

## COUNCIL MEETING AGENDA

Date: Monday, June 12, 2023, 7:15 p.m.  
Location: Council Chambers of the Municipal Office  
1 Mackenzie Boulevard, Mackenzie, BC

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### Pages

#### 1. CALL TO ORDER

*We would like to begin by acknowledging the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.*

##### 1.1 Defer to Closed Meeting

THAT the Special Closed meeting be deferred until after the regular meeting;

AND THAT the basis of the Special Closed Meeting relates to Section 90 (1) (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 *annual municipal report*.

#### 2. ADOPTION OF MINUTES

##### 2.1 Committee of the Whole - May 23, 2023

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##### 2.2 Regular Meeting - May 23, 2023

7

#### 3. INTRODUCTION OF LATE ITEMS

#### 4. ADOPTION OF AGENDA

THAT the Agenda be adopted as presented.

#### 5. PUBLIC COMMENTS AND QUESTIONS

*Please note that all comments and questions must pertain to items listed on the agenda.*

*Are there any members of the public in attendance this evening who wish to comment on the agenda?*

*Administration are there any members of the public attending through Zoom or*

Phone that wish to comment on the agenda?

## 6. PETITIONS AND DELEGATIONS

### 6.1 Mackenzie Mountaineers Lease

Derek Prue, Owner, will provide a presentation to Council to discuss the Mackenzie Mountaineers lease agreement which expires July 31, 2023.

## 7. CORRESPONDENCE

THAT the Correspondence listed on the Agenda be received.

### 7.1 For Action:

- |       |   |    |
|-------|---|----|
| 7.1.1 | Request for Usage of Lakeview Campsite<br>Request received from Lynne McDonald, resident, requesting to book all 16 Morfee Lake Campground sites from July 21-23, 2023 to host a family reunion. The Morfee Lake Campground is a first come, first serve site and is free for the first two nights for visitors only. | 14 |
|-------|---|----|

### 7.2 For Consideration:

*Is there anything Council wishes to address in the "For Consideration" or "Centre Table File" correspondence?*

- |       |  |    |
|-------|--|----|
| 7.2.1 | Possible Changes to Animal Control and Licensing Bylaw<br>Email received from Chelsea Thomas, resident, suggesting the Animal Control and Licensing Bylaw be amended to allow backyard ducks.  | 16 |
| 7.2.2 | 2023 UBCM Meeting Requests<br>Letters received from David Eby, Premier, and Anne Kang, Minister of Municipal Affairs, inviting Mayor and Council to schedule meetings with both of them during the 2023 UBCM convention. The deadline to submit meeting requests is June 30, 2023.   | 20 |
| 7.2.3 | UBCM Meeting Requests - Provincial Government Staff<br>Opportunity to request meetings with Provincial Government Staff (Ministries, Agencies, Commissions, and Corporations) during the 2023 UBCM convention. Deadline for requests is August 30, 2023. The Provincial Appointment Book has been placed in the Centre Table File for Council's consideration. | 22 |
| 7.2.4 | UBCM Childcare Resolution<br>Letter received from the Coalition of Child Care Advocates of BC, requesting the District pass a motion that calls on the Ministry of Education and Child Care to provide multi-year  | 24 |

funding to local and Indigenous governments and non-profit organization to enhance their organizational capacity to coordinate the current grant application process when applying for grants to upgrade the child care system.

- 7.3 Centre Table File  
2023 Provincial Appointment Book - UBCM Convention

## 8. ADMINISTRATIVE REPORTS

- 8.1 Mackenzie Mountaineers Lease 26  
THAT Council directs staff as how to proceed with the Mackenzie Mountaineers Lease.
- 8.2 Purple Bicycle Natural Foods – Alcohol Permit 28  
THAT Council authorizes Recreation Services to approve in principle a special event permit for Purple Bicycle Natural Foods that would allow them to serve alcohol on their patio on Saturdays between 4:00 pm - 10:00 pm starting from July 1, 2023, ending October 31, 2023.
- 8.3 Canadian Rangers – License of Occupation 32  
THAT Council approves the Licence-of-Occupation with the Mackenzie Canadian Ranger Patrol of British Columbia Company, – 4th Canadian Ranger Patrol Group for placement of a sea container for storage out at the Fire Hall #2 property.
- 8.4 64 Centennial – Janitorial Services Contract 40  
THAT Council awards the 2024 – 2025 Janitorial Services Contract for 64 Centennial Drive to Sky Blue Cleaning Services in the amount of \$2,790 per month plus GST for both year one and two of the contract;  
AND THAT if mutually agreeable, the option be approved to extend the contract up to an additional year;  
AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.
- 8.5 Council Remuneration and Expenses - 2022 42  
THAT Council receives this report for information.

