



## REQUEST FOR DECISION

File # 1850-20

**Report To:** Mayor and Council  
**From:** Corporate Officer  
**Presenter:** Bonnie McCue  
**Subject:** Administration Report No. 0045/24  
2024 Fee For Service Grant Award Amounts - Fort St. John Public Library and North Peace Historical Society  
**Meeting:** Regular Council  
**Meeting Date:** 25 Mar 2024

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### RECOMMENDATION:

"THAT, the following Fee-for-Service Grant amounts totaling \$475,000 be approved for 2024:

- | Fort St. John Public Library - \$450,000,
- | North Peace Historical Society - \$25,000,

AND THAT, Council authorize the Mayor and Corporate Officer to sign a Fee-for-Service Agreement with each recipient for a one-year term."

### CAO'S COMMENTS:

**This recommendation is maintaining the funding provided last year for both the Fort St. John Public Library and the North Peace Historical Society.**

### ALTERNATIVE RECOMMENDATION:

**"THAT, the following Fee-for-Service Grant amounts be approved for 2024:**

- | **Fort St. John Public Library - (INSERT DOLLAR VALUE)**
- | **North Peace Historical Society - (INSERT DOLLAR VALUE)**

**AND THAT, the additional funds over the budgeted amount be allocated from Council contingency,**

**AND FURTHER THAT, the Mayor and Corporate Officer be authorized to sign a Fee-for-Service Agreement with each recipient for a one-year term."**

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**KEY ISSUES(S)/ CONCEPTS DEFINED: To award the 2024 fee-for-service grants to the Fort St. John Library and North Peace Museum, and to authorize the signing of a one-year agreement with each group for the grant funding.**

**RELEVANT POLICY: Community Grants Policy No. 105/24**

<b>IMPLICATIONS OF RECOMMENDATION</b>
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**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:**

**GENERAL:**

**Fee-for-service grant funding is provided by the City, under an agreement, to assist local non-profit organizations with delivering services to the community that the City would otherwise deliver as the service falls within the realm of municipal service.**

**The fee-for-service grant represents the City's contribution towards the group. Two fee-for-service grant applications were received in 2024; the Fort St. John Public Library and the North Peace Historical Foundation.**

**Community Grants Policy No. 105 was recently adopted, and no longer requires groups to present to Council as part of the application process. Fee-for-service grants are now provided through agreement, with a term of up to three years.**

**The North Peace Community Foundation administers the grant-in-aid program on behalf of the City, but fee-for-service grants continue to be administered by the City.**

**ORGANIZATIONAL:**

**Fort St. John Public Library**

**The Fort St. John Public Library is a registered charity and lending library association serving Fort St. John and Area B and C of the PRRD. The library hosts creative, community-oriented programs and provides friendly information services.**

**The Fort St. John Public Library is requesting \$470,000 in 2024. This is an increase of \$20,000 (4.5%) of the amount awarded in 2023.**

**Grant funding will be used to support library operations including wages, collection purchasing, rent, programming, service contracts, and other core functions of the library operations.**

**Staff are recommending a 2024 fee-for-service grant award of \$450,000, which is equivalent to the amount awarded to the library in 2023.**

**The Fort St. John Public Library's application is attached to this report.**

#### **North Peace Historical Society**

**The North Peace Historical Society is a non-profit group that operates the Fort St. John Museum with the primary goal of preserving the local history. The North Peace Historical Society is requesting \$45,000 in 2024. This is an increase of \$20,000 (56%) of the amount awarded in 2023. The increase is requested to bring funding closer in line with other Peace Region community museums.**

**Grant funding will be used for staffing, program and archival supplies, utilities, and exhibits. Staff are recommending a 2024 fee-for-service grant award of \$25,000, which is equivalent to the amount awarded to the North Peace Historical Society in 2023.**

**The North Peace Historical Society's application is attached to this report.**

**Staff are recommending a one-year agreement term for both recipients to assess the new process and the amount of funding provided.**

#### **FINANCIAL:**

**Fee-for-service grants are budgeted annually. Staff are recommending grant award amounts within the 2024 budget allocation.**

**The recommended grant amounts for the library and museum are the same amounts that were granted last year. It is recognized that inflationary costs have put pressure on the non-profit sector.**

**If Council decides to grant the requested amount, the additional funds will need to be allocated from contingency.**

**FOLLOW UP ACTION: Staff will execute an agreement with each recipient, and will distribute the funding.**

**COMMUNITY CONSULTATION: None**

**COMMUNICATION: Information and applications for all grant types offered by**

**the City are available on the City's website.**

**DEPARTMENTS CONSULTED ON THIS REPORT: CAOs office**

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**Attachments:**

**Fort St. John Public Library Fee-for-service Application Package**

**North Peace Historical Society Fee-for-Service Application Package**

**Community Grants Policy No. 105/24**

**RESPECTFULLY SUBMITTED:**

**Bonnie McCue, Corporate Officer**

**15 Mar 2024**



**FEE FOR SERVICE GRANT APPLICATION**

This application form is for **Non-profit Organizations or Community Contribution Companies** who are applying for a Fee for Service grant. To ensure your application is considered, please complete and return the application with all required documentation by:

**March 1** (unless otherwise specified)

(SECTION 1) - ORGANIZATION INFORMATION:	
Organization Name: <i>Fort St. John Public Library Association</i>	CRA/Society Act/Charity Registration Number: <i>107895964 RR 0001</i>
Contact Person: <i>Matthew Rankin - Director of Library Services</i>	Phone Number: <i>250-785-3791</i>
Address of Organization: <i>10015 100 Ave. Fort St. John, BC V1J 1Y7</i>	
Mailing Address (if different than above):	

(SECTION 2a) – SUPPORTING DOCUMENTATION CHECK LIST (ATTACH COPIES TO APPLICATION):
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Constitution, Bylaws and Society/Charity certification (if not previously provided or if changes have occurred);</li> <li><input checked="" type="checkbox"/> Current list of board members;</li> <li><input checked="" type="checkbox"/> Number of employees, their titles, and number of hours paid per year (full time and part time);</li> <li><input checked="" type="checkbox"/> Previous years' meeting minutes and annual general meeting minutes, (including manager's report, if applicable);</li> <li><input checked="" type="checkbox"/> Detailed proposed budget for the current year, listing revenue/expenses and all other grants and donations;</li> <li><input type="checkbox"/> Audited financial statements for the previous fiscal year;</li> <li><input type="checkbox"/> Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and</li> <li><input checked="" type="checkbox"/> Identification of the name and position of any individuals who receive payment from the fee for service funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.</li> </ul>
<b>Please note that the provided documents will be made public on a Council agenda.</b>

(SECTION 3) – DECLARATION BY AUTHORIZED SIGNATORY:	
<p>I hereby certify that I have read the City of Fort St. John Community Grants Policy No. 105, that <b><u>the application complies with its requirements</u></b>, and that the information contained in the application is complete and correct.</p> <p>I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may occur against the City and its employees in consequence of and incidental to, the granting of this exemption, if issued. I further agree to conform to all requirements of the applicable bylaw and all other statutes and all other bylaws in force in the City of Fort St. John.</p>	
<b>IF THERE IS A CHANGE IN THE STATUS OF YOUR ORGANIZATION THE CITY OF FORT ST. JOHN MUST BE NOTIFIED.</b>	
Signature: <i>Matthew Rankin</i>	Date: <i>2024-02-17</i>
Name (please print): <i>Matthew Rankin</i>	Title: <i>Director of Library Services</i>

*(continued on back of page)*

**(SECTION 4) – USE OF FUNDS DETAILS:**

Grant amount being requested: \$ 470,000.00 annually (3 year Agreement)

How will the City of Fort St. John and its contribution be recognized by your organization? FSTPLA will formally recognize FST in all communications relating to our operations, our annual Report, as well as Social Media Posts.

**Eligibility Criteria**

Fee for Service Grant funding is provided by the City of Fort St. John, under an agreement, to assist local non-profit organizations with delivery of services to the community that would otherwise be delivered by the City as the service falls within the realm of a municipal service. The fee for service grant represents the City's contribution towards the group. The term fee for service does not imply that the City's contribution is intended to be a 100% contribution.

Grant applications must be consistent with the aims, objectives, and standards of the City of Fort St. John, and must not be at variance with any City policies.

Once the application is submitted, staff will prepare a report to Council to be included on a Regular Council meeting agenda.

Organizations may be required to present to Council at a Committee of the Whole meeting. Staff will prepare a fee for service agreement for up to three years. This agreement will be signed by the organization and the City of Fort St. John.

**(SECTION 5) – DETAILS OF SERVICES: (use a separate sheet if required)**

1. Describe the service your organization provides to the community: See Attached Statement.

2. Number of persons annually served by your organization: 80,000 (Approx.)

3. Number of Fort St. John residents annually served by your organization: 34,000 (Approx.)

4. Describe how your organization would utilize the grant funds and how it would benefit the community:  
See Attached Statement.

5. What other community support or sponsorship exists for your organization?  
See Attached Statement.

**Ensure your Application Declaration on the front page is signed and dated.** The City of Fort St. John may contact you to request additional information, or clarification, to support your application. If you require further information, please contact City Hall at: 250-787-8150.

*The personal information on this form is collected for the purpose of an operating program of the City of Fort St. John as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Corporate Officer (250-787-5796).*

**SECTION 5) - DETAILS OF SERVICES: (use a separate sheet if required)**

**1. Describe the service your organization provides to the community:**

- Fort St. John Public Library Association (FSJPLA) is a registered charity and lending library association serving Fort St. John, and Areas B & C of the Peace River Regional District. We provide access to materials such as books, DVDs, database, ecollections to the public. We also provide programs for all ages, such as the annual Summer Reading Club, and the Creating Literacy in Computer Knowledge (CLICK) Program. Additionally, we provide needed services such as free WiFi access, public access computers, as well as photocopying services.
- The library was originally founded on March 1<sup>st</sup>, 1950, by members of the FSJ community.

**4. Describe how your organization would utilize the grant funds and how it would benefit the community:**

- City funding will go towards supporting library operations including staff wages/training, collections purchasing, rent with NPCC, programming, library contracts (IT, Phone/photocopier, Databases, Integrated Library System/catalogue, Website, eCollections (Libby/Library2go), etc.), replacing library equipment/shelving/furniture as needed. Essentially, the core functions of FSJPLA. As previously stated, FSJPLA provides valuable services, programming and literacy materials to the community, and without City funding normal operations would not be possible.

**5. What other community support or sponsorship exists for your organization?**

- FSJPLA receives operational funding from two other governmental sources, PRRD Areas B & C, as well as the BC Provincial government through the Public Libraries Branch (a sub-unit of the Ministry of Municipal Affairs).

**FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION**  
**Income Statement 01/01/2023 to 12/31/2023**

**REVENUE**

**REVENUE**

Grants - City FSJ	450,000.00
*Grants - PRRD B	60,000.00
*Grants - PRRD C	80,000.00
*Grants - BC Operating Grant	90,477.00
*Grants - Prov. Equity Literacy	15,300.00
*Grants - BC Resource Sharing	7,878.08
Reimbursement - BCGEU	17,094.37
*Grants - Other	576.94
*Grants - SRC Wages	4,441.12
*Grants - BC One Card	11,000.00
Grants - IMAGINE (Recreation)	0.00
Grant - Law Matters	2,000.00
Grants Prov BC Enhancement Grant	338,152.65
Technology Lending Library	0.00
PRRD Grant CLICK	0.00
Copier	4,505.98
Fax	171.00
Fines	2,637.92
Interest Revenue	28.15
Laminator	5.00
3D Printer	87.35
Merchandise	247.30
Lost Books	366.72
Miscellaneous Income	237.10
Donations	3,512.86
Donations - Summer Reading Club	33,800.00
Story Walk	3,000.00
Donations - Friends of the Library	5,354.04
Fundraising	80.00
Fundraising - Gala 2020	0.00
Proceed Disposal of Asset	20.00
<b>TOTAL REVENUE</b>	<u>1,130,973.58</u>
<b>TOTAL REVENUE</b>	<u>1,130,973.58</u>

**EXPENSE**

**ADMINISTRATIVE EXPENSES**

Advertising	181.77
Office Related Supplies	7,413.43
Computer Tech. Maint.	14,030.93
Occupational Health & Safety	309.75

Audit & Accounting	8,925.00
Electronic Pmt & Bank Chrg	1,723.62
Cash Over/Short	-68.55
Furniture Purchases	12,373.00
Equipment Purchases	12,052.97
Computer Purchases	2,376.26
Computer Software	1,904.60
Internet and Hosting	1,544.96
Interest Expense	24.82
Insurance	7,736.00
Membership, Fees & Licences	5,395.39
Photocopier	10,457.14
Staff Criminal Record Checks	76.00
Telephone	2,588.35
Staff Appreciation	1,644.64
Admin Budget	0.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b><u>90,690.08</u></b>
<b>STAFF T&amp;T EXPENSE</b>	
Staff Training	1,010.51
Staff Travel	2,552.85
<b>TOTAL STAFF T&amp;T</b>	<b><u>3,563.36</u></b>
<b>FACILITY EXPENSE</b>	
Supplies	565.79
Cleaning	395.33
COVID-19 Expenses	482.24
Rent	65,205.69
Rental - Rooms for Events	832.05
Rent - Summer Reading Club	1,878.70
Facility Repairs & Maintenance	203.61
<b>TOTAL FACILITY EXPENSE</b>	<b><u>69,563.41</u></b>
<b>COLLECTION &amp; PROG EXPENSES</b>	
Books	23,009.58
DVD's	2,977.31
Technology Lending Library	184.64
Material Processing	4,223.37
Database Subs & Service Agreements	28,113.09
Lost Books Expense & ILL Fees	45.00
Games	61.56
Magazine & Newspaper Subscriptions	4,279.23
Postage & Shipping	4,646.44
Sundry	2,877.38
Sitka/Evergreen Contract	10,994.74
Programs	9,337.42
Summer Reading Club Expenses	18,339.26
Click Expenses	0.00
Programs - Shell Sponsored	0.00

Libraries & Beyond Programming	0.00
Law Matter Expenses	<u>2,121.68</u>
<b>TOTAL LIBRARY EXPENSES</b>	<u>111,210.70</u>
<b>TRUSTEES EXPENSES</b>	
Membership - Trustee	324.96
Travel - Trustee	40.00
Trustee Expense Budget	<u>0.00</u>
<b>TOTAL TRUSTEES EXPENSES</b>	<u>364.96</u>
<b>WAGES EXPENSES</b>	
Wages	559,922.27
Wages - INDEM	0.00
Wages - Benefits - MSP & Group Plan	100.00
Wages - Benefits - RRSP	123.36
CLICK Wages	5,392.50
CPP Expense	28,778.88
CPP Expense - SRC	0.00
EI Expense	12,039.47
WCB Expense	1,220.95
ST Disability	1,879.19
Wages and Benefits	<u>0.00</u>
<b>TOTAL WAGES EXPENSES</b>	<u>609,456.62</u>
<b>TOTAL EXPENSE</b>	<u>884,849.13</u>
<b>NET INCOME</b>	<u><u>246,124.45</u></u>

Generated On: 03/07/2024

<b>FORT ST. JOHN PUBLIC LIBRARY ASSOCIATION</b>	
<b>2024 Budget Updated</b>	
<b>REVENUE</b>	
Grants - City FSJ	470,000.00
*Grants - PRRD B	63,000.00
*Grants - PRRD C	77,000.00
Reimbursement BCGEU	0.00
*Grants - BC Operating Grant	90,110.00
*Grants - Prov. Equity Literacy	15,266.00
*Grants - BC Resource Sharing	7,800.00
*Grants - BC Enhancement Grant #1 (Divided into 1/3)	50,967.40
*Grants - BC Enhancement Grant #2 (Divided into 1/3)	61,750.15
*Grants - SRC Wages	7,000.00
*Grants - BC One Card	11,000.00
Grants - IMAGINE (Recreation)	0.00
Grant - Law Matters	3,000.00
Technology Lending Library	0.00
Exams	0.00
Copier	0.00
Fax	0.00
Fines	0.00
Laminator	0.00
3D Printer	0.00
Merchandise	0.00
Lost Books	0.00
Miscellaneous Income	0.00
Donations	10,000.00
Donations - Summer Reading Club	19,000.00
Donations - Storywalk	0.00
Donations - Friends of the Library	0.00
Fundraising	5,000.00
<b>TOTAL REVENUE</b>	<b>890,893.55</b>
<b>EXPENSE</b>	
<b>ADMINISTRATIVE EXPENSES</b>	
Advertising	2,000.00
Office Related Supplies	6,000.00
Computer Tech. Maint.	6,000.00
Occupational Health & Safety	500.00
Audit & Accounting	10,000.00
Electronic Pmt & Bank Chrg	1,800.00
Cash Over/Short	500.00
Furniture Purchases	1,500.00
Equipment Purchases	2,500.00
Equipment Repairs	1,000.00
Computer Purchases	2,000.00
Computer Software	1,000.00
Internet and Hosting	1,500.00
Interest Expense	200.00
Insurance	6,400.00
Membership, Fees & Licences	4,000.00
Photocopier	6,000.00
Staff Criminal Record Checks	90.00
Telephone	1,000.00
Staff Appreciation	2,000.00
Admin Budget	0.00
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>55,990.00</b>
<b>STAFF T&amp;T EXPENSE</b>	
Staff Training	2,000.00
<b>TOTAL STAFF T&amp;T</b>	<b>2,000.00</b>
<b>FACILITY EXPENSE</b>	
Supplies	150.00
Cleaning	1,000.00
Rent	75,750.00
Rental - Rooms for Events	1,500.00
Rent - Summer Reading Club	0.00
Facility Repairs & Maintenance	4,000.00
Renovations	1,000.00
<b>TOTAL FACILITY EXPENSE</b>	<b>83,400.00</b>
<b>COLLECTION &amp; PROG EXPENSES</b>	
General Book Collection	20,000.00
General DVD Collection	5,000.00
Children's Book Collection	15,000.00
Technology Lending Library	2,000.00

These are temporary funds provided as 2 enhancement grants from the Province. Need to be spent before Dec. 31st 2025.

Material Processing	3,000.00
Database Subs & Service Agreements	19,000.00
Lost Books Expense & ILL Fees	0.00
Games	100.00
Magazine & Newspaper Subscriptions	2,000.00
Postage & Shipping	5,000.00
Sundry	2,500.00
Sitka/Evergreen Contract	0.00
Programs	4,000.00
Summer Reading Club Expenses	4,000.00
Law Matter Expenses	3,500.00
<b>TOTAL LIBRARY EXPENSES</b>	<b>85,100.00</b>
<b>TRUSTEES EXPENSES</b>	
Membership - Trustee	400.00
Travel - Trustee	300.00
Trustee Expense Budget	1,300.00
<b>TOTAL TRUSTEES EXPENSES</b>	<b>2,000.00</b>
<b>WAGES EXPENSES</b>	
Wages - Misc	0.00
Wages	536,179.56
Wages - INDEM	0.00
Wages - Benefits - MSP & Group Plan	0.00
CLICK Wages	9,360.00
Wages - Benefits - RRSB	0.00
CPP Expense	21,400.00
CPP Expense - SRC	0.00
EI Expense	7,490.00
WCB Expense	0.00
ST Disability	2,458.44
<b>TOTAL WAGES EXPENSES</b>	<b>567,528.00</b>
<b>TOTAL EXPENSE</b>	<b>796,018.00</b>
<b>NET INCOME</b>	<b>94,875.55</b>

Staff Title	Type	Number	Hours Worked Annually
Director of Library Services	F/T	1	1820
Library Technician	F/T	1	1560
Accounts and Office Administrator	P/T	1	1300
Circulation Service Coordinators	F/T	2	3120
Children's Services and Programming Coordinator	F/T	1	1820
Lead Library Assistant	F/T	1	1924
P/T Circulation Service Coordinators	P/T	2	884
Access Services Coordinators	P/T	2	1560
Library Assistants	P/T	3	1976
Library Clerks	Casual	9	Varitable
	<b>Total:</b>	<b>23</b>	

Varitable as position salaried.

\* we have 21 actual employees - two employees have multiple roles.



10015—100<sup>th</sup> Avenue • Fort St John BC  
250-785-3731 • [hello@fsjpl.c](mailto:hello@fsjpl.c)

Name	Position
Matthew Rankin	Director of Library Services
Michael Bourcet	Area C Rep & Staff Liaison
Andy Ackerman	Board Chair
Lyle Goldie	Treasurer
Sarah MacDougall	Municipal Rep
Amber Harding	Trustee
Dale Boissomneaut	Trustee
Warren Craig	Trustee



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, January 25<sup>th</sup>, 2023, at 5:30pm\***  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

<b>Join Zoom Meeting</b> <a href="https://us02web.zoom.us/j/82642167924?pwd=N2ZlZDhpdlkCcF1BM0tBTTh4R1hsdz09">https://us02web.zoom.us/j/82642167924?pwd=N2ZlZDhpdlkCcF1BM0tBTTh4R1hsdz09</a>
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Executive	Trustees	Appointed	Staff	Delegates	Guests
Michael Bourcet - Chair & Area C Patron Rep	Amber Harding		Matthew Rankin - Director		Tanya Boyd - Staff Member
Andy Ackerman - Vice Chair	Lyle Goldie				
	Warren "Dub" Craig				
	Stacey Nimmo				

<b>REGRETS</b> Sarah McDougall, Debbie Hoza & Nick Zhang - Treasurer
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**1. Call to Order:**

**2. Adoption of the Agenda**

**Motion:** L. Goldie  
**Seconded:** A. Akerman  
**Result:** Passed

**3. Adoption of the Consent Agenda**

- 3.1 Minutes of the November 23<sup>rd</sup>, 2022, Regular Meeting
- 3.2 Director's Report for December 2022/January 2023
- 3.3 OHS (Occupational Health & Safety) Committee Reports –
  - November 2022
  - December 2023
  - January 2023

**Motion:** M. Bourcet  
**Seconded:** A. Akerman

**Result: Passed**

**4. Delegate: N/A**

**5. Adoption of the Financial Report – as presented (CIS January document)**

**Motion:** L. Goldie

**Seconded:** S. Nimmo

**Result:** Passed

**6. Old Business:**

**6.1 Reviewing Fines Structure – Implementation in October 2022 – Matthew**

**Discussion:** Back in September, it was determined that the fine structure will be reevaluated in January. Still working with

**6.2 BCGEU-FSJPLA Collective Agreement Negotiations – Update, 2023 – Matthew/Michael**

**Discussion:** Negotiations are in progress, and will hopefully conclude before the end of the week.

**6.3 Tender for New Accountancy Firm Discussion – Matthew**

**Discussion:** As discussed in 2022, the Board raised concerns regarding the current financial contractor and increasing costs. Matthew created and was prepared to submit the Request For Proposal publicly, but, after speaking with the Accounts and Office Admin it became clear the process for the 2023 Financial Review has already started. At their request, Matthew asked that the RFP be held off until Summer 2023, to ensure the 2022 Year end is completed. The Board made clear however that the current contractor needs to be made aware of their concerns. Matthew will be in contact with the Board with updates.

**6.4 Elections BC Update – Matthew**

**Discussion:** Matthew received a communication from Elections BC regarding the October submission of the Third Party Advertiser Funds. Apparently an improper form (5402) was submitted in addition to the other required forms. The entire package was re-submitted on January 13<sup>th</sup>, and everything was resolved.

**7. New Business:**

**7.1 Cash-Flow Documentation/Process - Matthew/Michael**

**Discussion:** Michael and Matthew sat down with Eryn from the City of FSJ regarding concerns they had about our rent deferral, and offered assistance with further developing our cash flow monitoring. Matthew has created a draft of the form which he will share with the Board.

**7.2 Special Fundraising Event Planning – Amber/Matthew**

**Discussion:** Amber met with Matthew and Alisa to work on fundraising ideas for the Library in 2023. As previously mentioned by Matthew, during a conversation with former board member Matthew Preprost, the idea of a “Book Boiling” was floated as

a big fun event to raise funds and attention to the Library. After discussing it Amber created the idea of a special event Murder Mystery in October (Library Month as well), in coordination with local groups, such as the NPCC, Stage North or The Lido. Discussion is still welcome, however Warren suggested a massive D&D event to bridge off the regular game nights at the Library. Matthew will keep the Board updated.

### **7.3 Director of Library Services Annual Evaluation – Matthew**

**Discussion:** Reminder to Board that Matthew is approaching 24 months in the Directors position as of February 16<sup>th</sup> 2023. He is requesting that the Board conducts the evaluation in and around that time. Michael and Lyle confirmed they would be involved in the process.

### **7.4 Friends of the Library Purchasing Request – Matthew**

**Discussion:** Friends of the Fort St. John Public Library joined the staff for their January general meeting where they made requests about what their raised funds can be used for. Any suggestions the Board has can be sent directly to Matthew.

### **7.5 2022 BC Reporting - Matthew**

- **Discussion:**
  - Provincial Public Library Grant Report – Due March 1, 2023
  - SOFI (Statement of Financial Information) – Due May 15, 2023
  - Annual Survey - Opens Mid-March, due May 15, 2023

### **7.6 Trustee Status & New Trustee Search – Michael**

**Discussion:** Stacey confirmed that this was her last meeting with the Board.

IN CAMERA SESSION – 1 Item to Discuss – Michael/Matthew

Motion to Enter In-Camera:

Seconded:

Result:

Motion to Exit:

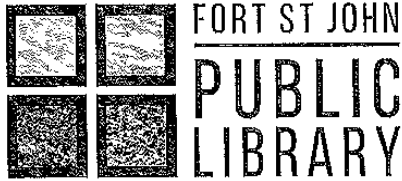
Seconded:

Result:

Adjourn:

- Motion; L. Goldie
- Seconded: S. Nimmo
- Result: Passed

## **8. Next Meeting Date: Wednesday, February 22<sup>nd</sup>, 2023 @ 5:30pm**



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, February 22<sup>nd</sup> 2023 at 5:30pm\***  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/82055464972?pwd=aEFkZmZlMWhFRDd3eXZOeVc4VEVDZz09>

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet - <b>Chair &amp; Area C Patron Rep</b>	Debbie Hoza - <b>Area B Patron Rep</b>	Sarah McDougall - <b>Municipal Rep</b>	Matthew Rankin - <b>Director</b>	<b>N/A</b>	Tanya Boyd - <b>Staff Member</b>
	Amber Harding				
	Warren "Dub" Craig				

**REGRETS** | Lyle Goldie, Andy Ackerman - **Vice Chair** & Nick Zhang - **Treasurer**

- 1. Call to Order: 5:37pm**
  
- 2. Adoption of the Agenda (With In-Camera Addition)**  
 Motion: A. Harding  
 Seconded: S. MacDougall  
 Result: Passed
  
- 3. Adoption of the Consent Agenda**
  - 3.1 Minutes of the January 25<sup>th</sup> 2023 – (Regular Meeting)**
    - 3.1.1 Minutes of February 9<sup>th</sup> 2023 – (Emergency Meeting)**
  - 3.2 Director’s Report for February 2023**
  - 3.3 OHS Committee Report – February 2023**  
 Motion: S. MacDougall  
 Seconded: W. Craig  
 Result: Passed
  
- 4. Delegate: N/A**

**5. Adoption of the Financial Report** – as presented (CIS February document)

Motion: W. Craig

Seconded: A. Harding

Passed: Passed

**6. Old Business:**

**6.1 BCGEU-FSJPLA Collective Agreement Negotiations** – Update – Matthew

**Discussion:** Matthew mentioned that the collective agreement's final draft has yet to be received. His hope was to share the completed version by this meeting, but will keep the Board up to date once he receives it.

**6.2 Trustee Status & New Trustee Search** – Matthew

**Discussion:** Previously during the January Board meeting, there had been a discussion about recruiting a new board member with the end of term for S. Nimmo. After some discussion, Michael directed Matthew to advertise a position, but to first update the advertisements with candidate requirements such as Board Experience, and preferably being a library user.

**6.3 Director of Library Services Annual Evaluation** – Matthew

**Discussion:** Matthew reminded the Board that Michael and Lyle are completing his 2022-2023 Evaluation. Staff Surveys will be picked up on Friday, February 24<sup>th</sup>.

