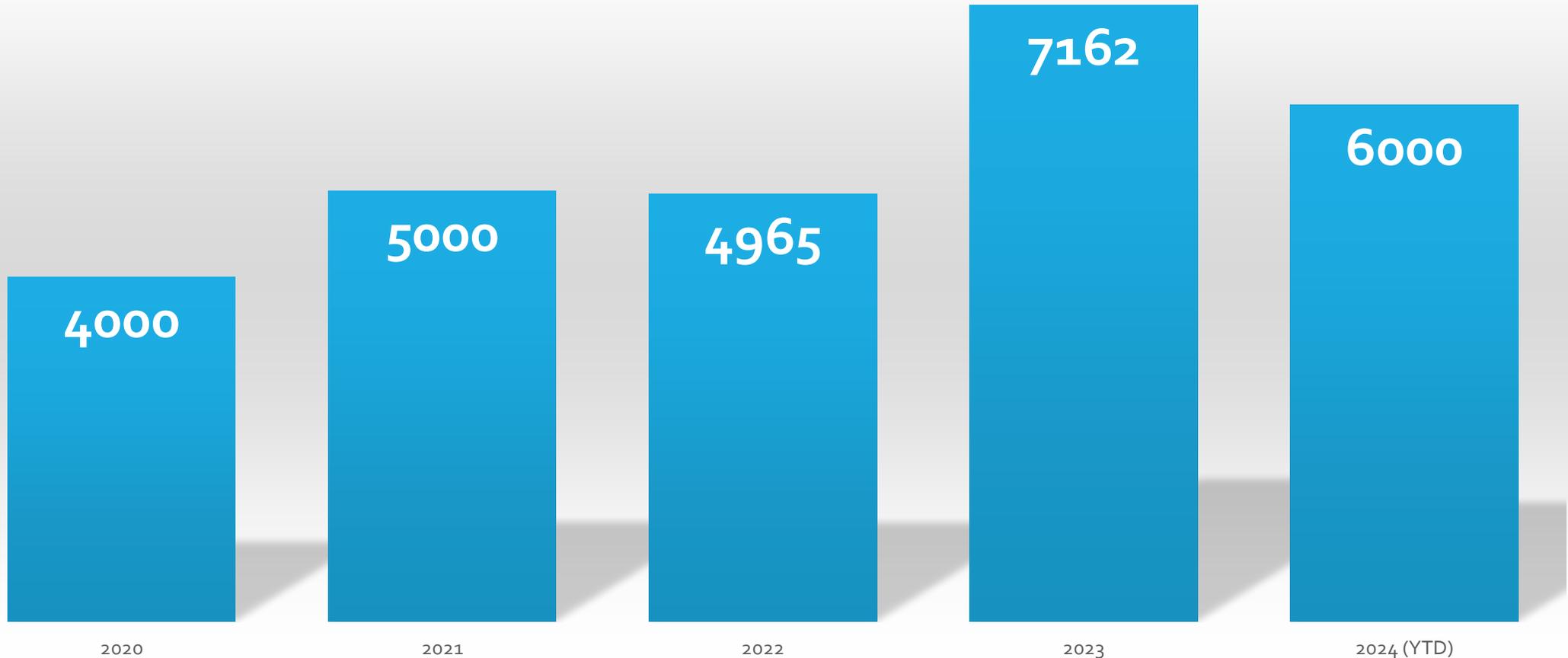


GENERAL STATISTICS – 2021– 2024 (YTD)



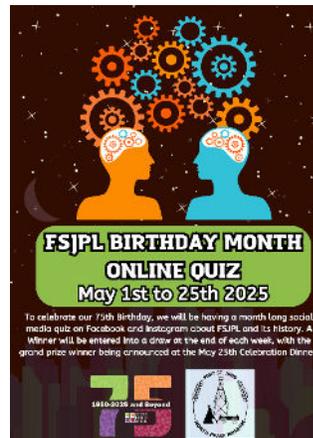
PROGRAMMING STATISTICS 2020-2024 (YTD)

■ Total Programs (CLICK, Children's/Adult/Teens/Homebound)



75TH ANNIVERSARY – 1950-2025

- Founding Date March 1st 1950
- May 2025
 - Month long trivia contest
 - Tuesday, May 20th 2025 – Birthday Party
 - Friday, May 23rd 2025 – Trip Through the Decades Night
 - Saturday, May 24th 2025 – 75th Celebration Party



STRATEGIC PLAN (2022-2025)



Our Mission:

FSJPL Connects, Create, Empowers, Inspires, and Collaborates.