## 9. COUNCIL REPORTS

- 9.1 Mayor's Report
- 9.2 Council Reports

9.2.1 Councillor Wright - May 2023

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9.2.2 Councillor Brumovsky - May 2023

56

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. BYLAWS

13. NOTICE OF MOTION

14. COMING EVENTS

15. INQUIRIES

- In-person
- Online (Zoom/phone)
- Written comments received

16. ADJOURNMENT

**Committee of the Whole  
Minutes**

**May 23, 2023, 7:00 p.m.**  
**Council Chambers of the Municipal Office**  
**1 Mackenzie Boulevard, Mackenzie, BC**

Council Present: Mayor J. Atkinson, Councillor A. Barnes, Councillor V. Brumovsky,  
Councillor R. McMeeken, Councillor K. Tapper, Councillor J.  
Wright

Council Absent: Councillor A. Hipkiss

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K.  
Borne, Director of Recreation Services T. Gilmer, Building  
Inspector K. Gawryluk, RCMP Cp. Aird, Director of Corporate  
Services E. Kaehn, Legislative Clerk/Executive Assistant C. Smirle

Visitors Present: Local Government Intern - R. Paulsen

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**1. CALL TO ORDER**

Called to order at 7:00 pm.

*Councillor Wright acknowledged the land on which we gather is within the  
traditional territory of the Tse'khene People of the McLeod Lake Indian Band.*

**2. REPORTS**

**2.1 Operations**

**Moved by:** Councillor McMeeken

THAT the Operations reports for the month of April 2023 be received.

**CARRIED**

**2.2 Building**

**Moved by:** Councillor Barnes

THAT the Building report for the month of April 2023 be received.

**CARRIED**

2.3 RCMP

**Moved by:** Councillor Brumovsky

THAT the RCMP report for the month of April 2023 be received.

**CARRIED**

2.4 Fire

**Moved by:** Councillor McMeeken

THAT the Fire report for the month of April 2023 be received.

**CARRIED**

2.5 Recreation Services

**Moved by:** Councillor Barnes

THAT the Recreation Services report for the month of April 2023 be received.

**CARRIED**

2.6 Finance

**Moved by:** Councillor Tapper

THAT the Finance report for the month of April 2023 be received.

**CARRIED**

3. **OTHER BUSINESS**

N/A

4. **ADJOURNMENT**

**Moved by:** Mayor Atkinson

THAT the meeting be adjourned at 7:11 pm.

**CARRIED**

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Councillor Wright

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Corporate Officer

**Regular Council Meeting  
Minutes**

**May 23, 2023, 7:15 p.m.**

**Council Chambers of the Municipal Office**

**1 Mackenzie Boulevard, Mackenzie, BC**

Council Present: Mayor J. Atkinson, Councillor A. Barnes, Councillor V. Brumovsky,  
Councillor R. McMeeken, Councillor K. Tapper, Councillor J. Wright

Council Absent: Councillor A. Hipkiss

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K. Borne,  
Director of Recreation Services T. Gilmer, Director of Corporate  
Services E. Kaehn, Legislative Clerk/Executive Assistant C. Smirle

Visitors Present: Local Government Intern - R. Paulsen, C. Salisbury, MSS Student, T.  
James, MSS Student, B. Lee, BC Summer Swimming Association  
Cariboo Regional Board, R. Boyle, BC Summer Swimming Association  
Cariboo Regional Board, L. McDonald, PMP, ASCT Principal, L&M  
Engineering, E. Peterson, Principal, Barefoot Planning + Design

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**1. CALL TO ORDER**

CALLED TO ORDER AT 7:15 PM.

*Mayor Atkinson acknowledged the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.*

**2. ADOPTION OF MINUTES**

**2.1 Regular Meeting - May 8, 2023**

The minutes of the Regular Meeting held on May 8, 2023 were adopted as presented.

3. **INTRODUCTION OF LATE ITEMS**

**Resolution: 32932**

**Moved by:** Councillor McMeeken

THAT the following late item be added to the agenda:

**8. ADMINISTRATIVE REPORTS**

8.7 Business Façade Improvement Program 2023

THAT Council approves the Timberman Inn application to the Business Façade Improvement Program to a maximum amount of \$4,354.35.

**CARRIED**

4. **ADOPTION OF AGENDA**

**Resolution: 32933**

**Moved by:** Councillor Wright

THAT the Agenda be adopted as presented.

**CARRIED**

5. **PUBLIC COMMENTS AND QUESTIONS**

N/A

6. **PETITIONS AND DELEGATIONS**

6.1 Travel Grant Recipient Presentation

Chance Salisbury and Timothy James, students at Mackenzie Secondary School, received funding from the District in the amount of \$200 each to attend the 2023 Provincial Ski & Snowboard Championship in Sun Peaks, as per Council Policy 1.8 (Travel Grant Policy). Chance and Timothy provided a presentation to Mayor and Council sharing their experiences from the event.