**7. New Business:**

**7.1 City of FSJ Grant Approval** – Matthew

**Discussion:** Matthew was happy to announce that the City approved the requested amount of 450K for the current operating year.

**7.2 PLGR (Provincial Public Library Grant Report) – Board Approval** – Matthew

**Discussion:** Matthew completed and was ready to submit the PLGR to the Public Libraries Branch at the Ministry for 2022. All that is required is a Board approval and Chair signature to continue.

**Motion Outline:** *Motion demonstrating that The FSJPLA Board of Trustees approves the final draft of the 2022 PLGR, as well as submission to the PLB.*

**Motion:** M. Bourcet

**Seconded:** S. MacDougall

**Result:** Passed

**7.3 Special Fundraising Event Planning Update** – Matthew

**Discussion:** Matthew has completed an initial overview of the October 2023 planned fundraising D&D event. Need to flesh out a full story for a one session event, as well as find a corporate sponsor. Matthew will update the Board as the event takes shape and progresses.

**7.4 Looking Forward – March 2023 – Matthew**

**Discussion:** Matthew wanted to give the Board an update on what plans he has for the next few months. Specifically, there are plans for re-organizing the floor space around the DVDs to make a general study/quiet area. Plans to continue staff training, and other items to follow.

**IN CAMERA SESSION – ENTERED: 6:01pm**

**Motion to Enter: A. Harding**

**Seconded: M. Bourcet**

**Result: Passed**

**IN CAMERA SESSION - EXITED: 6:19pm**

**Motion to Exit: D. Hoza**

**Seconded: S. MacDougall**

**Result: Passed**

**Motion to Adjourn: 6:20pm**

**Motion: A. Harding**

**Seconded: W. Craig**

**Result: Passed**

**8. Next Meeting Date: Wednesday, March 22<sup>nd</sup>, 2023 @ 5:30pm (Meeting #3 for 2023)**



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, March 22<sup>nd</sup> 2023 at 5:30pm**  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/83389355068?pwd=b0FIUmpkSElxR2pOaTFha2lXSz09>

<b>Executive</b>	<b>Trustees</b>	<b>Appointed</b>	<b>Staff</b>	<b>Delegates</b>	<b>Guests</b>
Michael Bourcet – <b>Chair &amp; Area C Patron Rep</b>	Debbie Hoza – Area B <b>Patron Rep</b>		Matthew Rankin - <b>Director</b>	<b>N/A</b>	Tanya Boyd - <b>Staff Member</b>
Andy Ackerman – <b>Vice Chair</b>	Lyle Goldie				
	Warren "Dub" Craig				

**REGRETS** Nick Zhang – **Treasurer**, Amber Harding, & Sarah McDougall – **Municipal Rep**



- 1. Call to Order: 5:34pm**
  
- 2. Adoption of the Agenda (With Updates)**  
 Motion: D. Hoza  
 Seconded: L. Goldie  
 Result: Passed
  
- 3. Adoption of the Consent Agenda**
  - 3.1** Minutes of the February 22<sup>nd</sup>, 2023, Regular Meeting
  - 3.2** Director’s Report for March 2023
  - 3.3** OHS Committee Report – March 2023 – Sent via email.
 Motion: L. Goldie  
 Seconded: D. Hoza  
 Result: Passed
  
- 4. Delegate: N/A**
  
- 5. Adoption of the Financial Report – as presented (CIS March document)**

5.1 Discussion: After some discussion, Michael recommended that the Monthly co

**6. Old Business:**

**6.1 Board Recruitment Posters & Advertisements Up – Matthew/Michael**

Discussion: As requested in the February Board Meeting Matthew posted recruitment advertisements in library and on social media (FB and IG) looking for a replacement Board Member. No responses yet, Matthew is restarting the AHN Article, and will include it, and will have Alisa mention it during her next radio interview.

**6.2 October Event Update – Matthew**

Discussion: Matthew is still in the process of developing and setting up the event. Updates to follow.

**6.3 Director Absences – Update - Matthew**

Discussion: Matthew will be away April 4<sup>th</sup> to 8<sup>th</sup> 2022, further vacation to be determined. He will also be attending the Beyond Hope Library Conference in Prince George from May 14<sup>th</sup> -16<sup>th</sup> with the LLA and Programmer, then subsequently attending the Spark Conference in FSJ May 17<sup>th</sup> and 18<sup>th</sup>.

**6.4 Rent Renewal – Michael**

Discussion: As determined in November/December 2022, the FSJPLA Board decided to defer rent via a letter written to NPCC. As finances have been confirmed and relatively stabilized, Michael recommended restarting rent payments.

Motion to restart monthly rent payments to NPCC effective immediately, including .

Motion: M. Bourcet

Seconded: D. Hoza

Result: Passed

**7. New Business:**

**7.1 Board Training – April 1<sup>st</sup> 2023 – District of Taylor Office - 0007 100a St, Taylor, BC V0C 2K0 @ 9:30am**

Discussion: Matthew provided a reminder that Andy and Sherri (Taylor Library Director) will be manning a joint Taylor and FSJ Board training session. Tense discussion regarding sandwiches followed, and will be updated.

**7.2 2023 AGM & Regular April Meeting – April 26<sup>th</sup> 2023 @ 5:30pm**

Discussion: Matthew provided a reminder to the Board that attendee is preferred for the 2023 Annual General Meeting and then-regular meeting on April 26<sup>th</sup>. Lyle indicated unavailability, but will discuss.

**7.3 May 2023 Meeting – Rescheduling – Michael/Matthew**

Discussion: Michael was concerned he would be unable to attend the May 2023 Regular Board Meeting, but after some discussion, will attend virtually.

#### **7.4 Fundraising/Grant Applications – Matthew**

- Front Desk Updates
- New Furniture Purchases

#### **7.5 Bibliocommons Survey – April-May 2023 – Matthew**

**Discussion:** After some staff concerns were brought to his attention last year, Matthew is putting together a Google and In-Person Survey to get patron feedback on whether the Bibliocommons platform is still being used. Warren expressed his support for the service. Matthew will update the Board once the results are in.

IN CAMERA SESSION – N/A

Adjourn: 6:29pm  
Motion: D. Hoza  
Seconded: M. Bourcet  
Result: Passed

- 8. Next Meeting Date:** AGM - Wednesday, April 26<sup>th</sup>, 2023 @ 5:30pm followed by Regular April 2023 Meeting.



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, April 26<sup>th</sup>, 2023 at 5:30pm**  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/85382845948?pwd=K01VbXZhWWF4ZENxcDhpK0pwTjlvZz09>

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – Chair & Area C Patron Rep	Debbie Hoza – Area B Patron Rep	Sarah MacDougall – Municipal Rep	Matthew Rankin - Director	Heather Truscott (NPCC)	James Greenhalth (Member of the Public)
Lyle Goldie – Treasurer	Nick Zhang				
	Warren "Dub" Craig				

<b>REGRETS</b>	Amber Harding, Andy Ackerman – Vice Chair & Nick Zhang
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1. Call to Order: 5:45pm
2. 2023 Election of Board Officers
  - 2.1 Nominations:
    - o CHAIR
      - Nominee #1: M. Bourcet
        - Nominated by: D. Hoza.
        - Result: Elected by Acclamation.
      - No Other Nominees Offered.
    - o VICE CHAIR
      - Nominee #1: A. Ackerman –
        - Nominated by: D. Hoza
        - Result: Elected by Acclamation.
      - Nominee #2: L. Goldie –
        - Nominated by: M. Bourcet
        - Result: Nomination withdrawn.
      - No Other Nominees Offered.

o **TREASURER**

- **Nominee #1: L. Goldie --**
  - **Nominated by:** W. Craig
  - **Result:** Elected by Acclamation.
- No Other Nominees Offered.

**3. Adoption of the Agenda (with Updates)**

**Motion:** W. Mulvey

**Second:** L. Goldie

**Result:** Passed

**4. Adoption of the Consent Agenda**

**4.1** Minutes of the March 22<sup>nd</sup>, 2023 - Regular Meeting

**4.2** Director's Report for April 2023

**4.3** OHS Committee Report – April 2023

**Motion:** D. Hoza

**Second:** L. Goldie

**Result:** Passed

**5. Delegate: Heather Truscott (Director of NPCCS)**

**Discussion:** Heather introduced herself to the Board and discussed possible joint meetings or shared Board members to keep lines of communication open between the two boards open. Michael and the rest of the Board Members discussed the potential avenues for this to happen and will return to Heather with an answer prior to the June NPCCS Board AGM.

**6. Adoption of the Financial Report – as presented (CIS April document)**

**6.1** Cash Flow Update – April 24<sup>th</sup>, 2023 (Included)

**Motion:** S. McDougall

**Second:** L. Goldie

**Result:** Passed

**7. Old Business:**

**7.1 Board Training Session Update – April 1<sup>st</sup> – Matthew/Michael/Lyle/Warren**

**Discussion:** On April 1<sup>st</sup>, 2023, Matthew, Michael, Lyle and Warren, attended a joint training session with the Taylor Public Library Board, ran by Andy (as a certified trainer under BCLTA). The training was universally praised as being useful in explaining how the Board functions on a day-to-day basis, as well as outlining the responsibilities of Trustees. Lyle in particular recommended the training to the remaining trustees when it is made available again.

**7.2 SRC (Summer Reading Club) 2023 – Update – Matthew**

**Discussion:** Matthew wanted to update the Board on how the SRC is progressing. As of the Board Meeting, the Library has raised roughly \$22K for the program, which he considered amazing, and due to the hard work and diligence of Andy in applying

for the Grants. Matthew has heard back from Young Canada Works. Alisa is currently creating the outline for the program, and the Job Ad has been posted, and will be up until June 12<sup>th</sup>. The hope is to hire 2 students, but funding will limit this. Updates will follow, but the plan is to start the program in early July 2023.

### **7.3 NPCC/City Building Update – Summer 2023 – Matthew**

**Discussion:** Matthew communicated with the City of FSJ, regarding the planned updates to the NPCC Building exterior in the Summer. On a side note, on a previous agreement in 2022, the library will be receiving a new interior drop-box. Updates to follow.

## **8. New Business:**

### **8.1 Who We Are Document – Michael/Matthew/Andy**

**Discussion:** Michael introduced the “Who We Are” Document to the Board, that was the result of research by himself, Matthew, and Andy. The goal of the document is to outline what the FSJPL is (as defined under the Library Act) and how it relates to our operations. A persistent question that has been plaguing the Board is whether or not we are recognized as a society. Based on the research conducted the answer was found to be no, we are not a society as defined in BC. We are a Library Association and CRA-Registered Charity. This document will be added to the FSJPL Policies and Procedures Binder, and the New Trustees training.

### **8.2 FSJPL Policies and Procedures Update Discussion (Document Send Out Following Meeting) – Matthew**

**Discussion:** Matthew mentioned that he, Michael and Andy are working on updating the Policies and Procedures Binder to include the new updated Accessibility Policies/Plan, and the Who We Are Document. Updates to follow.

### **8.3 One-Time Provincial Grants – Spending Ideas – Matthew**

**Discussion:** As mentioned via email, and in-person, the library has received approximately \$152K as a one-time grant to be spent over 3 years (2023-2025). Matthew is open to ideas, so any submissions will be welcome. Updates to follow.

## **IN CAMERA SESSION**

**Entering Motion:** D. Hoza

**Seconded:** W. Craig

**Result:** Passed

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**Exiting Motion:** W. Craig

**Seconded:** L. Craig

**Result:** Passed

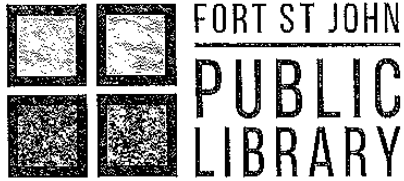
**Adjournment:** 7:33pm

**Motion:** D. Hoza

**Seconded:** W. Craig

**Result: Passed**

**9. Next Meeting Date: Wednesday, May 24<sup>th</sup>, 2023 @ 5:30pm**



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, May 24<sup>th</sup>, 2023 at 5:30pm**  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/82055464972?pwd=aEFXZmZlMWhFRDd3eXZOeVc4VEVDZz09>

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet – <b>Chair &amp; Area C Patron Rep</b>	Debbie Hoza – <b>Area B Patron Rep</b>	Sarah MacDougall – <b>Municipal Rep</b>	Matthew Rankin – <b>Director</b>	<b>N/A</b>	<b>N/A</b>
	Amber Harding				

**REGRETS** | Andy Ackerman, Lyle Goldie, Warren Craig, and Nick Zhang.



- 1. Call to Order: 5:38pm**
  
- 2. Adoption of the Agenda (With Updates).**  
 Motion: D. Hoza  
 Seconded: S. MacDougall  
 Result: Passed
  
- 3. Adoption of the Consent Agenda (Removal of NELF AGM and OHS Committee Minutes)**  
**3.1** Minutes of the April 26th, 2023, Regular Meeting  
**3.2** Director’s Report for May 2023  
 Motion: D. Hoza  
 Seconded: S. MacDougall  
 Result: Passed
  
- 4. Delegate: None.**
  
- 5. Adoption of the Financial Report – as presented (CIS May 2023)**  
**5.1 Cashflow January- May 2023 (YTD)**  
 Motion: D. Hoza  
 Seconded: A. Harding

Result: Passed

**6. Old Business:**

**6.1 Update to Board Introduction Policy – Matthew**

**Discussion:** Matthew was planning to update/create new policies for new Board Members Introductions when the wildfire warnings hit. He will finish them over the course of June.

**6.2 SRC (Summer Reading Club) 2023 – Update – Matthew**

**Discussion:** The YCW (Young Canada Works) Grant was received to support the hiring of a Summer Reading Club Student Coordinator. After posting and interviewing for the position, we found our hire, and she will start on June 12<sup>th</sup>. Sarah mentioned that CSJ (Canada Summer Jobs) Grant (the other major federal grant the library applies for) is pulling back in its support, which may explain why they have not updated Matthew. Program officially starts on July 1<sup>st</sup> – Canada Day.

**6.3 NPCC/City Building Update – Summer 2023 – Matthew**

**Discussion:** Matthew has not had any major updates from the city since April regarding the refurbishment of the NPCC. He will update the Board once there is more information.

**6.4 FSJPL Policies and Procedures Update Discussion – Matthew**

**Discussion:** Matthew is working with Michael and Andy to update the existing policies and procedures manual, first by separating the procedures into a separate document, and adding additional policies to bring FSJPL up-to-date.

**6.5 Financial Report – Update (If Available) – Matthew**

**Discussion:** Unfortunately, the financial report from the Library's auditors has not been completed yet. Updates to follow, once the report has been received.

**7. New Business:**

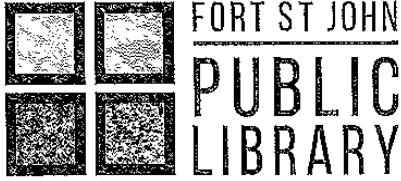
**7.1 Friends of the Library Update – Matthew**

**Discussion:** The May 6<sup>th</sup> Book Sale raised around \$700, and the Friends have asked Matthew and Staff for ideas on what to spend the money on. Matthew is extending this to the Board. As of May 2023, Matthew is planning to update and purchase new furniture for the children's area. Suggestions are welcome.

**IN CAMERA SESSION - None**

Adjourn: 6:06pm  
Motion: D. Hoza  
Seconded: A. Harding  
Result: Passed

**8. Next Meeting Date: Meeting #6: Wednesday, June 28<sup>th</sup>, 2023 @ 5:30pm**



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, June 28<sup>th</sup>, 2023 at 5:30pm**  
**Via In-Person & Zoom**  
 Phone number: 1-877-385-4099  
 Participation Code: 9632825#  
 Host Code:1335790#

**Join Zoom Meeting**  
<https://us02web.zoom.us/j/82055464972?pwd=aEFXZmZlMWhFRDd3eXZOcVc4VEVDZz09>

<b>Executive</b>	<b>Trustees</b>	<b>Appointed</b>	<b>Staff</b>	<b>Delegates</b>	<b>Guests</b>
Michael Bourcet - Chair & Area C Patron Rep	Debbie Hoza - Area B Patron Rep	Sarah MacDougall - Municipal Rep	Matthew Rankin - Director	N/A	N/A
Andy Ackerman - Vice Chair	Amber Harding				
Lyle Goldie - Treasurer	Warren "Dub" Craig				

**REGRETS** | Nick Zhang

1. **Call to Order: 5:30pm**
2. **Adoption of the Agenda (No Additions)**  
 Motion: S. MacDougall  
 Seconded: L. Goldie  
 Result: Passed
3. **Adoption of the Consent Agenda**
  - 3.1 Minutes of the May 24th, 2023, Regular Meeting
  - 3.2 Director's Report for June 2023
  - 3.3 OHS Committee Meeting Minutes – May & June 2023 (Not sent with general package will be sent after meeting)\*
 Motion: L. Goldie  
 Seconded: A. Harding  
 Result: Passed
4. **Delegate: None.**
5. **Adoption of the Financial Report – as presented (CIS June)**
  - 5.1 Cash-Flow January-June 2023 – Matthew

**Motion:** S. MacDougall

**Seconded:** M. Bourcet

**Result:** Passed

**6. Old Business:**

**6.1 2022 Remaining Approvals – Matthew**

**6.1.1 2022 Annual Report For Stakeholders**

**Motion to approve 2022 Annual Report Final Draft.**

Motion Made: L. Goldie

Seconded: D. Hoza

Result: Passed

**6.1.2 2022 SOFI (Statement of Financial Information) – Not completed yet.**

**6.2 Update on Board Introduction Policy/ FSJPL Policies and Procedures Update**

**Discussion:** Matthew is currently working on updating and separating the current Policy and Procedures Document into three new documents: The Board Policies and Procedures, Library Policies, and Library Procedures. Part of these updates will require changes to the Board Appointment and Election Policies. The Accessibility Policy/Plan/Committee also need to be established. Updates to follow.

**6.3 NPCC/City Building Update – Summer 2023 – Matthew**

**Discussion:** Matthew spoke with Eryn at the City of Fort St. John to get an update on when the NPCC exterior repairs were happening. Due to a variety of factors, Eryn mentioned the repairs will now not happen until spring 2024. This actually works in the Library's favour as SRC programs/events will not be interrupted, and there will be not foreseeable closures (outside of possible emergencies) to happen this summer. Updates to follow.

**6.4 Approval of September 2023 Hours Increase – Matthew**

**Discussion:** As previously mentioned, the Board requested that Matthew develop additional hours of operation to accommodate evening hours. As such Matthew proposed 10-6 as the new hours for Thursdays and Fridays, starting September 7<sup>th</sup> 2023. Amber expressed interest in helping promote the changes, and will meet with Matthew to discuss.

**6.5 Email Motions (For Record)**

**6.5.1 2022 Financial Review Motion:**

Motion to Approve the Year-End 2022 financial statements and documents for FSJPL, as compiled and presented by our accountants SRBG (Sander Rose Bone & Grindle - FSJ Office).

**Motion Made:** L. Goldie

**Seconded:** M. Bourcet

**Result:** Passed

**7. New Business:**

**7.1 Summer Communications & Board Get-Together – Matthew**

**Discussion:** Matthew was interested in setting up a Board-specific get together or invite them to a proposed staff get-together. Updates to follow.

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IN CAMERA SESSION

**Motion to enter In-Camera Session:**

Motion Made: A. Ackerman

Seconded: S. MacDougall

Result: Passed

**Motion to exit In-Camera Session:**

Motion Made: A. Harding

Seconded: A. Ackerman

Result: Passed

**Motion to Adjourn: 6:37pm**

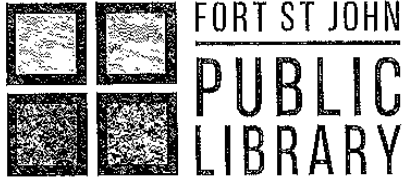
Motion: W. Craig

Seconded: D. Hoza

Result: Passed

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**8. Next Meeting Date: Wednesday, September 27<sup>th</sup>, 2023 @ 5:30pm**



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, September 27<sup>th</sup>, 2023 at 5:30pm**  
**Via In-Person & Zoom**  
 Phone number: 1-877-385-4099  
 Participation Code: 9632825#  
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<b>Executive</b>	<b>Trustees</b>	<b>Appointed</b>	<b>Staff</b>	<b>Delegates</b>	<b>Guests</b>
Michael Bourcet - <b>Chair &amp; Area C Patron Rep</b>	Debbie Hoza - <b>Area B Patron Rep</b>	Sarah McDougall - <b>Municipal Rep</b>	Matthew Rankin - <b>Director</b>	N/A	N/A
Andy Ackerman - <b>Vice Chair</b>	Warren "Dub" Craig		Tanya Boyd - <b>Staff Member</b>		
Lyle Goldie - <b>Treasurer</b>	Dale Boissonneault				

**REGRETS** | Amber Harding



- 1. Call to Order: 5:33pm**
  
- 2. Adoption of the Agenda (with additions)**  
 Motion: W. Craig  
 Seconded: A. Ackerman  
 Result: Passed
  
- 3. Adoption of the Consent Agenda**
  - 3.1** Minutes of the June 28<sup>th</sup>, 2022, Regular Meeting
  - 3.2** Director's Report for September 2023
  - 3.3** OHS Committee Meeting Minutes – September 2023
    - 3.3.1** July 2023 – OHS Committee Meeting Minutes
    - 3.3.2** August 2023 – OHS Committee Meeting Minutes

Motion: M. Bourcet  
 Seconded: L. Goldie  
 Result: Passed
  
- 4. Delegate: None**

5. **Adoption of the Financial Report** – as presented (CIS September 2023)

**5.1 September 27<sup>th</sup> Cashflow Statement**

**Discussion:** Lyle presented both documents, and mentioned a previous discussion he had with Matthew about the role of the Treasurer in meetings. Going forward Lyle will be the primary presenter of the Comparative Income Statement and Cashflow documents. Questions were raised about the September CIS, as it appears the Library is greatly overspending in some categories, despite the reason being the unexpected \$277,000 given by the province as enhancement grants. Both Sarah and Andy recommended allocating the funds formally and adjusting the original budget lines to reflect the additional funds. This is mainly to ensure it makes sense to outside observers, what is happening.

Motion:

Seconded:

Result:

6. **Old Business:**

**6.1 2022 PRRD Area B Referendum Re-Re-submission – July 2023 – Matthew Update**

**Discussion:** Matthew had to resubmit the 2023 PRRD Area B referendum documents, based on a technicality. BCElections confirmed everything is now submitted and correct.

**6.2 Evening Hours Update – September 7<sup>th</sup> 2023 – Tanya/Matthew**

**Discussion:** Tanya mentioned several positive comments that she has had about the new Thursday/Friday 10-6 hours. Lyle asked if there were plans for additional hours in future if these hours prove successful. The Board asked for

7. **New Business:**

**7.1 Trustee Appointments – Michael**

**Discussion:** Michael introduced Dale as a former colleague and friend, with experience in education, and family working directly in public libraries. The Board issued a motion and passed it, appointing Dale to the Board.

Motion to appointment Dale Boissonneault as FSJPLA Trustee, and for him to be elected at the 2024 FSJPLA AGM.

Motion: D. Hoza

Seconded: L. Goldie

Result: Passed

**7.2 CFLA – Statement of Intellectual Freedom – Michael/Matthew**

**Discussion:** Michael mentioned that the Statement of Intellectual Freedom promoted by the Canadian Federation of Library Associations (CFLA) is a great response to any calls for material removal or control over collection development.

**7.3 Library Month Request – October 10<sup>th</sup> 2023 – Matthew**

**Discussion:** Matthew will be presenting the Library Month Presentation to Council on October 10<sup>th</sup> at around 2-3pm.

#### **7.4 Grant Proposals and Applications**

**Discussion:** Matthew has been in contact with both the City and PRRD Admin about grant applications going forward. Both municipalities are changing their application processes leading to some changes this year. The City Finance Staff has confirmed that the Library will be receiving it's grant, and that is not reason to think it will decrease, but FSJPLA will not find out until January 2024 what has been allocated for the grant. Matthew is making note, and will keep the Board up to date. The PRRD will be sending Matthew the application documents by mid-October, and it will be for both Areas B and C, instead of the usual two separate grants.

#### **7.5 Board Introduction Policy / Operational Policies and Procedures –**

**Lyle/Michael/Matthew**

**Discussion:** Lyle was curious about a previously left over item regarding Board Introductions and changes to the operational Policies and Procedures. Matthew confirmed that the Board had discussed several months ago developing a process for inducting new Trustees. Matthew has started working on this, but is not done. Additionally, Matthew has ran into some difficulties separating the Policy and Procedure Language, and hopes to have it completed by mid-October. Updates to follow.

#### **IN CAMERA SESSION**

##### **Motion to enter In-Camera Session:**

Motion: M. Bourcet  
Seconded: A. Ackerman  
Result: Passed

##### **Motion to exit In-Camera Session:**

Motion: L. Goldie  
Seconded: D. Hoza  
Result: Passed

##### **Adjourn: 6:37pm**

Motion: D. Boissonneault  
Result: Passed

**Next Meeting Date: Wednesday, October 25<sup>th</sup>, 2023 @ 5:30pm**



Minutes  
**FSJPLA Board Meeting**  
**Wednesday, October 25<sup>th</sup>, 2023 at 5:30pm**  
**Via In-Person & Zoom**  
 Phone number: 1-877-385-4099  
 Participation Code: 9632825#

<u>Executive</u>	<u>Trustees</u>	<u>Appointed</u>	<u>Staff</u>	<u>Delegates</u>	<u>Guests</u>
Michael Bourcet - Chair & Area C Patron Rep	Warren "Dub" Craig	Sarah McDougall - Municipal Rep	Matthew Rankin - Director / Board Secretary	N/A	N/A
Andy Ackerman - Vice Chair	Dale Boissonneault		Tanya Boyd - Staff Member		
Lyle Goldie - Treasurer					

<b>REGRETS</b>   Amber Harding + Debble Hoza - Area B Patron Rep
--



- 1. Call to Order: 5:32pm**
  - Due to technical difficulties A. Akerman and W. Craig were not able to join the meeting until the 7.4 item and in-camera meeting, respectively.
  
- 2. Adoption of the Agenda**  
 Motion: L. Goldie  
 Seconded: S. MacDougall  
 Result: Passed
  
- 3. Adoption of the Consent Agenda**
  - 3.1** Minutes of the September 27th, 2022, Regular Meeting
  - 3.2** Director's Report for October 2023  
 Motion: M. Bourcet  
 Seconded: L. Goldie  
 Result: Passed
  
- 4. Delegate: TBD**
  
- 5. Adoption of the Financial Report – as presented (CIS October 2023)**
  - 5.1** October 25<sup>th</sup> Cashflow Statement

Motion: A. Akerman  
Seconded: L. Goldie  
Result: Passed

**6. Old Business:**

**6.1 NPCC Renovation Update - Fall 2023 – Matthew**

**Discussion:** Matthew was in contact with the City, regarding the successful application for a capital grant to refurbish the NPCC exterior, as well as provide the Library with an exterior door. The Board raised some questions and concerns regarding the door, and Matthew will investigate, as well as discuss with Staff.

**6.2 Accessibility Committee Update – Matthew**

**Discussion:** Originally, the Accessibility Committee was set to meet on October 17<sup>th</sup>, but due to a lack of responses from invited members, it has been re-scheduled for November 20<sup>th</sup>. Updates to follow, along with a possible partnership with the City of FSJ's Accessibility Committee.

**6.3 Board Introduction Policy / Operational Policies and Procedures – Update – Matthew**

**Discussion:** Matthew is still working on both Policies and Procedures. Updates to follow.

**7. New Business:**

**7.1 Network/Shared Drive Server Instillation – Matthew**

**Discussion:** Network Server for the Library was installed by ESW. Crew is finalizing data transfer and removal of the old unit for Monday, October 30<sup>th</sup> 2024.

