

AGENDA

Committee of the Whole Meeting

1:00 PM - Monday, December 9, 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 - 10 4.1 [November 25, 2024 Committee of the Whole Meeting Minutes 241125 - COW](#)

5. BUSINESS ARISING OUT OF THE MINUTES:

6. PRESENTATIONS AND DELEGATIONS:

- 11 - 21 6.1 [Northern Health Recruitment and Retention](#)
Emelye Macfarlane, Regional Manager Recruitment Services - Northern Health
[Northern Health Recruitment and Retention Presentation](#)
- 22 - 36 6.2 [North Peace Historical Society Fee-for-Service Presentation](#)
Heather Sjoblom, Manager/Curator and Bruce Christensen, President - Fort St. John North Peace Museum and Historical Society
[North Peace Historical Society Annual Report for City 2024](#)
[North Peace Historical Society Fee-for-Service Presentation](#)
- 37 - 49 6.3 [North Peace Community Foundation](#)

Susan Adams, Executive Director, Lita Powell, Board Vice Chair and
Cameron Eggie, Director and Chair of the Community Granting Advisory
Committee - NPCF
[North Peace Community Foundation Presentation](#)

7. CORRESPONDENCE:

None

8. REPORTS FROM CAO AND ADMINISTRATION:

None

9. NEW BUSINESS:

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

- 50 10.1 **November 25, 2024 Resolution to Move to Closed Committee of the Whole Meeting**
[241209 - Resolution to Move to Closed](#)

11. ADJOURNMENT:



**MINUTES
COMMITTEE OF THE WHOLE
NOVEMBER 25, 2024
1:30 PM
CITY HALL COUNCIL CHAMBERS**

PRESENT: Mayor Lilia Hansen
Councillor Trevor Bolin
Councillor Gord Klassen
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
Robert Norton, Director of Public Safety/Fire Chief
Shirley Collington, Director of Finance
Jeremy Garner, Director of Public Works and Utilities
Jennifer Decker, Director of Development Services
Britney Carlstrom, Engineer
Robert McGuire, Engineering Technologist
Jim Stewart, Capital Projects Manager
Ryan Harvey, Communications Manager
Lucas Panoulas, IT Manager
Angie Bernardin, Deputy Treasurer
Christina Brace, Deputy Corporate Officer
Manav Cheema, Administrative Assistant II (recording secretary)

1. Call to Order:

The meeting was called to order at 1:30pm.

2. Notice of New Business:

None

3. Adoption of Agenda by Consensus:

The November 25, 2024 Committee of the Whole meeting agenda was adopted as presented by consensus.

4. Adoption of Minutes:

November 12, 2024 Committee of the Whole Meeting Minutes

MOVED/SECONDED

“THAT, the minutes of the November 12, 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 Public Library Fee-for-Service Report

Matthew Rankin, Director of Library Services

Mr. Rankin greeting Council and introduced himself as the Director of Library Services for Fort St. Public Library.

The Fort St. John Public Library is located in the North Peace Cultural Centre and can be contacted by phone at 250-785-3731 or by email at circ@fsjpl.ca. The current hours of operation are Tuesday to Saturday from 10am to 5pm. There will be changes to the hours in the new year and closures during the upcoming holidays.

A breakdown of the expenses for 2024 was provided with funds received from the City of Fort St. John, the PRRD and Province of BC, as well as SRC donations.

Fort St. John Public Library is asking for \$515,000.00 for operations in 2025. This is a 14.5% increase from 2023-2024, where the allotted grant total was 450,000.00. The City of Fort St. John is the Library's primary financial supporter. Other supporters include the PRRD and the Province of BC.

Reasons for the increase request include, inflation, demands for increase in hours of operation, staffing costs, expansion of existing services, collection, and programming abilities, and a greater need to update and better utilize existing library space.

A review of the services provided by the Library was given, including programming, collections, access to technology, and other services. The funding from local and provincial governments support each of these programs.

Partnerships and collaboration are important aspects of daily operations. It allows the Library to stretch resources farther and have a greater presence in the community. The Fort St. John Public Library has partnered with the Fort St. John Literary Society, the North Peace Pride Society, Sunrise Rotary, Save our Northern Seniors, Northern Health, local Dungeons and Dragons groups, and many others.

6. Presentations and Delegations:

Fort St. John Public Library Fee-for-Service Report (continued)

Matthew Rankin, Director of Library Services

General Statistics from 2021-2024 were highlighted with details on in person traffic, circulation, and programming with a short review of the 2022-2025 Strategic Plan. In 2025, the Library will be celebrating its 75-year anniversary with many events scheduled in May.

Councillor Lequiere inquired about the number of full-time and part-time employees at the library. Mr. Rankin responded that there are a total of 20 employees, including 7 full-time staff members.

Councillor Bolin noted that wages account for approximately 74% of the library's expenses and that residents of Fort St. John are paying \$22 each, while residents of Area B are contributing \$10.50 each and \$9.63 each in Area C. He emphasized that this disparity places a significant burden on the residents of Fort St. John considering the current request. He further suggested that the library should engage in discussions with the Peace River Regional District, as the benefits of the library extend to all residents, and it seems unfair for Fort St. John residents to bear more than double the cost compared to residents of other areas.

Councillor Klassen asked whether the library is a society. Mr. Rankin clarified that the library is registered as a charity. Councillor Klassen asked if the library planned to promote itself as a charity to potentially increase donations, noting that individuals might be more inclined to donate if they knew they could receive a tax receipt for their contributions. Mr. Rankin responded that it is part of their plan to enhance fundraising efforts and increase donations.

Councillor MacDougall asked if there are any plans for fundraising in celebration of the Library's 75th anniversary, as it appears to be a great opportunity for such efforts. Mr. Rankin responded that they plan to hold fundraising activities during the 75th anniversary event, such as a 50/50 raffle and requesting donations at the door.

Mayor Hansen inquired about the benefits of remaining a public library versus transitioning to a society. Mr. Rankin responded that the library was originally established as a lending library, and changing to a society status would require altering its core function as an organization.

10 Year Water System Upgrades

Jeremy Garner, Director of Public Works and Utilities and Kristin Bayet, Project Engineer - Urban Systems

The Director of Public Workers and Utilities greeted Council and introduced Ms. Bayet, a Project Engineer from Urban Systems. The purpose of the presentation was to provide Council with an update on the City's Long-Term Supply Plan which has been ongoing since 2018.

There is a need to upgrade the City's water supply due to limits on capacity, population, and ageing infrastructure. Groundwater wells from an aquifer near the Peace River work well and produce great water for the community but the supply has always struggled to keep up with demands of community. Demand

6. Presentations and Delegations:

10 Year Water System Upgrade (continued)

Jeremy Garner, Director of Public Works and Utilities and Kristin Bayet, Project Engineer - Urban Systems

management has helped buy some time and allowed the City to keep using the current supply.

A slide was shown highlighting historical water usage vs. the annual population from 1998 to 2024.