6.2 BCSSA - Cariboo Regional Board

Bob Lees and Rory Boyle, representatives of the BC Summer Swimming Association Cariboo Regional Board, were present to discuss the decision made to deny their recent application to the District of Mackenzie's Community Grants Program Second In-take. Their grant request was for waiving of the Mackenzie Recreation Centre pool rental fees to host a swim meet on June 10/11, 2023. The value of the grant request was \$2,625.

**Resolution: 32934**

**Moved by:** Councillor Wright

THAT the District reconsider and approve the decision to provide the in-kind request of waiving the Mackenzie Recreation Centre pool rental fees for the swim meeting on June 10, 11, 2023, as well as the fees for camping.



CARRIED

**Amendment:**

**Resolution: 32935**

**Moved by:** Councillor Wright

THAT the District promote the swim meet held by the BC Summer Swimming Association on the District's social media platforms.

CARRIED

**7. CORRESPONDENCE**

**Resolution: 32936**

**Moved by:** Councillor Barnes

THAT the Correspondence listed on the Agenda be received.

CARRIED

**7.1 For Consideration:**

**7.1.1 Centerra Gold Office Closures**

**Resolution: 32937**

**Moved by:** Councillor Wright

THAT the District write a letter of reconsideration to Centerra Gold in regard to the Fort St. James and Prince George office closure announcement.

CARRIED

**8. ADMINISTRATIVE REPORTS**

**8.1 Asphalt and Concrete Work RFP – Contract Award**

**Resolution: 32938**

**Moved by:** Councillor Barnes

THAT Council awards the 2023 Asphalt and Concrete Works project to Terus Construction Ltd. dba Pittman Asphalt in an amount up to \$949,504.15 plus GST;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

CARRIED

**Amendment:**

**Resolution: 32939**

**Moved by:** Councillor Wright

THAT Administration bring back a report with road assessment recommendations to an upcoming Council meeting.

CARRIED

8.2 Downtown Vision and Action Plan – Final Consideration

**Resolution: 32940**

**Moved by:** Councillor McMeeken

THAT Council receives the District of Mackenzie – Downtown Vision and Action Plan.

Opposed (1): Councillor Brumovsky

Absent (1): Councillor Hipkiss

**CARRIED (5 to 1)**

8.3 Red Shirt Day of Action for Accessibility and Inclusion

**Resolution: 32941**

**Moved by:** Councillor McMeeken

THAT Council proclaims May 28 to June 3, 2023, as National Accessibility Week;

AND THAT Council proclaims Wednesday, May 31, 2023, as Red Shirt Day of Action for Accessibility and Inclusion;

AND THAT Council approves lighting up the Recreation Centre in the colour red in recognition of Red Shirt Day on May 31, 2023.

**CARRIED**

8.4 Minor Lacrosse – In-Kind Request

**Resolution: 32942**

**Moved by:** Councillor Brumovsky

THAT Council approves the in-kind request from the Mackenzie Minor Lacrosse Association to cover the arena rental fees for the tournament that was held May 13-14, 2023, as recommended by the Grant Adjudication Committee.

**CARRIED**

8.5 Development Variance Permit Application No. 3090-20-23-02

**Resolution: 32943**

**Moved by:** Councillor Barnes

THAT Council authorizes approval of a Development Variance Permit Application No. 3090-20-23-02 for the property legally described as Lot 154 District Lot 12463 Plan 18898, 14 Finlay Forks Cr, Mackenzie, BC, subject to the construction and roofline orientation of the new carport ensuring snow stays on the proponent's property.

**CARRIED**

8.6 Commemorative Bench and Tree Program Review

**Resolution: 32944**

**Moved by:** Councillor McMeeken

THAT Council provides feedback on the proposed amendments to Commemorative Bench and Tree Program Policy 1.16.

**CARRIED**

8.7 Business Façade Improvement Program 2023

**Resolution: 32945**

**Moved by:** Councillor Barnes

THAT Council approves the Timberman Inn application to the Business Facade Improvement Program to a maximum amount of \$4,354.35.

**CARRIED**

**9. COUNCIL REPORTS**

9.1 Mayor's Report

9.1.1 Mayor Atkinson

Mayor Atkinson provided a written report.

9.2 Council Reports

9.2.1 Councillor Wright

Councillor Wright provided a written report.

9.2.2 Councillor McMeeken

Councillor McMeeken provided a written report.

9.2.3 Councillor Tapper

Councillor Tapper provided a verbal report.