Our Vision:

An Inspired, connected, and empowered Community.

We Value:

- Equitable Access & Reducing Barriers
- Intellectual Freedom
- Partnerships & Community
- Diversity
- Excellent Service
- Building a YES Culture
- Staff Development

STRATEGIC PLAN (2022-2025)

FSJPL STRATEGIC PLAN 2022-2025



WHERE WE'RE AT TODAY

This strategic plan was developed while BC and the rest of the world was in the grips of the COVID-19 Pandemic. Unexpected change in operations, and adaptability in responding to that change is important to any future planning.

Despite these changes, library administration, staff, and volunteers have all risen to the challenge. Programming has evolved (i.e. Full STEAM-Ahead, and CLICK) and continued.

We have purchased additional technologies, such as lending iPads and Laptops to provide remote services to our patrons.

As mentioned in the previous strategic plan, FSJPL continues to manage long-standing limitations such as our physical space. We are the smallest space per capita of all 72 public library systems in the province with just over 7600 square feet for our population of over 34,000. Despite this, with the on-going support of our major funders The City of FSJ, the Peace River Regional District, and the Province of BC, we are certain that good things are on the horizon.

We continue to grow our efforts to transform our environment, programs, collection and technology so we may remain a safe and welcoming community hub where people can gather, create, connect and share.

WHERE WE'RE GOING

FSJPL works to create an inspired, connected and empowered community. Moving forward, we remain passionate about providing the individuals and families who choose to make their home in Fort St. John and its surrounding area with innovative and inclusive services. FSJPL will continue to uphold our promise to our community to connect, create, inspire, empower and collaborate.

Our Four Overarching Priorities:

1. Make the Library A Welcoming Place
2. Develop and Deploy Innovative Programming
3. Increase Our Profile in the Community
4. Continue To Improve Library Services

LETTERS OF SUPPORT

- ✓ **Margaret Little** – SONS (Save Our Northern Seniors) – President
- ✓ **Alita van Deventer** – President of Friends of The Fort St. John Public Library
- ✓ **Alyssa Currie** - Executive Director at Tse'k'wa Heritage Society
- ✓ **Ross Allard** – President – Sunrise Rotary CLUB of FSJ



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Christmas Book Sale

December 7, 2024

10am to 2pm

at the
Fort St. John Public Library

All proceeds will go towards supporting
the Fort St. John Public Library



Friends of the Fort St. John 
Public Library Association 

November 17, 2024

Dear Stakeholder(s)

I am writing to express my enthusiastic support of the Fort St. John Public Library and their upcoming fee for service grant proposal.

As president of the Friends of the Fort St. John Public Library Association and resident of Fort St. John, I have personally experienced the need for social connection and self-enrichment of the people in our community which the library helps to fulfil, and I can therefore attest to the library's ongoing need for funding.

It is my impression from collaborating with them that the capable and courteous team at the Fort St. John Public Library offers people from all walks of life inexpensive services to help them work, learn, play and socialize. These services, like their distinct collection of books, computers with internet access, Homebound delivery service, unique group activities for all ages and a spacious kids play area, to name a few, are what I think make the library an invaluable center for lifelong learning and social connection in our community.

Therefore, I believe with your continued support the Fort St. John Public Library has the potential to keep enriching the lives of Fort St. John's residents and it excites me to think of what the future might hold for this important cornerstone of our community.

I hope you share my enthusiasm and thank you for your consideration.