In 2015, it was recognized that it was time to start planning to ensure that long term sustainable water supply remains available for this community. A "Long Term Water Supply Plan" was then created and endorsed by Council in 2018.

The recommended option was a horizontal collector well. This would provide the best opportunity to get more water with the best quality. A horizontal collector well makes the best use of existing infrastructure which helps decrease the overall cost. Horizontal wells require lower maintenance than vertical wells, every 5 years versus 15+ years. Adding more vertical wells to the current aquifer is not feasible.

An image was shown of the proposed horizontal collector well.

An overview of Water Supply Plan updates from 2018 to present was given. A viable location was identified, and research was done to confirm that the horizontal collector well could provide the quantity and quality of water that the community needs.

A feasibility study was conducted to define the scope of the required upgrades. It was determined that upgrades to the high lift pump station would be required, along with expansion to the Water Treatment Plant.

Condition assessments were conducted on the 106 Street and 79 Street water reservoirs. The assessment revealed that the concrete on the 106 Street reservoir is deteriorating, and that the reservoir needs to be replaced. A possible location for the new reservoir is south of the current site, in the empty field, where it could make use of the existing pump house. Additionally, the 79 Street reservoir requires a new cover and liner replacement.

Councillor Bolin inquired whether the 106 Street water reservoir would have increased capacity. Ms. Bayet responded that they are planning to double the capacity of the reservoir from 6,000 cubic meters to 12,000 cubic meters and relocate the reservoir further south, toward 105 Avenue. The Director of Public Works & Utilities added that the replacement reservoir will be constructed from bolted steel rather than concrete, which would likely allow for a faster build time.

Councillor Lequiere asked about the effects of taking the 106 Street reservoir offline and how it would impact the City's water requirements. Ms. Bayet responded that the 79 Street reservoir has sufficient capacity to supply water while construction is underway at the 106 Street reservoir.

Councillor Zabinsky noted that the report indicates an upgrade to the supply line is not needed and asked whether adding a collector well would increase pressure on the existing supply line. Ms. Bayet responded that while the line would provide

6. Presentations and Delegations:

10 Year Water System Upgrade (continued)

Jeremy Garner, Director of Public Works and Utilities and Kristin Bayet, Project Engineer - Urban Systems

a greater quantity of water, the pressure would remain unchanged. Additionally, the supply line has some extra capacity to accommodate the increased flow.

Councillor Zabinsky asked if staffing changes would be required with the addition of the collector well. The Director of Public Works responded that staffing requirements would not significantly change, as the collector well would be primarily used, reducing reliance on the vertical wells. The high lift pumping station may require some additional staffing because there will another pump to maintain, but the increase would not be significant.

Councillor Zabinsky asked if any other municipalities are using this type of collector well. Ms. Bayet responded that Prince George is using it in the northern region, and there are many other locations across North America that also utilize this system. The Director of Public Works and Utilities added that the key difference between a collector well and rivers or lakes is the water source. Collector wells tap into groundwater, while rivers and lakes provide surface water. If surface water were used, it would require a completely new treatment plant, with many more parameters to consider. However, by using a collector well, the water remains classified as groundwater, meaning the existing water treatment plant would not need to be upgraded.

Councillor MacDougall asked if the aquifer has been mapped to determine its water-holding capacity. Ms. Bayet responded that it is the same aquifer currently in use, and they are simply extending further into the river to access additional capacity. Testing has been conducted to predict the water quality, and the results are promising, showing an improvement. The only difference is the additional UV treatment, as the well is more hydraulically connected to the river, which requires more disinfection, however no additional filtration is required.

Councillor Klassen asked about the difference in depth between the vertical well and the collector well. The Director of Public Works & Utilities responded that both wells reach down to the bedrock.

Councillor Klassen inquired whether the strategic plan addressed ways to reduce water consumption. The Director of Public Works responded that while this was not specifically part of the strategic plan, the water meters are effective at detecting and addressing water leaks, which helps manage consumption.

Mayor Hansen asked if there would be potential consequences if the City had not made the investment in backup power. The Director of Public Works responded that without the backup power, there was a significant risk. The City could have run out of water, leading to extreme water rationing for the City and the neighbouring communities who use the bulk water stations.

A five year plus timeline for the Water Supply Plan with details of the construction and upgrades required, along with projected annual budgets were provided to Council.

Funding Strategies include using water reserves, development cost charges, borrowing, and obtaining grants.

6. Presentations and Delegations:

10 Year Water System Upgrade (continued)

Jeremy Garner, Director of Public Works and Utilities and Kristin Bayet, Project Engineer - Urban Systems

Next steps include an environmental assessment, Peace River modeling, a detailed design and tender for the 106 Street reservoir in early 2025, and a design of the 79 Street upgrades in Spring and Summer of 2025. Construction of the 106 Street reservoir replacement will take place between Fall 2025 and Summer 2026.

Councillor Lequiere asked whether the booster pump near the river and the water treatment plant are the primary pumps. The Director of Public Works & Utilities responded that these pumps are responsible for moving water all the way to the reservoir. There are also boosters at the reservoir that can be used to pump water out of the reservoir to boost pressure in the City, and at night they help refill the reservoir. Councillor Lequiere asked how many wells are used at any given time to pull water. The Director of Public Works & Utilities responded that the number of wells used varies depending on the community's needs.

Traffic Concern Process Administrative Procedure

Robert McGuire, Engineering Technologist and Jennifer Decker, Director of Development Services

The Engineering Technologist and the Director of Development Services greeted Council and thanked them for the opportunity to present.

The purpose of the Traffic Concerns Process Administrative Procedure is to outline the process for addressing citizens concerns related to traffic and pedestrian safety and to ensure that requests related to traffic controls are tracked and dealt with in a consistent manner.

Concerns and requests can be brought in person or be sent by phone, email, or through the website. City staff will record the concern and notify the citizen that they will be contacted by the engineering department. Any concerns related to maintenance are forwarded to the appropriate department. All other concerns are forwarded to the Engineering department who will then reach out for any clarification required and explain the full process.

Recorded concerns are reviewed by the Traffic Concerns Group consisting of members from the Roads department, Engineering, and Capital Projects. The group will meet three times annually in early spring, late summer and at the end of the year. Decisions are made based on need, safety, and budget.

A request for a lit pedestrian-controlled crosswalk would prompt vehicle and pedestrian counts and traffic warrants being completed to ensure best practice is followed. A citizen calling with complaints about speeding in their neighbourhood would prompt a traffic survey that includes volumes and speed reports. If a citizen called with comments about lighting on trails or sidewalks, then the issue would be discussed and prioritized depending on need, safety, and budget.

Councillor Lequiere mentioned that several residents had inquired about the possibility of adding a turn signal at the intersection of 100 Ave and 100 St, as traffic tends to back up significantly in the afternoons. The Engineering

6. Presentations and Delegations:

Traffic Concern Process Administrative Procedure

Robert McGuire, Engineering Technologist and Jennifer Decker, Director of Development Services

Technologist responded that while no formal requests or complaints have been received, a study could be conducted to determine the most effective course of action.