9.2.4 Councillor Barnes

Councillor Barnes provided a verbal report.

**10. UNFINISHED BUSINESS**

N/A

**11. NEW BUSINESS**

11.1 Powder King Advertising

**Resolution: 32946**

**Moved by:** Councillor Wright

THAT the District look into marketing initiatives at Powder King Resort.

**CARRIED**

11.2 Emergency Situation Information Session

**Resolution: 32947**

**Moved by:** Councillor Wright

THAT a formal presentation be provided to Mayor and Council regarding Council's role in the event of an emergency situation in Mackenzie.

**CARRIED**

**Amendment:**

**Resolution: 32948**

**Moved by:** Councillor McMeeken

THAT a public presentation be provided to the community on what to do in an emergency situation in Mackenzie.

**CARRIED**

11.3 Letter of Congratulations

**Moved by:** Councillor Wright

THAT the District send a letter of congratulations to the new Chief and Council at McLeod Lake Indian Band.

**CARRIED**

**12. BYLAWS**

12.1 Reserve Funds Establishment Amendment Bylaw No. 1500, 2023

**Resolution: 32949**

**Moved by:** Councillor Brumovsky

THAT Bylaw No. 1500 cited as "Reserve Funds Establishment Amendment Bylaw No. 1500, 2023" be given the final reading and adopted.

**CARRIED**

**13. NOTICE OF MOTION**

N/A

**14. COMING EVENTS**

- 14.1 Enbridge - Sunrise Expansion Program Open House  
Wednesday June 7, 2023  
Mackenzie Recreation Centre  
3:00 pm – 7:00 pm

**15. INQUIRIES**

Janice Nelson, Publisher of the Macktown Buzzette, asked if the District has received the Accessibility Report from the Consultant and if it would be made public in the future? Emily Kaehn, Director of Corporate Services replied yes to both questions.

Ms. Nelson asked if Council had received an update on the construction of the Bike Park? Terry Gilmer, Director of Recreation Services, replied no, the contractors are supposed to arrive tonight and should be on site starting this week.

Ms. Nelson asked for clarification on one of the diagrams in the Downtown Vision and Action Plan. Councillor Brumovsky replied that that plan is a concept of what the Downtown could look like in over the next 20 years.

**16. ADJOURNMENT**

**Moved by:** Councillor Barnes  
THAT the meeting be adjourned at 9:17 pm.

**CARRIED**

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Mayor

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Corporate Officer

Lynne McDonald  
603 Azu Place  
PO Box 904  
Mackenzie, BC V0J 2C0  
250.997.3339

Your Worship Joan Atkinson  
Mayor and Council, District of Mackenzie  
1 Mackenzie Blvd, Bag 340  
Mackenzie, BC, V0J 2C0

Subject: Request for Usage of Lakeview Campsite for Family Reunion

Dear Mayor Atkinson and Council,

We're writing to respectfully request permission to use the Morfee Lake campsites (previously the ball diamonds) for a family reunion. We are hoping to reserve all 16 sites.

Details of the event are as follows:

Event: Family Reunion

Dates: July 21 - 23, 2023

Number of Participants: Approximately 60-100

Our family has a long-standing tradition of organizing annual reunions, and we believe that the lakeview campsite would be an ideal location for our gathering. Each year a different family hosts, in locations all over BC and Alberta. We are excited to showcase Mackenzie this year! We hosted once before, at the rodeo grounds, and our family members were in awe of the beauty that surrounds this town. We know that the new campsites offer the perfect combination of natural surroundings and adequate amenities, which are essential for accommodating all family members.

We assure you that we will adhere to all rules and regulations set by the Municipal Council regarding the usage of the campsite. Our family members will be responsible for maintaining cleanliness, respecting the environment, and adhering to any noise regulations.

If approved, we would greatly appreciate it if you could provide us with the necessary permits and any information regarding fees, reservation procedures, and any other relevant details. Additionally, if there are any specific rules or guidelines that we should be aware of, kindly include them in your response.

As a close-knit family, we value opportunities to spend quality time together, and this reunion will provide us with a chance to strengthen our familial bonds. We believe that by granting us permission to use the campsite, the Municipal Council would not only contribute to our family's enjoyment but also provide a boost that weekend to our local economy.

Thank you for considering our request. We look forward to receiving a positive response. If you require any additional information or have any questions, please do not hesitate to contact me via the details provided above.

Yours sincerely,

Lynne McDonald

**From:** [Chelsea Thomas](#)  
**To:** [District Information](#)  
**Subject:** Backyard Ducks  
**Date:** Sunday, May 28, 2023 11:44:53 PM

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**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

District of Mackenzie,

I am writing to ask you to update your bylaws regarding keeping backyard chickens to include ducks as well. They have the same basic requirements for keeping them in your backyard but they come with even more benefits than chickens.