**7.2 Proposed Dates for 2024 Board Meetings – Matthew**

**Discussion:** Matthew submitted schedule for Board Meeting dates in 2024 (and 2025). Meetings will remain in hybrid format, and the 4<sup>th</sup> Wednesday of each month.

**7.3 2023 Director Evaluation – February 2024 – Matthew**

**Discussion:** Matthew reminded the Board, that his annual evaluation will be coming up in the next 4 months. Michael mentioned getting Board members assisting in the process. Updates to follow.

**7.4 Director November/December 2023 Vacation/Leave – Matthew**

**Discussion:** Matthew re-iterated planned vacation plans for November and the 2023 Holiday season.

**7.5 End of Local Newspaper Subscriptions – Matthew**

**Discussion:** End of three local newspapers in September & October 2023: *The Dawson Creek Mirror*, *The Fort Nelson News*, and our beloved *Alaska Highway News*. As of October 2023 FSJPL no longer has Newspaper Subscriptions, beyond those in Libby, which are electronic copies. Matthew is investigating getting at least one physical newspaper subscriptions for patrons.

IN CAMERA SESSION -- 1 Item For Discussion.

Motion-In: A. Akerman  
Seconded: S. MacDonald  
Result: Passed

Motion-Out: A. Akerman  
Seconded: M. Bourcet  
Result: Passed

Adjourn Motion: D. Boissonneault  
Adjourn: 6:24pm

**8. Next Meeting Date: Wednesday, November 22<sup>nd</sup>, 2023 @ 5:30pm**



**MINUTES**  
**FSJPLA Board Meeting**  
**Wednesday, November 22<sup>nd</sup>, 2023 at 5:30pm**  
**Zoom**  
**Phone number: 1-877-385-4099**  
**Participation Code: 9632825#**  
**Host Code:1335790#**

<b>Join Zoom Meeting</b> <a href="https://us02web.zoom.us/j/82055464972?pwd=aEFXZmZlMWhFRDd3eXZOcVc4VEVDZz09">https://us02web.zoom.us/j/82055464972?pwd=aEFXZmZlMWhFRDd3eXZOcVc4VEVDZz09</a>
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Executive	Trustees	Appointed	Staff	Delegates	Guests
Michael Bourcet - <b>Chair &amp; Area C Patron Rep</b>	Warren "Dub" Craig	N/A	Matthew Rankin - <b>Director / Board Secretary</b>	N/A	N/A
Andy Ackerman - <b>Vice Chair</b>	Amber Harding				
Lyle Goldie - <b>Treasurer</b>					

<b>REGRETS</b>	Debbie Hoza, Sarah McDougall, & Dale Boissonneault
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- 1. Call to Order: 9:32am**
  
- 2. Adoption of the Agenda (with corrections)**  
 Motion: L. Goldie  
 Seconded: W. Craig  
 Result: Passed
  
- 3. Adoption of the Consent Agenda**
  - 3.1** Minutes of the October 25th, 2022, Regular Meeting
  - 3.2** Director's Report for November 2022
  - 3.3** OHS Committee Meeting Minutes
    - 3.3.1** October 2023
    - 3.3.2** November 2023
 Motion: L. Goldie  
 Seconded: A. Ackerman  
 Result: Passed
  
- 4. Delegate: TBD**

**5. Adoption of the Financial Report – as presented (CIS November)**

**5.1 Cashflow November 2023**

Motion: W. Craig

Seconded: A. Akerman

Result: Passed

**6. Old Business:**

**6.1 PRRD Funding Agreement – Michael/Matthew**

**Discussion:** PRRD has provided Matthew with a draft 5 year Funding Agreement (2024-2029). After sharing and getting input from Michael, Andy and Lyle, the Library agreed to the funding. A draft 2024 draft was submitted to the PRRD, and a meeting to approve the agreement and funding will be completed on December 8<sup>th</sup> 2023.

**6.2 City of FSJ 2024 Funding Update – Matthew**

**Discussion:** Matthew has verbal confirmation from the City that funding will continue at (what should be) current levels from 2023 into 2024. Due to changes in the application policies following the establishment of the FSJ Community Foundation, Matthew has not had to make a formal application for funding this year. That being said, Matthew will confirm this new process before leaving in December.

**6.3 NPCS-FSJPLA Lease Update – Michael**

**Discussion:** Michael went over current communications with the NPCS Board about a new lease with the NPCC. Updates to follow.

**6.4 Policies and Procedures Update Discussion & Approval – Matthew**

**Discussion:** Matthew sent an updated copy of the Policies and Procedures for the Board to review. After some discussion, the Board will review over December and January, and provide approval (with possible amendments) during the January 2024 Meeting.

**6.5 City of FSJ – NPCC Renovations Update – Matthew**

**Discussion:** Matthew mentioned that he will be advising the City on renovations adding a new exterior door to the Library. Updates to follow.

**6.6 Potluck Reminder – November 25<sup>th</sup> – Matthew**

**Discussion:** Matthew reminded the Board that the Potluck Get-Together is this Saturday, November 25<sup>th</sup> @ 5-7pm.

**7. New Business:**

**7.1 Staff Bathroom – Facet Replacement – Matthew**

**Discussion:** Matthew confirmed that the NPCC staff has replaced the malfunctioning facet in the staff bathroom sink.

**7.2 Looking forward to 2024 – Matthew**

**Discussion:** Renovations, replacement of shelving, continuing of September 2023 hours, and possible replacement of some staff computers

**7.3 NELF Board Meeting via Zoom – November 20<sup>th</sup> – Matthew**

**Discussion:** NELF Board meeting occurred on Monday, November 20<sup>th</sup> 2023 @ 7pm MST. Discussions at the meeting surrounded expansions to NELF membership, approval of the NELF 2024-2026 Strategic Plan

**7.4 Programming for December - Matthew**

**Discussion:** Alisa and Matthew are in discussion with the Sunrise Rotary Club about participating in the Santa Claus Hot Chocolate Fundraiser on Saturday December 9<sup>th</sup>. Updates to follow. Alisa will be completing 2023 programming on December 16<sup>th</sup>. Programs will restart in 2024.

IN CAMERA SESSION - None

**Adjournment: 6:35pm**

**Motion:** M. Bourcet

**Seconded:** L. Goldie

**Result:** Passed

**8. Next Meeting Date: Wednesday, January 24<sup>th</sup>, 2024 @ 5:30pm**

# FSJPLA BOARD POLICIES & PROCEDURES



2023

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## 1.1 PURPOSE AND STATEMENTS

The Fort St. John Library Association (FSJPLA) Board of Trustees (Board) is an integral player in the oversight and strategy development of the Fort St. John Public Library (FSJPL). The Board is comprised primarily of volunteers whose values and knowledge make the FSJPLA a cornerstone for the community it serves. To maintain transparent oversight and strong community confidence, the FSJPLA has developed the Board of Trustees Policy and Procedures.

## 1.2 APPLICATION

The content of this Policy and Procedure Manual applies to all members of the Board of Trustees and those affected by the Board's actions.

## 1.3 AUTHORITY

Revisions can only be authorized by the FSJPLA Board as defined by the Library Act (BC).

## 1.4 LEGISLATION OF INTEREST

- [Library Act](#)
- [Freedom of Information and Protection of Privacy Act](#)

## 1.5 POLICIES AND PROCEDURES FOR THE BOARD OF TRUSTEES

### 1.5.1 AUTHORITY AND STRUCTURE OF THE BOARD

- Board Membership is listed on the FSJPL [website](#);
- The Board derives its authority from Part 4 of the [Library Act \(BC\)](#), which defines:
  - Who can and cannot vote or hold office;
  - Continuation of the role of the library board;
  - Composition of the library board;
  - Elections and term of office of members;
  - Election of chair and vice chair;
  - Regular and special meetings of the library board;
  - General powers and duties of library board;
  - Budget, expenditures, and financial statements.
- The Board is comprised of not fewer than 5 or more than 9 members, elected from themselves by the members of the FSJPLA at the Annual General meeting (AGM) as well as three (3) appointed members:
  - One (1) member appointed by the City of Fort St John Council;
  - One (1) appointed representative from each Areas B and C of the Peace River Regional District;
- No member shall serve as a trustee for more than eight (8) years (Library Act), with no more than seven (7) years in the same executive position;
- Trustees cannot be nor having relations with employees of the FSJPLA.

### 1.5.2 REQUIREMENTS FOR TRUSTEE APPOINTMENTS & ELECTIONS

- To reflect the diversity of the community the library serves, the Board aspires to a balanced mix of representation, as it relates to skill sets, leadership styles, and diversity of thought and Trustee background. A vacancy arising during the term of office of an elected member is to be filled, for the remainder of the term, by an appointment made by the library board at the first meeting after the vacancy arises or as soon afterward as is convenient. Applications will be reviewed and determined by the Board.
- Eligible members of the association may apply, in writing, to fill a posted vacancy on the FSJPLA Board. Expression of interest can be made by way of a letter, which can be dropped off at the Fort St John Public

Library or by email, addressed to any current Board member listed on the website. Vacancies will be posted on the FSJPL website.

- Eligible members of the association may also stand for election to the Board during the Association's AGM. Eligible members of the association, wishing to stand for election, must attend the AGM.
- The number of trustees and their terms are mandated by the BC Library Act, which allows terms of 2 years, eligibility for re-election or reappointment, and a limit of serving set at 8 consecutive years.

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### 1.5.3 RESPONSIBILITIES OF THE BOARD

- Responsibilities:
  - To oversee and manage the finances for the FSJPL.
  - To set strategic direction for the FSJPL and ensure its implementation.
  - To ensure policies and procedures adequately reflect the operational needs of the FSJPL;
  - To form a negotiations committee responsible for the negotiation and sign-off of collective agreements;
  - To hire the Director of Library Services;
  - To obtain legal services should the situation arise;
  - To authorize goods and services greater than \$10,000;
- Trustees must be familiar with the Library Act (BC);
- Upon commencement of duties each trustee must receive and conduct themselves in accordance with the [Effective Board Member Handbook](#);
- Trustees must be familiar with:
  - [FSJPLA Policies and Procedures](#);
  - Meeting minutes for the previous year;
  - Library history and operations;
  - Other trustee, staff and associates' names, positions and responsibilities;
  - [BC Library Statistics](#);
  - [FSJPLA Strategic Plan, Annual Reports Policies and Procedures and Budgets](#);
  - [FSJPLA BCGEU Contract](#).
- One Board Trustee will represent the FSJPLA on the Northeast Library Federation (NELF). The member will attend all NELF meetings and report updates to the Board:
  - When required by NELF the Trustee has signing authority on behalf of the FSJPLA on policy or NELF affairs, but not financial;
  - When unable to attend a NELF meeting the trustee will seek to identify a designate. If no trustees are available, the Trustee will notify NELF in advance of the meeting.
- The Board Executive shall consist of: Chair, Vice-chair, and Treasurer. The Director of Library Services acts as Board Secretary.

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### 1.5.4 DUTIES OF THE BOARD CHAIR

- No Trustee shall act as the Board Chair (Chair) unless doing so in conjunction with Section 37 of the [Library Act \(BC\)](#);
- The Chair will conduct themselves in accordance with the [Effective Board Member Handbook](#) as distributed by the BC Library Trustees' Association.
- The Chair may choose to delegate responsibilities in alignment with the [Library Act \(BC\)](#), however the Chair retains responsibility for their role;
- Responsibilities:
  - Chairs the meetings in alignment with the current version of Robert's Rules of Order;
  - Calls all Board meetings;
  - Approves the draft agenda for submission to members of the Board. The draft agenda is created by Director of Library Services;
  - Represents the Board and FSJPLA on matters working with the Fort St John Municipal Council and Peace River Regional District;

- Represents the Board and FSJPLA when responding to public questions and media enquiries;
- With input from Trustees, library staff and stakeholders, conducts an annual performance review of the Director of Library Services;
- Acts as a signing authority when Board authorization is required;
- Facilitates establishment of the Strategic Plan and conducts final sign-off for implementation;
- Creates committees at their discretion or the recommendation of the Board Trustees;
- Is a voting member of the Board.

---

#### 1.5.5 DUTIES OF THE BOARD VICE-CHAIR

- The Vice-Chair has the powers of the Chair as per [Section 37\(2\) of the Library Act \(BC\)](#);
- May be authorized as a signing officer.

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#### 1.5.6 DUTIES OF THE TREASURER

- Is an authorized signing officer;
- Is responsible in ensuring the FSJPL meets its obligations with the Canada Revenue Agency (CRA), including filing annual reports to CRA and [BC Registry Services](#);
- Assists the Finance Committee with financial matters by overseeing bookkeeping, and financial statements, including year-end and presenting them at the AGM;
- Assists the Board in the preparation of the annual budget prior to September 15th of each year and presents this budget to the fund-granting authorities and the public;
- Reviews monthly statement with Director. Presents statement to the Board at monthly meeting.

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#### 1.5.7 DUTIES OF THE DIRECTOR OF LIBRARY SERVICES

- The FSJPL Director of Library Services (also referred to as The Chief Librarian or The Director) is appointed by the FSJPLA Board of Trustees and is the sole employee of the FSJPLA.
- The Director's duties as defined in the Library Act are:
  - General supervision and direction of the library and its staff
  - The secretary to the library board and to the public library association, and
  - Powers and duties the library board assigns to the chief librarian from time to time.
- Acts as Secretary to the Board, unless another member of the Board is elected to the role.
- The Board will define the Director of Library Services powers and duties through its job description, which will be reviewed and updated on an annual basis as well as direction derived from Board meetings.

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#### 1.5.8 DUTIES OF THE SECRETARY

- Maintain books and financial records under the direction of the Treasurer;
- Maintains records of meeting proceedings;
- Maintains records of all relevant Board communication;
- Distributes meeting minutes along with upcoming agendas and material for review to each of the trustees a minimum of one week prior to a Board meeting;
- Confirms trustee attendance for meetings one week prior and informs the Board Chair if quorum will not be met at least 24 hours prior to the meeting;
- Is an authorized signing officer.

---

#### 1.5.9 BOARD MEETINGS

- Board Trustees must not disclose in-camera information (privileged and private) received during their time serving the FSJPLA as Trustees, or once their term of service has concluded.
- Trustees are expected to attend all Board meetings. Must notify Secretary and Chair of planned absences.
- If a Trustee is absent from three consecutive regular meetings without prior discussion with the Chair, their position is deemed vacated;
- Members of the FSPLA are welcome to attend monthly meetings, with the exception of in-camera.

- Trustees will review and approve meeting agendas at the start of each meeting. Pressing items not on the agenda may be proposed and voted on to be added for discussion;
- Meetings are held monthly, with dates determined for the upcoming year at the AGM. The Board may choose to forgo meetings in July, August and December;
- A special meeting can be called by a minimum of three Trustees, or by the Chair;
- Board meeting schedules will be posted on the FSJPL website.
- Board meetings are not open to members of the public without special invitation.
- The Board will host an AGM in the month of April on a date fixed at the January meeting;
- The date and location of the AGM must be advertised in advance on the FSJPL website and through social media.

#### 1.5.10 BOARD CONDUCT

- Board Trustees must not disclose private or privileged information received during their time serving the FSJPLA as Trustees, or once their term of service has concluded;
- Library property provided to Trustees to perform their assigned duties must not be used for illegal activities or personal benefit and must be returned at the end of their term;
- Trustees must conduct themselves in a professional manner, and not use their position with the FSJPLA Board to leverage personal agendas;
- Statements made on behalf of the Board must be done by the Chair or his/her designate;
- Trustees must fully disclose, in writing, to the Board of Trustees, if they are potentially in perceived or real conflict of interest on decisions relating to contracts, transactions or situational outcomes;
- Trustees shall not participate in debate, discussions or negotiations where they may be in a real or perceived conflict; however, they may be present to answer specific questions and provide clarification to other trustees.

#### 1.5.1 BOARD COMMITTEES

- The FSJPLA Board Committees may establish following committees:
  - Finance and Revenue Development;
  - Management and Personnel;
  - Advertising and Promotion;
  - Facilities;
  - Strategic Planning and Policy Review;
  - Others as approved by the Board.

### 1.6 TABLE OF APPROVAL

<b>Original Approval</b>	<b>October 17, 2015</b>
<b>Date of latest Revision</b>	<b>July 15, 2023</b>
<b>Date of latest Review</b>	<b>July 15, 2023</b>
<b>Signature of Approval</b>	<b>MB</b>

## 2.0 FORT ST JOHN PUBLIC LIBRARY ASSOCIATION POLICY AND PROCEDURES PROCESS

### 2.1 PURPOSE AND STATEMENTS

The Fort St John Public Library Association (FSJPLA) has developed and implemented several policies to best serve its patrons and members, guide staff, volunteers and Board Trustees and uphold its strategic plans while achieving its mission, vision and values. This policy and procedure are developed as the overarching framework to ensure the suite of policy and procedures remain in line with operational objectives, making them a valuable tool.

### 2.2 APPLICATION

The policies and procedures in this manual apply to library staff and Board trustees.

### 2.3 AUTHORITY

Revisions to the contents of this manual can only be authorized by the FSJPLA Board of Trustees.

### 2.4 LEGISLATION OF INTEREST

- [Library Act](#)

## 2.5 POLICIES AND PROCEDURES PROCESS

### 2.5.1 RESPONSIBILITY

**Creation of policy is the Board's purview and procedures are the purview of the Director's.** All staff, volunteers, Board Trustees and patrons have a role to identify and bring forward to the Board Chair and Director policy and procedure gaps and misinformation, along with suggested changes. Individual policy and procedure documents outline those responsible for sign-off, revisions, and deletions. New policy topics shall be brought forth for a decision to proceed to policy and procedure development.

### 2.5.2 POLICY DISTRIBUTION

The FSJPLA will strive to make all policies and procedures available to the public, with the exception of documents designed for internal use or that contain confidential information.

### 2.5.3 INFORMATION ON POLICY AND PROCEDURES

- Policies and procedures are developed to support the FSJPL staff, volunteers, Board trustees and patrons in achieving a common understanding of relevant legislation, and operational requirements and practices while supporting the FSJPL in achieving its strategic goals and mission, vision and values;
- A policy is the "what and why,"
- A procedure is the "how"; the organizational actions required to achieve the policy.
- The FSJPLA will combine policies and procedures into one document by topic;
- Procedures will be separated from policy statements, or combined, whichever is most logical for the user;
- The FSJPLA will consider the development of policy and/or procedure when:
  - There is an area in which inconsistent principles are being applied and consistency is required;
  - A topic is complex or essential to the organization and requires defined process;
  - Few individuals know the policy/procedure there is a risk of knowledge loss if they leave or are absent from the FSJPLA.
  - The topic can be defined and clarified through a policy or procedure.
- Individuals proposing a policy or procedure will:
  - Determine if a policy/procedure is required on the subject matter and discuss it with the Director of Library Services and the Board Chair.

- Determine what is already existing on the subject matter, including legislation, within the FSJPL and with other libraries and organizations.
- Review the template for policies and procedures;
- Address the following questions:
  - Why is the policy/procedure being written? What is its purpose?
  - Who is the intended audience?
  - What legislation already addresses this topic?
  - What are the main topics for the policy?
- Ensure the document can be understood and implemented by someone not familiar with the topic;
- Forward to Director for review and consideration to be brought forth to the Board.

#### 2.5.4 POLICY REVIEW

- Existing policies will be reviewed on an annual basis, or earlier if a need is identified;
- Each policy will have the review date updated annually;
- Secretary will maintain schedule of last reviews;
- The policy review will determine: if the policy is still needed, what needs to be added to the policy, and what needs to be removed from the policy;
- Additions or deletions of policies or procedures will be brought forward first to the Director and the Board Chair for consideration, and then to the Board for review once it is drafted;
- External policies will be posted on the [FSJPL website](#) and policies will be shared on the Staff Information Portal within two weeks of sign-off.

#### 2.6 TABLE OF APPROVAL

<b>Original Approval</b>	<b>October 17, 2015</b>
<b>Date of latest Revision</b>	<b>July 15, 2023</b>
<b>Date of latest Review</b>	<b>July 15, 2023</b>
<b>Signature of Approval</b>	<b>MB</b>

**END OF DOCUMENT**



## FEE FOR SERVICE GRANT APPLICATION

This application form is for **Non-profit Organizations or Community Contribution Companies** who are applying for a Fee for Service grant. To ensure your application is considered, please complete and return the application with all required documentation by:

**March 1** (*unless otherwise specified*)

<b>(SECTION 1) - ORGANIZATION INFORMATION:</b>	
Organization Name: North Peace Historical Society	CRA/Society Act/Charity Registration Number: S-7099 11906-0986-RR0001
Contact Person: Heather Sjoblom	Phone Number: 250-787-0430
Address of Organization: 9323 100 Street, Fort St. John, BC V1J 4N4	
Mailing Address (if different than above):	

<b>(SECTION 2a) – SUPPORTING DOCUMENTATION CHECK LIST (ATTACH COPIES TO APPLICATION):</b>
<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Constitution, Bylaws and Society/Charity certification (if not previously provided or if changes have occurred);</li> <li><input checked="" type="checkbox"/> Current list of board members;</li> <li><input checked="" type="checkbox"/> Number of employees, their titles, and number of hours paid per year (full time and part time);</li> <li><input checked="" type="checkbox"/> Previous years' meeting minutes and annual general meeting minutes, (including manager's report, if applicable);</li> <li><input checked="" type="checkbox"/> Detailed proposed budget for the current year, listing revenue/expenses and all other grants and donations;</li> <li><input checked="" type="checkbox"/> Audited financial statements for the previous fiscal year;</li> <li><input checked="" type="checkbox"/> Statement identifying the amount of reserved funds, if any, and the purpose of those funds; and</li> <li><input checked="" type="checkbox"/> Identification of the name and position of any individuals who receive payment from the fee for service funds, (salaries, honorariums or contracts) together with the amount of compensation each receives.</li> </ul>
<b>Please note that the provided documents will be made public on a Council agenda.</b>

<b>(SECTION 3) – DECLARATION BY AUTHORIZED SIGNATORY:</b>	
<p>I hereby certify that I have read the City of Fort St. John Community Grants Policy No. 105, that <b><u>the application complies with its requirements</u></b>, and that the information contained in the application is complete and correct.</p> <p>I hereby agree to indemnify and save harmless the City of Fort St. John and its employees against all claims, liabilities, judgments, costs and expenses of whatsoever kind which may occur against the City and its employees in consequence of and incidental to, the granting of this exemption, if issued. I further agree to conform to all requirements of the applicable bylaw and all other statutes and all other bylaws in force in the City of Fort St. John.</p>	
<b>IF THERE IS A CHANGE IN THE STATUS OF YOUR ORGANIZATION THE CITY OF FORT ST. JOHN MUST BE NOTIFIED.</b>	
Signature: <i>Heather Sjoblom</i>	Date: March 11, 2024
Name (please print): Heather Sjoblom	Title: Manager/Curator

*(continued on back of page)*

**(SECTION 4) – USE OF FUNDS DETAILS:**

Grant amount being requested: \$ 45,000.00 annually

How will the City of Fort St. John and its contribution be recognized by your organization? \_\_\_\_\_  
On our website, in our newsletter, in the museum, and through social media

**Eligibility Criteria**

Fee for Service Grant funding is provided by the City of Fort St. John, under an agreement, to assist local non-profit organizations with delivery of services to the community that would otherwise be delivered by the City as the service falls within the realm of a municipal service. The fee for service grant represents the City's contribution towards the group. The term fee for service does not imply that the City's contribution is intended to be a 100% contribution. Grant applications must be consistent with the aims, objectives, and standards of the City of Fort St. John, and must not be at variance with any City policies. Once the application is submitted, staff will prepare a report to Council to be included on a Regular Council meeting agenda. Organizations may be required to present to Council at a Committee of the Whole meeting. Staff will prepare a fee for service agreement for up to three years. This agreement will be signed by the organization and the City of Fort St. John.

**(SECTION 5) - DETAILS OF SERVICES: (use a separate sheet if required)**

1. Describe the service your organization provides to the community: Please see attached sheet.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. Number of persons annually served by your organization: 10,200
3. Number of Fort St. John residents annually served by your organization: 7650
4. Describe how your organization would utilize the grant funds and how it would benefit the community:  
Please see attached sheet.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. What other community support or sponsorship exists for your organization? \_\_\_\_\_  
Please see attached sheet.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Ensure your Application Declaration on the front page is signed and dated.** The City of Fort St. John may contact you to request additional information, or clarification, to support your application. If you require further information, please contact City Hall at: 250-787-8150.

*The personal information on this form is collected for the purpose of an operating program of the City of Fort St. John as noted in Section 26(c) of the Freedom of Information and Protection of Privacy Act. If you have any questions about the collection and use of the information, please contact the Corporate Officer (250-787-5796).*

Fee For Grant Application  
**North Peace Historical Society Addendum**

The following information further discusses information to be included with the application.

**Section 5 Details of Service**

**Section 5.1 Describe the service your organization provides to the community**

The North Peace Historical Society (NPHS), a non-profit group who operates the Fort St. John North Peace Museum, provides a very specialized and unique service to the community with the primary goal to preserve of our local community's history.

The Museum provides services to the community through:

**Education** - educational tours, programs, and events

The NPHS is continuously coming up with innovative ways to preserve and present the history of Fort St. John. We currently provide a variety of educational programs (including three curriculum-based programs) for schools and camps; guided tours for all ages; take home educational kits; educational events for families; documentary and presentation nights for adults and seniors; hands-on classes with Métis Elders, and interactive events such as cemetery tours. 49 classes, summer camps, and groups participated in guided tours or educational programs at the museum in 2023. We developed, hosted, and/or participated in a record 37 events in 2023 including fundraisers! 3,134 people attended these events last year.

**Archives and Research** - archival research, collections management, conservation

We responded to 148 archives or collections inquiries in 2023 (*most recently, the City of Fort St John became aware of this unique service when our staff and volunteers put together a historical report on Frozen John*). We continue to offer 30 minutes of research for free for everyone. In the past four years, volunteers and staff have scanned nearly 65 years of the Alaska Highway News and made them searchable in-house. Volunteers have scanned, catalogued, and identified over 2000 negatives taken by Rudy Schubert since 2018 and continue to go through this local photographer's large collection from the 1950s and 1960s. Staff and volunteers catalogued or improved catalogue records for 1651 objects in our database in 2023. 1359 items were donated to the museum in 2023.

**Exhibits** - creation and maintenance of exhibits, hosting special exhibits

We've renovated all of our museum exhibits over the past thirteen years in a variety of different ways and developed new exhibits and hands-on components. During that same time, we've restored and created displays in three historic buildings. We also provide free exhibits at our hospital, airport, and local schools. These exhibits help residents and visitors learn more about Fort St. John's past and gain an appreciation for

Fee For Grant Application  
**North Peace Historical Society Addendum**

how our community has developed. Unlike other nearby museums, we have a flexible exhibit space to display travelling exhibits or to partner with other community groups to create large, temporary displays. Last year, we partnered with the Charlie Lake Conservation Society to present *The Lake Next Door*, an interactive exhibit about the biodiversity of Charlie Lake. In December 2023/January 2024, we installed our new archaeology exhibit complete with interactive iPad. In 2023, we had 2,705 paid visitors to the museum as well as over 1000 visitors on our free events days (Canada Day, scavenger hunts, etc.) throughout the year.

**Enhanced Community Awareness** - social media, and community events  
We continue to increase our online education initiatives. We are now on Facebook and Instagram. Our Facebook page (which educates people on the history of this region, highlights our artefacts, and explains what we do as a museum) grew from 3,129 followers to 3,700 in the last year. One of our most popular trivia posts featuring an aerial image of Fort St. John reached over 23,300 people early this year! We continue to offer our Artefact of the Week Tuesdays (presents the story behind an artefact) and Trivia Thursdays (tests memory of local residents) as well as stories of what's happening behind the scenes at the museum.

The Fort St. John North Peace Museum fulfils the need to collect, preserve, store, and present artefacts, photographs, archival documents, and archaeological artefacts for the residents of the City of Fort St John and area as well as the tourists, researchers, and archaeologists who seek out the specialized services unique to the Museum. These initiatives benefit the City of Fort St. John by preserving our community's history and, more importantly, making it accessible to all.