Councillor MacDougall expressed concern about the timeline, given that the committee meets only three times per year and asked whether responses to the public would be provided in a timely manner. The Engineering Technologist responded that the timeline would be communicated to the citizen. If necessary, the study could be conducted before the next meeting, rather than waiting until the meeting. The frequency and schedule of committee meetings can be changed depending on the nature of the requests.

Councillor Zabinsky inquired about methods of communication to the public, and how the community will be informed that their concerns are being heard. The Engineering Technologist responded that when the Engineering department receives a call and collects the necessary data, they will follow up by calling the citizen to explain the process and outline the next course of action. They will then follow up after the meeting as well. The Deputy Chief Administrative Officer added that this is a working group committee, rather than a standard committee, and emphasized that communication with the public is generally consistent, although it may vary depending on the nature of the complaint.

Councillor Klassen suggested that direct public communication might be time-efficient, especially if there are multiple complaints about the same issue.

Councillor Lequiere inquired about the duration of a survey. The Engineering Technologist responded that surveys are conducted for a full week. Afterward, the report is sent to the RCMP and is also retained by the Engineering department for future reference.

Mayor Hansen emphasized that if someone has a concern regarding traffic or speeding, they should report it through the City app or website, where it will be directed to the appropriate department for follow-up.

7. Correspondence:

None

8. Reports from CAO and Administration:

Administration Report No. 0020/24

Traffic Concern Process Administrative Procedure

Council received the report for information.

9. New Business:

None

City of Fort St. John Committee of the Whole
November 25, 2024

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10. **Resolution to Move to Closed Committee of the Whole Meeting:**
November 25, 2024 Resolution to Move to Closed Committee of the Whole Meeting
None
11. **Adjournment:**
The meeting was adjourned at 2:43 pm.

Confirmed by Council this 9th day of December, 2024

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

Lilia Hansen, Mayor

Bonnie McCue, Corporate Officer

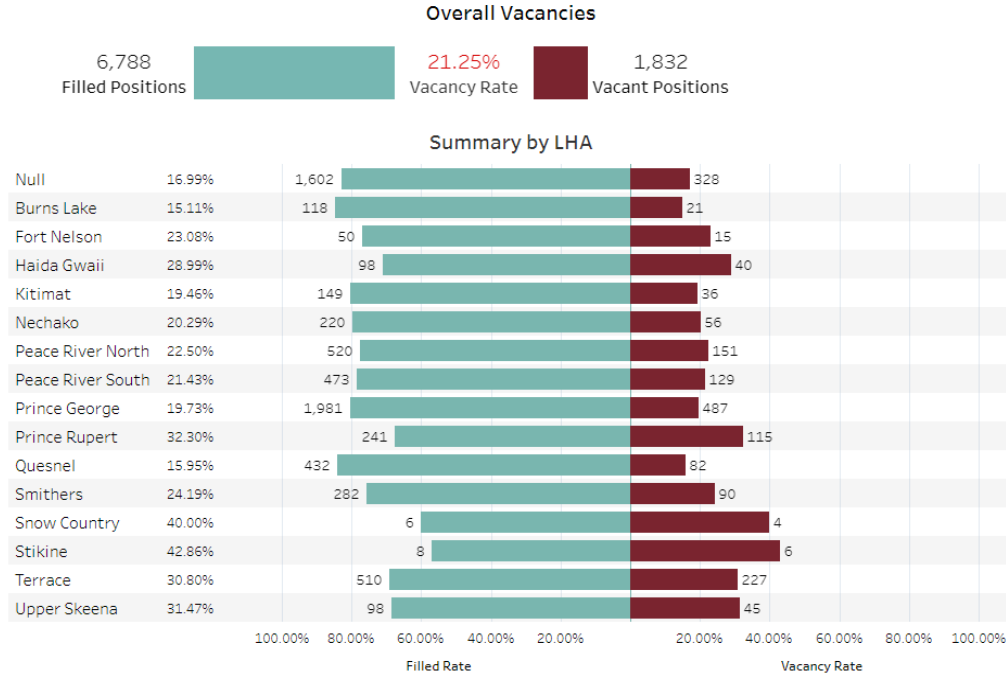



northern health
the northern way of caring

North East Health Service Delivery Area

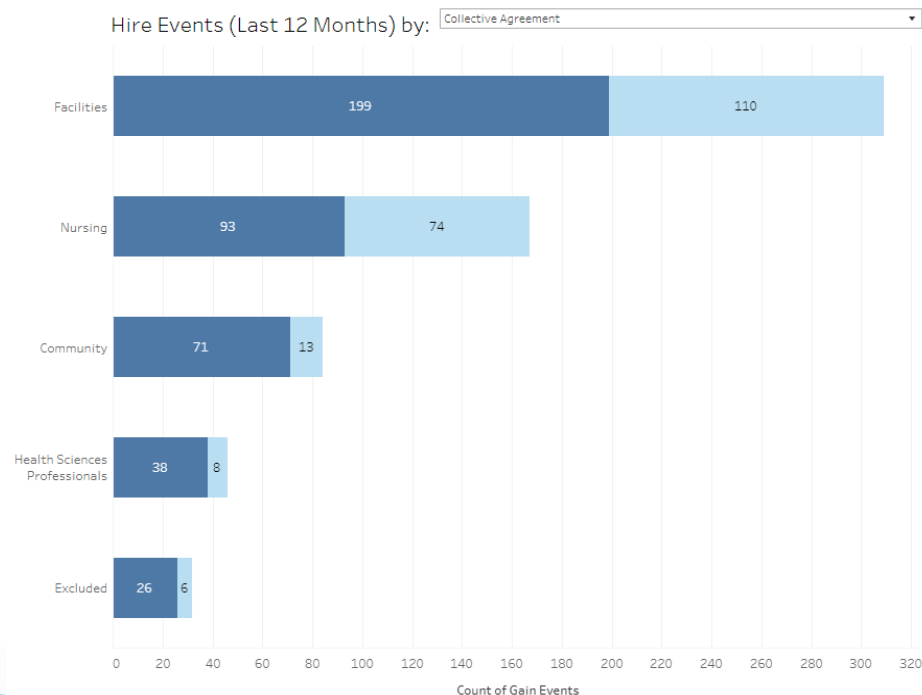
Recruitment Services
January 2024- To Date