Sincerely,

Alita van Deventer

President | Friends of the Fort St. John Public Library Association | info@fsjplfreinds.ca



Margaret Little 250-261-1071 mackeno35@gmail.com
Jim Collins, 250-785-5505 beef300_828@hotmail.com
c/o13213 281 Road, Charlie Lake, BC
V1J 8K6
FB page: **SONS or Save Our Northern Seniors**



Wednesday, November 20, 2024

Fort St. John City Council,
City of Fort St. John
10631 - 100 Street,
Fort St. John, BC V1J 3Z5

Dear Mayor Hansen and City Council Members;

**Re: 2025 Fort St. John Public Library Association Budget Application
The Fort St. John Library is a wonderful resource for our community.**

On behalf of SONS – Save Our Northern Seniors, I am very pleased to be sending this letter of support for the continuation of the annual grant for the Fort St. John Library Association (FSJPLA).

When I was just three years old in 1949, my Mom and Dad would take me to the Library which was located in the parking lot across from Dairy Queen. The highlight of my time there was made extra special by receiving overwhelming support, information, and available material even in those very early days. The love of books, reading, and the quest for knowledge was very important and still is today. As a Senior, I rely on our Library for information and support.

Our Public Library is a wonderful source of information made even more important with the people who are there making a difference for all, from children to Seniors. The Library Staff go over and beyond the call of duty to ensure that their Patrons have what they need. If the Library doesn't have something, they find it!!

The Seniors in our community and surrounding areas benefit from the programmes and the materials available. In addition, being able to request material from anywhere in the province enables patrons to make many connections. Having access to materials for those with vision difficulties is very important.

For those who are homebound, the Access Programme provides many people with that vital link to the outside world. Having the ability to access books, DVDs, etc. makes their days more enjoyable. This Programme provides that very important link with the outside world and it is free!

The very popular **CLICK (Creating Literacy in Computer Knowledge) Programme** is very important for those in our community many of our residents who do not have computer skills or access to reliable internet. In today's world, the standard answer to everything is "go on-line!" The access to free internet is extremely important. CLICK ensures that everyone has access to essential computer literacy and meets the ongoing needs of the community by providing the computer skills required to interact fluently and safely online and perform essential tasks. Our popular one-on-one sessions help people in many ways such as:

- Navigating important websites (accessing government forms and information, city water bills & legal information)
- Setting up and accessing email accounts, performing online banking set-up and transactions; arranging travel for medical appointments, accessing online continuing education courses
- Virus protection and installation on personal laptops
- Connecting with friends and family over social media and for remote interviews
- Understanding personal devices and smart phones

Please support the Fort St. John Public Library's grant proposal so that they can continue making a difference to all our community members.

Sincerely,

A handwritten signature in cursive that reads "Margaret A. Little".

SONS – Save Our Northern Seniors - President



Dear Stakeholder(s)

I am writing to express my support of the Fort St John Public Library and their upcoming fee for service grant proposal.

Libraries serve as a beacon of learning and opportunity. It provides a welcoming space for individuals of all ages and backgrounds to gather, explore new ideas, and develop essential skills. From hosting literacy programs and workshops to offering access to a diverse range of resources, the library plays a pivotal role in fostering a culture of lifelong learning.

By offering programs that cater to various demographics—such as children, seniors, and marginalized groups—the Fort St. John Public Library ensures that everyone has the opportunity to benefit from its resources. This inclusivity not only enriches the lives of individuals but also strengthens our community as a whole.

Thank you for your dedication to making the Fort St John Public Library a cornerstone of our community.

I look forward to seeing the continued positive impact the library will have on all of us.

Best regards,

A handwritten signature in black ink, appearing to read "Ross Allard".

Ross Allard

President

Sunrise Rotary Club of Fort St John



Tse'k'wa Heritage Society
10233 100 Avenue, Fort St. John, BC V1J 1Y8
250-224-7906 | tsekwaheritage@gmail.com

12 November 2024

City of Fort St John
10631 100 Street
Fort St John, BC
V1J 3Z5

Re: Letter of Support for Fort St John Public Library

Dear Grant Committee,

I am writing on behalf of Tse'k'wa Heritage Society to express our support for the Fort St John Public Library's (FSJPL) request for a Fee for Service Grant.