Below I have a list of reasons why ducks are a good idea to keep as backyard companions and below that I have a list of other BC cities that have already included ducks in their bylaws with chickens.

My family has been dreaming of getting a duck for some time and now that we own a home in your beautiful community we are so excited to take that step. We have a 3-year-old son and the benefits to him getting to raise a duck are invaluable. We would like to get 1 or 2 Pekin ducks for our backyard.

**Here are 10 reasons to choose ducks over chickens for your backyard:**

**1. Ducks are generally healthier.** Because they spend so much time in the water, ducks tend to be far less susceptible to mites and other external parasites than chickens. Any parasites that might be tempted to latch on will drown. Ducks also have harder immune systems, tend to stay in better general health and are less likely to contract disease than chickens.

**2. Ducks are more cold-hardy.** Ducks have an added layer of fat that chickens don't have. Ducks also have waterproofing on their feathers to protect against the elements, as well as a thick down undercoat designed to keep them warm and dry in the water. This makes ducks far more cold-hardy than chickens. In fact, ours actually prefer to sleep outside, even in the snow and rain.

**3. Ducks are more heat-tolerant.** During the hot summer months chickens stand around panting, meanwhile, the ducks paddle about quite contentedly in their pool. Ducks handle the heat quite easily by merely taking a dip to cool off.

**4. Ducks are quieter.** Maybe hard to believe, but chickens actually make more noise than ducks. Chickens cackle and carry on after they lay an egg, before they lay an egg, and for no apparent reason at all. Female ducks on the other hand, although



they will quack loudly when agitated or excited, normally just quietly chitter-chatter.

**5. Duck eggs are superior to chicken eggs.** Ducks lay eggs that are larger, richer in flavour and excellent for baking due to their higher fat and lower water content. Duck eggs are also slightly more nutritious than chicken eggs. Pastry chefs prize duck eggs because the large amount of protein in their whites adds heft and loft to baked goods. Due to their thicker shells and membranes, they also have a longer shelf life and are less likely to break. Chicken eggs also contain an enzyme that can cause some people stomach upset.

**6. Ducks lay more regularly.** Ducks consistently outperform chickens even through the winter without any supplemental light in their house. On average you can get 3-4 duck eggs from four female ducks daily (an admirable 75-100% rate) year-round, contrasted with only 8-10 chicken eggs from 20 laying hens (a mere 40-50% rate) in the winter. Many breeds of ducks are also very unlikely to go broody (broodies don't lay eggs, so they are detrimental to your egg production).

**7. Ducks adhere to a far less aggressive pecking order.** Ducks welcome newcomers far more quickly than chickens do. Whether the newcomers are chickens or ducks, ducks seem unperturbed and seldom bother new additions to the flock. Chickens, however, take any new additions to the flock as an affront to their rigid pecking order. The result is squabbling and confrontations that can get quite serious until the new order is established and tranquility again returns.

**8. Ducks are easier on your lawn.** While it's true that ducks can, and will, eat anything green within their reach, as long as you plant bushes and trees that are tall enough so that the ducks can't reach the tops, you can successfully landscape your run or backyard, even with ducks inhabiting it. Chickens, on the other hand, within days of being introduced to a new lawn will have it scratched down to bare dirt. Chickens will continue to not only eat every bit of green that tries to grow, but also dig deep depressions in the earth in which to take their dust baths or cool off in the summer. Ducks may trample your lawn a bit, but they won't create a barren wasteland of your backyard like chickens will.

**9. Ducks are wonderful for pest control.** Given the opportunity, ducks will eat every slug, worm, spider, grasshopper, cricket, fly and grub they can find. They are wonderful for natural pest control. I have found chickens are more selective about the kinds of bugs they will eat. Some of our hens won't even look twice at a worm – but the ducks will chase a bug down until they catch it. Given the opportunity, they will also dine on small snakes, toads and even mice.

**10. Ducklings are adorable!** Okay, I admit this comes down to personal preference.

As cute as baby chicks are, baby ducklings are irresistible. Those webbed feet that look too big for their bodies, earnest dark eyes and almost flesh-coloured rounded bills steal your heart.

**Final thoughts:** chickens do have wonderful personalities, but they tend to be a bit nervous, flighty and skittish, possibly a result of being at the bottom of Mother Nature's food chain. Ducks, however, are less likely to get their feathers ruffled and are generally calm, alert and downright funny.