NH Current Context



North East at a Glance- Net Gains

Over the past 12 months



Facilities

- 199 External hires
- 110 Internal hires

Nursing

- 93 External hires
- 74 Internal hires

Community

- 71 External hires
- 13 Internal hires

Health Sciences Professionals

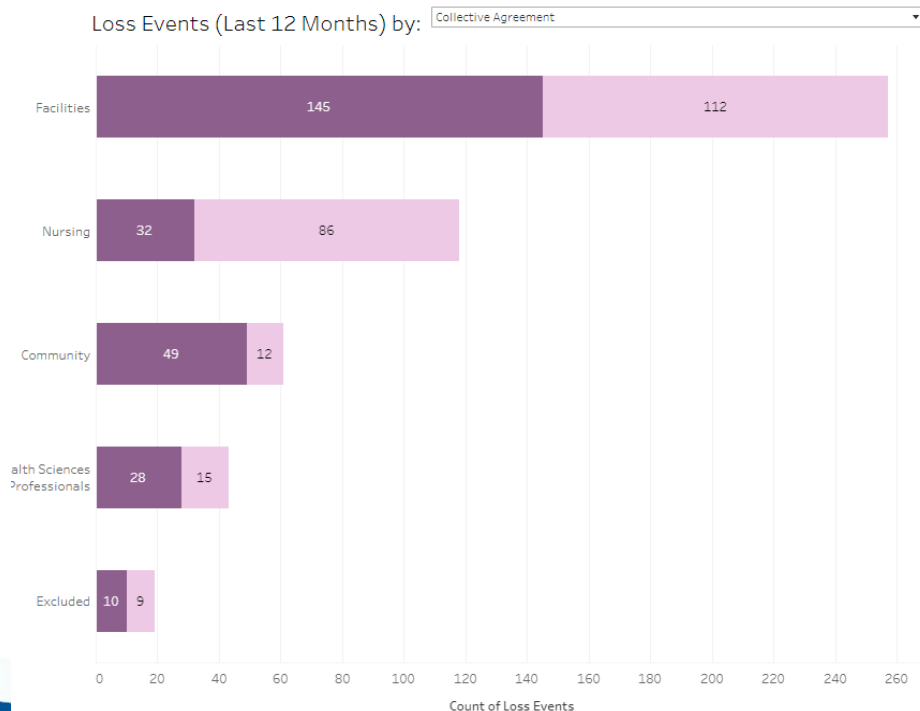
- 38 External hires
- 8 Internal hires

Excluded

- 26 External hires
- 6 Internal hires

North East at a Glance- Net Losses

Over the past 12 months



Facilities

- 145 Left organization
- 112 Left department

Nursing

- 32 Left organization
- 86 Left department

Community

- 49 Left organization
- 12 Left department

Health Sciences Professionals

- 28 Left organization
- 15 Left department

Excluded

- 10 Left organization
- 9 Left department

Candidate Networking and Connection

In 2024, NH Recruitment has attended or registered to attend 93 conferences, post-secondary institution presentations, local job fairs, and grow our own presentations at northern high schools.

NH Recruitment has hosted six Virtual Career Fairs. NH successfully recruited two healthcare professionals from these events to date and continues to network with prospective candidates.

The six virtual events included:

- Dietitians
- Emergency Nursing
- All Nursing disciplines (2 events)
- Respiratory Therapists (2 events)

2024 virtual hiring event analytics:

- 278 RSVPs
- 166 Attendees
- 65 candidates flagged as qualified
- Multiple hires made throughout the year as a direct result of virtual events



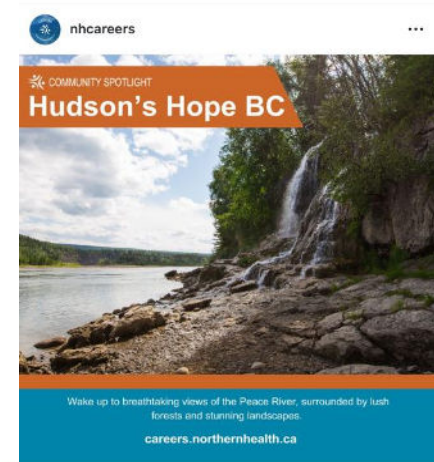
Marketing and Advertising

NH Recruitment has expanded the use of ad platforms to reach wider audiences to showcase NH careers and communities.

NH utilizes the following platforms:

- Meta (Facebook and Instagram)
- Google
- YouTube
- Reddit
- X (previously known as Twitter)
- LinkedIn

In addition, NH advertises on job boards, professional associations, and advertising platforms such as Indeed.



Recruitment and Retention Ambassador Initiatives

- Adventures in Healthcare Fort St. John, Fort Nelson, Dawson Creek, and Chetwynd.
- Sends communication to new hires joining NH providing additional support if required.
- Collaborating with local school districts to facilitate Grow Our Own presentations for 2024-2025 school year.
- Grow Our Own Events: Fort St. John, Dawson Creek, and Fort Nelson
- Supported and participated in the Fort Nelson Hospital Tour with Grade 10/11/12 students in the UNBC Healthcare Travelling Roadshow.
- Partnered with Indigenous Recruitment to attend various Indigenous recruitment events.
- Partnered with Volunteer Resources to attend community events.
- Attendance at Dawson Creek Career Fair showcasing future build and future recruitment opportunities.



Rural and Remote Recruitment Incentive (RRRI)

Eligible employees will receive a \$30K incentive for two-year return of service.

- An eligible employee new to a rural and remote community, including those who previously worked in urban/metro centers and who have relocated to Rural/Remote communities or who are new to BC's public health sector.
- Employees covered by the NBA, HSPBA, FBA and CBA agreements who have moved to a rural/remote community from another rural/remote community are not eligible.
- To prevent destabilization, employees covered by the NBA, HSPBA, FBA and CBA agreements who were employed by a First Nation service provider or by the First Nations Health Authority, or by a private/affiliate long-term care/assisted living employer in the community within 12 months prior to their date of hire are not eligible.



North East RRRI Successes

Community	# of Hires
Dawson Creek	21
Chetwynd	2
Fort St. John	35
Fort Nelson	3
Tumbler Ridge	2

2024 New Grad Successes

Community	RNS	RPNS	LPNS	TOTAL
Chetwynd	1	0	0	1
Dawson Creek	2	0	4	6
Fort Nelson	1	0	0	1
Fort St. John	10	1	7	18
			Total	26



Dawson Creek and District Hospital Replacement



To promote the new hospitals being built in the northern region, NH Recruitment has created long-term social media ad campaigns highlighting the communities in which the hospitals are being built plus current and future job opportunities. Media includes video and photo.

Please click on the link below for updates on the Dawson Creek and District Hospital Replacement:

<https://letstalk.northernhealth.ca/dcdh-replacement>

North Peace Historical Society's Annual Report 2024 for the City of Fort St. John

The North Peace Historical Society used our \$30,000 Fee for Service Grant to preserve and present the history of Fort St. John through events, management of our collection and archives, social media, educational programs, and partnerships with local organizations.

Events

We set a new record for events in 2024 with 46 events serving over 4000 and counting! Some of our 46 events will happen later this year. This beat our previous record for events (37 in 2023). This is the most events we have done in over twenty years. Our events serve kids, families, adults and seniors. They include presentations, search and finds, documentary nights, take home kits, and interactive activities.