Tse'k'wa, or "rock house" in Dane-zaa/Beaver language, is an exceptional cultural and archaeological site that has been visited by Dane-zaa ancestors for over 12,500 years. The site is owned and managed by Tse'k'wa Heritage Society, a collaboration of three partner First Nations: Doig River, Prophet River and West Moberly. Tse'k'wa is a chqde wuujo (a good place) where we gather, preserve, and celebrate Dane-zaa language, culture, and heritage. Our organization has collaborated with the Fort St John Public Library on several projects.

The Fort St John Public Library has supported Tse'k'wa on a number of projects. Most notably, our collaborative pitch to the LawMatters Grant allowed Tse'k'wa to expand our reference library to include books on repatriation and reconciliation. FSJPL advocated for our "non-traditional" library model, which allowed us to purchase copies of UNDRIP (United Nations Declaration on the Rights of Indigenous Peoples) and the TRC Calls to Action that we could distribute to our community members for free. FSJPL has also expanded their own collection based on suggestions from our staff; books on local Indigenous history and reconciliation benefit all library users. As a service partner in our community, we appreciate these changes made towards reconciliation.

I enthusiastically support the Fort St John Public Library's application for a Fee for Service Grant.

Wuujoq aasanaláá? (thank you) for your consideration,

Alyssa Currie
Executive Director
Tse'k'wa Heritage Society



LONG TERM WATER SUPPLY PLAN

Update

November 2024



TODAY'S AGENDA

1. Background of Plan

- Why are Upgrades Needed?
- Plan Recommendations

2. Plan Updates Since 2018

- Stage 1: Backup Power
- Stage 2: Test Drilling
- Stage 3: Feasibility Study
- Reservoirs – Condition Assessment

3. Supply Upgrades – Phasing Plan

4. Next Steps



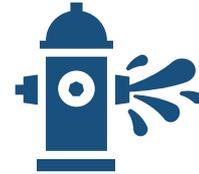
Why are Water Supply Upgrades Needed?