<https://www.hgtv.com/outdoors/gardens/animals-and-wildlife/raising-ducks-or-chickens>

**Here are more articles sharing details about the care of ducks being comparable and oftentimes easier than chickens.**

<https://www.knowyourchickens.com/ducks-vs-chickens/>

<https://grubblyfarms.com/blogs/the-flyer/backyard-chickens-vs-ducks>

<https://www.tyrantfarms.com/a-fowl-battle-ducks-vs-chickens/>

**BC Cities that allow ducks in the Backyard:**

**Esquimalt, BC allows ducks. (2014)**

<https://www.cbc.ca/news/canada/backyard-ducks-the-latest-urban-farming-trend-1.2640189>

**Oliver, BC has updated its Bylaws to include ducks (2020)**

<https://www.castanet.net/news/Penticton/311281/Domestic-ducks-will-become-a-part-of-Oliver-by-law-next-month>

**Vernon, BC Raise your own ducks in BC Canada to support local Tourism (2023)**

<https://www.ehcanadatravel.com/british-columbia/blog/raise-your-own-ducklings.html>

**Victoria, BC Ducks are allowed**

<https://www.vacs.ca/bylaw-regulations/backyard-chickens/register-your-chickens>

**Nanaimo, BC Ducks are allowed**

<https://www.nacsanimalcontrol.ca/poultry>

**Pemberton, BC Ducks are allowed**

<https://pembertonholmes.com/duck-eggs/>

**Qualicum Beach, BC Almost approved**

<https://www.timescolonist.com/local-news/qualicum-beach-council-warming-up-to->

[backyard-chickens-if-they-are-licensed-5023201](#)

**Williams Lake BC, Ducks are allowed**

<https://williamslake.civicweb.net/document/39375/>

Thank you very much for your consideration in this matter, I look forward to hearing from you.

Chelsea, Adam & Charlie Thomas



May 24, 2023

Dear Mayors and Regional District Chairs:

The 2023 Union of British Columbia Municipalities (UBCM) Convention will be held in Vancouver from September 18-22. As we prepare for the upcoming convention, my caucus colleagues and I are looking forward to meeting and working with you to continue building strong, sustainable and vibrant communities throughout our province.

We all have a role to play in finding ways to ensure our communities thrive, and UBCM provides a wonderful opportunity to listen to one another, share ideas and find new approaches. With local, provincial, federal and First Nations governments working together, we can continue to build a better BC and ensure high-quality and affordable housing for all.

If you would like to request a meeting with me or one of my Cabinet colleagues, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2023** and it is case sensitive. The deadline to submit your meeting requests is June 30, 2023. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to once again being part of your convention, meeting with many of you and exploring ways that we can partner together to address the urgent need for housing and other common issues.

Sincerely,



David Eby, KC  
Premier



May 24, 2023

Ref: 272632

Dear Mayors and Regional District Chairs:

It is my pleasure to write to you as the Minister of Municipal Affairs regarding the process for requesting a meeting with me, or provincial staff, during the upcoming 2023 UBCM Convention taking place from September 18–22, 2023 in Vancouver, B.C.

You will receive a separate letter from the Honourable David Eby, Premier, containing information about the online process for requesting a meeting with the Premier or other Cabinet Ministers.

If you would like to meet with me, please complete the online request form at [MUNI Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs by **June 30, 2023**. Meeting dates and times will be confirmed in late August. I will do my best to accommodate as many meeting requests as possible. If I am unable to meet with you, arrangements may be made for a meeting post-Convention.

To get the most out of your delegation's meeting with me, it continues to be helpful for you to provide as much detail as possible in the online form on topics you wish to discuss. Providing this information in advance gives me a better understanding of your delegation's interests and our discussion can be more productive.

Ministry staff will email you shortly with the Provincial Appointment Book. This document lists all ministry, agency, commission, and corporation (MACC) staff available to meet with delegates at Convention, as well as details on how to submit an online staff meeting request.

While this will be my first UBCM Convention as Minister responsible for local government, my background has focused on community, as a three-term Burnaby City Councillor and a teacher in the Burnaby school system. I understand the importance of these opportunities to connect in person and have enjoyed meeting with many communities during my first six months in this portfolio to hear more about challenges and accomplishments. I look forward to continuing these meetings this summer and at Convention. As partners, we can build vibrant and healthy communities.

Sincerely,

Anne Kang  
Minister

pc: Honourable David Eby, Premier  
Jen Ford, President, Union of BC Municipalities

**From:** [MUNI UBCM Meeting Requests MUNI:EX](#)  
**To:** [MUNI UBCM Meeting Requests MUNI:EX](#)  
**Subject:** 2023 UBCM Convention – Provincial Appointment Book & MACC Staff Meeting Request Process  
**Date:** Wednesday, May 24, 2023 1:49:02 PM  
**Attachments:** [2023 UBCM Convention Provincial Appointment Book.pdf](#)  
**Importance:** High

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**CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.**

2023 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with MACC staff

This message is being sent to all UBCM Member Municipalities, Regional Districts, and First Nations on behalf of the Ministry of Municipal Affairs.