We offered several free admission days with scavenger hunts or other activities and also offered free admission to Fort Nelson residents displaced by the wildfires. Our Canada Day scavenger hunts and free admission in partnership with the City of Fort St. John saw a record 770 people this year! Our Halloween at the Museum event in partnership with the Sunrise Rotary Club of Fort St. John saw a record breaking 851 people – the most we've ever had at an event in recent memory. This year we launched our Women of Woodlawn Cemetery tour and revised our Taylor cemetery tour. We had over 40 people on these tours.

Collections Management

We entered or improved 1190 catalogue records between January and November 2024. Community members entrusted the North Peace Historical Society to preserve, catalogue and store or display hundreds of newly donated items including huge donations from the Abels, the Allen/Large family, and the Westergaards.

We finished digitizing our large-scale photographs so that all our photographs apart from copy negatives are now in the database – a project we've been working on for the past 12 years! We are now working on adding any copy negatives to the database that are not already in there. Volunteers continue to scan, catalogue, and identify our large collection of negatives taken by local photographer Rudy Schubert in the 1940s-1960s.

Our part-time staff member started to tackle some of our backlog of artefacts and documents without numbers that had been donated prior to 2011. Our priority is always

to keep up with incoming items, but with the help of this new staff position, we are now able to begin catching up with this backlog!

Newspapers

In the last year, staff and volunteers have scanned, indexed and made the Alaska Highway News searchable from 2006 to 2020 (apart from 2014 and 2015 which we just acquired in hard copy). Staff have pulled the copies we had of the Alaska Highway News and the Northerner off disc c. 2008-2013. We have cut apart newspapers for scanning including the Northeast News (2008-2015) and the Express from the 1990s and early 2000s. At least 15% of our archival inquiries involve searching these digitized newspapers. With the closure of the Alaska Highway News in the fall of 2023, we worked with Energetic City and began collecting a digital version of all their news stories which a volunteer organizes in a pdf with photos. We also collect the new Alaska Highway News for scanning.

Archives

With just over a month to go we have responded to 156 inquiries this year and surpassed our record from 2022! We have worked with the City of Fort St. John on two large inquiries – one about Frozen John (which attracted a lot of attention) and the other about High on Ice.

Social Media

We continue to share local history through trivia, featured artefacts and photographs, and behind the scenes news on our Facebook and Instagram channels. Our Artefact of the Week posts on Facebook have really taken off with our most popular post featuring Blanche Dopp Hipkiss' memories of gardening and harvesting reaching over 48.7K.

Our 2024 strategic plan survey results included requests for more social media posts, but staff are flat out maintaining our current level of posts – more than most museums our size.

Educational Programs

Between January and December 6th, we will have done 55 guided tours and programs – our second-best year ever and first time we've reached this level post-pandemic! We did tours, programs, and scavenger hunts for schools, home schools, summer camps (including City of Fort St. John camps), Peace Villa, classes from the Fort St. John Literacy Society, etc. We launched two new programs this year – BC's Marvellous Mushrooms (to go with the travelling exhibit – but can also be done on its own) and Doctors, Nurses, and Hospitals of the North Peace. We still have to turn away some

classes in the spring as we don't have excess staff time or the necessary number of volunteer tour guides to meet the demand on certain days.

Exhibits

Our Fee for Service grant helps cover staff time to apply for federal grant to cover 75% of costs of hosting a travelling exhibit as well as developing a program for it. We were pleased to host the Mushrooms of British Columbia exhibition from the Royal BC Museum this spring and summer.

We continue to change up free exhibits at hospital and airport as well as one up at Anne Roberts Young School. We plan to expand our exhibits into other schools, but currently lack additional staff time to carry out the research necessary for these exhibits.

Our newest permanent exhibit is being designed and printed. *A Home in the North: Multicultural Residents of the North Peace* looks at the experiences of Mohamed Slyman, our first Muslim storekeeper; some of our first Chinese residents – Mark Wah and George and Queenie Yipp; and some notable Filipino residents – Mama Tess and Lily Pagdilao. This is part of our work to become a museum that better reflects the diversity of our community.

Volunteer Hours

So far this year, our volunteers have put in more than 3250 hours with just over a month to go. Volunteers are an integral part of the museum especially in regards to events, research, fundraising, collections and archives, and front of house duties.

Partnerships

We were pleased to partner with many local organizations this year. We partnered with the Fort St. John Public Library for two family presentation and activity sessions at the museum – Frogs (with Charlie Lake Conservation Society) and Dino Time. We teamed up with the Charlie Lake Conservation Society for five natural history presentations and a take-home bat kit for kids. We are thankful for our ongoing partnerships with the City of Fort St. John for the Family Day Weekend/High on Ice promotion of our scavenger hunts (sponsored by BC Museums Association) and our Canada Day scavenger hunts and open house.

We continued our partnership with the Sunrise Rotary Club of Fort St. John to offer Halloween at the Museum as well as our ongoing St. Distaff's Day celebrations each January with the North Peace Spinners and Weavers. We also continue to work with Save Our Northern Seniors to provide a presentation, luncheon and tour each November for seniors in our community. We began a new partnership with North Peace

Seniors Housing this year to provide twelve documentary nights for seniors in Apartments 1 and 3.

In our ongoing work with Northern Trails Heritage Society, we helped launch Doors Open where residents and visitors could explore historic buildings, sites, and museums for free on Saturdays in July.

We continue to work with Métis Elder Linda Van Wieringen to offer Métis handicraft classes at the museum. We frequently liaise with Tse'k'wa and are working on new interpretive signs for our Tse'k'wa exhibit with them. The FSJ Literacy Society joins us for a dinosaur story walk and dinosaur activities inside the museum in late November.

Summary of Costs

NORTH PEACE HISTORICAL SOCIETY SUMMARY OF COSTS FUNDED BY OUR FEE FOR SERVICE GRANT WITH THE CITY OF FORT ST. JOHN APRIL - NOVEMBER 2024	
Partial funding of Manager/Curator's salary (\$3325/month for 8 months)	\$26,600.00
Full funding of Part-Time Cataloguer's salary (April, September)	\$3,084.40
Digital Ocean (Museum Database hosting and back up) \$39.45/month for 8 months	\$315.60
Total	\$30,000.00

The partial funding of the Manager/Curator's salary helps with planning and execution of events, collections management, archives, social media, exhibits, grant writing, educational programs, volunteer management, partnerships, etc. The funding of the part-time cataloguer's wages helps with cataloguing artefacts and archival documents, digitizing newspapers, and digitizing images. The funding of the Digital Ocean server includes the costs to host/backup museum's database of over 30,050 objects (including over 15,000 digital images).

It is amazing what grant funding can do within our organization and for this we thank the City of Fort St John for its continued support. The North Peace Historical Society looks forward to our future alliances with the City of Fort St John as we continue to expand our programs and services for our community.