To add capacity to maintain a reliable supply of safe drinking water



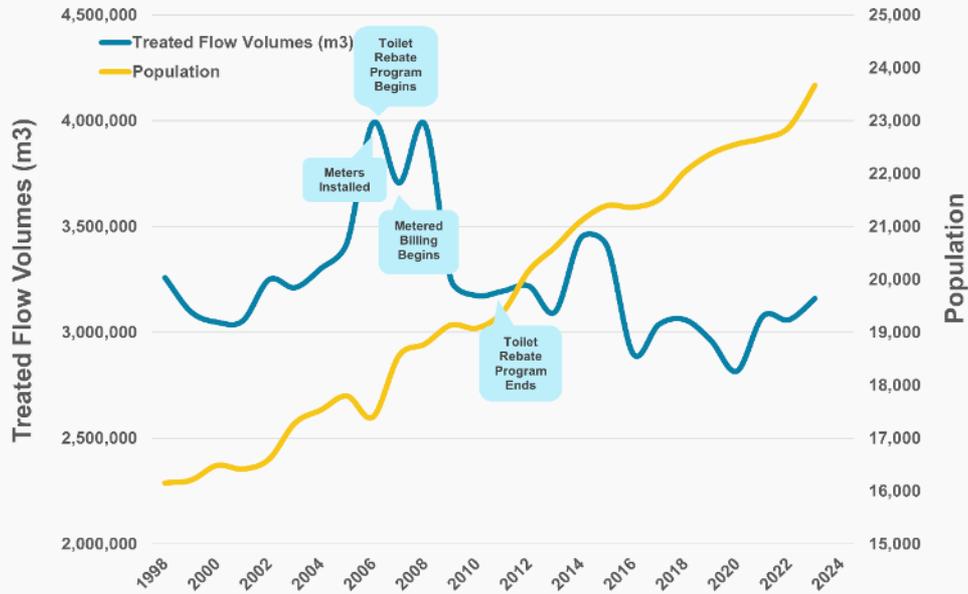
To accommodate modest growth



To address ageing infrastructure

HISTORICAL WATER USAGE

Annual Water Usage vs. Population



Population Data: BC Stats



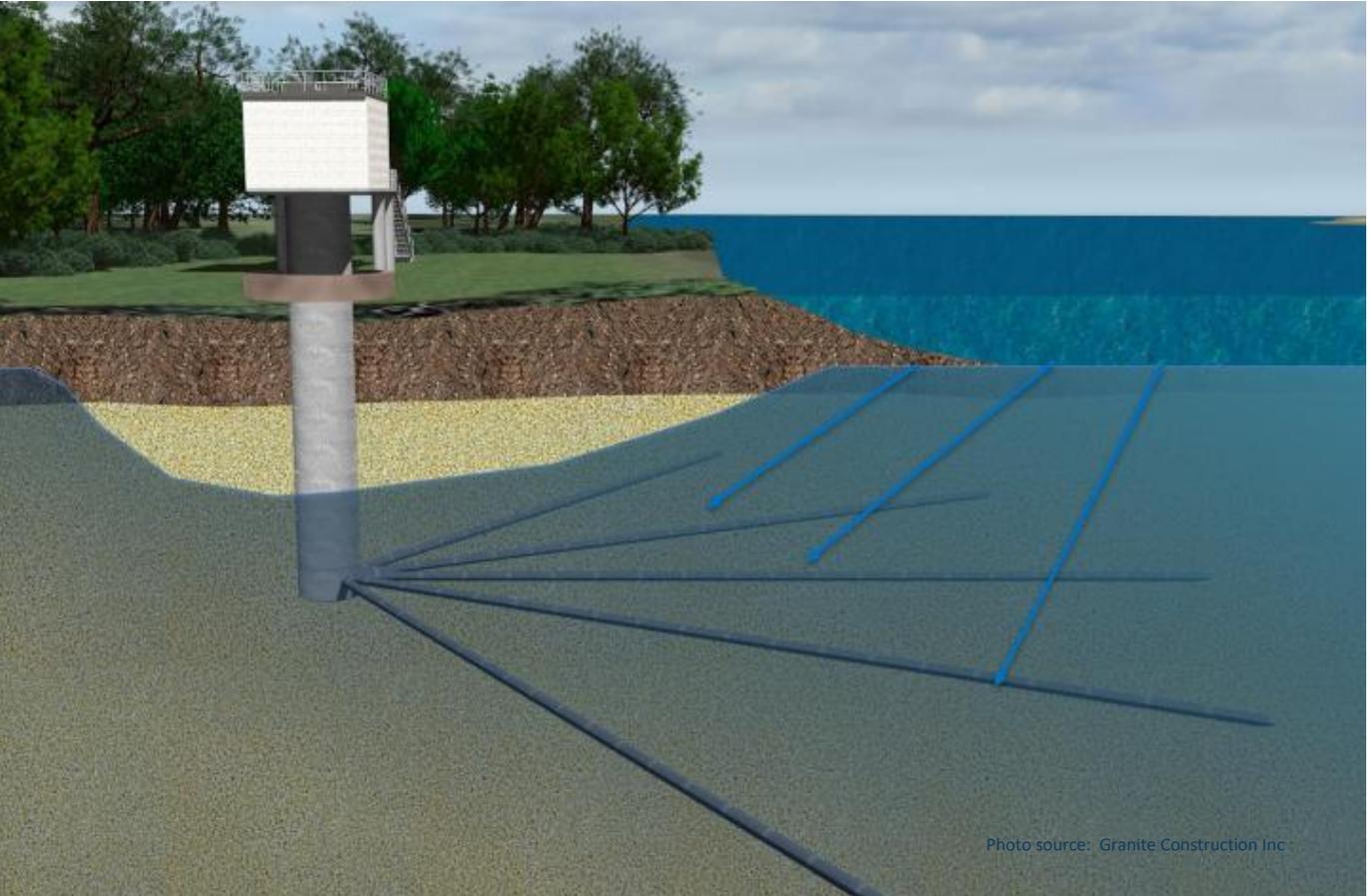
Long Term Water Supply Plan Summary

- Multiple Supply Options Evaluated

- Upgrade Current Source
- Site C Reservoir
- Peace River
- New Groundwater wells

RECOMMENDED OPTION
HORIZONTAL COLLECTOR WELL

AGENDA ITEM #6.2



Water Supply Plan – Updates Since 2018

- Stage 1 – Backup Power Added
 - Complete 2020
- Stage 2 – Test Drilling – 2020 - 2022
 - What did we learn?