**Section 5.4 Describe how your organization would utilize the grant funds and how it would benefit the community.**

**Utilization of Funds**

The North Peace Historical Society would utilize the grant funds for staffing, program and archival supplies, utilities, and exhibits. We are asking for an increase in funding to \$45,000 as we would like to remain competitive and in the forefront as the City of Fort St. John is the hub of the Peace Region. We provide more services than any other local museum, yet we currently receive less than most of these organizations receive from their municipalities. We continuously develop innovative ways to preserve and present the history of Fort St. John.

Fee For Grant Application  
**North Peace Historical Society Addendum**

**Staffing:**

The NPHS continues to work towards hiring a second full-time staff position. With increased funding from the City of Fort St. John in 2023 as well as our own fundraising initiatives, we were able to hire a second part-time staff member for about eight months to catalogue artifacts and digitize newspapers (excluding the summer when we had grant funding for a summer student). This freed up our manager/curator to focus on educational events (we set a record of 37 events in 2023), school programs and tours, exhibits, responding to archival requests, online educational initiatives, grants and fundraising, administration, etc. Having a full-time second staff member (an archivist/programmer) would mean that not only could we keep up with incoming archival material, but could also enter all documents donated prior to 2010. This staff member would help respond to inquiries and increase our educational outreach and programs. We'd no longer have to turn away schools due to lack of human resources to host multiple programs in one day.

Staffing costs enable us to catalogue and preserve the information associated with artifacts, documents, photographs, and textiles; house these materials to conserve them for future generations; respond to research requests; develop and implement educational events; research and develop exhibits for the museum and around town; digitize our collection; raise money through grants and fundraisers; research and post online educational initiatives; manage a large crew of volunteers; etc.

**Program and Archival Supplies:**

Program and archival supplies help us to preserve and present the history of Fort St. John. From acid-free photograph envelopes and textile boxes to craft supplies and paper, these items help increase the longevity of our collection or to share them with the public through a variety of interactive programs and activities.

**Utilities:**

Utilities are also extremely important for increasing the lifespan of our collection. Our HVAC system is necessary to keep the right temperature for our artifacts so as to avoid mould or rust or to expose them to large temperature fluctuations. Unlike a regular business, we cannot vastly decrease our heat overnight. Lighting is also important to show the public our collection through our exhibits.

**Exhibits:**

Exhibits (both in the museum and free exhibits around Fort St. John) help us share our collection and the history of our community. Exhibit supplies include interpretive signs, display stands, construction material, etc. The NPHS fosters a sense of community

Fee For Grant Application  
**North Peace Historical Society Addendum**

through our educational initiatives, partnerships with local groups, and exposure to local history. New and long-time residents alike make connections to the community's past and present through our exhibits. Our displays provide the opportunity for different generations to connect over history.

**Benefit to the Community**

The preservation and display services we provide to the city benefit both those who attend museum events, exhibits, and programs as well as future generations. Much of the work we do is behind the scenes such as researching, cataloguing, and preserving artifacts. This information has proved useful for exhibits, educational initiatives, and archival inquiries (including those from City staff).

Over the past thirteen years, over 29,000 artefacts, photographs, maps, textiles, and papers have been catalogued in our database. We've grown our archival services from answering 50 requests in 2011 to 155 requests in 2022, a 210% increase. The museum has increased its number of guided tours and school programs from 10 in 2011 to 57 in 2017! We hosted 49 groups in 2023 as we rebuild our reputation post-pandemic. We continue to change and develop our exhibits in the museum, our historic buildings, and around town. We've grown our events and fundraisers from 10 in 2010 to 37 in 2023, a 270% increase.

**Section 5.5 What other community support or sponsorship exists for your organization?**

The community of Fort St. John shows its support through donations (over \$5,600 in 2023 excluding solar panel donations), supporting our fundraisers, purchasing items in our gift shop, purchasing museum admission or memberships, liking and sharing posts on social media, and by spreading the word about what the museum is doing.

When we can seek out support for our programs, we are fortunate to have the generous support from local businesses such as:

- Surerus Pipeline and Burger King FSJ sponsored 300 free take home educational kits in 2023.
- We have three long standing corporate members (Northern Waste Water System, Highmark Oilfield Services and North Peace Airport Services).
- Our Halloween at the Museum event was sponsored by North Peace Savings and Credit Union, Fort St. John Co-op Association, Kim Van (Century 21), Home Hardware, and Image Build. We received funding for solar panels in 2023 from Alliance Pipeline, TC Energy/Coastal Gas Link, and Western Financial, just to name a few.

Our large base of support coming from the community its through the support of our volunteers – members of our community who know the value of the museum's service to the area. 2023 set a new volunteer record of 4956.5 hours (and likely not all hours were recorded). We had

Fee For Grant Application  
**North Peace Historical Society Addendum**

125 volunteers who contributed anywhere from a couple of hours baking for a fundraiser to over 50 hours per month. If their work was valued at \$20 an hour (as is the case with our BC Community Gaming Grant), these volunteers contributed \$99,130 last year!

**Summary**

The NPHS fosters the growth of individuals through our varied volunteer opportunities and student jobs. Our summer students and interns (primarily funded by federal grants) scan newspapers and catalogue and digitize photographs and artefacts. They research and design new exhibits. Our volunteers help with special events, the gift shop, exhibits, collections management, and archives. They scan newspapers, identify photographs, conduct research, construct exhibits, and maintain our historic buildings and grounds. Through these tasks, our volunteers are learning new skills, discovering more about Fort St. John's history, and making a positive contribution to the community.

Museums play a critical role in a healthy, engaged, and rich society. While our impact may not be as immediately apparent as a school or a hospital, strong museums build vibrant communities and have a transformational impact on the lives of countless people both now and for future generations. *Note: Attached within Schedule 'A' is for reference and discussion purposes supporting the request for the \$45,000 Fee for Services.*

The City of Fort St. John's increased support is vital to the North Peace Historical Society's ability to continue to preserve, share, and promote our community's history. \$45,000 will enable us to continue to build our preservation and display services, reach a larger number of community members, and better conserve and share the history of Fort St John.

**Our museum makes a difference in the lives of Fort St. John residents.**

We are an educational space for life-long learners from all walks of life.

We stimulate the economy and attract tourism.

We preserve the past, so residents can see themselves in the present and work towards building a better future.

Fee For Grant Application  
**North Peace Historical Society Addendum**

Schedule 'A'  
 For Discussion Purposes

When the City of Fort St. John exercises their process to looking at fee structures, they do so by comparing our city to similar communities. We have taken on the same method in reviewing our request for funding.

Community Historical Society	Funding from Municipality	Ownership	Property Tax 2023	Other
Dawson Creek, BC Operated by the South Peace Historical Society (SPHS)	2023: \$6000 (Archives rent) City pays <u>maintenance</u> and <u>upkeep</u> of the building and <u>all utilities</u>	SPHS owns train station museum but city owns land	100% Property Tax Exemption for Pioneer Village & Train Station Museum	
Fort Nelson - Northern Rockies Regional Municipality (NRRM) Operated by the Fort Nelson Historical Society (FNHS)	NRRM budgets \$200,000 annually Society utilizes funds as required	FNHS owns one property and the other is a 20-year crown lease	100% Property Tax Exemption on both properties	Water billed at residential rate quarterly
Hudson's Hope Operated by the Hudson's Hope Historical Society (HHHS)	2023: \$ 90,221.95 2024: \$ 91,575.28 (Municipality budgets an increase of 1.5%/year)	HHHS owns buildings and property	100% Property Tax Exemption	District paid for solar panel install and maintenance; mows lawn; clears parking lot of snow
Pouce Coupe Operated by the Pouce Coupe Historical Society (PCHS)	2023: \$71,000	Village owns building and property	No taxes (owned by Village)	
Fort St. John Operated by the North Peace Historical Society (NPHS)	2023: \$25,000	NPHS owns museum buildings and property	NPHS paid a total of \$33,356 with a grant from the FSJ Community Foundation covering 95% of the municipal portion.	

Fee For Grant Application  
**North Peace Historical Society Addendum**

Schedule 'A' (con't)  
For Discussion Purposes

When comparing our municipal funding with other museums in northeastern British Columbia, we receive the second lowest grant for operations even though we live in the largest community and provide more services, programs, and events than these organizations. Though Dawson Creek provides little funding, the City of Dawson Creek does maintenance and upkeep of buildings, mows lawns, ploughs the parking lot, and pays utilities. They also provide a full property tax exemption for both the Train Station Museum and Pioneer Village. In comparison, Pouce Coupe received \$71,000 from the Village of Pouce Coupe and Hudson's Hope received \$90,221.95. Fort Nelson receives up to \$200,000 each year as needed. All of these museums have a 100% property tax exemption (though in the case of Pouce Coupe, the Village owns the museum building and property). Our request for \$45,000 brings us two thirds of the way to Pouce Coupe's level of support though only at 50% of Hudson's Hope's funding and roughly 25% of Fort Nelson's.

When comparing fee structures, it is also prudent to look at funding when compared to population base. Property tax aside, taking the 2021 census numbers (most recently available statistics) and applying them to the 2023 grant, Hudson's Hope had a population of 841 people and provided the Hudson's Hope Museum with \$90,221.95 in funding which works out to \$107.28 per resident. Fort St. John had a population of 21,465 in 2021 and provided our museum with \$25,000 in funding (\$1.16 per resident).

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**NORTH PEACE HISTORICAL SOCIETY**

**FINANCIAL STATEMENTS**

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

**CONSOLIDATED STATEMENT OF OPERATIONS**

**EXPANSION ACCOUNT**

**ENDOWMENT ACCOUNT**

**MUSEUM GIFT SHOP ACCOUNT**

**MUSEUM ACCOUNT**

**GAMING ACCOUNT**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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**NORTH PEACE HISTORICAL SOCIETY**

**FINANCIAL STATEMENTS**

**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**

**CONSOLIDATED STATEMENT OF OPERATIONS**

**FOR THE YEAR ENDED DECEMBER 31, 2023**

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## **Compilation Engagement Report**

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To the Members of North Peace Historical Society:

On the basis of information provided by management, we have compiled the statement of financial position of the North Peace Historical Society as at December 31, 2023 and the statement of operations for the year then ended and Note 1 which describes the basis of accounting applied in the preparation of the compiled financial information (“financial information”).

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

Fort St. John, B.C.  
February 20, 2024

signed: MNP LLP  
Chartered Professional Accountants

MNP LLP

10611 - 102nd Street, Fort St. John B.C., V1J 5L3

T: 250.785.8166 F: 250.785.5660



MNP.ca

**NORTH PEACE HISTORICAL SOCIETY**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

**ASSETS**

	<b><u>2023</u></b>	<b><u>2022</u></b>
<b>CASH</b>		
NPSCU - Chequing Accounts	\$ 68,927	\$ 35,713
NPSCU - Chequing Account - Gift Shop	29,084	26,155
NPSCU - Chequing Account - Endowment	15,332	14,935
NPSCU - Chequing Accounts - Restricted (Note 2)	49,027	33,401
NPSCU - Shares	219	219
Alaska Hiway Book account	-	-
	<u>162,589</u>	<u>110,423</u>
<b>INVENTORY</b>	75,442	83,329
<b>CAPITAL ASSETS</b>	<u>1,039,642</u>	<u>1,039,642</u>
	<b>\$ <u>1,277,673</u></b>	<b>\$ <u>1,233,394</u></b>

**Liabilities**

**Current Liabilities**

Mastercard payable - Museum	354	-
Mastercard payable - Gift Shop	87	-
Trade and other Payable - Museum	1,707	-
Trade and other Payable - Gift Shop	\$ 230	366
	<u>2,378.00</u>	<u>365.83</u>

**EQUITY**

**EQUITY OF THE SOCIETY**

General	\$ -	\$ -
Museum	84,285	80,003
Gaming	47,378	6,545
Museum Gift Shop	101,612	106,839
	233,275	193,386
Invested in capital assets	<u>1,039,642</u>	<u>1,039,642</u>
	<b>\$ <u>1,275,295</u></b>	<b>\$ <u>1,233,394</u></b>

**NORTH PEACE HISTORICAL SOCIETY**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**FOR THE YEAR ENDED DECEMBER 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Receipts</b>		
Admissions	\$ 12,409	\$ 11,324
Annual general meeting	640	-
Capital gaming grant	42,220	-
Community gaming grant	20,000	20,000
Community foundation grant	25,423	44,064
Corporate memberships	1,250	-
Donations	20,616	23,435
Fundraising projects	19,726	8,303
Gift shop sales	58,383	47,775
Grant revenue	38,074	62,248
Interest earned	833	160
Memberships	629	2,207
Rental Income	16,800	16,800
Sales of photographs, archive copies and sundries	917	1,009
	<u>257,918</u>	<u>237,326</u>
<b>Disbursements</b>		
Annual general meeting	416	-
Bank charges	2,052	1,739
Dues and memberships	675	610
Exhibit costs	3,599	9,694
Freight	1,656	2,794
Goods and services tax expense (recovery)	(661)	(9)
Insurance	6,944	6,691
Loss on sale of equipment	-	19,922
Office	2,001	1,214
Prepaid expense - Residing wall	-	5,000
Promotion and advertising	5,753	1,443
Professional fees	4,615	2,945
Property Taxes	33,356	55,589
Purchases	30,690	21,857
Rental	16,800	16,800
Repairs and maintenance	7,947	2,627
Salaries, wages, and benefits	83,123	76,544
Security	-	379
Supplies	3,776	2,908
Telephone, fax, and internet	974	898
Travel	562	369
Utilities	11,373	10,628
	<u>215,652</u>	<u>240,642</u>
<b>Excess (deficiency) of receipts over disbursements</b>	42,266	(3,316)
<b>Equity - beginning of year</b>	193,386	167,030
<b>Less purchases of capital assets</b>	-	(2,549)
<b>Disposal of capital asset</b>	-	32,222
<b>Equity - end of year</b>	<u>235,653</u>	<u>193,386</u>

**NORTH PEACE HISTORICAL SOCIETY  
EXPANSION ACCOUNT**

**Schedule of Receipts and Disbursements  
For the Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Receipts</b>		
Donations	-	-
Interest earned	-	-
	<u>          -</u>	<u>          -</u>
<b>Disbursements</b>		
Interest bank charges	-	-
	<u>          -</u>	<u>          -</u>
<b>Deficiency of receipts over disbursements</b>	-	-
<b>Equity - beginning of year</b>	<u>0.00</u>	<u>8,506.03</u>
<b>Equity - transfers</b>	<u>0.00</u>	<u>-8,506.03</u>
<b>Equity - end of year</b>	<u>          -</u>	<u>          -</u>
 <b><u>EQUITY REPRESENTED BY:</u></b>		
Chequing Account	0.00	0.00
Shares	<u>0.00</u>	<u>0.00</u>
	<u>\$          -</u>	<u>\$          -</u>

**NORTH PEACE HISTORICAL SOCIETY  
 ENDOWMENT ACCOUNT  
 Schedule of Receipts and Disbursements  
 For the Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Receipts</b>		
Memberships	\$ -	\$ -
Interest and dividends earned	-	-
<b>Disbursements</b>	-	-
Interest and bank charges	-	-
<b>Excess of receipts over disbursements</b>	-	-
<b>Equity - beginning of year</b>	-	14,776.98
<b>Equity - transfers</b>	-	(14,776.98)
<b>Equity - end of year</b>	<u>-</u>	<u>-</u>
 <b><u>EQUITY REPRESENTED BY:</u></b>		
Chequing Account	-	-
Savings Account	-	-
Shares	-	-
	<u>\$ -</u>	<u>\$ -</u>

**NORTH PEACE HISTORICAL SOCIETY**  
**MUSEUM GIFT SHOP ACCOUNT**  
**Schedule of Receipts and Disbursements**  
**For the Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Receipts</b>		
<b>Sales</b>	\$ 52,596.12	\$ 41,775.27
<b>Cost of Sales</b>	<u>30,690.13</u>	<u>21,856.95</u>
<b>Gross Margin</b>	21,905.99	19,918.32
Interest and dividends earned		0.76
	<u>21,905.99</u>	<u>19,919.08</u>
 <b>Disbursements</b>		
Advertising	240.00	-
AGM - transfer to museum committee	640.00	-
Bank charges	1,869.66	1,589.06
Freight	985.23	1,232.10
Goods and Services tax expense	-	844.67
Office	280.84	247.19
Rent	16,800.00	16,800.00
Salaries, wages and benefits	<u>6,000.00</u>	<u>6,000.00</u>
	<u>26,815.73</u>	<u>26,713.02</u>
 <b>Deficiency of receipts over disbursements</b>	(4,909.74)	(6,793.94)
<b>Equity - beginning of year</b>	<u>106,838.72</u>	<u>113,632.66</u>
<b>Equity - end of year</b>	<u><u>101,928.98</u></u>	<u><u>106,838.72</u></u>
 <b><u>EQUITY REPRESENTED BY:</u></b>		
Chequing account	29,083.98	26,155.13
Shares	<u>77.56</u>	<u>77.56</u>
Total Cash	29,161.54	26,232.69
Due from Museum	2,690.16	2,690.16
Mastercard payable	(87.37)	(365.83)
Trade and other Payable	(229.92)	-
Inventory	<u>70,394.57</u>	<u>78,281.70</u>
	<u>\$ 101,928.98</u>	<u>\$ 106,838.72</u>

**NORTH PEACE HISTORICAL SOCIETY  
MUSEUM ACCOUNT  
For the Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>	
<b>Receipts</b>			
Grants:			
Government of Canada - Young Canada	\$ -	\$ 17,955.14	
Peace River Regional District	-	13,435.00	
Canada summer job- grant	10,324.00	-	
City of FSJ - Property Tax Grant	-	44,063.85	
Funding grant - City of Fort St John	25,000.00	18,000.00	
Funding grant - City of Fort St John - Canada Day	1,750.00	1,500.00	
Property tax grant - NP Community Foundation	25,423.08	-	
Museum assistance grant	1,000.00	900.00	
Federal Canadian Heritage	-	10,458.00	
Donations	5,615.99	10,934.52	
Donations - Solar Panels	15,000.00	12,500.00	
Admissions	10,298.54	8,919.46	
Education	2,110.00	2,405.00	
Memberships	628.62	707.47	
Corporate memberships	1,250.00	1,500.00	
Fundraising projects	10,286.19	1,887.64	
Operating Revenue from Fundraising	9,339.35	6,415.55	
Interest and dividends earned	832.59	158.78	
Net recovery of Goods and Services tax	661.03	853.53	
Rental income	16,800.00	16,800.00	
Sales of photographs, archive copies and sundries	917.00	1,008.50	
Misellaneous	210.67	-	
Gift Certificates	155.76	-	
PST Commision	160.32	-	
Transfer from Museum Gift Shop	6,000.00	6,000.00	
	143,763.14	176,402.44	
<b>Disbursements (see Schedule)</b>	<b>137,420.10</b>	<b>176,430.74</b>	
<b>Deficiency of receipts over disbursements</b>	6,343.04	(28.30)	
<b>Less purchases of capital assets</b>	-	(2,549.01)	
<b>Disposal of capital asset</b>	-	32,221.59	
<b>Equity - beginning of year</b>	80,002.78	27,075.49	
<b>Equity - Transfer from Endowment and Expansion</b>	-	23,283.01	
<b>Equity - end of year</b>	<b>86,345.82</b>	<b>80,002.78</b>	
 <b><u>EQUITY REPRESENTED BY:</u></b>			
Chequing Account	85,972.10	77,567.92	
Inventory	5,047.71	5,047.71	
Shares	77.31	77.31	
Mastercard payable	(353.62)	-	
Trade and other Payable	(1,707.52)	-	
Due to Gift Shop	(2,690.16)	(2,690.16)	
	<b>\$ 86,345.82</b>	<b>\$ 80,002.78</b>	0.00

**NORTH PEACE HISTORICAL SOCIETY  
MUSEUM ACCOUNT  
Schedule of Disbursements  
For the Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
Association dues and memberships	\$ 674.60	\$ 609.84
Bank charges	115.47	92.96
Donations	100.00	-
Exhibit costs	766.92	1,248.02
Fundraising	2,866.58	753.33
Insurance	1,389.00	1,458.00
Office and sundry	5,539.58	10,974.75
Operating supplies	269.50	2,041.30
Professional fees	4,615.00	2,945.00
Promotion and advertising	2,565.75	852.25
Repairs, maintenance, alarm, and tools	7,367.08	2,626.89
Prepayment - Residing Wall	-	5,000.00
Property Taxes	28,356.00	50,589.23
Telephone	485.90	448.30
Alarm system	-	378.73
Travel, training, and conference	562.35	369.00
Utilities	4,623.29	5,577.25
Wages	77,123.08	70,544.30
Loss on sale of assets	-	19,921.59
	<u>\$ 137,420.10</u>	<u>\$ 176,430.74</u>

**NORTH PEACE HISTORICAL SOCIETY  
GAMING ACCOUNT  
For the Year Ended December 31, 2023**

	<u>2023</u>	<u>2022</u>
<b>Receipts</b>		
Community gaming grant	\$ 20,000.00	\$ 20,000.00
Capital gaming grant	42,220.00	0.00
Misc revenue	0.00	0.00
Interest and dividends earned	0.00	0.64
	<u>62,220.00</u>	<u>20,000.64</u>
<b>Disbursements</b>		
Interest bank charges	67.00	57.00
Insurance	5,555.00	5,233.00
Advertising and promotions	2,947.56	590.62
Office	-	113.58
Repair and maintenance	579.47	-
Telephone	488.45	449.96
Utilities	6,749.59	5,050.55
Property Taxes	5,000.00	5,000.00
Goods and Services sales tax expense	0.00	0.00
	<u>21,387.07</u>	<u>16,494.71</u>
<b>Excess (deficiency) of receipts over disbursements</b>	40,832.93	3,505.93
	<u>21,387.07</u>	<u>16,494.71</u>
<b>Excess of receipts over disbursements</b>	40,832.93	3,505.93
<b>Equity - beginning of year</b>	6,544.97	3,039.04
<b>Equity - end of year</b>	<u>47,377.90</u>	<u>6,544.97</u>
 <b><u>EQUITY REPRESENTED BY:</u></b>		
Chequing Account	47,314.11	6,481.18
Shares	63.79	63.79
	<u>\$ 47,377.90</u>	<u>\$ 6,544.97</u>

**NORTH PEACE HISTORICAL SOCIETY**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED DECEMBER 31, 2021**

**1. Basis of accounting**

The basis of accounting applied in the preparation of the financial information of North Peace Historical Society as at December 31, 2023 is on the historical cost basis, reflecting cash transactions with the addition of:

- inventory valued using the retail method
- accounts payable and accrued liabilities

**2. Restricted funds**

Funds in this account are under certain restrictions in their use. The use of these funds are restricted for the addition of solar panels. The North Peace Historical Society Board of Directors restricted these funds (\$33,401) at their meeting on September 21, 2022.

## 2023 Financial Statement Explanatory Note from the North Peace Historical Society (NPHS)

### 1. Property Taxes

In 2023, the NPHS appealed its BC property assessment. Rather than our whole property being classified as 6 – Business and Other, we were able to get much of our property classified as 8 – Recreational Property/Non-profit Organization. This changed the tax rate for our property, resulting in paying less property tax in 2023 compared to 2022.

### 2. Grant Revenue

In 2023, the NPHS was unable to fully complete our Peace River Regional District Grant-in-Aid project for our front façade so that will be carried forward to 2024 (both payment and reimbursement). We were also fortunate to receive a Capital Gaming Grant which now restricted with the other funds (see note 2 under Assets) for the installation of solar panels in 2024.

### 3. Fundraising Projects

The NPHS undertook more fundraising projects in 2023 including bottle sorting, Rotary Ribfest pie sale, yard sale, Halloween at the Museum, and other sponsored programs like take-home educational kits.

### 4. Gift Shop

Our gift shop continues to do better coming out of the Covid-19 pandemic. We are growing our selection of books, children's items, Indigenous items, and local corner.

### 5. Salaries, Wages and Benefits

We continue to work towards a second full-time staff member. This year we had a summer student full-time for 16 weeks as well as a part-time staff member for eight months of the year.

<b>NORTH PEACE HISTORICAL SOCIETY PROPOSED BUDGET 2024</b>	
<b>RECEIPTS:</b>	<b>2024 Budget</b>
Grants:	
City of Fort St. John	\$45,000.00
FSJ Community Foundation (90% of Municipal Portion Property Tax)	\$22,770.00
Summer Student Grant 2024	\$8,550.00
BC Gaming	\$25,000.00
BC Family Day Grant	\$1,200.00
Peace River Regional District 2024 (for outside maintenance, electrical work, and PRRD portion of property)	\$21,750.00
Peace River Regional District 2023 (for front façade work and property tax - front façade not completed until 2024)	\$26,250.00
Exhibit Circulation Fund Grant to host Mushrooms exhibit from Royal BC Museum	\$7,100.00
Gift Shop - income from sales	\$56,000.00
Gift Shop Rent	\$16,800.00
Gift Shop pays employee benefits	\$6,000.00
Memberships (Corporate, Annual, & Life)	\$2,000.00
Donations & Fundraising	\$26,100.00
Museum Admission, Educational Programs, & Archives	\$15,850.00
Other (Interest, AGM, etc.)	\$1,600.00
Solar Panels (restricted funds)	\$89,485.00
<b>TOTAL:</b>	<b>\$371,455.00</b>
<b>DISBURSEMENTS:</b>	
	<b>2024 Budget</b>
Exhibits (including travelling exhibit costs)	\$11,400.00
Repairs, Maintenance, & Alarm (including 2023 and 2024 PRRD projects)	\$49,200.00
Gift Shop Rent	\$16,800.00
Gift Shop Purchases	\$25,000.00
Insurance	\$7,410.00
Office & Operating/Museum Supplies	\$5,600.00
Promotions & Advertising	\$5,500.00
Utilities, Telephone & Internet	\$12,000.00
Wages & Benefits	\$98,000.00
Property Taxes (Municipal)	\$25,300.00
Property Taxes ( Non-Municipal)	\$9,760.00
Other (Bank Charges, Professional Services, Assoc. Dues, AGM costs, etc)	\$16,000.00
Solar Panels	\$89,485.00
<b>TOTAL:</b>	<b>\$371,455.00</b>

## 2024-2025 NORTH PEACE HISTORICAL SOCIETY BOARD OF DIRECTORS

NAME	POSITION	ADDRESS	PHONE	EMAIL
Ken Boon	Director	██████████ ██████████ ██████████	██████████ ██████████	██████████
Arlene Boon	Vice- President	██████████ ██████████ ██████████	██████████ ██████████	██████████
Bruce Christensen	President	██████████ ██████████ ██████████	██████████ ██████████	██████████
Connie Doucette	Secretary	██████████ ██████████ ██████████	██████████ ██████████	██████████
Larry Evans	Director	██████████ ██████████ ██████████	██████████ ██████████	██████████
Lynne Holland	Treasurer	██████████ ██████████ ██████████	██████████ ██████████	██████████
Richard Moody	Director	██████████ ██████████ ██████████	██████████	██████████
Theresa Mucci-Rodgers	Director	██████████ ██████████ ██████████	██████████	██████████
Chris Paull	Director	██████████ ██████████ ██████████	██████████ ██████████	██████████

**2024-2025 NORTH PEACE HISTORICAL SOCIETY BOARD OF DIRECTORS**

<b>NAME</b>	<b>POSITION</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>EMAIL</b>
Michelle Turnbull	Director	[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED]

North Peace Historical Society Staff 2023

Manager/Curator

Heather Sjoblom

Hours paid per year: 1820

Museum Cataloguer

Chris Gillett

Hours paid per year: 546.5

Summer Student – Student Collections Manager

Luke Weber

Hours paid per year: 560

Identification of Name and Position of Individuals Receiving Payment from  
Fee for Service Grant 2023

Name	Position	Amount
Heather Sjoblom	Manager/Curator (full-time)	\$10,000.00
Chris Gillet	Museum Cataloguer (part-time for 8 months)	\$8,000.00

## Reserve Funds Statement

As noted in our financial statement, the North Peace Historical Society has set funds for our solar panel project. \$49,027 in our Expansion sub-account of the Museum Account (note 2 on page 4 of statements) as well as our Capital Gaming Grant (p. 11 of our statements) for \$42,220 are set aside for this project that will happen later in 2024.