North Peace Historical Society's Annual Report January - November 2024



Events

- New Record: 46 Events in 2024
- New Attendance Records for most popular events (Canada Day & Halloween at the Museum)
- New/revised cemetery tours (over 120 attended)
- Documentary Nights with Seniors (12)
- Request for more events



Archives

- Record breaking year for archival and collections inquiries! Over 156 inquiries and counting.
- City Inquiries
 - Frozen John
 - High on Ice



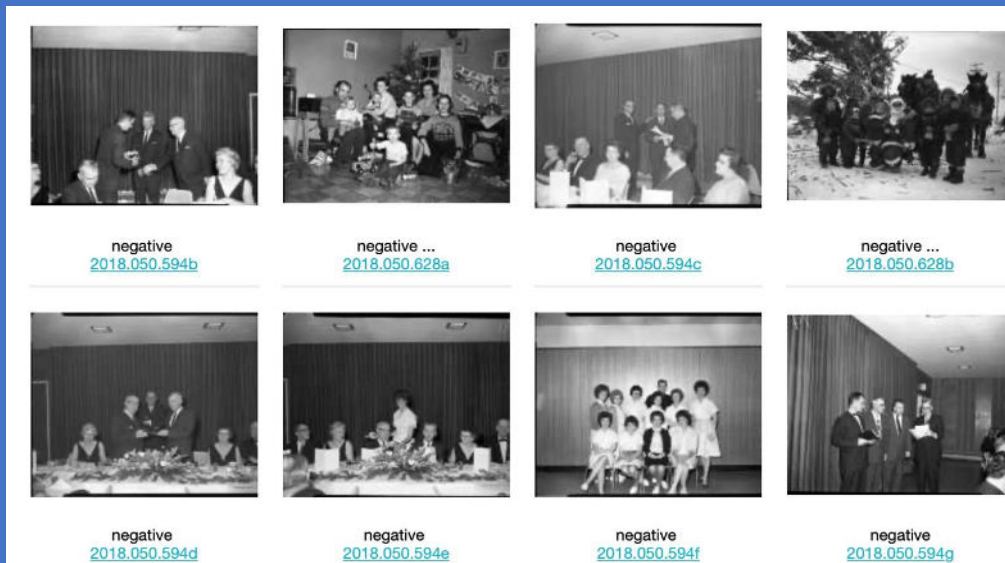
Newspapers

- Alaska Highway News 1944-2020 (apart from 2014-15) now searchable in-house
- Collect Energetic City (Fall 2023 to present) and new AHN
- Finish AHN; scan Northeast News and Explorer; keep collecting news on ongoing basis



Collections Management

- 1190 catalogue records entered/improved (Jan-Nov 2024)
- Photograph Project
- Schubert Negative Project
- Backlog



Social Media

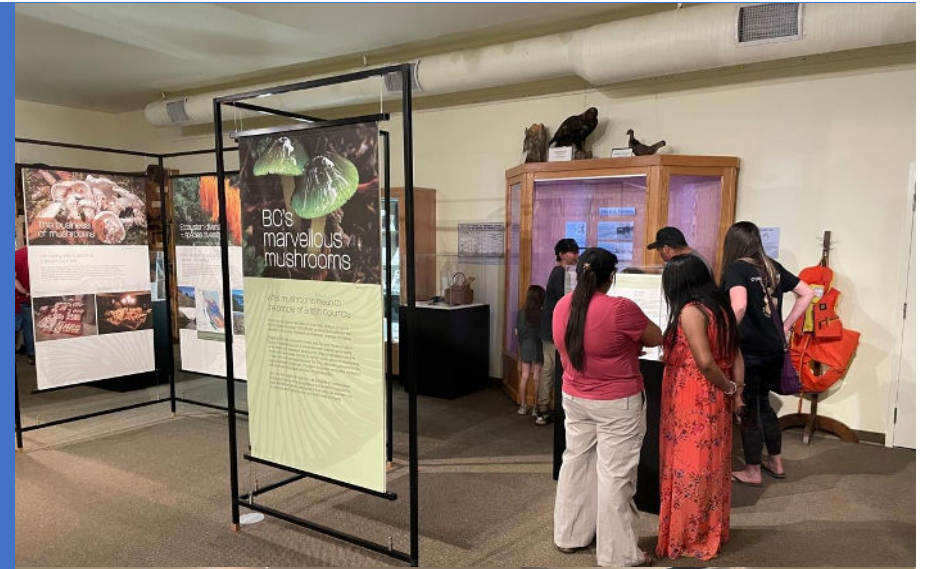
- Extending our Reach (4.2 K followers)
- Artefact of the Week Posts
 - Blanche Dopp Hipkiss posts

	With Thanksgiving just past and Halloween approaching, it seems appropriate this week to look at Blanche Dopp...	Boost	Tue Oct 15, 12:17pm	48.7K
	Fort St. John North Peace Museum			
	Blanche Dopp attended the first school at Bear Flat. She recalled: A school was built in February 1922 when the...	Boost	Tue Oct 29, 12:16pm	40.3K
	Fort St. John North Peace Museum			
	As last week's post featuring Blanche Dopp Hipkiss' memories was so popular, here is more of her story focusin...	Boost	Tue Sep 17, 12:13pm	31.8K
	Fort St. John North Peace Museum			
	In the next installment of our series of Blanche Dopp's (later Hipkiss) memories in living at Cache Creek, Blanch...	Boost	Tue Sep 24, 11:31am	29.2K
	Fort St. John North Peace Museum			
	In the summer of 1917, the Dopp family left their home near Medicine Hat, Alberta and travelled to Cache Creek ...	Boost	Tue Sep 10, 12:29pm	25.7K
	Fort St. John North Peace Museum			
	We have so much choice as to what we wear these days so much so that we probably forget about certain thin...	Boost	Tue Oct 1, 2:51pm	23.8K
	Fort St. John North Peace Museum			
	In this installment of Blanche Dopp Hipkiss' memories, she recalls her family's daily fare at the Bear Flat homest...	Boost	Tue Oct 8, 10:11am	15.9K
	Fort St. John North Peace Museum			



Exhibits

- BC's Marvellous Mushrooms Travelling Exhibition (Royal BC Museum)
- A Home in the North
- Exhibits around Town
- Interactive Exhibits



Educational Programs

- Second best year ever: 55 tours or educational programs
 - Schools & Home schools
 - Summer Camps
 - Peace Villa
 - Adult/family guided tours (Literacy Society, etc.)
- New programs
 - BC's Marvellous Mushrooms
 - Doctors, Nurses & Hospitals of the North Peace



Partnerships

- Fort St. John Public Library
- Charlie Lake Conservation Society
- City of Fort St. John
- Indigenous and Métis Partnerships
- Sunrise Rotary Club of Fort St. John
- North Peace Spinners and Weavers
- Fort St. John Literacy Society
- Save Our Northern Seniors
- North Peace Seniors Housing
- Northern Trails Heritage Society