Water Supply Plan – Updates Since 2018

Stage 3 – Feasibility Study – Defined Scope of Required Upgrades

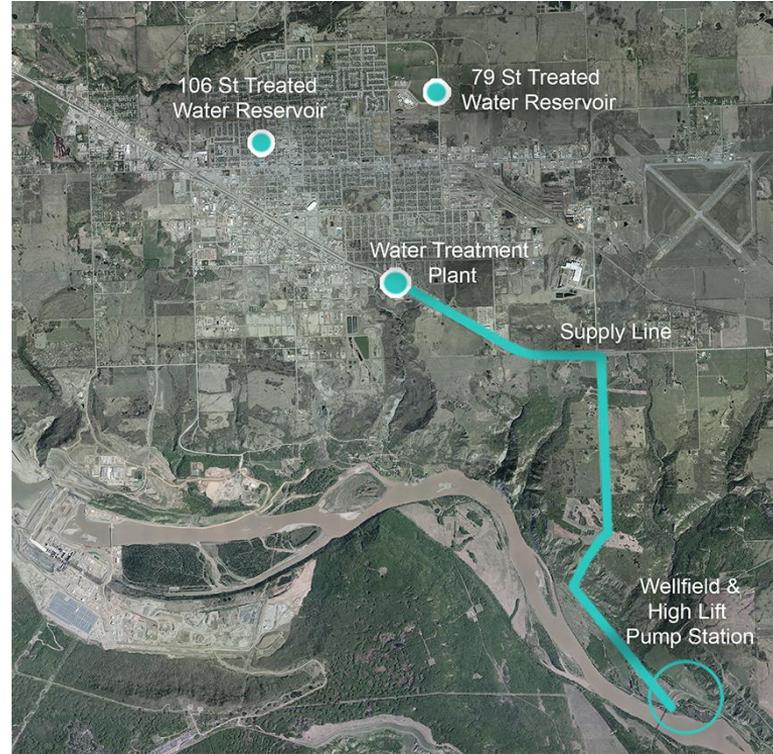
- Collector Well – Downstream of CN bridge
- High Lift Pump Station – Building Expansion & Electrical Upgrades, 4th Pump



Water Supply Plan – Updates Since 2018

Stage 3 – Feasibility Study – Defined Scope of Required Upgrades

- Collector Well – Downstream of CN bridge
- High Lift Pump Station – Building Expansion & Electrical Upgrades, 4th Pump
- Supply Line Upgrade – not needed
- Water Treatment Plant – Expansion, pump station, UV, More filters