The North Peace Historical Society also has \$15,332 set aside in our Endowment sub-account of the Museum Account (see page 4). This serves as our emergency rainy day fund. For example, if we had a fire and artefacts got doused with water, this money could go towards hiring some freezer trucks to flash freeze the artefacts and a conservator to restore them.

## **North Peace Historical Society Annual General Meeting — March 1, 2023**

On March 1, 2023, President Bruce Christensen welcomed 32 members and 36 guests to the annual general meeting of the North Peace Historical Society, held in person at the Fort St. John North Peace Museum. The NPHS had 129 members in good standing at the time of the meeting.

The meeting began at 7:05 p.m., with the singing of O Canada and piano accompaniment by Evelyn Sim. Special guests this evening included Mayor Lilia Hansen, City of Fort St. John; Member of Parliament Bob Zimmer, Prince George-Peace River-Northern Rockies; Electoral Director Jordan Kealy, Area B, Peace River Regional District; and Natasha Scott, constituency representative for Member of the Legislative Assembly Dan Davies, Peace River North.

A moment of silence was held for the museum volunteers and North Peace pioneers who passed away over the last year.

Larry Evans moved the adoption of the minutes from the 2022 Annual General Meeting, as circulated. The motion was seconded by Rosolynn Kalb and carried.

Lynne Holland moved the adoption of the draft 2022 Financial Statements, as circulated. The motion was seconded by Ken Boon and was carried.

Arthur Hadland was the meeting's Guest Speaker, and presented "A Voice for the Peace," a history of the Peace River from the last ice age to the present day.

### **President's Report**

Bruce Christensen began his President's Report acknowledging the dedication and hard work of Museum Manager and Curator Heather Sjoblom. The Museum does a lot of things that we never did before Heather arrived, with the board's support. Bruce recognized our current volunteers and the need for more volunteers. This past year, volunteer hours were equivalent to two full-time extra staff, and there's lots more to do. The Historical Society is doing well, and Bruce acknowledged to the political leaders in the room that more funding is needed. This year, the Historical Society will be celebrating 60 years, and with continued support and fundraising, we hope to be around for another 60 years. A special thank you and gift was presented to past president Evelyn Sim, who retired from volunteering at the end of 2022 after more than 30 years of dedicated service to the Historical Society.

### **Manager's Report**

Heather Sjoblom reviewed our 2022 accomplishments including the launch of our Woodlawn Cemetery Tour, Dinovember Events, and Halloween at the Museum. The archives had a successful year with 155 inquiries, the transcription of the 1930s Hudson's Bay Company journals, the Schubert negative project, and scanning newspapers. The gift shop continues to expand with children's items, books, and souvenirs. THE NPHS is almost halfway in raising money for the solar panel project.

The NPHS hosted the Our Living Languages Exhibit on Indigenous languages from the Royal BC Museum this summer. After years of hard work by volunteers, the NPHS was able to open the restored Allen House in October. Heather finished by thanking volunteers and showing a slideshow of 2022 activities.

### **Elections**

Larry Evans oversaw the election of directors. Directors standing for re-election were Arlene Boon, Ken Boon, Bruce Christsen, and Connie Doucette. There were no nominations from the floor. Motion by Matt Preprost, "THAT the North Peace Historical Society accept the re-elections of Arlene Boon, Ken Boon, Bruce Christensen, and Connie Doucette for a two-year term." Seconded by Jim McKnight. Carried.

The meeting was ended and adjourned at 8:05 p.m., with the singing of God Save the King and piano accompaniment by Evelyn Sim. A delicious spread of treats and coffee, and evening of fellowship and conversation among guests followed.

## Manager's Report – 2024 AGM

2023 was both a busy and another record-setting year for the North Peace Historical Society. The society celebrated its 60<sup>th</sup> anniversary with a continued commitment to preserving and presenting local history.

2023 was an amazing year for partnerships, particularly with the Charlie Lake Conservation Society. We were thrilled to host their exhibit *The Lake Next Door* this past spring and summer. This interactive exhibit was a great way for students and families to connect to the rich biodiversity around Charlie Lake. The Charlie Lake Conservation Society also hosted three presentations for adults about the lake, one presentation on bats for kids (along with the museum and the Fort St. John Public Library), and did some programs for summer camps. We also formed a new partnership with local Métis Elder Linda Van Wieringen who did two cultural classes for us last year (pine needle baskets and dream catchers) and is back to do two more this year.

2023 was a record events year for us. We planned to do 26 events at the beginning of the year including fundraisers (like yard sale) and take-home educational kits. Fast forward 12 months and we've put on or taken part in a record 37 events from presentations to scavenger hunts to cemetery tours! Our free take-home animal footprint kits (sponsored by Burger King) and our take-home marine dinosaur lantern kits (sponsored by Surerus Pipeline) were a huge hit with us giving them all away in only 4-5 business days. We set a new record for visitors on Canada Day (in partnership with the City of Fort St. John). We had 766 people participate in our brand-new scavenger hunt outside and explore the museum for free. We then proceeded to smash that record at our Halloween at the Museum event with 791 visitors! Thanks to all our fundraiser volunteers who return bottles, help with our yard sale, and brought back our pie sale in a new format in conjunction with Rotary Ribfest.

Our archives responded to the second most inquiries ever – 148 (just seven shy of 2022's record). Thanks to Tamara Secrist and our archives volunteers for all their help to answer these inquiries. In the last year, staff and volunteers have scanned 14 years of the Alaska Highway News and have taken about two years of AHN PDFs off disc to put them into our software and make them searchable. At this rate, we will likely finish the copies we have of the AHN in the next year or so and will move on to other local newspapers. Karla Marsh and Janice McKnight along with the Photo ID Crew continue to catalogue and identify our huge collection of Rudy Schubert negatives while other volunteers scan these negatives. Volunteers have now catalogued more than half of our research library books in our database.

We were thankful to host Brenna Gervais, our third intern from the Museum Management and Curatorship program at Fleming College in Peterborough, Ontario. She helped with cataloguing and educational programs. Thanks to Brenna we are now using Canva to help with design and are on Instagram. We were thankful to have Luke Weber return as our summer student, cataloguing photographs and scanning newspapers. You can see his special exhibit at the airport on the 90<sup>th</sup> anniversary of the Bedaux Expedition. We were also grateful to have the funding (in part from the City of Fort St. John) to have Chris Gillett as a part-time staff member when we didn't have summer staff as she helps keep us on track with cataloguing incoming donations. This, in turn, frees me up to work on many of our educational events and programs.

You may have noticed that the front of the museum now matches the rest of the museum! Thanks to our PRRD grant, the 40-year-old façade has been replaced with hardie board and new triple pane windows. We are working on updating the gift shop with some newly painted units as well as a new front counter set up coming later this year. Our gift shop continues to expand our books, children's section, and local corner. We now carry a selection of journals, puzzles, bookmarks, and gifts made by Canadian Indigenous artists who receive some of the proceeds from each sale. It remains our largest source of income.

2024 is set to be another exciting year. We just celebrated our 40<sup>th</sup> anniversary of the opening of our museum in this building on February 16. We are thrilled that with the help of a 42,000 Capital Gaming Grant that we got last December, we now have enough funds raised to proceed with our solar panel installation later this year. We have lots of exciting events planned along with our ongoing preservation projects.

I've saved the best part of 2023 for last: 125 volunteers put in 4956.5 hours last year! That's a new record. It also makes up about 2.75 full-time staff positions. Thank you to all our wonderful volunteers – our board, archives volunteers, gift shop volunteers, exhibits and maintenance volunteers, events and fundraising volunteers, tour guides, committee members, and more. You enable the museum to do so much because of your time and talents. You are also a wonderful and welcoming group of people to work with. Please join me in giving our amazing volunteers a round of applause.

I've composed a slide show to show you many of our events, exhibits, and activities around the museum in 2023. Enjoy!

## Manager's Report – 2023 AGM

On September 26, 1963, a group of residents of Fort St. John, B.C. who were interested in preserving the history of the North Peace area organized themselves as the North Peace Historical Society. The first meeting was held at the home of Marguerite and Frank Davies. 2023 marks the 60<sup>th</sup> anniversary of this first meeting – six decades of collecting, preserving, and sharing local history through exhibits, educational programs, and events. From funding and building challenges to the pandemic, the road has not been easy, but we continue to work together to better preserve and present the history of Fort St. John and the North Peace. You can learn more about our history on Friday, September 22.

It has been wonderful to be able to resume our in-person events, programs, and activities in the last year. The hardest thing about the pandemic was not being able to share our history in a hands-on way. We resumed our school tours and programs in May and hosted 43 groups in 2022. We also produced aviation-themed and palaeontology-themed take home kits.

2022 saw the launch of our Woodlawn Cemetery Tour. Though the weather didn't always cooperate, we were able to present all three versions of our cemetery tours (including some first ever sit-down tours) last year. We put on 24 events in 2022 which is just under our usual slate of events. We hosted our first ever Halloween at the Museum which was a huge success along with our first Dinovember events celebrating dinosaurs through take home kits and more around the museum. Our Christmas Tea was back along with some new fundraisers like our bottle recycling program. Our most successful event was our Canada Day scavenger hunt and open house.

The archives had a very successful year. A huge thanks to Bruce Kosugi and Tamara Secrist for transcribing our 1930s Hudson's Bay Company ledgers so that they are searchable on the computer. Thanks to Northern Waste Water Systems for donating the funds to switch our hygrothermographs to dataloggers. These small units monitor our temperature and relative humidity and record them in digital charts. Staff and volunteers are finishing scanning 1992 which will mean that 48 years of the Alaska Highway News have been scanned thus far. We appreciate their hard work. Another huge thank you to volunteers Karla Marsh and Janice McKnight along with the Photo ID Crew who continue to catalogue and identify our huge collection of Rudy Schubert negatives. They have entered nearly 1800 Schubert negatives in our database over the past five years. Our archives set a new record for inquiries with 155 inquiries answered in 2022. A huge thank you to Tamara and the other volunteers who help me respond to these requests. In addition to our ongoing projects, a new project to get our library books into the database is underway this year.

Our gift shop had a much better year coming out of the pandemic. We've expanded our children's section, our non-fiction books for adults, and purchased a variety of new items. We are working to expand our local items and incorporate more Indigenous items and items connected to local history. Please keep in mind that if you are downsizing your book collection, we would love to have your local history books for re-sale in our gift shop.

We are working towards installing solar panels to make our electricity bill net zero. We've raised nearly half the money we need so far. Donations towards this project are always welcome. We also continue to work towards the funds for hiring a second staff person and are thankful for the part-time work of Chris Gillett these past few months.

Our aviation exhibit premiered in early 2022. We were pleased to host the Our Living Languages Exhibit on Indigenous languages from the Royal BC Museum last spring and summer and provide free admission for National Indigenous People's Day and Canada Day. One of the biggest highlights of 2022 was the grand opening of the Allen House. After years of planning and hard work by volunteers (particularly our

exhibits committee) and several grants from PRRD, we were pleased to be able to have this four-room house open to the public last October and look forward to opening it again this spring. We are excited to have a special exhibit on Charlie Lake this summer developed by the Charlie Lake Conservation Society.

The biggest thank you goes to all our volunteers – our board of directors, archives volunteers, gift shop volunteers, exhibits and maintenance volunteers, fundraising and events committee and volunteers, tour guides, membership committee, gift shop committee, and more. This museum is so successful because you regularly donate enough time to make up over two full time staff positions. Please join me in giving them a round of applause.

I've composed a slide show to show you many of our events, exhibits, and activities around the museum in 2022. Enjoy!

## North Peace Historical Society Minutes — January 18, 2023

**Present:** Heather Sjoblom, Bruce Christensen, Lynne Holland, Chris Paull, Arlene Boon, Ken Boon, Larry Evans, Connie Doucette, Theresa Mucci Rodgers, Ron Rodgers, Matt Preprost, Ros Kalb

**Regrets:** Sherry McDonald

**Call:** 6:59 p.m. A very happy birthday to Larry!

**Minutes of December 14, 2022** moved by Theresa. Seconded by Ken. Carried. Amended correspondence to note the letter was received from WorkSafeBC.

**Financial reports of December 2022** moved by Lynne. Seconded by Larry. Carried.

### **BC Assessment Update**

Ron Rodgers of NorthEast BC Realty was invited to discuss the process of challenging our 2023 property assessment, assessed at \$2.766 million this year. Ron believes the museum is not worth this much, nor what it was assessed at in 2022. He believes it might be worth more than \$1 million, but not \$2 million, and noted that not a lot of land has sold. Ron explained that BC Assessment takes commercial and industrial properties and puts their land values in blender to get a median price that is then applied to most properties. They also look at what income a property can generate, on a rental basis, to determine land values. Not all the of our land is utilized as commercial space and much of the museum can be considered improved warehousing. It is not prime commercial land like a hotel where there are ballrooms and other improvements, and can't be compared to properties like the mall, Canadian Tire, or the Pomeroy Hotel. Ron indicated he is willing to talk to BC Assessment on the museum's behalf to justify their assessment and would need our authorization to do so. He will need a building plan and site plan to give BC Assessment a better description of our property. If that's not successful, we can then appeal our assessment depending on their reaction.

### **Old business**

Event sign has shipped as of today at a cost of \$1314.62 including GST and shipping.

### **Correspondence**

- Cobs Doughraiser has raised us \$35 so far.
- We have received \$5000 from Western Financial for our solar power projects. The museum was entered in a Canada-wide draw, and a lot of Fort St. John non-profits got lucky. We're now almost halfway to our fundraising goal.
- 2023 BC Assessment notice received for information.  
*Motion by Ken, "THAT the North Peace Historical Society authorize Ron Rodgers of NorthEast BC Realty to speak to BC Assessment on its behalf to challenge the museum's 2023 property assessment." Seconded by Larry. Carried.*

## North Peace Historical Society Minutes — January 18, 2023

### **Correspondence cont'd**

- Tracey Mae Chambers emailed about hosting her red yarn Indigenous art installation. It would be temporary and at no cost to us, but Heather will ask for information about logistics, schedule, and her affiliation with local First Nations.

## **New business**

- **Thundering Snow** – Revelstoke Museum has a travelling exhibit on avalanches and approached Heather about hosting it this year. Charlie Lake Conservation Society has an exhibit coming up, so we might be interested next year. The cost is \$3000 and could be covered by an exhibit circulation grant that has covered previous exhibits. The exhibit is about how avalanches are formed, how to stay safe in the backcountry, and includes a couple computer screens, TV, and an educational program. The exhibit would be flexible with our space, and we would have it for a six-month term. We will have to commit to sign up, then look when we can apply to host it and get the grant. We don't have a lot of these exhibits and we are likely to get funding for it as we have always been successful in the past. Heather will follow up with Royal BC Museum on hosting the Mushrooms exhibit in 2024. If we don't hear back by next meeting, we will revisit the avalanche exhibit as it could bring in different people to the museum.

- **AGM** – Events committee has chosen March 1 for the AGM. The format proposed is a 7 p.m. meeting with tea, coffee, and refreshments, possibly catered. We will ask Arthur Hadland first, then Margaret Little, to be our guest speaker.

- **Trade show** - We will pass on participating this year. We are giving out animal kits the same weekend so we might see more traffic coming into the museum.

Manager and Committee reports attached.

**Adjourned:** 8:11 p.m.

## Board Meeting Reports – January 18, 2023

### **Manager's Report:**

January is always a flurry of activity getting documents ready for the new year, tallying totals from the previous year, putting together plans for the new year, and writing grants. I've submitted our summer student grants to Canada Summer Jobs and Young Canada Works. We will review the best offer (likely both will cut us down from 16 weeks requested). I'm working on both our PRRD Grant for the front façade and our BC Family Day Grant for our Family Day Weekend open house and winter scavenger hunt (asking for \$1800). Both are due at the end of the month.

I am working on a new exhibit for our display case at the hospital. "A Long Way" will look at Ethel Rutledge's journey to Providence Hospital to have her daughter in 1932. We are in discussions with Christine Fenton to have her help with an exhibit on Margaret Pokiak-Fenton.

Work is underway on our January newsletter which should make its way out by the end of the month (once AGM details are confirmed).

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* We had our best year ever in 2022 with 155 inquiries! The inquiries are already pouring in this year (along with some fees/donations). Tamara and I have responded to nine inquiries thus far (some typed but most in progress). Janice and Karla continue to enter Schubert negatives. Chris P, Chris G, Lyle, and Liesbeth are scanning the 1990 AHN. Karlene will take on the project of entering our library books into our new database section for books (part of our strategic plan for this year). Chris G caught us up on cataloguing in December and is now working on a large donation from Alvina Stuby's family. Acquisitions committee travelled to John and Elsie Martin's house to go over some artefact donations (decisions pending). They will also donate many books back to the gift shop to resell (date to collect them TBD).

#### *Exhibits/Maintenance Committee:*

Thanks to Ken for picking up the large display case for Grande Prairie. Thanks to Ken, Larry, and Chris for moving the plinths and stanchions out of the receiving room to a sea can. Thanks to our volunteers who helped take down Christmas decorations. Ken is working on the weather stripping for the doors. Chris took some unwanted items (rejected by acquisitions committee) to metal recycle. Exhibits committee meets on January 23 to plan exhibits and start on the updated Charlie Lake cave display.

*Gift Shop Committee:* Thanks to everyone who did inventory and to Arlene for tallying most of it up! We keep decreasing our total inventory in terms of page numbers and grand totals. Our total inventory is down this year to \$78,281.70 from \$86,348 last year. Arlene and I met to go through book inventory on Jan. 16. We are selling Plants of Northern BC (expanded edition) now that it is finally published/in stock. Karlene Duncan will replace Evelyn as our Tuesday volunteer 1-3. I trained her on Jan. 10 and she is getting some experience.

#### *Events and Fundraising Committee:*

We've made over \$600 and counting in bottle recycling since our \$1000 cheque arrived. Events committee planned out our year on January 6. I won't put the whole year on our upcoming events (only what fits on a page), but if you'd like to see our whole event list (subject to change), just let me know and I'll email you a copy. The Spinners and Weavers had 10 people out to the St. Distaff's Day event. Our February events include Treasures of the Fur Trade presentations (Feb. 10) and the Family Day Weekend Winter Scavenger Hunt/Open House.

## North Peace Historical Society Minutes — February 15, 2023

**Present:** Heather Sjoblom, Bruce Christensen, Lynne Holland, Arlene Boon, Ken Boon, Connie Doucette, Theresa Mucci Rodgers, Larry Evans, Matt Preprost

**Regrets:** Sherry McDonald, Chris Paull, Ros Kalb

**Call:** 7:02 p.m.

**Minutes of January 18, 2023** moved by Larry. Seconded by Ken. Carried.

**Financial reports of January 2023** moved by Lynne. Seconded by Arlene. Carried.

### Old business

• **Ratify email motion of January 19, 2023:**

*Motion by Larry, "THAT the North Peace Historical Society host the BC's Marvellous Mushrooms Exhibit from the Royal BC Museum in 2024." Seconded by Arlene. Carried.*

• **Ratify email motion of January 19, 2023:**

*Motion by Lynne, "THAT the North Peace Historical Society allows Ron Rodgers of NorthEast BC Realty Ltd. to move forward from the Complaint process to the Appeal process with BC Assessment on behalf of the Society." Seconded by Ken. Carried.*

• **Tracey-Mae Chambers:** The red yarn art installation will cost \$1887 including her travel here and professional artist fees.

*Motion by Theresa, "THAT the North Peace Historical Society decline the invitation to host a red yarn art installation by Tracey-Mae Chambers." Seconded by Ken. Carried.*

• **Thundering Snow:** The exhibit is available summer 2025, and there is lots of snowmobiling in this area that should draw in interest and visitors. We can't apply for a grant until the fiscal year in which we are hosting the exhibit.

*Motion by Ken, "THAT the North Peace Historical Society accept the invitation to host Land of Thundering Snow travelling exhibit in summer 2025." Seconded by Larry. Carried.*

• **COVID-19 policies:** The board discussed that it would be nice to have hands-on items for our visitors and to engage kids again. These are policies from Covid-19 and consideration will be needed regarding the comfort level of volunteers who are working in the gift shop.

*Motion by Arlene, "THAT the North Peace Historical Society take down the plexiglass and bring back hands-on items removed during pandemic." Seconded by Ken. Carried.*

• **Site C Artefacts:** Heather had a meeting with BC Hydro which provided an update on the work Tse'K'wa is doing to become an archaeological repository. They are not quite there yet and finishing construction. Some artefacts being held in our repository from 2011 digs on onwards will be held at Tse'K'wa. Over the next few months, we will be working on a memorandum of understanding with BC Hydro and Tse'K'wa on those artefacts. Giving some to Tse'K'wa would give us more storage space in our seacans; we would still be a repository and it would be up to us about what we store in the future. We would keep all the BC Hydro funding we have received, and we will need to consider how the museum is recognized in any handoff of repatriated artefacts.

### Correspondence

• Alaska Highway Historical Journey Ad (\$698.25):

*Motion by Theresa, "THAT the North Peace Historical Society purchase an advertisement in the Alaska Highway Historical Journey at the quoted price." Seconded by Connie. Carried.*

- Canadian Museum Association Membership notice of \$200
- BC Family Day Grant approval of \$1000
- North Peace Community Foundation approval of \$45,000 for property taxes. Cheque will be received in May 2023.

### **New business**

• **AGM re-election:** Ken and Arlene will stand as will Connie and Bruce. Heather has reached out to Sherry to see if she will stand, as well as to the District of Taylor to see if it will be filling its liaison position.

• **Heritage Digital:** This is a new project worth our time for educational and promotional resources. The project is supposed to focus on underrepresented parts of the province, and would showcase the heritage of northeastern B.C. It will be bilingual. This would share our heritage more widely and bring people into the museum. It will be fully funded by them apart from Heather's time, or any other volunteers who may participate (ie. Bruce and Larry giving a walking tour that is recorded). Heather would participate as much as she wants. They are looking to us for interest and a letter of support to go to government for funding.

*Motion by Theresa, "THAT the North Peace Historical Society participate in and provide a letter of support for the Northeastern BC Heritage Digital Innovation Project by Forager International and get clarification on the level of services of provided." Seconded by Ken. Carried.*

• **Bedaux name change:** Arthur Hadland has suggested we write to the province regarding the process of naming/renaming provincial landmarks such as the Bedaux Pass. It sounds like nothing is going to change regarding this local feature, but there is some upset that one person on Vancouver Island got the whole turmoil going. Letter received for information.

• **Fleming intern:** Students at Fleming College do an unpaid 14-week internship at the end of their program, and we had a student named Brenna from Ontario approach us about interning this summer. This would be the third intern we've hosted from the program since it started. It's not supposed to pay but we can give something towards their travel and help them find a place to stay. They are on the hook for their own meals, room, and board. The internship would run from early May to early August.

• **Canadahelps.org:** We are on this charity website but not formally. It can be tricky at times to donate to us if you don't live here and there is nothing on our site about how you can donate to us. There are fees to use Canadahelps but the platform could help bring in more donations by creating an extra opportunity that's easy to share online for people to contribute. They issue a tax receipt on our behalf. Heather would need to register and they would do the rest.

*Motion by Arlene, "THAT the North Peace Historical Society proceed with setting up an account through the CanadaHelps fundraising platform." Seconded by Larry. Carried.*

• **Chris Gillett:** At the December meeting we decided to keep Chris on through January and February. February is coming to an end and Chris continues to be an asset. Can we afford to keep her for another couple months until the end of April? At that point we bring in interns and students to bridge us over the summer, and the position could be reviewed again in the fall.

*Motion by Arlene, "THAT the North Peace Historical Society extend the employment of Chris Gillett for a two-month term ending April 2023, at the current wage rate and hours, and after*

*which the position will be reviewed by the Board following the summer internship period.”  
Seconded by Lynne. Carried.*

Manager and Committee reports attached.

**Adjourned:** 8:21 p.m.

## Board Meeting Reports – February 15, 2023

### **Manager's Report:**

I submitted our PRRD Grant (asking for \$26,250 for front façade project and PRRD property taxes) and PRRD grant-in-aid reports for 2021 and 2022 funds on January 20. I submitted our BC Family Day grant in late January (asked for \$1800, received \$1000 due to increased number of applicants).

I finished our newsletter with AGM information. Thanks to Arlene for collecting revised rural mailing addresses for members and Cheryl for calling those who needed to renew their membership. We will print a revised version of members/addresses post-AGM. Thanks to volunteers for getting folding and addressing newsletters.

I revised an old fur trade artefacts presentation and PowerPoint (from 10 years ago) and added information to it about our forts and early trappers here for our From Forts to Traplines night on February 10. I met with Arthur Hadland to go over his AGM presentation/PowerPoint. I drew up the AGM program with help from Bruce, sent invitations to local politicians, printed tickets, etc. I designed our three-page winter scavenger hunt for Family Day weekend and did the necessary steps (deposit/permissions/promotions) after receiving the grant. I promoted our fur trade night, AGM, and Family Day weekend scavenger hunt/open house through posters, websites, social media, community roundups, etc. I have finished the exhibit on Ethel Rutledge's journey to Providence Hospital and arranged to install it in the hospital lobby with Rosemary Landry on Feb. 21. (More info on exhibit work below.)

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners have started 1992. We now have five volunteers (including a new one – Patricia – whom I just trained) plus Chris G. scanning. Karla and Janice met with the Photo ID crew (now 10-12 volunteers) on Feb. 9 and meet again on Feb. 16 to identify Schubert negatives. Chris G. is nearly done cataloguing the large Alvina Stuby donation (over 160 items). Acquisitions committee met on Feb. 1 to accept new items including ones from our visit to John and Elsie Martin's. We are now at 18 inquiries. Karlene has entered over 30 library books in our database so far.

#### *Exhibits/Maintenance Committee:*

Exhibits committee met in late January to discuss this year's exhibits. Thanks to Ken, Larry, Bruce, Chris, and the missionaries for moving the Charlie Lake Cave display case/sculpture into place and changing up exhibit layouts in the entrance to the museum. Our dinosaur display will need to be expanded in its new location and we will need to develop new signs with Tse'K'wa and Indigenous groups for the cave exhibit. Ken installed weather stripping on the doors and installed Ed Scriba's model Peace River Bridge in our Alaska Highway display. We need to change out lights in the school house window display, set up the new events sign that arrived, and put up the Alaska Highway Stages bus sign in our Alaska Highway display.

*Gift Shop Committee:* Plants of Northern BC (expanded edition) is selling well and the gift shop is much busier this year over last. Gift shop committee met Feb. 13 to do some ordering (taking advantage of trade show deals). We set a budget of \$23,000 for this year.

#### *Events and Fundraising Committee:*

Please see attached spreadsheet for events, volunteers, etc. last year. We set records for archival inquiries and number of volunteers and our events were closer to normal numbers (still little happening Jan-April. 2022).

We've made over \$750 and counting in bottle recycling since our \$1000 cheque arrived. Some bottles were stolen from the open storage area at the airport in January so we didn't get many bottles (they've now secured their storage location). 29 people attended the Treasures of the Fur Trade presentation on Feb. 10. The volunteer sign-up sheet has been circulated via email for the Family Day Weekend Winter Scavenger Hunt/Open House. Tickets are selling well for the AGM. Please purchase yours by Feb. 24.

#### *Membership Committee:*

Northern Waste Water Systems renewed their gold corporate membership (\$1000). Highmark Oilfield Services renewed their membership but downgraded from gold to bronze (\$250).