Summary of Costs 2024

- Manager/Curator – part of wages
 - Helps with events (planning/execution), collections management, archives, social media, exhibits, grant writing, educational programs, volunteer management, partnerships, etc.
- Part-time Staff - part of wages
 - Cataloguing, digitizing newspaper, digitizing images
- Database (Digital Ocean)
 - Costs to host/backup museum's database of over 30,050 objects (including 15,000 digital images)

NORTH PEACE HISTORICAL SOCIETY SUMMARY OF COSTS FUNDED BY OUR FEE FOR SERVICE GRANT WITH THE CITY OF FORT ST. JOHN APRIL - NOVEMBER 2024	
Partial funding of Manager/Curator's salary (\$3325/month for 8 months)	\$26,600.00
Full funding of Part-Time Cataloguer's salary (April, September)	\$3,084.40
Digital Ocean (Museum Database hosting and back up) \$39.45/month for 8 months	\$315.60
Total	\$30,000.00

Volunteer Hours

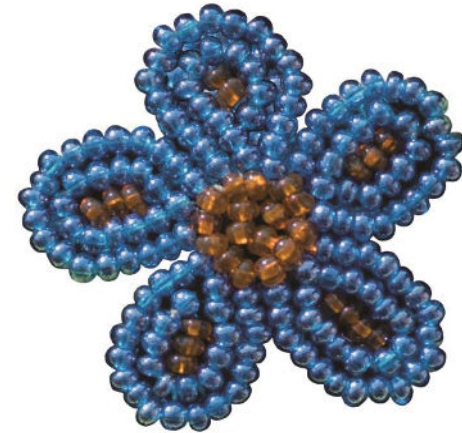
- 3250 and counting (January – mid-November)
- Volunteers play a huge role in our archives, collection, events, fundraisers, maintenance, and at the front-of-house
- Volunteers keep us open on Saturdays and during staff holidays
- We are operating at maximum capacity for one full-time staff, one part-time staff (apart from summer), one full-time summer student, and volunteers





Presentation to:

City of Fort St. John
Monday, December 9, 2024



Who WE Are

NPCF is guided by values that include:

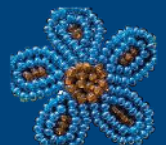
- Flexibility
- Collaboration
- Inclusivity
- Curiosity
- Trustworthiness
- Community-driven
- Protective investment stewards

OUR Vision:

Our vision is to be a catalyst for and support diverse and inclusive community-building initiatives in BC's North Peace and Northern Rockies regions, focusing on opportunities with long-term benefit "For The Future of the People".

OUR Mission:

Our mission is to unite various stakeholders and create strategic partnerships with industry, small businesses, government entities, families, and individuals, to foster philanthropy and sustain community growth through strategic partnerships and inclusive initiatives.



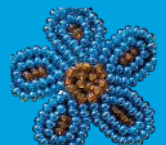
Who ARE We

The North Peace Community Foundation was founded in the spirit of, and our work is grounded in, the core principles and frameworks of:

1. The Principles of Truth & Reconciliation
2. Environmental, Sustainable, and Governance Goals
3. Sustainable Development Goals

Our current Board of Directors:

- Lori Ackerman
- Lita Powell
- Tana Millner
- Becky Grimsrud
- Brittany Brinkworth
- Cameron Eggie
- Tracey Wolsey
- Tyler Holte

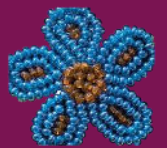


City of Fort St. John *Background*

The City of Fort St. John, guided by its 2018–2023 Strategic Plan (February 2019) and Social and Economic Development Framework (June 2020), collaborated with KEA Canada to develop the **Community Foundation Business Plan** (November 2020). This plan set the groundwork for development of the North Peace Community Foundation.

Development Goals:

- Driving community-led solutions to address residents' key concerns collaboratively across sectors.
- Supporting a local non-profit sector currently overburdened by reactive responses to urgent needs.
- Fostering innovative programs to strengthen community well-being.
- Potentially pooling financial resources from industry, businesses, families, and individuals to support non-profits sustainably..



City of Fort St. John *Background (Cont'd)*

Operations of North Peace Community Foundation began in November of 2021, with an inaugural board which consisted of elected officials from the City of Fort St. John, District of Taylor, Peace River Regional District, Doig River First Nation, and a community at large appointment from a committed founding partner (PETRONAS Canada).

As of October 2022, the Board of Directors transitioned fully to a community-led group of volunteers.

Operational Support:

- 2021 Grant \$240,000
- 2022 Grant \$125,000
- 2023 Grant \$120,000

Endowment Fund: Operations

- Investment \$3,000,000 (December 2021)
- Balance \$3,210,775 (November 2024)

City of Fort St. John Legacy Fund (Granting)

- Investment: \$52,716 (\$71,015 (October 2022) - \$18,299 transferred to GIA (September 2023)
- Balance \$77,936.71 (November 2024)

City of Fort St. John Grants in Aid Fund (Flow-Through)

- 2023 \$447,428.31 (offset municipal property taxes + \$52,830 (program funding & sponsorship)=\$499,866
- 2023 25% of City's transfer in October 2022 transferred in per agreement=\$18,299
- 2024 \$486,378 (offset municipal property taxes) + \$28,650 (program funding & sponsorship)=\$515,028
- Balance \$26,312 (November 2024)

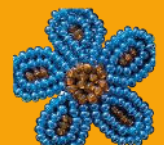


City of Fort St. John Grants in Aid

Through an agreement with the City of Fort St. John, the Foundation administers what was previously known as the City's Grants in Aid/Property Tax Exemption grant program in accordance with the guidelines and criteria set by the City of Fort St. John.

Grantees of this program are only those which were previously receiving this grant from the City, and each year the program's granting maximums/MPT total is reducing by 5% to a maximum of 75% of municipal property taxes in 2027.

The funds for this program to-date have come from general taxation revenue, as Site C Funds have not yet been received by the Foundation. In accordance with existing agreements, once the legacy benefit agreement funds are received by the Foundation, 75% will be directed towards the City's Legacy Endowment Fund with the remaining 25% to be used to offset the taxation revenue required to fully fund the current Grants in Aid program.