**Subject:** 2023 UBCM Convention - Provincial Appointment Book and Meeting Request Process for Meetings with Provincial Ministries, Agencies, Commissions, and Corporations (MACC) staff

**Intended Recipient(s):** Mayors/Regional District Chairs/Islands Trust Chair/CAOs  
and cc: General Email and Administrative Support staff  
Chiefs and Chief Councillors  
and cc: Administrative Support staff and Alternates

**Attachments:** One (1) plus message below

If you have received this message in error, we ask that you please forward it to the appropriate person in your office.

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MESSAGE:

**2023 UBCM Convention: September 18 – 22, 2023, Vancouver, B.C.**

Further to the May 24, 2023 letter from the Honourable Anne Kang, Minister of Municipal Affairs regarding the 2023 UBCM Convention, I am pleased to attach the **2023 Provincial Appointment Book** for your use in requesting meetings with provincial ministries, agencies, commissions, and corporations (MACC) staff available to meet with delegates at Convention.

To request a meeting with MACC staff, please complete the form located at:  
<https://www.civicinfo.bc.ca/UBCMMeetingRequest/Staff>.

The deadline to submit online meeting requests is **Wednesday, August 30, 2023**. Meeting confirmation details will be sent to the contact(s) identified on your meeting request form.

Requests for meetings with MACC staff can also be made on site at the Provincial Appointment Desk, during Convention at the following locations:

**Monday, September 18 & Tuesday, September 19, 2023**

Vancouver Convention Centre, East Building - Lobby  
8:30 am – 4:00 pm

**Wednesday, September 20 & Thursday, September 21, 2023**

Vancouver Convention Centre, East Building – Exhibition Hall C

8:30 am – 4:00 pm

We encourage you to submit your meeting requests through the online request form by **August 30, 2023**, as MACC staff availability may be limited on site.

If you have any questions, please contact the MACC Staff Meeting Coordinator, Sarah Staszkiel, by phone at: 778 405-1784, or the Assistant MACC Staff Meeting Coordinator, Casey Cathcart, by phone at: 778 405-3140. You may also reach out via email at: [MUNI.UBCM.MeetingRequests@gov.bc.ca](mailto:MUNI.UBCM.MeetingRequests@gov.bc.ca).

Thank you.

Regards,

Birgit Schmidt, Director, Operations and Client Relations  
MUNI-UBCM Convention Coordinator  
Local Government Division | Ministry of Municipal Affairs  
Phone: 778-698-3260 | Email: [Birgit.Schmidt@gov.bc.ca](mailto:Birgit.Schmidt@gov.bc.ca)

Sharon Gregson  
Coalition of Child Care Advocates of BC  
2772 East Broadway  
Vancouver, BC V5M 1Y8

Mayor Joan Atkinson  
The District of Mackenzie  
1 Mackenzie Blvd  
Mackenzie, BC V0J 2C0

Subject: Urgent - UBCM Child Care Resolution

To Honourable Mayor Joan Atkinson and Council,

The Coalition of Child Care Advocates of BC is a longstanding, non-profit organization dedicated to the creation of a high-quality, affordable, accessible child care system in BC. We appreciate that your Council shares this vision to support families with young children, and the local economy in your community.

In recent years there has been measurable progress toward a quality child care system in BC with historic provincial and federal investments. New publicly-funded affordability measures for families including \$10aDay sites, wage enhancements for educators, and more licensed programs are making a positive difference.

However, local and Indigenous governments and nonprofit organizations across BC are still facing significant child care challenges, with demand for licensed child care outstripping supply, and a severe shortage of early childhood educators.

One of the major obstacles facing local governments when they want to expand child care in their communities is the grant-based application process required to access provincial capital funding. The current process places a major burden on applicants, usually local government staff working with non-profit agencies, requiring them to coordinate all aspects of design, development, and implementation. Significant technical expertise and organizational capacity are also necessary to complete the online applications, which often does not exist at the local level or pulls resources away from other municipal duties.

To address this urgent issue, we request that your Council adopt the resolution shared below, as originally supported by the Regional District of Nanaimo, or a similar resolution. Once adopted we hope the resolution will be forwarded to your local area association and on to the 2023 UBCM Convention.

This resolution urges the Ministry of Education and Child Care to provide multi-year funding to local and Indigenous governments and non-profit organizations to enhance their organizational capacity to coordinate the current grant applications process.

The resolution further requests the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

Evidence-based research makes clear that such a systemic approach will lead to a more equitable and accessible child care system across British Columbia.