Water Reservoirs – Condition Assessments

106 Street Reservoir



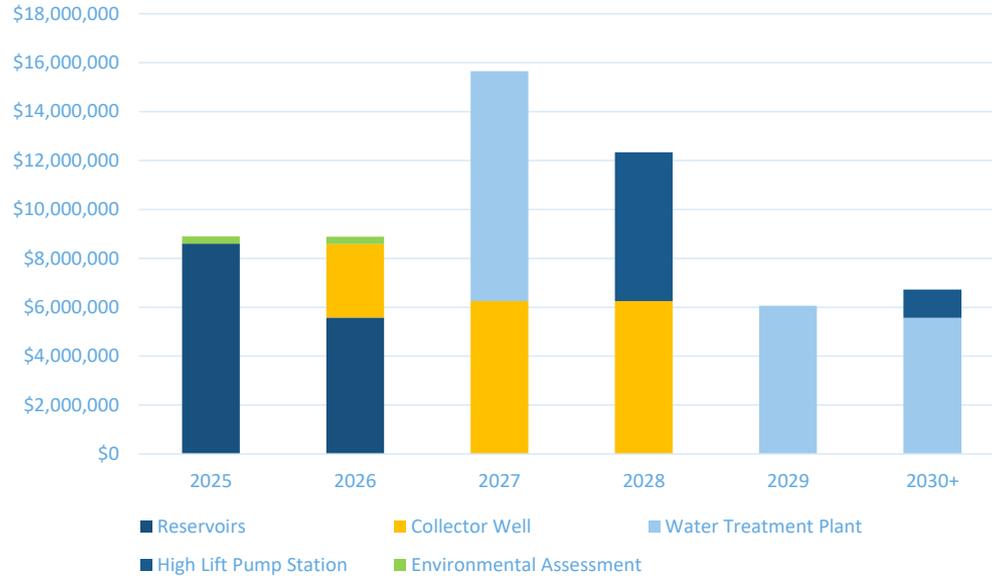
79 Street Reservoir Cover



WATER SUPPLY PLAN – UPGRADE TIMELINE



Projected Annual Budgets



Funding Strategies

- Water Reserves
- Development Cost Charges
- Borrowing
- Grants

Next Steps

- Environmental Assessment – 2 year process
- Peace River Modeling – Early 2025
- Detailed Design and Tender of 106 St Reservoir – Early 2025
- Construct 106 St Replacement – Fall 2025 to Summer 2026
- Design 79 St Upgrades – Spring/Summer 2025



Thank You

Questions? Comments?



TRAFFIC CONCERNS PROCESS

Robert McGuire, Engineering Technologist

AGENDA ITEM #6.3

Traffic Concern Process Administrative Procedure #6.3 Robert McGuire, Engineering...

Purpose:

- To outline the process for addressing citizens concerns related to traffic and pedestrian safety.
- To ensure that requests related to traffic controls are tracked and dealt with in a consistent manner.



PROCESS cont.

- Concern is added to the tracking list to be reviewed by the Traffic Concerns Working Group.
- Traffic Concerns Working Group meets 3 times a year to discuss concerns.
- Decisions are made based on need, safety, and budget.
- Concerned citizen is contacted with the outcome.
- Implement changes as decided.



EXAMPLES OF CONCERNS

CROSSWALK REQUESTS

- A request for a lit pedestrian controlled crosswalk
- Vehicle and pedestrian counts are done and traffic warrants completed to ensure best practice is followed.



EXAMPLES OF CONCERNS cont.

SPEEDING

- Citizen calls in with complaints about speeding in their neighbourhood.
 - A traffic survey that includes volumes and speed is conducted to determine the best solution.



EXAMPLES OF CONCERNS cont.

LIGHTING

- Citizen calls in with comments about lighting on trails or sidewalks.
 - Issue is discussed and prioritized depending on need, safety, and budget.





SUMMARY/QUESTIONS?

AGENDA ITEM #6.3



REQUEST FOR DIRECTION

File # 0340-50

Report To: Mayor and Council
From: Director of Development Services
Presenter: Robert McGuire
Subject: Administration Report No. 0020/24
 Traffic Concern Process Administrative Procedure No. 57/24

Options:
Meeting: Committee of the Whole
Meeting Date: 25 Nov 2024

CAO'S COMMENTS:

It is common for complaints, suggestions, and questions relating to traffic or pedestrian safety to be received at all levels of the organization. Many suggestions relate to intersection improvements, crosswalks, or other traffic calming measures. It is important to have a consistent process to deal with these issues when they arise so that they are handled consistently, fairly and there is a process to communicate the decisions made to the community as changes are made to traffic flows.

DEFINE THE TOPIC: A procedure to outline the process for addressing citizens concerns related to traffic and pedestrian safety.

KEY INFORMATION:

The City does not currently have a standard method of responding to and dealing with citizens concerns related to traffic and pedestrian safety. This procedure will ensure that requests related to traffic controls are tracked and dealt with in a consistent manner.

The creation of a Traffic Concern Group consisting of members of the Roads, Engineering, and Capital Works departments that meets on a regular basis to discuss concerns will ensure that we can provide a consistent, studied and coordinated method of dealing with submitted concerns and requests.