Organization	2022	2023	2024	3-yr total
Maximum grant percentage of MPT total	100%	95%	90%	
Abbeyfield Houses of Fort St. John	\$ 7,399.19	\$ 8,210.95	\$ 8,080.66	\$ 23,690.80
BC Conference of Mennonite Brethren Church	\$ 3,311.08	\$ 4,022.22	\$ 3,866.59	\$ 11,199.89
BC Society for the Prevention of Cruelty to Animals	\$ 8,266.14	\$ 8,601.75	\$ 17,040.74	\$ 33,908.63
Calvary Baptist Church	\$ 1,188.82	\$ 1,339.92	\$ 1,038.83	\$ 3,567.57
Canadian Red Cross Society	\$ 10,271.01	\$ 10,281.19	\$ 10,142.70	\$ 30,694.90
Child Development Centre	\$ 52,008.33	\$ 51,399.46	\$ 49,762.80	\$ 153,170.59
Christian & Missionary Alliance Church	\$ 7,592.89	\$ 5,960.30	\$ 6,251.12	\$ 19,804.31
Evangel Chapel Society	\$ 14,849.79	\$ 15,875.62	\$ 15,950.94	\$ 46,676.35
Evangelical Mission Church of Fort St. John	\$ 3,243.98	\$ 3,558.85	\$ 3,639.28	\$ 10,442.11
Fort St. John Association for Community Living	\$ 17,927.71	\$ 18,233.01	\$ 20,381.02	\$ 56,541.74
FSJ Community Arts Council	\$ 6,132.93	\$ 6,475.83	\$ 6,254.53	\$ 18,863.29
FSJ Friendship Society	\$ 10,649.32	\$ 10,907.52	\$ 8,039.42	\$ 29,596.26
FSJ Motorcycle Society	\$ 9,910.85	\$ 9,749.01	\$ 9,592.61	\$ 29,252.47
FSJ Seniors Citizens Society	\$ 16,482.27	\$ 16,811.00	\$ 17,874.34	\$ 51,167.61
FSJ Women's Resource Society	\$ 5,033.01	\$ 5,069.46	\$ 12,375.77	\$ 22,478.24
Guru Nanak Sikh Temple & Cultural Society of FSJ	\$ 11,240.39	\$ 11,251.63	\$ 11,972.43	\$ 34,464.45
NEAT	\$ 9,889.37	\$ -	\$ -	\$ 9,889.37
New Totem Archery	\$ 14,402.21	\$ 8,832.08	\$ 8,606.90	\$ 31,841.19
North East Native Advancing Society	\$ 35,094.03	\$ 32,976.69	\$ 32,190.33	\$ 100,261.05
North Peace Community Resources Society	\$ 18,898.79	\$ 20,148.76	\$ 38,105.23	\$ 77,152.78
North Peace Gymnastics Club	\$ 14,399.08	\$ 14,129.08	\$ 13,850.60	\$ 42,378.76
North Peace Historical Society	\$ 44,063.85	\$ 25,770.76	\$ 21,762.07	\$ 91,596.68
North Peace Light Horse Association	\$ 22,400.32	unknown to NPCF	unknown to NPCF	unknown to NPCF
North Peace Seniors Housing Society	\$ 58,639.19	\$ 63,768.29	\$ 69,899.06	\$ 192,306.54
Peace Lutheran Church	\$ 2,307.03	\$ 2,379.50	\$ 2,454.98	\$ 7,141.51
Roman Catholic Episcopal Corp.	\$ 47,718.00	\$ 46,723.62	\$ 44,792.02	\$ 139,233.64
Royal Canadian Legion (102)	\$ 18,983.90	\$ 20,459.98	\$ 20,823.29	\$ 60,267.17
Salvation Army	\$ 7,991.16	\$ 8,460.59	\$ 8,986.16	\$ 25,437.91
Seventh-Day Adventist Church	\$ 3,849.00	\$ -	\$ -	\$ 3,849.00
The Pentecostals of Fort St. John	\$ 6,909.35	\$ 6,849.71	\$ 7,000.00	\$ 20,759.06
Totem Preschool	\$ 1,949.21	\$ 2,028.02	\$ 2,157.73	\$ 6,134.96
Trustees of the Congregation of Jehovah's Witnesses	\$ 1,966.87	\$ 2,198.15	\$ 1,774.18	\$ 5,939.20
Trustees of the Congregation of Presbyterian Church	\$ 4,896.58	\$ 4,955.36	\$ 5,319.13	\$ 15,171.07
Annual Totals & Averages	\$ 499,865.65	\$ 447,428.31	\$ 479,985.46	\$ 1,404,879.10

2023

The City of Fort St. John Grants in Aid

- \$447,428.31 to 31 organizations within the City of Fort St. John (previous slide)
- \$51,560.56 to:
 - Fort St. John Community Arts Council \$18,650 for member microgrants
 - North Peace Fall Fair Society \$5000 for sponsorship of Fall Fair
 - Fort St. John Women's Resource Society \$9180 for transit pass program
 - Community Bridge \$20,000 towards building maintenance

Community Connections Benefit Program

- \$1500 for 3 grassroots community projects in the City of Fort St. John

Community Services Recovery Fund

- North Peace Seniors Housing Society \$14,000 towards financial software upgrades and training
- North East Native Advancing Society \$73,400 towards technology upgrades and training
- Fort Nelson Family Development Society \$100,000 towards technology infrastructure upgrades, equipment and updates of physical spaces to accommodate the updated infrastructure

100 Women Who Care FSJ

- Saplings Mental Health Services \$31,700

\$738,275

42 grants

37 organizations supported



2023



Coastal GasLink



2024



North Peace Savings & Credit Union Community Legacy Fund

- \$ 1,000,000

City of Fort St. John Grants in Aid

- \$503,905

100 Women Who Care FSJ

- \$34,430

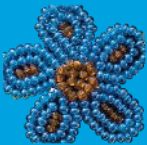
BC Prosperity Fund

- \$240,000

Private & Individual Donations

- \$24,064

\$1,802,399
Contributions



2024

\$752,099

43 grants

38 organizations supported

North Peace Savings & Credit Union Community Legacy Fund

- \$5,000 Fort Nelson Historical Society
- \$5,000 Fort St. John Association for Community Living
- \$25,000 Northern Rockies Child Development Association
- \$10,000 Duncan Cran PAC
- \$5,000 Fort St. John Public Library Association

Community Connections Benefit Program

- \$2000 for 4 grassroots community projects in the City of Fort St. John

NPCF Ready Relief & Recovery Fund

- \$750 Wellness Truth Family Counselling & Advocacy

City of Fort St. John Grants in Aid

- \$503,905 to 31 organizations

100 Women Who Care FSJ

- \$22,625 Better at Home (North Peace Seniors Housing Society)
- \$11,805 North Peace Gymnastics Association

BC Prosperity Fund

- \$20,000 Child Development Centre Society of Fort St. John
- \$5,000 Fort Nelson Historical Society



2024-2026 Strategic Plan

Community Leadership

- Increase community understanding and awareness of the Foundation's role and impact.
- Enhance the internal capacity of the board and staff to achieve excellence in governance, encourage diverse community perspectives, and ensure sustainable operations

Donor Services

- Grow the asset base by offering various donor options, emphasizing undesignated funds, and establishing field of interest funds and an emergency response fund.
- Continue to forge and nurture relationships with donors and professional advisors.

Community Impact

- Provide impactful and flexible responses to community needs, engage grantees to understand the impact of the Foundation's grants, and communicate the stories of funds at work.
- Shift the focus of grantmaking from transactional to transformational

Questions



**COMMUNITY CHARTER
PART 4: DIVISION 3 – OPEN MEETINGS**

Section 90 – Meetings that may or must be closed to the public

- 1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
 - (e) The acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interest of the municipality;
 - (k) Negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;