## North Peace Historical Society Minutes — March 15, 2023

**Present:** Heather Sjoblom, Bruce Christensen, Lynne Holland, Chris Paull, Arlene Boon, Ken Boon, Larry Evans, Connie Doucette, Theresa Mucci Rodgers, Ros Kalb  
Sonja (book-keeper) via telephone – to review draft year-end financial statements

**Regrets:** Matt Preprost and Michelle Turnbull

**Call:** 7:02pm

### 1. Election of Board Executive:

Motion by Larry Evans, *“THAT the North Peace Historical Society open elections. Seconded by Ken Boon.*

*Arlene Boon nominated Bruce Christensen for President, which was seconded by Ken Boon. Bruce accepted and there were no other nominations. Bruce was elected President by acclamation.*

*Bruce Christensen nominated Arlene Boon for Vice President, which was seconded by Ros Kalb. Arlene accepted and there were no other nominations. Arlene was elected Vice President by acclamation.*

*Ken Boon nominated Lynne Holland for Treasurer, which was seconded by Ros Kalb. Lynne accepted and there were no other nominations. Lynne was elected Treasurer by acclamation.*

*Arlene Boon nominated Connie Doucette for Secretary, which was seconded by Bruce Christensen. Connie accepted and there were no other nominations. Connie was elected Secretary by acclamation.”*

**2. Minutes of February 15, 2023** moved by Lynne *“THAT the Minutes of February 15, 2023 be accepted by the Board.”* Seconded by Theresa. Carried.

**3. Financial reports of February, 15, 2023** – Sonja (bookkeeper) joined us by telephone to review the draft year-end financial statements that we provided by MNP. There were some questions that Sonja is going to obtain answers on so that we may ultimately approve the financial statements. Pending approval of the year-end financial statements.

Moved by Lynne *“THAT the monthly financial statements be approved by the Board.”* Seconded by Larry. Carried.

### 4. Old business

- a) Theresa provided some general information on changes to our property assessment pending written approval by the BC Assessment Office and acceptance by City of Fort St John.
- b) Fleming Intern Update – Brenna Gervais will begin May 8<sup>th</sup> for 14 weeks. Lynne has advised that she can offer to help with flight using Air Miles.

**5. Correspondence** – City of Fort St John allocated \$25,000 for our 2023 Fee for Service Grant

### 6. New business –

- a) Proposed Work BC Employment offer – 78 weeks of part time employment. 85% of wages covered. We are asking for additional information such as what would the wage be? What are

the expectations from Work BC? Can we see a resume from the potential applicant? Pending more discussion.

- b) 2023 Budget - Motion by Theresa, *"THAT the North Peace Historical Society approve the 2023 Budget as presented."* Second by Arlene. Carried.
- c) Rotary Rib Fest – July 14-16<sup>th</sup> Opportunity to participate in setting up a tent to offer refreshments, etc. Bruce Christensen and Chuck McDowell (President of Sunrise Rotary Club of Fort St John) will discuss further, and come back to the Board with more details. Larry has offered to form a committee on this.
- d) Food Safe – It is important that we have more than one person with their Food Safe Certification. Currently Connie has her certification. Ros, Larry and Bruce have offered to complete their certification in the near future.
- e) AGM format review – all agree that the format was set up well as our first time back for in-person AGM event since the beginning of pandemic period. However, it was also agreed that we may consider buying our own sweets in the future, and to perhaps offer coffee earlier than after the presentations.

Manager and Committee Reports attached.

**Adjourned:** 8:23 p.m.

## Board Meeting Reports – March 15, 2023

### **Manager's Report:**

I submitted our final report for our BC Family Day grant on February 21. After conversations with staff at Meyers Norris Penny, they applied on our behalf to the Community Services Recovery Fund (with information from me). We decided the best course of action was to ask for funding to get our scanned newspapers searchable online in a fee-for-use format with training for staff/volunteers so that we can upload future scanned papers and adjust the website as needed overtime. They asked for the full amount (\$100,000). I've submitted our gaming grant report for 2022 (due March 31) and begun working on our gaming grant for this year (including proposed budget). I've reviewed last year's comments on our grant and understand how to make those corrections for this year. I hope to complete it by the end of the month to get our funding in June.

This past month has been busy with event preparations from the AGM to our Kids' Night: One-Room Schools. A spring break camp from NPCC will also do the one-room school program at the end of the month. Two other spring break programs are coming for our dinosaur and marine dinosaur programs. I have got our Canadahelps.org donation page set up and will be promoting it this week on our website and Facebook page.

Our "A Long Journey" exhibit (about Ethel Rutledge) was installed in February at the hospital. Our new exhibit at the airport "They Were Good Days": Memories of B.C. Police Constable Lawrence Clay went up this week. This will fill in the gap until Margaret Pokiak-Fenton's family is ready with an exhibit about her (likely in May).

Our liquid label (Paraloid B-72) has finally arrived after being back ordered for a year due to supply chain issues. Chris and I have had several "labelling parties" to catch up on our backlog. Further "parties" will have to be held in the spring for Allen house items! Chris has finished with the huge Stuby donation and catalogued most items donated in 2023. She just has the large donation from John and Elsie Martin to finish up.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners are nearing the end of 1993. Joan Trask and Tamara are tackling the challenging 2003 newspapers that were professionally bound in order to cut them apart. There are 2.5 years of difficult binding (mesh and glue to be removed) and then the job will get easier for late 2005-2007. Karla and Janice continue to meet weekly with the photo ID crew as there are lots of class and graduation photos to sort through. The next photo ID date is March 23. We've fielded 37 inquiries so far.

#### *Exhibits/Maintenance Committee:*

Ken prepared the Alaska Highway Stages sign for the Alaska Highway display and installed it with Arlene. Ken changed the burnt-out lights in the school window to LEDs. Ken's work on the doors have meant less ice build-up on the doors during cold weather. The new events sign needs to be assembled/installed when we have time.

*Gift Shop Committee:* The gift shop did quite well during our BC Family Day weekend event, making \$870 over three days. Gift Shop committee has met twice more to order more books, souvenirs, etc. Lorna Penner is now selling several local items through our local corner. We are ordering some Indigenous items from a new company.

#### *Events and Fundraising Committee:*

Our BC Family Day Weekend Winter Scavenger Hunts and Open House was a huge success. I'd estimated we'd get around 160 people (at a stretch) and we got 191! That was our most successful family day weekend/Heritage Day event in the last 12 years! It helped to be open the Friday too and get promotion through High on Ice. We got lots of positive feedback as well as exposure to the gift shop and museum. Our AGM was well attended. We sold about 75 tickets (including several that night), but only 68 attended. (Doing goodies instead of dinner allows us to be much more flexible with tickets). 31 people attended our Kids' Night: One-Room Schools and we got lots of positive feedback on it. The kids loved searching for paper mice around the museum and has fun trying to write with nib pens and ink. Karlene Duncan and I have been planning items for our April Fool's search and find. On Friday, March 31 and Saturday, April 1, we will offer free admission. Each exhibit will have 1-3 modern items hidden in it (i.e., a McDonald's cup in the trapper's cabin) for visitors to find. We hope to increase gift shop sales on these otherwise quiet days while having visitors interact with our exhibits in a new way. On Friday, May 5 we will be showing a free screening of the NFB film **Unarchived**, a feature-length documentary about the people and places often left out of traditional archives and museums, and the communities who are challenging this erasure. **Unarchived** surveys the inspiring work of community archives across BC, including those of South Asian Canadian, Chinese Canadian, Tahltan Nation and LGBTQ2+ communities.

## North Peace Historical Society Minutes — April 19, 2023

**Present:** Heather Sjoblom, Bruce Christensen, Chris Paull, Arlene Boon, Ken Boon, & Larry Evans  
Via phone: Matt Preprost, Theresa Mucci Rodgers, & Ros Kalb

**Regrets:** Connie Doucette, Michelle Turnbull, and Lynne Holland

**Call:** 7:00 p.m.

**1. Minutes of March 15, 2023** moved by Ken *“THAT the Minutes of March 15, 2023 be accepted by the Board.”* Seconded by Arlene. Carried.

### **2. Financial reports of March 2023**

Moved by Arlene *“THAT the monthly financial statements be received by the Board.”* Seconded by Larry. Carried.

### **3. Old Business**

- c) Sara provided answers to our Work BC Employment questions. We should offer a wage that reflects the going rate for other similar positions, benefits should only be offered if that is standard practice, and the hours provided are negotiable. She forwarded the cover letter and resume of Jacia Foote. We don't have to go with Work BC's preferred candidate. Heather will approach them with a list of qualifications and ask whom they have in their case files that would meet these minimal qualifications.
  - i. Heather looked into the South Peace Mackenzie Trust grant. It is a very intensive and challenging grant. One of the trickiest things is the requirement of other funders for the employment position besides the NPHS and the Trust. They also require a business plan, etc. Heather will have preliminary conversations to see if our project qualifies (including whether using some of our city grant could be considered having a funding partner in the city).
- d) Moved by Arlene *“THAT the North Peace Historical Society approve the 2022 MNP financial statements.”* Seconded by Larry. Carried.
- e) Rotary Rib Fest update: Walmart will sell us pies at a special rate and we can order them ahead of time and keep them frozen. Peace Country Rentals will donate a tent for our use, but will need help setting it up. Bruce has found an affordable website [Foodsafetytraining.ca](https://foodsafetytraining.ca) for updating Food Safe (\$24.95). An invigilator is required for the exam at the end (can do this through library for fee).

Moved by Larry *“THAT the North Peace Historical Society proceed with this event and order pies when appropriate.”* Seconded by Arlene. Carried.

Larry and Ken will get walk-in freezer working in May. Larry will develop a schedule and head the Pie Committee (made up of Chris, Larry, Heather and Bruce). Theresa would like an estimate on pies/supplies and a budget as well as a letter from Rotary about the parking situation. Motion on parking postponed to next meeting.

### **4. Correspondence**

- a. Alliance Pipeline (Enbridge and Pembina) have donated \$5000 for our solar panel project, bringing our total to more than 50% and thus making us eligible to apply for a BC Capital Gaming Grant this June.
- b. BC Property Assessment Review Panel has amended our assessment to Land \$173,000 Business/Other  
Land \$982,000 Rec/Non Profit (lower tax bracket)  
Buildings \$698,000 Business/Other  
2023 Assessed Value \$1,853,000 (down from \$2,776,000)  
Theresa thinks this may work out to be about \$15,000

- c. The North Peace Savings and Credit Union is merging with the Interior Credit Union. Consensus was not easily reached after much discussion. We need to look into the impacts for us as a non-profit. Moved by Arlene *“THAT the North Peace Historical Society doesn’t pursue voting as a society.”* Seconded by Ken. Carried.

**6. New Business**

- f) Northern Legendary Construction did a huge clean up at the lookout. Graffiti was removed from our signs. They still have some damage, but can still be read for the most part. We’ll leave the signs as they are now and see what happens at the lookout. We did pay an advance to K-Mac for \$195 for the reprinting of one sign (A View from the Past).
- g) Alyssa from Tse’K’wa has invited us to be part of an archaeology day on Saturday, May 6 at Tse’K’wa. Ken and Larry will attend with signs, 2012 Permit from Tse’K’wa area, replica bead, information, etc.
- h) Dan Davies is putting together a Seniors Health Expo & Tea on June 15. We will have a table there with information about the museum and opportunities for seniors to get involved.
- i) The FSJ Metis Society would like to have Animal Footprint Kits for their Christmas event. We will supply the worksheets/fact sheets for free and they can supply the salt dough ingredients and bags.
- j) Linda van Wieringen does a variety of classes representing different Metis handicrafts (beading, moose hair tufting, etc.) Heather will develop a budget and get additional information in preparation to have Linda offer a class here in September.

Manager and Committee Reports attached. A brief update was given on the Royal BC Museum’s visit/consultation. We shared a need for more representation of NE BC and partnerships in this area. They will return for future consultations.

**Adjourned:** 8:25 p.m.

## Board Meeting Reports – April 19, 2023

### **Manager's Report:**

I submitted our Gaming Grant on March 29. We are asking for \$30,000 as per our proposed budget to help us with property taxes, hiring a second staff member part-time, and general operations. I sorted out the issues they nitpicked last year with our financial statements/budgets so hopefully there'll be less they will nitpick this year.

I developed our fact sheet, matching activity, and labels for our Animal Footprint Kits. Thanks to all the volunteers who helped pack these kits and acquire Burger King's sponsorship.

I've been researching and writing the history of the NPHS for our 60<sup>th</sup> anniversary for a feature in the Chamber of Commerce Magazine. Robin Holstein (who designs the magazine) asked me to write this feature which includes a brief history as well as a great timeline with photos. This will help us promote the NPHS as the one who operates the museum (not the city) and the research will come in helpful for our 60<sup>th</sup> anniversary presentation in September as well as a weekly feature on social media this summer/fall to promote the NPHS.

Members of the Charlie Lake Conservation Society and I worked together to assemble a program description for the program they will offer (that ties into their exhibit this spring). I sent this program along with all our other programs out to the schools. They have kindly offered to let the museum have the program fee. I've been fielding several inquiries for tours and programs and my spring calendar is filling up. I'm now working on the presentation for our Newcomers Story Night. We've had two groups of residents in from Peace Villa for tours and some residents hope to come back this summer for another tour.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners are working on late 1995. Jim McKnight stepped in and used a grinder to cut apart the professionally bound newspapers (2.5 years) which has made Joan Tasks' job of cutting them apart much easier! The Photo ID Crew has finished identifying the most recent batch of Schubert negatives. Karla and Janice are starting to sort and catalogue the next batch. We've fielded 50 inquiries so far! Chris will have the items from our last acquisitions committee catalogued before her employment ends at the end of April (and we get our intern/summer student). We'll have a little thank you party for her on her last day of work (April 28 at 2 p.m.) and you are all welcome to attend. Volunteers updated the index for the wooden book names.

*Exhibits/Maintenance Committee:* The actuator in our furnace/boiler system fell apart in early April, resulting in a very hot museum (81F on Apr. 3). Derrick Plumbing and Heating fixed it on April 4. Ken moved the plow into the farming display. Chris Paull replaced the burnt-out lights in the gift shop. Thanks to our volunteer dusters while I was away over Easter weekend... we still have lots of indoor displays that could use a good dust. Ken and Arlene installed our new events sign and Deron put up the letters. Accelerated Signs removed the old sign.

*Gift Shop Committee:* We continue to order new items in preparation for our busy season. The Indigenous items are already selling well as is Jay Sherwood's new book, *Kechika* Chronicle (18 sold so far). We've ordered new toys, clothes, and books.

*Events and Fundraising Committee:* Thanks to all our bottle sorters! We've redeemed and received our second \$1000 cheque (first for 2023). 91 people attended our April Fool's search and find on March 31<sup>st</sup> and April 1<sup>st</sup> (free admission to museum to spot modern items added to our displays). Our gift shop did quite well from this event on Saturday (it did well on Friday, but most sales were not directly connected to the event). Since Friday, we've given away all of our 100 animal footprint kits. Posters and ads are up for our Newcomers Story Night on Friday and I'm working on the presentation. FSJ Literacy Society and SUCCESS are helping to promote it. Friday, May 5 is our screening of the NFB film **Unarchived** (free admission, donations welcome). Just a reminder that Thursday, May 18 at 7 p.m. is the Grand Opening of the Charlie Lake exhibit (that is the night after our next board meeting and the day before the May long weekend as well as International Museums Day). Please attend if you can.

*Membership Committee:* We met in late April. Heather drafted a letter to introduce our corporate memberships and other opportunities (sponsorships, etc.) to get involved with the museum. We will target certain businesses and can meet in person with them to follow up if so desired.

## North Peace Historical Society Minutes — May 17, 2023

**Present:** Heather Sjoblom, Bruce Christensen, Lynne Holland, Chris Paull, Arlene Boon, Ken Boon, Larry Evans, Connie Doucette, and Brenna Gervais (intern)

**Regrets:** Matt Preprost, Michelle Turnbull, and Theresa Mucci Rodgers

**Call:** 7:05pm

1. **Minutes of April 19, 2023** - Motion by Larry *“THAT the minutes of April 19, 2023 be accepted by the Board.”* Seconded by Chris. Carried
2. **Financial reports of April 2023** – Discussion regarding potential to raise the gift shop monthly “rent” to \$1550 from \$1400. Motion by Ken *“THAT further discussion and decision to be postponed until a later date”*. Seconded by Larry. Carried. Lynne advised that the \$5000 Alliance grant has been transferred to the expansion account. Motion by Lynne *“THAT the Financial report of April 2023 be received by the Board.”* Seconded by Arlene. Carried.
3. **Old Business**
  - **Ratify email motion of April 21, 2023 by Ken Boon, seconded by Larry Evans that we hire our summer student under the Canada Summer Jobs grant for 16 weeks.** Motion by Ken, *“THAT we hire our summer student under the Canada Summer Jobs grant for 16 weeks.”* Seconded by Larry. Carried.
  - **Ratify email motion of May 2, 2023 by Arlene Boon, seconded by Theresa Mucci-Rodgers that “The NPHS modify summer student Luke Weber’s hours to Monday to Friday 9-5 one week followed by Tuesday to Saturday 9-5 the next week (alternating throughout the 16-week period).”** Motion by Lynne, *“THAT the NPHS modify summer student Luke Weber’s hours to Monday to Friday 9-5 one week followed by Tuesday to Saturday 9-5 the next week (alternating through the 16-week period).”*
  - **Rotary Rib Fest Update/Food Safe/Budget** – Discussion regarding the pies to be ordered from Walmart (10” x 10” pies) and storage of pies. Bruce to determine information regarding thawing of pies for the event. Discussion regarding supplies to be obtained. Larry to find out about the wash stand at Gord Sandhu’s store. Tent is being donated. We will need assistance in setting that up on July 13, 2023 (this is the set-up day for the Rib Fest Event). Discussion about obtaining (or making) a large “PIE SALE” sign to be attached to the banner or tent. A number of members will apply for their Food Safe certification. Bruce has now completed his certification, which is good for 5 years. Motion by Ken, *“That the North Peace Historical Society approve the Rotary Rib Fest budget as presented and proceed with this fundraiser.”* Seconded by Connie. Carried.
  - **Lookout Sign – K-Mac Advance (\$195)** – Heather to find out from K-Mac whether the advance of \$195 can be used for another service (rather than the lookout sign, which appears to be in good order... perhaps sign letters on the front facade).
  - **Metis class update/budget** – breakdown of budgets reviewed. Potential classes to start in Fall 2023 for the Dream Catcher class (kids) and the Pine Needle Basket class (adults). Motion by Arlene *“THAT the breakdown of budgets and potential classes to start in Fall 2023 be approved by the Board.”* Seconded by Chris. Carried.

- **Tractor update** – Discussion around whether the un-accessioned John Deere tractor that was slated for refurbishing (c. 2012) be given away, since the person who would have undertaken that refurbishing is no longer available and the tractor is in a decrepit/disassembled state. Motion by Larry *“THAT the NPHS approve the tractor be given away to Miles Wuthrich.”* Seconded by Arlene. Carried.

#### **4. Correspondence -**

- a) Community Services Recovery Fund (via MNP) newspaper application denied
- b) Business BCeID – another person to be added to account for potential archaeology access in the future. Connie will be the additional person.
- c) Rotary Rib Fest Letter – Request by NPHS to provide parking access to our members for the weekend of the event. Confirmation from Nelson Stowe, Rotary Rib Fest Committee, that this will be provided.

#### **5. New Business**

- a) Pressure washing – Work-bee to wash the beautiful old red truck, and other items in the pole shed. Members to bring pressure washers that they have at home, keeping in mind the pressure gauge on the paint job of the old truck.
- b) Robert Stibravy – Irving K. Barber Learning Centre (UBC Library) approached NPHS regarding adopted our digital newspaper collection which has been scanned over the past few years, to provide free access to the public. However, given that the NPHS volunteers have already put in thousands of hours of volunteer time, it was decided that we would not share the Alaska Highway News digital documents to their Centre, for use on a free basis to the public.
- c) PRRD Meeting – June 6, 2023 @ 7pm. NPHS is hosting this meeting at the Museum. The NPHS has applied for funding on the front facade of the Museum. Decision will be made to various applicants of grants available at this meeting.
- d) Christmas tree stack near the back of Museum property – Heather to contact City via 311 regarding the potential fire hazard of leaving the rotting trees on the property – and so close to our buildings.
- e) Update to Events & Dates calendar – Set-up begins on July 13, 2023 for the Rib Fest Event. The actual event dates are July 14-16 (Friday-Sunday), but the set-up is the day before beginning at 3pm until 9pm. Rib Fest trucks will begin serving that day, but there will be no entertainment, and likely no beer tent open yet, in the park.
- f) Ros Kalb has resigned from the NPHS Board due to family obligations.

Manager and Committee Reports attached. Correction to Manager's Report that Chris finished employment in April (not May) 2023.

**Adjourned:** 8:10 p.m.

## Board Meeting Reports – May 17, 2023

### **Manager's Report:**

We are booking up fast for programs/tours in May and June. We have over 30 tours/programs (from January through July) booked so far. We had a home school tour in late April and a wild animals program May 15. Our three tours scheduled for May 16 have been cancelled due to fires.

I've trained Brenna and Luke in most areas of the museum. Our intern, Brenna, is set up to primarily catalogue and do inventory/cleaning in collections storage. She will also help with programs and in all areas of the museum. Brenna will start including reports in our June agenda and will attend board and all other meetings. Our student, Luke, is busy working on a mess of photographs to be accessioned as well as scanning the newspapers.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners are working on 1998. Joan Trask has less than two years of newspapers to cut apart and then that job is complete. We've fielded a record 69 inquiries so far! Karla and Janice are sorting the next batch of Schubert negatives and figuring out what ones to keep. Acquisitions committee met last Wednesday and went through another large batch of items including the last of the Sue Popesku Archives items.

#### *Exhibits/Maintenance Committee:*

Thanks to our wonderful volunteers who helped clean our historic buildings and put out textiles on May 3-4. They went the extra mile and cleaned all the logs in the Paddy Carroll Peck cabin with damp cloths. Thanks to Ken who sanded peeling paint off the chapel ceiling before St. Martin's Anglican church came to clean it out. We may need to consider painting this summer or next as this problem continues to get worse each year. Ken installed the new Kiskatinaw Bridge model that Ed Scriba made in our Alaska Highway exhibit. Barry Holland got the lawn mower running. Unfortunately, the rotary tulips Connie planted did not survive the winter. AAA Safety donated checking our emergency lights and fire extinguishers in April. BC Firesafe will donate checking our fire alarm on May 26.

*Gift Shop Committee:* Our new toys, science items, placemats, etc. are out. We met on May 10 placed a large order with Niagara River Trading Company for souvenirs and clothing which should end our large purchases prior to tourism season. We have placed an order for some fun soaps and lip balms (Alaska Highway and wildlife themed) from a new company in Alberta. Sales did quite well through April.

#### *Events and Fundraising Committee:*

Our Newcomers Story Night was well received but by a small crowd of nine people. FSJ Literacy Society was there to help promote it and we may partner with them to reuse the presentation in the future. Only three other people (plus Bruce, Tamara, and I) attended the documentary night showing new NFB film Unarchived. It provided lots of food for thought on being more inclusive in museums and archives. Local documentaries are much more popular. NFB has suggested another film (this one is local) that might be worth pursuing next year. Events committee had a planning meeting last Friday to plan for our upcoming spring/summer events.

The grand opening of Charlie Lake Conservation Society's The Lake Next Door exhibit is May 18 at 7 p.m. at the museum. Please attend if you can as a member of our board. Permission has been approved for our five cemetery tours. The first one is May 26 (Woodlawn) and the second is our Alaska Highway Cemetery Tour on June 9. We need ALL HANDS ON DECK for our yard sale on June 17. Donations are already coming in.

## North Peace Historical Society Minutes — June 21, 2023

**Present:** Heather Sjoblom, Bruce Christensen, Lynne Holland, Chris Paull, Arlene Boon, Ken Boon, Connie Doucette, Michelle Turnbull, Theresa Mucci Rodgers, and Brenna Gervais (intern)

**Regrets:** Matt Preprost and Larry Evans

**Call:** 6:55pm

1. **Minutes of May 17, 2023** - Motion by Ken *“THAT the minutes of May 17, 2023 be accepted by the Board.”* Seconded by Chris. Carried

2. **Financial reports of May 2023** – Discussion regarding the printing of the financial reports a income was not showing correctly – confirmed the income amount was \$10,802.28. Motion by Lynne *“THAT the Financial report of May 2023 be received by the Board.”* Seconded by Arlene. Carried.

### 3. Old Business

- **Rotary Rib Fest Update/Food Safe/Budget** – Discussion regarding the Food Safe participation. Bruce has his Food Safe certification. Chris, Heather, and Larry have all agreed to also obtain the Food Safe certification course – so that we may have a few extra people available throughout various fundraisers. Janice McKnight has also confirmed that she can volunteer that weekend and has her Food Safe certification. We will need volunteers to set up the tent for the Rib Fest weekend on Thursday, July 13th.
- **PRRD Grant Update** – Heather provided an update to the grant money to be received by PRRD is \$26,250. Eternity Timber (Andrew) is the contractor. Heather will check with Andrew to see if the quote is still within budget for the front facade work to take place.

### 4. Correspondence -

- a) PRRD Area C – Grant-In-Aid Confirmation Letter \$12,000 for Front Façade via Gas Tax (have to submit receipts to get reimbursed) – Area B letter to come
- b) Mawhinney - Wooden Book of Names email – Lynne to go ahead and add the missing names. Theresa seconded. Carried. Letter to be sent to connect with the family to apologize for the missing names.
- c) Moose FM Event Sponsorship Package Info Sheet
- d) City of FSJ – Base Budget Grant/Fee for Service application deadline to change (new date TBD)
- e) City of FSJ – Property Tax Letter \$33,356 (municipal portion: \$24,061.93)
- f) FSJ Fire Department – Fire Inspection Report – Satisfactory

### 5. New Business

- a) Community Foundation dropped our grant from \$45,000 to \$25,770.76 based on their discussions with City about our decreased property tax. Bruce/Arlene and Heather to set up a meeting with the City of FSJ (with Mayor and CAO) to voice their disagreement with the process that the City of FSJ and Community Foundation used to allocate funds. These funds are to be used towards property tax, and for honourariums.
- b) Sign for front of Museum (to replace museum letters when front facade is redone in August). PRRD grant. Perhaps consider moving the Museum sign to a more prominent location – example: maybe as part of the derrick, since it is a fairly recognizable feature of the Museum location. Theresa has agreed to provide some examples of what that might look like. Heather will confirm that the funds available at Kmac can be applied to the letters for the new sign.
- c) Hometown Tourist Month is in July. We will participate and offer a special sales table.

- d) Discussion regarding Gaming Grant account. We asked for \$30,000 and received \$20,000 based on the perceived smaller size of our organization.
- e) We received \$79 from Cobs Baker fundraiser. People can still donate their ABC Metal recycling tickets to the museum Museum as well as our bottle fundraiser at the Bottle Depot.
- f) To be added on next month's agenda – plans for our 60<sup>th</sup> Museum Anniversary Celebration.

Manager and Committee Reports attached.

**Adjourned:** 7:36 p.m.

## Board Meeting Reports – June 21, 2023

### **Manager's Report:**

This past month has been crazy with educational programs and guided tours. There have only been a handful of days where we haven't had any schools in. Wild Animals is our most popular program this year with our fur trade program a distant second. We have six summer camp visits booked so far for July/August. Brenna has been a huge asset with programs and tours. We need to actively recruit more tour guides before next spring.

Brenna and I travelled to Girouxville for the Spirit of the Peace (SOTP) Museums Network Meeting. The new SOTP brochures will be out shortly. We discussed our volunteer programs and wildfire safety plans. We are working on redoing the Treaty 8 travelling exhibit and SOTP playing cards over the next year or two.

I've submitted our Annual Charity Information Return via mail. I attended a webinar on the Capital Gaming Grant (to get remaining money for solar panel project). This grant is due by August 3.

### **Intern Report:**

Since the last board meeting, I have made progress on many different summer projects. This includes cleaning and inventorying the collections, accessioning and cataloging incoming artifacts, helping with marketing (via making an Instagram account and designing some posters), and working on the rotating calendar. I have also been helping with school programming.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners are working on 1999. Luke and Brenna rescued a few missing issues/months from the Alaska Highway News, but we still have some issues that will have to be obtained from microfilm and others which may not exist in any format anymore. Tamara and I have responded to 80 inquiries so far (on pace for 160+ this year – a new record). Janice continues to add information to photos in the database.