RELEVANT OBSERVATIONS: Historically, concerns were handled on an individual basis and may have missed being coordinated with other projects. This procedure will ensure that all concerns are treated equally, discussed by all departments involved, and that best practices for road and pedestrian safety are followed.

COMPLIANCE WITH STRATEGIC PILLARS:

Vibrant Community – Invest in community safety, social, cultural, and recreational programs.

Managing Assets – Build and manage assets that support the current and future needs of the community.

COMPLIANCE WITH STRATEGIC PRIORITIES: Invests in community safety by ensuring a standard process for responding to citizens concerns related to traffic and pedestrian safety. This procedure supports managing assets by using the Traffic Concerns Group to coordinate any works needed to reduce duplication of works and looking at neighbourhoods or City as a whole.

ESSENTIAL QUESTION: N/A

DETERMINED DESIRED OUTCOMES (If the essential question is answered)
--

KEY RESULT: N/A

UNINTENDED OUTCOMES: None anticipated

DEPARTMENTS CONSULTED ON THIS REPORT to achieve the key results (pros and cons)

All departments were given opportunity to comment on the draft Traffic Concern Process Administrative Procedure No. 57/24

Attachments:

57 - Traffic Concern Process Administrative Procedure

Traffic Concern Process Administrative Procedure Presentation

RESPECTFULLY SUBMITTED:

Robert McGuire, Engineering Technologist

07 Nov 2024



File No. 0340-50
Administration

Traffic Concern Process
Administrative Procedure No. 57/24

PURPOSE:

To outline the process for addressing citizens concerns related to traffic and pedestrian safety.

Examples include:

Additional crosswalk, speeding, letdowns, parking needs, stop signs, and street or trail lighting.

PROCEDURE:

1. Citizen contacts the City with their concern.
2. Immediate maintenance concerns are forwarded to the appropriate department (stop sign down, street light out, etc.).
3. City staff records concerns in Cityworks and notifies the citizen that they will be contacted by the Engineering Department.
4. Engineering Department contacts the citizen to gather more information, if required, and to notify them of the process.
5. Concern is added to the tracking list to be reviewed by the Traffic Concern Group.
6. The Traffic Concern Group consisting of members of Roads, Engineering, and Capital Works meet three times per year to discuss submitted concerns.
7. Decisions are made based on:
 - a. Need/Safety (determined by traffic warrants or studies where applicable), and
 - b. Budget.
8. Concerned citizen is contacted with the outcome of the Traffic Concern Group meeting.
9. Staff implement changes decided in meeting (internal assignment, give to maintenance contractor, add to capital works program, etc.).

Authorized by the Chief Administrative Officer
Updated from Procedure Dated: N/A

Effective: November 20, 2024
Page: 1 of 1



TRAFFIC CONCERNS PROCESS

Robert McGuire, Engineering Technologist



Purpose:

- To outline the process for addressing citizens concerns related to traffic and pedestrian safety.
- To ensure that requests related to traffic controls are tracked and dealt with in a consistent manner.



PROCESS

- Citizen contacts the City either online, by phone or in person with issue.
- Immediate maintenance related concerns are forwarded to appropriate department (stop sign down, streetlight out, etc.).
- City staff records concerns and notifies the citizen that they will be contacted by the Engineering Department.
- Engineering Department contacts citizen to gather additional information and notify them of the process.



PROCESS cont.

- Concern is added to the tracking list to be reviewed by the Traffic Concerns Working Group.
- Traffic Concerns Working Group meets 3 times a year to discuss concerns.
- Decisions are made based on need, safety, and budget.
- Concerned citizen is contacted with the outcome.
- Implement changes as decided.



EXAMPLES OF CONCERNS

CROSSWALK REQUESTS

A request for a lit pedestrian controlled crosswalk

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EXAMPLES OF CONCERNS cont.

SPEEDING

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EXAMPLES OF CONCERNS cont.

LIGHTING

- Citizen calls in with comments about lighting on trails or sidewalks.
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SUMMARY/QUESTIONS?