#### *Exhibits/Maintenance Committee:*

BC Firesafe has had to keep rescheduling their alarm inspection (now set for June 20). Thanks to Bruce and Chris for mowing and to Arlene for her work clearing the garden. Bruce K and Glynnis planted the polio bath garden and it looks wonderful. Luke, Brenna, and I helped install *The Lake Next Door* exhibit and the Charlie Lake Conservation Society continues to add items to this display.

*Gift Shop Committee:* Sales were down in May (due to fires) but are rebounding. Our local jams and our new British Columbia charcuterie/cutting boards are doing super well as are the kids' toys and candy sticks with all our tours/programs. Our t-shirt shelves are fully stocked for the season and we have lots of new hoodies, long-sleeved shirts, and sweatshirts. We have a new volunteer – Eric – from the Association of Community Living helping arrange and price items in the gift shop with aide (Eunice) as well as watering our gardens.

#### *Events and Fundraising Committee:*

Our cemetery tours have had small attendance so far this year (2-5 people not including museum volunteers). They seem to attract more people after the fact on Facebook. We will work on better advertising in the week leading up to the tour and changing up our cemetery tours to attract more people (for example: splitting Woodlawn into Women of Woodlawn and adding more women's stories and maybe doing an Alaska Highway Woodlawn Tour).

20 people attended the Grand Opening of the Charlie Lake exhibit and it has been really well received by the public (particularly families). Plans are in the work to do some kids' programming (for camps and with the library) and some presentations to tie in with this exhibit.

Our bottle fundraiser is going well (we have about \$765 raised so far of our third \$1000 cheque). Thanks to Arlene, Chris, Bruce, and the other bottle sorters. Our Yard Sale raised \$2,651.65. A huge thank you to our board members and other volunteers as many hands made lighter work this year. We received \$79 from the Cobs Bakery Dough Raiser (and will continue to participate in this fundraiser as it takes little effort).

## North Peace Historical Society Minutes — July 19, 2023

**Present:** Chris Paull, Arlene Boon, Ken Boon, Larry Evans, Heather Sjoblom, Bruce Christensen, Lynne Holland, Brenna Gervais (intern), and Matt Preprost (by phone)

**Regrets:** Connie Doucette, Theresa Mucci Rodgers, and Michelle Turnbull

**Call:** 6:58 pm

**1. Minutes of June 21, 2023** - Motion by Arlene: *“THAT the minutes of June 21, 2023 be accepted by the Board.”* Seconded by Larry. Carried

**2. Financial reports of June 2023** – The board would like to see the quarterly budget differentials marked with brackets to indicate a negative number. Sonja will retire at the end of September so we will look into hiring a new bookkeeper. Motion by Lynne: *“THAT the Financial report of June 2023 be received by the Board.”* Seconded by Arlene. Carried.

### **3. Old Business**

- Rotary Rib Fest/Pie Sale Review – Thanks to all the volunteers who helped with this fundraiser. We made over \$3,500 but still have expenses to deduct and whole pie sales to add. We will look at a whole cost/benefit analysis next meeting. We need to look into a better thermostat for the walk-in freezer (so it can work as fridge and freezer). Larry will contact Wayne Badry.
- Discussion with City re: fee for service/community foundation grants update – Bruce, Arlene, and Heather met with Mayor Hansen, David Joy, and Byron Stewart on July 4. Bruce began by asking how we could prove our value to the city. The city brought up the fact that their budget was tight and had we asked for funding from PRRD. They thought we should be happy with our increase. The city believes there was no collusion between them and the community foundation in terms of one grant having an impact on the amount of the other grant. It was made quite clear that the foundation grant is for property tax only (next year down to 90% of municipal). The mayor will bring up to council that discussion about our fee for service motion should be on the reasoning behind the motion and not on an unrelated topic (i.e. SPCA). The mayor also thought we should ask ourselves what else we can do for the city in order to get more money. Short of getting more staff/volunteers to provide “more benefit” or writing a whole pretend budget about what it would cost the city to run the museum (as opposed to us), we’re unsure how to answer that question.
- Museum Sign – Theresa was unable to make the meeting so will present ideas at next board meeting.
- Moved by Larry, seconded by Arlene to Ratify email motion of July 10, 2023 by Lynne Holland, seconded by Arlene Boon that “the NPHS donate \$100 to the Fort St. John Hospital Foundation - Peace Villa Fund in memory of Everett Patterson.” Carried. Joan Patterson would like to come back and volunteer in gift shop. Daughter, Linda, asks that someone be present with her. Heather will usually be around when Joan is in (days/times in morning TBD).

### **4. Correspondence**

- g) North Peace Community Foundation provided \$25,423.08 for 95% of our Municipal Property Taxes.
- h) Jordan Kealy PRRD Area B – Grant-In-Aid confirmation letter \$14,250 for front façade via Gas Tax (have to submit receipts to get reimbursed)
- i) Karen Mason-Bennett asked if we would like to have a table in a Community Garage Sale on Sept. 16 at Northern Lights College. We declined due to increase of events/fundraisers in 2023.

- j) Sara Parsons contacted us about Work BC Wage Subsidy Grant. We have the option to apply for a full-time staff person for 24 weeks (and hire any unemployed resident of BC) or hire their client match candidate for part-time for up to 78 weeks. There is no part-time option apart from the client match.
- k) Paola Banks (City of FSJ) contacted us to see if we would participate in the Energetic Amazing Race on September 23 from 11-1. We decided to participate with a small scavenger hunt activity in our gift shop (to create more awareness about the gift shop).

## **5. New Business**

- g) The North Peace Historical Society celebrates 60 years in September. Work is underway to do a weekly series of social media posts (roughly August-December) celebrating parts of our history. Events committee has planned a special anniversary celebration on Sept. 22 at 7 p.m. Larry and Heather will present on the society's history and will show the moving of the police barracks film. We will serve cake, visitors can explore the museum, and we will offer short 10-minute tours of collections storage (capped at 15 people/tour).
- h) The North Peace Spinners and Weavers will celebrate St. Distaff's Day at the museum on Saturday, January 6 from noon to 3 p.m.
- i) North Peace Airport Services has asked the museum to put together a wall of plaques/signs depicting photographs and a brief history of the airport/aviation in this area. They will pay us \$1000 or so (image/research fees) and K-Mac will design the plaques. The basis of this will be our current airport exhibit with text/photo changes. It will go on the wall facing the sliding doors into arrivals. The museum's name will also be prominent on that wall. It may mean postponing some of our current exhibit plans (signs on Slyman, Yipps, and other minorities) are postponed into 2024. Plan is to accomplish this exhibit this fall.
- j) Our chest/deep freezer in the kitchen doesn't work anymore. Bruce attempted fix just prior to meeting (fix didn't work as of next day). We can take it to ABC Recycling. We will try making do without that freezer as we still have a large fridge freezer and the walk-in freezer.

Manager and Committee Reports attached.

Ken fixed parking lot gate again, but we may need a stronger fence there at some point.

**Adjourned:** 8:09 p.m.

## Board Meeting Reports – July 19, 2023

**Manager's Report:** The end of June was busy with school programs and tours. Though we enjoy the kids, it's been wonderful to have two weeks off from these programs before summer camp visits/programs start! Luke, Brenna, and I updated the old scavenger hunts to include the Allen House for Canada Day. I got my food safe for pie sale and put together instructions for pie sale volunteers.

I've spent much of the last two weeks working on our Capital Gaming Grant for solar panels. I'm just putting the finishing touches on it and then getting some input from Northern Lights Charitable Gaming Association before I submit it. Ken and I got a second quote from a company out of Grande Prairie (it is cheaper, but they know less about our building than Peace Energy Co-operative). If we get this grant then we can go ahead with the solar panel project to make us net zero (and save \$4000/year). Luke has got through several batches of miscellaneous photos from the back and is now working on a large album (newly donated) related to Upper Pine Elementary school in 1969-70. He is great at helping our volunteer scanners troubleshoot newspaper scanning issues.

**Intern Report:** Since last month I have been working on deaccession paperwork and its ties to my inventory work in the collection. Inventory has been going well and I am about halfway done. I have been working on various small graphic design projects utilizing the free software Canva. Since the last accession committee meeting I have been working on cataloging the new artifacts.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Brenna led our acquisitions committee meeting on July 6 and is now hard at work cataloguing new items. Our newspaper scanners have hit 2001 with no Y2K bugs! The OCR process can be a bit on the slow side, but is steadily putting issues through. Tamara and I have responded to 93 inquiries so far. Janice continues to add information to photos in the database. I have trained several new student volunteers this summer! Mya and Colton are scanning Schubert negatives. Rachael is helping sort NPHS clippings and do research for the NPHS' history posts on Facebook. Jennie (a student archaeologist) is delving into our archaeology display case of mystery (where we know nothing about the artefacts or what permits, etc. they came from).

### *Exhibits/Maintenance Committee:*

BC Firesafe finally came in June. Thanks to Bruce and Chris for mowing. Chris donated some new plants for our derrick garden (which Luke and Eric are keeping alive). The Allen House has lost a couple of shingles. Ken had a good look at the roof. It's still water tight, but likely down the road we will need to consider roofing options.

*Gift Shop Committee:* Gift shop is fairly busy these days with lots of tourists (as well as some sales that came out of the Be a Hometown Tourist program and selling garden tour tickets). The museum gift shop made just over \$1000 on Canada Day. Gift Shop Committee ordered more books, toys, and Indigenous art products (journals, colouring books, puzzles, etc.). We've also ordered some more small display units and three shopping baskets (according to Brenna's course, customers spend 15 minutes longer and 25% more if they shop with a basket). We had a good discussion at our July 10 meeting about changing the front counter area as per our strategic plan. Ken will draw up a plan for us when he has time.

### *Events and Fundraising Committee:*

766 people attended our outside scavenger hunts/toured the outside buildings on Canada Day. Yard sale leftovers (along with some coins, rocks, and postcards from the gift shop) worked well as prizes. 621 people toured the inside exhibits. The Lake Next Door Exhibit was a huge hit with families. Our July 7 cemetery tour had more promotion and better attendance (14 people) compared to our spring tours. We redeemed an \$1000 cheque this week for our bottle fundraiser. We'll have made just over \$3000 doing this in one year (despite bottles being stolen from airport in January). Thanks to Arlene, Bruce, Cheryl, and the other bottle sorters.

Thanks to Bruce C., Chris P., and Bruce K. for getting their food safe to help at Rotary Rib Fest pie sale. We likely want to have one or two more people get food safe in 2024 or 2025 and so on so we have rotating expiry dates over five years. We were fortunate that we were able to get several non-board members to help (including some of our younger volunteers). Roughly 600 people bought pie or coffee at our Rotary Ribfest pie sale. We made over \$3500 with expenses to be deducted (apart from extra plates, etc. which can be used at other fundraisers/events) and extra pies still to be sold. Get yours for \$10 or 2 for \$15!

## North Peace Historical Society Minutes — August 16, 2023

**Present:** Heather Sjoblom, Arlene Boon, Lynne Holland, Chris Paull, Ken Boon (by phone), Connie Doucette, Michelle Turnbull, Theresa Mucci Rodgers, and Larry Evans.

**Regrets:** Bruce Christensen and Matt Preprost

**Call:** 6:58pm

**1. Minutes of July 19, 2023** - Motion by Larry *“THAT the minutes of July 19, 2023 be accepted by the Board.”* Seconded by Lynne. Carried

**2. Financial reports of July 2023** – Motion by Lynne *“THAT the Financial report of July 2023 be received by the Board.”* Seconded by Michelle. Carried.

Discussion regarding search for new bookkeeper. Two interviews conducted this week, and one a few weeks ago. One more to be interviewed by the end of August. Hoping to have confirmation of new bookkeeper at the next Board meeting.

Also discussed the reinstatement of the minimum purchase for credit cards. During the pandemic, it was temporarily suspended. Motion by Theresa *“THAT the \$10 minimum be established (with signage) to advise attendees. If anyone rejects this higher minimum, we should make note of how many times, and present at the next board meeting”.* Seconded by Chris. Carried.

### 3. Old/Previous Business

- Rotary Rib Fest/Pie Sale Cost Analysis – Discussion the cost analysis breakdown that was prepared by Heather. Points raised will be taken into account for next year’s planning of the Rotary Rib Fest event.
- Museum Sign – Theresa voiced a concern regarding the attachment to the oil derrick in front of the Museum for safety. Chris has offered to follow up for the signage to be attached to the oil derrick, to ensure whether there would be any safety concerns to consider.
- Fall Employment Options: Work BC Grant Discussion/Finances/Chris Gillet – Chris Gillet is the likely candidate for hiring this Fall. She already has the Museum experience for cataloguing, etc. Suggesting \$17/hour. 20 hours/week (mid-September to end of December 2023). Motion by Theresa *“THAT the board accepts the hiring of Chris Gillet as a Fall Employment Option, instead of participating in Work BC Grant program”.* Seconded by Larry. Carried.

### 4. Correspondence

- Card from Volunteer Brenna Gervais (intern) thanking us for valuable time spent here.

### 5. New Business

- Spirit of the Peace Meeting - Monday, September 11/2023. We will be providing coffee/tea, snacks, and lunch (in return for donations). Larry to check with Gus McLeod to see if we could receive support. We are expecting up to 20 people potentially. Volunteers needed. Chris has offered to help. Marilyn has offered to help in the gift shop.
- FSJ Block Party – September 9/2023 @ Centennial Park between 11:00am and 3:00pm. Volunteers are needed to man the Fish Pond event at the Block Party. Please let Heather know if you are available to help.
- Halloween Night at the Museum – Rotary Club of Fort St John – Sunrise has agreed to partner up again this year for this fun event. Heather has created a sponsorship letter to be sent to various businesses. This year we have added a sponsorship for Halloween decorations, since

last year's Halloween decorations used are not available. Please check with Heather before approaching any businesses, to ensure that we are not doubling up on requests.

Manager and Committee Reports attached.

**Adjourned:** 7:45 p.m.

## Board Meeting Reports – August 16, 2023

**Manager's Report:** I submitted our Capital Gaming Grant for solar panels at the end of July after making some changes suggested by Northern Lights Charitable Gaming Association. By the end of August, we'll have had seven visits to/from summer camps for scavenger hunts or programs. Our rodents program has been updated with easier crafts to prep. We've also made changes to our wild animals program that we tested in July (new food chain activity featuring more animals discussed in the program and a new lynx mask craft). I have approached Surerus Pipeline for our marine dinosaur kits in November. These kits will see kids make marine dinosaur lanterns out of glass jars. PLEASE SAVE YOUR PASTA SAUCE SIZED JARS AND BRING THEM TO THE MUSEUM!

Rachael and I have finished the set of 24 social media posts (for Facebook and Instagram pages) about the history of the NPHS. The first few have been well received. They are/will be scheduled each Friday until the end of the year (I can only schedule one month in advance). I am working on an exhibit profiling nurses for the hospital exhibit along with some medical items they donated to the museum. This exhibit will be installed on Aug. 22.

Luke has got through several batches of photos from 1983 that were not scanned and in the database. He is working on a box of photos to be accessioned that were set aside about 10-12 years ago in a box to get to when we had time. Many of these were donated in the 1990s and early 2000s. He is working on his first draft for his Bedaux expedition exhibit. Brenna got through about 2/3 of collections storage inventory. She has kept up with cataloguing items with signed gift forms from our July acquisitions meeting. Brenna has started working on some new signs to replace the terribly outdated signs in our Indigenous exhibit. These will be a stop gap measure until we can work more closely with local Indigenous groups on a permanent display. Heather will finish them and mount them.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners have hit 2002. Several are on holidays this month, but Luke hopes to hit 2003 before he leaves. Tamara and I have responded to 107 inquiries so far (up from 93 last board meeting). I've finally caught up on typing up all the inquiries I answered in case we get similar ones in the future. We are still on pace to set a new record. Janice continues to add information to photos in the database. Volunteers continue to scan the Schubert negatives and are steadily making their way through the portraits of local people.

*Exhibits/Maintenance Committee:* Thanks to Bruce and Chris for lawn maintenance. Thanks to Chris who fixed our parking lot gate by welding the wheel attachment for the long gate. The rain has helped our gardens greatly though our shrubs are still in trouble.

### *Gift Shop Committee:*

Ken drew up a plan for the new front counter. Andy of Andy's Cabinets will take on this project this winter. He'll meet with Ken and I to go over the plans. The gift shop is up and down this summer. We have an amazing day followed by a quiet day. We ordered more stuffed animals and are planning on ordering some new wildlife/nature guides (same type as in Charlie Lake Exhibit) as there have been several requests for them.

### *Events and Fundraising Committee:*

A huge thank you to our bottle sorters. We've made about \$300 of our next \$1000.

The Charlie Lake Conservation Society events this past month have been successful. The presentation on fish was well received by 17 people. Heather insisted the CLCS take the donations from that night as they've been very generous to us with the time put into the exhibit and events as well as donating the money from the summer camp programs to us. On August 8, 63 kids and adults joined the FSJ Public Library and CLCS at the museum for amazing bats. Bruce K of the CLCS did a great presentation on bats. The FSJPL ran a bat scavenger hunt around the museum as well as a bat craft. The museum and gift shop got lots of exposure, however, gift shop sales were not what we hoped for that day. There are two more CLCS presentations in the evening on Aug. 15 and 22.

Our Woodlawn Cemetery tour in July was rained out. We moved it inside as of that morning but only had four people attend. 6 adults and one child attended our Alaska Highway Cemetery Tour on August 11. Events committee will discuss taking a break from these tours next year or changing them up. This is made difficult by the \$35 permit fee the City charges us to do these tours.

**North Peace Historical Society Minutes —  
September 20, 2023**

**Present:** Bruce Christensen, Heather Sjoblom, Arlene Boon, Lynne Holland, Chris Paull, Ken Boon, Connie Doucette, and Theresa Mucci Rodgers

**Regrets:** Michelle Turnbull, Larry Evans and Matt Preprost

**Call:** 6:57 p.m.

**1. Minutes of August 16, 2023** - Motion by Arlene *“THAT the minutes of August 16, 2023 be accepted by the Board.”* Seconded by Ken. Carried

**2. Financial reports of August 2023** – Motion by Lynne *“THAT the Financial report of August 2023 be received by the Board.”* Seconded by Arlene. Carried.

**3. Old/Previous Business**

- Search for new bookkeeper completed. A total of 3 interviews took place. Lynne and Heather have recommended Danielle Barker to be hired @ \$50/hour. She expressed an interest in the museum and grant writing, which would be beneficial to the Society. Motion by Lynne *“THAT the Board approve the hiring of Danielle Barker @ \$50/hour.”* Seconded by Chris. Carried.
- Museum Sign – Chris shared his findings for a new sign for the Museum. Bryce Novak (City of FSJ) was contacted regarding the new Museum sign on the property. City would charge \$45 for a permit. Brian Elliott from Tryon was contacted and we were advised that the cost of the engineering to install a solid sign would be about \$3500. Justin Todd at McElhanney was contacted and we were advised that the cost of engineering for a new sign would be about \$4500. A 2ft x 8ft canvas sign was introduced as an idea and may cost about \$72 plus taxes, and plus a city permit of \$45. Measurements are to be taken to indicate the size we would need. Heather to check with K-Mac for material of new signage as well.

**4. Correspondence**

- NPSCU Letter –Welcome to Interior Savings Family
- CRA – Confirmation of Charity Information Return Filing
- Work Safe BC – Higher Risk New Group Rate Letter
- Alaska Highway Business & Travel Guide – ad for 2024 – 1/6 of a page costs about C\$1290. However as we are a non-profit society the cost would be about C\$650 plus tax. Motion by Ken *“THAT the Board approve the 2024 ad in the Alaska Highway Business & Travel Guide for one year.”* Seconded by Chris. Carried.

**5. New Business**

- Criminal Record Checks (need to update with new members) - Discussion regarding the length of time between Criminal Record Checks to be completed. Motion by Arlene *“THAT the Board approve the requirement for Criminal Record Checks to be performed every four years.”* Seconded by Connie. Carried.
- Merchantreview.net wants to look at Moneris statement and act as broker to find best merchant system for us (keep phoning us). Board has indicated that we are not interested in this service. Heather to advise Merchantreview.net.
- Donation of 25 Peace River Bridge Construction Photos – Patricia Corbosiero wants us to cover FedEx shipping (with insurance) to bring them here. Heather is to contact Patricia to determine where these photos will be shipped from, and whether there is any back story as to how Patricia came across these photos (ie. Were they from a family album or an estate, etc?)

Board has agreed to let Heather proceed with setting up the shipment of the photos, if she determines that they are worth the cost of shipping (and insurance).

- Museum fence – A good discussion regarding the need to address vandalism with the repeated broken fence at the back of the Museum. It was suggested that we arrange for the fence to be blocked off and to install metal “No Trespassing” signs. Video surveillance cameras were discussed, as this may also be a deterrent to the vandalism. However, the Board has decided to shelve the idea of a camera for now, and concentrate on blocking that entrance with heavier duty metal as an option. The parking lot gate is to be fixed, as it is getting more difficult to move it at the entrance to the parking lot each day. Motioned by Arlene *“THAT the Board approve the front fence to be fixed, so that it is more operational, once a cost has been determined”* Seconded by Ken. Carried.

Manager and Committee Reports attached.

**Adjourned:** 8:10 p.m.

## Board Meeting Reports – September 20, 2023

### **Manager's Report:**

We had four summer camp visits in during the last half of August to do our rodents program, Charlie Lake program, wild animals program, and two scavenger hunts. I've been busy working on our presentation for the NPHS' 60<sup>th</sup> anniversary. Our new exhibit Nursing in the North (on 10 nurses) is up in the hospital lobby in partnership with the Hospital Arts Committee. I condition checked and cleaned the Anne Young exhibit on display at the Anne Roberts Young School. We've updated some of Indigenous history signs as a temporary measure as the old ones were embarrassingly out of date language-wise. Brenna started working on more information about some of the photographs that were up in the original exhibit. I've expanded on this to include the Dane-zaa creation story as well as information on the Dane-zaa language and Treaty 8. This measure will be in place until we can work more closely with Indigenous groups to incorporate their history in the museum.

Lori Slater (with Northern BC Tourism) came to do an accessibility survey on Aug. 22. We tick a lot of boxes and she recommended we put an accessibility paragraph on our website (which I have now done under the contact section). Some of our accessible features will be listed on the Hello BC website. There are some things we could do to improve if we wanted to down the road (such as higher toilets in accessible stalls or horizontal grab bars above back of toilet) or consider a lower counter portion in our new gift shop counter.

Luke catalogued over 400 photographs this summer (scanning many of them as well). He helped scan about four years of the AHN. Luke's exhibit on the Bedaux Expedition is up in our display case at the airport. Chris Gillett has started as our part-time employee as of Sept. 12. She is settling back in easily and hard at work cataloguing.

We hosted the Spirit of the Peace (SOTP) Museums Network Meeting on Sept. 11. Thanks very much to Larry for arranging for KFC (I've sent a thank you card to Gus) and for Arlene for doing all the kitchen prep/clean up. SOTP (and Northern Trails Historical Society (NTHS) – BC Peace Museums) will be partnering with a Treaty 8 Indigenous working group to do a workshop this fall and hopefully get a Treaty 8 panel for each museum out of it with Indigenous-led input from Elders at Doig. SOTP had good discussions here and a great tour of Tse'k'wa. On Sept. 15, NTHS held a meeting in Tumbler Ridge. We are working on a Doors Open event for next July (rotating amongst communities to feature museums/historic buildings) as well as have plans in the work to expand our Northern Heritage Christmas website and work towards an accessibility project to film hard to access buildings, etc. for each museum in our group. A huge thank you to all the volunteers who filled in for me during my son's gradual start to kindergarten.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners are nearing the end of 2002. Sandra has been cutting apart the 2006 AHN. Tamara and I have responded to 114 inquiries so far. Janice and Karla are back working on the Schubert negatives.

*Exhibits/Maintenance Committee:* Photocopier was fixed on Aug. 16 so that all computers can print from it again. Thanks to Chris Paull, his grandson, and Bruce for mowing and trimming. Chris, Arlene, Ken, and Larry helped move some artefacts and fish pond stuff to our sea can, making space in the receiving room and collections storage. Eternity Timbers is gearing up to start on our front façade this month.

*Gift Shop Committee:* We've ordered a variety of new wildlife and nature guides (including many of the type on display in the Charlie Lake Exhibit). We've restocked the book *Bannock and Beans*. We are now carrying Helen Knott's new book *Becoming a Matriarch*. We've placed an order for syrup, moose droppings (chocolate), and blueberry tea.

### *Events and Fundraising Committee:*

The Charlie Lake Conservation Society (CLCS) had 16 people attend their presentation on algae and plants in Charlie Lake on August 15. 19 people attended their "What's with the water in Charlie Lake" presentation on August 22. 215 people stopped by our Sucker Sunday Fish Facts and Fish Pond at the block party. We made just over \$170 from the fish pond. Thanks to all our volunteer bottle sorters, we are at \$735 of our fourth \$1000. We are gearing up for the NPHS' 60<sup>th</sup> anniversary. Lynne had kindly donated her air miles to fly up Susan Birley (our curator c. 1979-1983) who will talk about the museum at Peace Island Park, the Alaska Highway Museum, and the steps towards making our current museum building a reality. Larry and I will fill in other parts of our history. The pine needle basket course is full and waitlisted (Sept. 28). No registrations yet for the dream catcher class.

**North Peace Historical Society Minutes —  
October 18, 2023**

**Present:** Bruce Christensen, Heather Sjoblom, Arlene Boon, Lynne Holland, Chris Paull, Ken Boon, Theresa Mucci Rodgers, and Larry Evans

**Regrets:** Michelle Turnbull, Connie Doucette, and Matt Preprost

**Call:** 7:00 p.m.

**1. Minutes of September 20, 2023** – Changes were made to September minutes to correct spelling of charity and to correct front fence to parking lot gate. Motion by Theresa *“THAT the minutes of September 2023 be accepted by the Board.”* Seconded by Chris. Carried

**2. Financial reports of September 2023** – Sonja came up and transferred bookkeeping documents over to Daniele Barker on October 11. Changes to financials were made so ending balance of museum committee is \$38,590.56 and ending balance to gaming is \$13,748.37. Theresa proposed a new way to show quarterly report with recent column first. Motion by Lynne *“THAT the financial report of September 2023 and the third quarterly reports be received as presented by the Board.”* Seconded by Arlene. Carried. Sonja served as our bookkeeper at a reduced rate. Motion by Larry *“THAT the NPHS provide a \$250 bonus to Sonja.”* Seconded by Ken. Carried.

**3. Old/Previous Business**

- Museum Sign Options: Motion by Arlene, *“THAT the NPHS purchase the sepia (top option) 5' x 16' banner (\$720 plus taxes) for the derrick along with the two dibond museum signs (\$85/each plus taxes).”* Seconded by Theresa. Carried. Installation will depend on weather.
- Gate: Ken obtained a gate quote from Rite-Way Fencing Inc for a 24' cantilever gate. This would reduce our entrance by 6'. The board asked for a second quote for 2 15' gates and for Ken to test the entrance with his trailer to see if 24' is adequate to make the turn. A decision needs to be made by email when we have this information so work can get started quickly.
- Record Checks: Heather will circulate the CRCP via email for our volunteers with “potential for direct or unsupervised access to children and/or vulnerable adults” to get their record checks done. This is an easy and free way to do it from home. If anyone would prefer not to do this through CRCP, please speak to Heather.

**4. Correspondence**

- Milepost Ad: Motion by Larry *“THAT the NPHS place our usual ad in The Milepost for \$423 USD.”* Seconded by Arlene. Carried.
- Credit Union Merger Vote package received for information.

**5. New Business**

- Rotary Santa takes place on December 9. We could do something inexpensive (stocking stuffers) but most people there don't want to buy/have cash to buy items. This is already a busy week for us with two Christmas events so board decided to pass.
- Funds on Hand: We have some money to use up before year-end (on signs and possibly gate). Other funds could be used for iPad stands or accessible toilets/grab bars. Heather and Ken will look into iPad stands to use in exhibits that will keep our iPads secure. Motion by Larry *“THAT the NPHS spend up to \$350 per stand including tax.”* Seconded by Chris. Carried. We will see where we stand financially in November.

Manager and Committee Reports attached.

**Adjourned:** 8:05 p.m.

## Board Meeting Reports – October 18, 2023

### **Manager's Report:**

I've been busy getting ready for Halloween at the Museum this month. We have six sponsors (including Rotary) who have contributed \$3,250 for this event (Home Hardware's donation will be in candy rather than cash). This is more than double what we raised in our first year! I've had much more time to plan this year and have had several different groups of volunteers working on the preparations for this event so we're not stuck doing a million things in the last week! Visitors will enter through the receiving room this year and have a long line up into the museum so that few (if any) people are left standing outside. There will be short Halloween activities posted by the line-up to help the wait pass faster. We've got two craft sheets and two craft bags ready to go for an estimated 400 kids as well as candy and Halloween goodies and facts for each station.

Marine Dinosaur Kits (sponsored by Surerus Pipeline) are also well underway. I have the craft supplies, instructions, and templates ready to be packed (pending some jars) and am just starting on the fun fact sheet. Thanks to all those who have been helping to clean all the jars for the marine dinosaur lanterns.

I've registered the NPHS so that we can do volunteer criminal record checks for free online. In order to participate in the CRCP (Criminal Records Check Program), volunteers should have "potential for direct or unsupervised access to children and/or vulnerable adults." The other catch was that they wanted all of the above volunteers to do a record check within the first year of us participating in this program. If you won't have any potential for direct access to kids/vulnerable adults through any of our events/programs then there is still the option for you to pay for a record check through the police department and I can provide you with a letter for that. Following discussion at our board meeting, I can send out the link as needed.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners have just finished 2003 and are now working on March 1991 (one of the complete months found at the AHN this summer that were missing) before starting on 2004. Joan Trask has cut apart the rest of the 2006 AHN. Tamara and I have responded to 120 inquiries so far (inquiries are slowing down). Janice and Karla have finished culling the more recent batch of Schubert negatives and will start entering them in the database. Coltan continues to scan the Schubert negatives.

*Exhibits/Maintenance Committee:* A window in the Allen House was broken in late September. We got a quote from Peace Glass. In the end, Chris Paull got the glass donated and installed the pane (which is now awaiting caulking). Exhibits committee met to discuss signs. Please see sign PDF to discuss at our meeting. Ken, Chris, and Larry repaired the fence where it had been broken. Ken and Larry installed the updated Allen House sign on the front of the house.

*Gift Shop Committee:* Gift shop committee met on Monday and placed an order for souvenirs, etc. from Niagara River Trading Company. October is a much quieter month in the gift shop but sales were steady through September. We're looking in to some items through SJA Promo that would incorporate our Journey Through Time logo to help meet the part of our strategic plan to present more local history on gift shop merchandise.

*Events and Fundraising Committee:* 41 people attended the NPHS' 60<sup>th</sup> anniversary. The presentation was very well received. Attendees enjoyed cake and about 15 of them took a behind the scenes tour of collections storage. Lynne and her granddaughter, Chelsey, looked after the Energetic Amazing Race. Karlene and I developed the gift shop scavenger hunt for the race. We had 61 people participate and created a lot more awareness of our gift shop. Métis Elder Linda van Wieringen led full classes for pine needle baskets (Sept. 28) and dream catchers (Oct. 7). There is lots of interest for some of her other classes. We will look into this for next year and have her permission to pass on the honorarium fees to participants (an increase of \$15/each). 77 people attended the Rudy Schubert documentary night. We purchased 10 DVDs of the short version of these films from Eagle Vision as we didn't keep one for the museum last time. This gives us two copies for our own and a few to sell (three sold so far).

**North Peace Historical Society Minutes —  
November 15, 2023**

**Present:** Bruce Christensen, Heather Sjoblom, Arlene Boon, Ken Boon, Lynne Holland, Chris Paull, Connie Doucette, Michelle Turnbull, Theresa Mucci Rodgers, Larry Evans, and Matt Preprost (by telephone)

**Regrets:** None

**Call:** 7:00 p.m.

1. **Minutes of October 18, 2023** - Motion by Larry *“THAT the minutes of October 18, 2023 be accepted by the Board.”* Seconded by Lynne. Carried
2. **Financial reports of October 2023** – Motion by Lynne *“THAT the Financial report of October 2023 be received by the Board.”* Seconded by Arlene. Carried.
3. **Old/Previous Business**
  - Motion by Ken *“THAT the Board ratify email dated October 30, 2023 that the North Peace Historical Society proceed to have Riteway Fencing Inc. install a 30’ cantilever gate.”* Seconded by Chris. Carried.
  - Gate Update – Discussion regarding the gate update and timing of getting it installed.
4. **Correspondence**
  - Community Foundation Email – Since the grant funding would be very close to the timing of the property taxes being paid on time, the Board has asked Heather to ask about potential late fees, and whether the City would consider waiving any penalty.
5. **New Business**
  - PRRD Grant Request Ideas – Needs to be submitted by the end of January 2024. Past grant monies were used for front facade, Allen House, and exhibit dividers. Chris suggested looking into derrick cables. Discussion made regarding the requirements or not. It was decided after much discussion that we would do a maintenance grant. This would include installing more outside lighting for security, fixing the chinking on some of our buildings, and working on rain water irrigation for the garden. Ken will check with Ed Klassen for a lighting quote. Chris will come up with a quote for items needed for collecting rain water. Ken will check with Chinook Log Homes regarding chinking costs.
  - Confirmed next Board meeting will take place on December 13<sup>th</sup> (instead of December 22<sup>nd</sup>, due to the Holiday Season)
  - Vandalism issues – Discussed putting more No Trespassing signage up. If we have vagrants on the property, we are not to engage and to contact the RCMP and By-Law officers so that they have start a file regarding the ongoing issues.
  - Plan for Seniors Tea/Visit on November 21<sup>st</sup> – The Board has confirmed that we should buy food for this. Kitchen helps confirmed as Arlene, Joan, and Chris. Larry, Heather, Bruce, and Evelyn will help with tour/Schubert films. Event costs at \$18/per person. 19 registered so far.
  - Summer student wage for grants – Currently minimum wage is \$16.75/hour. Motion made by Lynne *“THAT the Board approve up to \$18/hour for 2024 submission.”* Seconded by Chris. Carried.
  - New Banner required – Due to the wind that Fort St John constantly has the banner provided by K-Mac tore right away. K-Mas has advised that they will replace the banner with a more “breathable” fabric. Larry has offered to contact D&D Insulators prior to confirming with K-Mac

about it. Theresa has suggested that perhaps we replace the new banner, but don't put it up until Spring 2024.

- Discussed the upcoming Old Fashioned Christmas Tea on December 6<sup>th</sup>. Calls have gone out to volunteers to bake some goodies for the day. Last year there was approx. 121 that attended. Discussed ordering sandwiches for 100 people. This combined with baked goodies should be enough for the event, scheduled from 11:00am to 4:00pm.
- Discussed the upcoming inventory day coming up the last week of December. Pending decision on the date to be discussed at next Board meeting.

Manager and Committee Reports attached.

**Adjourned:** 8:10 p.m.

## Board Meeting Reports – November 15, 2023

### **Manager's Report:**

The beginning of October and end of November were crazy with Halloween and Dinovember activities. All the thank you letters to sponsors have gone out for Halloween and several sponsors have expressed interest in next year's event. Volunteers helped undecorate from Halloween and set up a new Dinovember dinosaur scavenger hunt in the museum. This scavenger hunt operates the same as last year's but with new locations to discover the 12 dinosaurs around the museum. It's already been far more popular this year than last year. I've put together 15 posts of the dinosaurs getting into mischief around the museum for our Facebook and Instagram (half of what was done last year). Families can vote for their favourites to win a dinosaur prize pack again. I put together the fun fact sheet for the dinosaur kits. Thanks to Michelle, Arlene, and Chris G for their help packing them as well as all the volunteers who prepared the materials (cleaned jars, measured and cut string, etc.).

I've been hard at work on the aviation exhibit requested by the airport. The text has to be short as the font size needs to be large for the position high up on the wall. I'm finding some great new photos in our archives for it as well as it will be primarily photo based. I've talked to Kathy Scheck, principal at Ma Murray School. They would love to have an exhibit on Ma Murray and Bella Yahey for a display case in their lobby. I'll work on this over the next month or two. This will be the second school to host a museum display (as per our strategic plan).

I've been working on our Strategic Plan review PPT. Strategic Plan committee will meet Nov. 29 at 2 to review.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* Our newspaper scanners are working on 2004. A huge thank you to Tamara, Chris P, Larry, and Ken for helping us salvage what we could from the AHN for missing newspapers as well as collect office supplies. Joan Trask is cutting apart the rest of the 2007 AHN – the last year we have hard copies for until late 2015. She'll now work on cutting apart the missing issues we have salvaged from the AHN last summer and in October. Tamara and I have responded to 132 inquiries so far. Janice, Jim and Tamara are going through a recently donated newspaper scrapbook salvaging articles that are of use. Coltan continues to scan the Schubert negatives. Chris G has gotten through most items from our last acquisition committee meeting. Chris G, Tamara, and I sorted through a box of items from Arthur Hadland (belonged to Austin Hadland) and found a gold mine of directories as well as some other treasures to accession or put in the vertical files. We've expanded the vertical file system into my office as the archives office vertical file cabinet was running out of space.

*Exhibits/Maintenance Committee:* Thanks to Bruce for caulking the window in the Allen House. Thanks to Ken, Chris, and Larry for installing the sign on the derrick and on the back of the museum. We had some issues with the derrick banner sign getting damaged already and K-Mac will get back to us on it after coming to see it in person. Work was slow on the front façade project due to the Hardie board siding and windows taking a long time to come in, but they're working hard on it now.

*Gift Shop Committee:* Gift shop committee placed orders with Nature's Expression (rocks/souvenirs) and Little Blue House (socks, notepads, ornaments, mugs, and baby tights). We got a special deal through SJA Promo to put the Journey Through Time logo on baseball caps. We also ordered Journey Through Time t-shirts (particularly in the larger sizes as requested by some customers).

*Events and Fundraising Committee:* Thanks to the hard work of all our bottle sorters, we've redeemed our fourth cheque for \$1000 since we started this in the summer of 2022. Halloween at the Museum was our most successful event this year. 791 people attended (about 350 kids). We gave out craft kits and candy for several days after the event and then donated the remaining craft kits to a school and daycare. Entering via the receiving room was a great improvement and resulted in more sales when people exited via the gift shop. We learned some lessons about parking and candy numbers for next year (should have given out more candy). The event was super well received by the community and our sponsors.

Marine Dinosaur Kits were super well received by the community. We gave out all 200 in less than four days (including 80 on Tuesday). Word travelled fast on social media. We got some great photos and feedback from the community. We also gave out 38 colouring sheets. Several people coming in for kits bought items, browsed the gift shop, or went through the museum and did the scavenger hunt. Some plan to come back to do some Christmas shopping.

**North Peace Historical Society Minutes —  
December 13, 2023**

**Present:** Bruce Christensen, Heather Sjoblom, Arlene Boon, Ken Boon, Lynne Holland, Larry Evans, Connie Doucette, and Theresa Mucci Rodgers

**Regrets:** Chris Paull, Michelle Turnbull, Matt Preprost

**Call:** 7:02 p.m.

**1. Minutes of November 15, 2023** – An error was discussed in the November 15, 2023 Minutes - that Larry Evans was not present. He was, in fact, present at that meeting. Motion by Larry *“THAT the minutes of November 15, 2023 be accepted by the Board, after this correction is made.”*

Seconded by Ken. Carried

**2. Financial reports of November 2023** – Motion by Lynne *“THAT the Financial report of November 2023 be received by the Board.”* Seconded by Arlene. Carried.

**3. Old/Previous Business**

- Front Facade Update – Outside work is coming along nicely. Inside painting to be done yet. Hoping for the final bill to be received after year end.
- Gate Update – Gate has been installed and paid for. It seems to work ok once it gets going.
- Banner Update – Larry spoke with D&D Insulators and they would be willing to sew the banner that is being replaced by K-Mac. This may help with the strengthening of material due to high winds in Fort St John. Heather is to re-order the banner, which is being replaced at no cost.

**4. Correspondence**

- Work BC 2024 Premium Rate 0.49% - Brief discussion regarding this slight increase.
- HUB Insurance \$6,653 – This is an increase of approx. 6.5%. Motion made by Lynne *“THAT this invoice, which is due December 27, 2023, be paid right away”*. Seconded by Larry. Carried.
- Last minute item – BC Draft Assessment dated December 4, 2023 received for review.

**5. New Business**

- Set Inventory Date – Thursday, December 28, 2023 beginning at 9am.
- Set AGM Date – Proposed date is February 28, 2024. It has been discussed that perhaps Senator Richard Neufeld be considered as a guest speaker. Bruce to contact Richard to check on his willingness and availability. It was discussed whether the dessert/coffee be considered again this year, instead of a catered dinner. Tickets \$10/each seemed to work well last year. Looking for a different caterer. It would be handy to have the financial reports, and the membership numbers, available a week before to review.
- Chris Gillet employment 2024 – It was discussed that she be rehired for January to April 2024 again @ \$20/hour. Motion made by Theresa *“THAT the employment offer be extended to Chris for January to April 2024 @ \$17/hour”*. Seconded by Ken. Carried.
- The City of Fort St John is proposing a change in policy for grants over \$3,000 that would need to be presented to Council to be eligible to apply. The Board will wait and see if the proposal goes through.

Manager and Committee Reports attached.

**Adjourned:** 7:50 p.m.

## Board Meeting Reports – December 13, 2023

### **Manager's Report:**

Thanks to our volunteers who help prepare Kids' Night crafts. I had lots of fun putting together a presentation on the history of snowmen as well as preparing craft instructions and activities. The Seniors' Task Force event on Nov. 21 (Schubert films, tour, and tea) was well received with many seniors saying this was the highlight of their week. I have a tour for a visually impaired class from SD 60 on Dec. 12 and have enjoyed the challenge of figuring out how to do a more hands-on and close-up tour to improve their experience in the museum.

Our aviation exhibit has been edited and I've just submitted it to North Peace Airport Services for approval. It will then go through a design process with K-Mac Signs (at the airport's request). I'll then invoice them for our time and the photographs selected. Jennie has finished her archaeology exhibit. The tools are now grouped together according to use along with interpretive signs. She's done lots of extra research on these items. See more on iPad under exhibits below. January is turning into a busy grant month with our usual two summer student grants and PRRD grant but also with our BC Family Day grant (due Jan. 3) and an Exhibit Circulation Fund grant for hosting the Royal BC Museum's Mushroom exhibit next summer. I'll have our Canada Summer Jobs and Family Day Grants submitted before my holidays on Dec. 15. I'm on holiday Dec. 15 to Jan. 1.

### **Committee Reports:**

*Collections, Archives & Artefacts Committee:* The Acquisitions Committee met on Nov. 30 to accept more artefacts to our collection. We mostly had large sets of donations from a few donors. We also had room to discuss some items that were un-accessioned in our collection. Chris G is working on a large collection of Dopp photographs of Bear Flats area (copies via Ken and Arlene) and will move on to cataloguing the items from our Nov. 30 meeting once she's done. Our newspaper scanners have moved on to 2005! Joan Trask has finished cutting apart the missing issues we salvaged from the AHN and is now working on some of the Northerner issues we have in hard copy. Tamara and I have responded to 143 inquiries so far. Janice and Karla are working on cataloguing Schubert negatives while Coltan continues to scan these negatives.

*Exhibits/Maintenance Committee:* Chris and Larry removed the damaged banner (even more damaged after Nov. 16 wind). Ken and Chris got one iPad stand ready (including running to outlet under Charlie Lake cave display). Foam needs to be adjusted in that iPad stand so that we can push the iPad's button to turn it on. Jennie is putting on the final touches for the website with information on archaeological artifacts on display that will run on that iPad. She'll finish this from her studies in Scotland. Ken reattached the signs to our new gate.

*Gift Shop Committee:* We have three new local artists in our local corner. Jason Halverson's 2024 calendars (birds and wildlife photography), Tara Brule's photograph cards, and Rose Martin's jean bags. We've been participating in the Shop Local campaign which has created a little more awareness of our gift shop. We hand out tickets (Dec. 1-14) to those who have purchased items and they can enter a draw at the Visitor's Centre. We have a new local book in time for Christmas. It's Pat Ferris' Pandemic Memoir. Tamara and Heather went to Arthur's and sorted through his books with him. We returned with three boxes to resell in the gift shop (more to come in 2024).

*Events and Fundraising Committee:* Thank you to our bottle sorters. We've made \$482 of our next \$1000 so far. Dinovember posts were well received by all ages. We only had five families vote for their favourites to win a prize. We had 40 stuffed animals participate in the Stuffed Animal Sleepover at the Museum in partnership with the FSJ Public Library. About 75 people participated in the activities and watching the stuffed animals' adventures at the museum the next day. It brought lots of awareness to the museum and gift shop. 154 people attended our Christmas Tea (more than our average 120 but less than our record 169 in 2017). We made about \$1900 in tea and draw tickets and about \$850 in the gift shop. We had a smaller turnout for our Christmas Kids' Night (competing church events that night) but families had fun doing snowmen crafts and activities.

*Strategic Plan Committee:* 8 members of the Strategic Plan committee met on Nov. 29 to review our strategic plan. We made progress on all of our goals apart from developing a new curriculum-based program for schools in conjunction with SD 60 (lack of time). We have one year remaining in our current plan and will need to form a new strategic plan committee after our AGM to start discussing a new plan.



**COMMUNITY GRANTS POLICY**  
**Council Policy No. 105/24**

**PURPOSE:**

To define the parameters and guidelines of the City of Fort St. John community grant programs and sponsorship requests. Funding is provided by the City of Fort St. John and its partners, to support eligible organizations and non-profits to implement projects and programs that support the community.

**SCOPE:**

This policy provides guidance to Council and staff regarding the administration of community grants and sponsorship funding requests, and to serve as a resource for organizations seeking City of Fort St. John community grant or sponsorship funding. The City recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic or recreation programs, facilities and events to the benefit of the City.

**POLICY:**

The City of Fort St. John provides financial assistance to a number of community organizations. Application deadlines and expiry periods may apply and funding frequency is limited within each grant category. Community grants are not intended to provide support for an indefinite period.

Grant applications are available on the City of Fort St. John website. Please contact [legislativeservices@fortstjohn.ca](mailto:legislativeservices@fortstjohn.ca) for more information.

**AMOUNTS AND APPROVAL AUTHORITIES FOR COMMUNITY GRANTS:**

Grant Type:	Maximum Amount:	Approval:	Council Resolution Required:
Fee for Service Grant	As per contract	City Council	X
NPCF Grants-in-Aid	Varies	NPCF	
Conference/Event Sponsorship Grant	\$3000*	CAO (with notice to Council)	
Micro Grants	Varies	Director (within budget**)	
Partnership Grants	As per contract	CAO (with notice to Council)	As per application

\*Grant amounts in excess of \$3000 will require Council approval.

\*\*Grant application will go to Council if outside of budget.

GRANTS:

**1.0 Grant Categories**

1.1. Fee for Service Grants

Fee for Service Grant funding is provided by the City of Fort St. John, under an agreement, to assist local non-profit organizations with delivery of services to the community that would otherwise be delivered by the City as the service falls within the realm of a municipal service. The fee for service grant represents the City's contribution towards the group. The term fee for service does not imply that the City's contribution is intended to be a 100% contribution.

1.1.1. If an ongoing need is demonstrated and community benefit is determined sufficient, Council may, by resolution, create a line item in its budget for annual funding to an organization or program for a maximum term of three consecutive years.

1.1.2. To be approved for line item funding recipients must show three years of organizational history, demonstrating organizational growth and continuing community need.

1.1.3. Line item funding recipients will be required to resubmit an application for funding every three years to determine ongoing need.

1.2. North Peace Community Foundation (NPCF) Grants-in-Aid

Various grants are administered by the NPCF with financial assistance provided by donor organizations and local governments, including the City of Fort St. John as principal founder. The City of Fort St. John funds a Grants-in-Aid program, administered by the NPCF, to balance the social benefits that non-profit organizations add to the quality of life in the community with the acknowledgment that all property owners must contribute towards services the City provides. Grants-in-Aid are also awarded on an annual basis to specific organizations to fund events and programs that provide support and cultural significance to residents.

The City collects revenue on behalf of other organizations as part of the annual property tax bill, this includes revenue for the Province of BC and the Peace River Regional. These revenues are considered as the non-municipal portion of taxes due.

1.2.1. NPCF Grants-in-Aid may be considered for organizations that provide broad community benefits.

- 1.2.2. Granting of Grants-in-Aid to offset municipal taxes is limited to the municipal portion of taxes due.
- 1.2.3. In 2028, Grant-in-Aid recipients will receive a maximum of 75% of the municipal portion of taxes due. Commencing on January 1, 2023, Grant-in-aid recipients will have five years to adjust to the 75% limit by a 5% reduction annually. New applicants will be exempted at the same level as current recipients.
- 1.2.4. To be eligible for a Grant-in-Aid to offset municipal taxes, the organization must own or lease the property and contribute to the common good and must benefit the City in one or more of the following ways for the property to be considered:
  - Provide programs or facilities used by youth, seniors, or other special needs groups;
  - Provide facilities for public use;
  - Provide programs to the public;
  - Provide supportive housing for people with special needs;
  - Preserve heritage important to community character;
  - Preserve an environmentally and ecologically significant area of the city;
  - Offer cultural or educational programs to the public which promote community spirit, cohesiveness, or tolerance;
  - Offer services to the public with a formal partnership with the City.
- 1.2.5. Vacant and underdeveloped parcels owned by not actively used by a non-profit organization will not be considered for a Grant-in-Aid to offset municipal taxes. Parcels that are being used as parking lots by non-profit organizations but not developed to City specifications will not be considered.
- 1.2.6. Space rented to a commercial business, within a non-profit organization's building is ineligible to be included in the non-profit organization's tax grant-in-aid application.
- 1.2.7. Approved grants-in-aid will be limited to 75% of the municipal portion of the taxation to ensure that essential services are supported.
- 1.2.8. Reduced grant amounts may be approved for those non-profit organizations that receive other forms of grants from the City.
- 1.2.9. Grants-in-Aid will not be approved for amounts over 20% of the applicant's total annual revenue.

- 1.2.10. Organizations should be aware that funding may not continue at the existing level year after year and there should be an emphasis to the organizations that they should also be seeking and planning more sustainable means of financial support.
- 1.2.11. Information about Grants-in-Aid is available on the NPCF website [www.nothpeacecf.com](http://www.nothpeacecf.com).
- 1.2.12. Applicant must be a non-profit organization (incorporated under Society Act of BC) or an unincorporated group with demonstrated objectives that are not-for-profit or charitable in nature.

### 1.3. Conference or Event Sponsorship Grants

Funding for Conference or Event Sponsorship Grants is provided by the City of Fort St. John to a community organization in exchange for promotional consideration. The City recognizes that sponsorship provides opportunities to build long-term strategic alliances and support for the City.

- 1.3.1. Staff will consider sponsorship requests throughout the year.
- 1.3.2. Requests for sponsorship funding must be submitted in writing to the Economic Development Department via an online form on the City of Fort St. John website and is subject to approval by the Chief Administrative Officer.
- 1.3.3. Subject to budgetary consideration, sponsorships will be considered for amounts of up to \$3000. Sponsorship requests exceeding \$3000 must be approved by a resolution of Council.
- 1.3.4. The City shall only consider applications from organizations for sponsorship from applicants whose objectives and activities are compatible with legislative requirements, City policies and organizational values.
- 1.3.5. Recipients of conference or event sponsorship grants must acknowledge the support of the City of Fort St. John in all print and publicity material related to the project, including banners and signs on site during the event, activity, or program.

### 1.4. Micro Grants

Micro grants are provided to local businesses and organizations on a one time or seasonal basis for short term community projects.

- 1.4.1. Micro grant opportunities are posted to the City of Fort St. John website.
- 1.4.2. Micro grant applications and uses must conform to section 25 of the *Community Charter*, which limits the assistance that the City is able to provide to a business.

1.5. Partnership Grants

Funding for Partnership Grants is provided by, or administered in partnership with, an outside organization and the City of Fort St. John. These may include flow-through grants.

- 1.5.1. Partnership Grants are not always administered by the City of Fort St. John and may not be advertised by the City of Fort St. John.

**2.0 Community Grant Eligibility**

- 2.1. Grant applications must demonstrate a benefit to the City of Fort St. John and align with Strategic Goals as outlined in the Strategic Plan.
- 2.2. Applicants may be required to show a demonstrated financial need by submitting a copy of their last Financial Statement and a copy of the current year's Budget.
- 2.3. The organization must be located primarily within the City of Fort St. John or offer programs or events within the City of Fort St. John with the exception of micro-grant programs.
- 2.4. Applications from organizations and events that cross municipal boundaries, but primarily benefit the City of Fort St. John, may also be referred to the Peace River Regional District and/or the other benefitting municipality/municipalities for funding.
- 2.5. Applications for assistance for projects that are the responsibility of other levels of government will not be considered. This provision does not preclude the City of Fort St. John from participating in joint funding with regional bodies, provincial or federal governments or agencies.
- 2.6. Grants are awarded for programs, activities, or events that that begin or take place within 365 days of the date the grant is awarded.
- 2.7. Grants may be awarded for any capital or operational expenses, except for salaries, and benefits.
- 2.8. No application requests for funding to individuals will be considered.
- 2.9. Consideration of community grant applications will be based on the following:

- 2.9.1. Application shows secured funding sources other than from the City;
  - 2.9.2. The organization has demonstrated sound financial and administrative management;
  - 2.9.3. The group or organization has a broad base of community support and demonstrated track record of community service;
  - 2.9.4. The event/activity/program is accessible to and provides a service to a large portion of the community.
- 2.10. Grant applications must be consistent with the aims, objectives, and standards of the City of Fort St. John, and must not be at variance with any City policies (e.g. the *Official Community Plan*).
- 2.11. The following general principles may be used to determine funding allocations:
- i. availability of funds budgeted for grants and donations;
  - ii. the extent to which a demonstrated need in the community will be addressed and to which the City's corporate goals and objectives are met;
  - iii. the degree to which the grant will promote the well-being and quality of life of Fort St. John residents;
  - iv. the degree to which funding will be used for the community as a whole;
  - v. the extent to which the organization has attempted to obtain other sources of funding, e.g. through corporate sponsorships, fundraising campaigns, etc.;
  - vi. the extent to which the funds are expended in Fort St. John;
  - vii. the needs of the organization requesting funding;
  - viii. the extent to which any benefits will be directed towards people of all ages and abilities; and
  - ix. the extent to which volunteers are involved and community spirit is fostered.

### **3.0 Conditions of Funding**

- 3.1. Successful community groups must recognize the City's grant through their online platforms.
- 3.2. Successful applicants shall invite a representative of the City of Fort St. John to any public community event for which they receive funding.
- 3.3. The grant recipient may be asked to make a presentation to Council prior to or following completion of their event.

- 3.4. Funds must be used for the purpose for which they were requested. If the originally intended purpose cannot be carried out, applicants must make a presentation to Council explaining the situation and their requested change. If funds have already been advanced prior to the requested change in purpose, they must not be spent by the applicant until Council has approved the change. If Council does not approve of the change in purpose, then the applicant must return the funds within 30 days.
- 3.5. If the event, activity, program or project is not completed, the City of Fort St. John reserves the right to request the return of any portion of the grant funding.
- 3.6. All grant decisions by Council are final and not subject to appeal.
- 3.7. Mismanagement of grant funds will result in the organization being ineligible for future grants, at the sole discretion of the City.
- 3.8. Final reports containing specifically requested data collection and program evaluation criteria may be requested.