Thank you for your attention to this matter, and for recognizing that child care is a priority for healthy communities. Please reach out should any clarification be required.

Yours sincerely,



Sharon Gregson  
Spokesperson \$10aDay  
Coalition of Child Care Advocates of BC



### **Sample Resolution**

WHEREAS the Ministry of Education and Child Care is responsible for B.C.'s \$10/day child care program, and ChildCareBC's growing system of universal child care has been life-changing for families, with demand far outstripping supply; AND WHEREAS the current grant-based process to expand universal child care relies on grant applicants to coordinate all aspects of design and implementation, and local and Indigenous governments and nonprofit organizations often lack the resources to successfully manage this process in accordance with UBCM-funded child care needs assessments and action plans:

THEREFORE BE IT RESOLVED that while the Province continues to rely on individual grant applicants to plan and develop child care expansion, that instead, the Province provide multi-year funding to local and Indigenous governments and nonprofit organizations to support resources to coordinate this process:

AND BE IT FURTHER RESOLVED that UBCM urge the Ministry of Education and Child Care to replace the current grant-based application process with a systematic expansion of universal child care that upholds UNDRIP obligations and supports the involvement of, but does not rely on, local and Indigenous governments and nonprofit organizations to coordinate design and implementation.

## **COUNCIL REPORT**

**To:** Mayor & Council

**From:** Recreation Services

**Date:** June 7, 2023

**Subject:** Mackenzie Mountaineers Lease

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### **RECOMMENDATION:**

THAT Council directs staff as how to proceed with the Mackenzie Mountaineers Lease.

### **BACKGROUND:**

The Greater Metro Junior A Hockey League (GMHL) West expanded into Northwestern BC in the 2021-2022 hockey season with the addition of the Mackenzie Mountaineers expansion team (aka. Western Provinces Hockey Academy Ltd.). They offered a quality form of entertainment, positive community minded initiatives, and additional revenue to our community, while offering players a chance to further their hockey goals through an excellent on/off ice program. The Mackenzie Mountaineers competed in the GMHL league for the past two seasons and have recently moved to a new league called the National Junior A Hockey League.

Western Provinces Hockey Academy Ltd. entered into a two (2) year agreement with the District of Mackenzie to host a team here, which expires on July 31, 2023. Within the agreement there is a mutual option to renew on a year-to-year basis:

*1.1. This Agreement shall be effective as of August 1, 2021 and shall remain in force for two (2) years until July 31, 2023 (the "Term"), unless earlier terminated pursuant to the terms of this Agreement.*

*1.2. At the end of the Term, provided the Team is not in default the Team shall have the option to renew on a year-to-year basis on thirty (30) days written notice subject to negotiations in good faith between the Landlord and the Team on the terms and conditions of renewal. If the parties are unable to agree on any such new terms and conditions, this Agreement shall expire as at the end of the initial Term.*

### **SUMMARY:**

During this timeframe the community has shown tremendous support for the team, however, the product has not been delivered as initially offered and the team is currently in default for

damages (\$1,101.91) and alcohol revenue (not reported). All ice rentals and dressing room payments have been received.

Derek Prue, Owner, will provide Council with a presentation on the seasons and whether they wish to continue the agreement going forward. Following the presentation, staff are requesting direction on how to proceed with the agreement.

**BUDGETARY IMPACT:**

Revenue generated from the team was approximately \$20,000 per season over the course of the last two seasons.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

**Strong Governance and Finances**

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

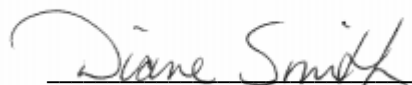
Respectfully Submitted,



Terry Gilmer  
Director of Recreation Services



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Recreation Services

**Date:** June 6, 2023

**Subject:** Purple Bicycle Natural Foods – Alcohol Permit

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### **RECOMMENDATION:**

THAT Council authorizes Recreation Services to approve in principle a special event permit for Purple Bicycle Natural Foods that would allow them to serve alcohol on their patio on Saturdays between 4:00 pm - 10:00 pm starting from July 1, 2023, ending October 31, 2023.

### **BACKGROUND:**

Cara Bowen owner of Purple Bicycle Natural Foods is planning to test out a patio event at the Purple Bicycle Natural Foods on Saturdays during the 2023 summer.

The event will run from 4:00 pm – 10:00 pm on Saturdays during the 2023 summer as a trial run for future operations. Local beer and cider will be served, no hard alcohol will be permitted. The occupancy for Purple Bicycle Natural Foods is 50 persons or less.

As this location is on District of Mackenzie property and on a License of Occupation, if approved to move forward in the process, staff will reach out to Northern Health and the local RCMP detachment for comments prior to awarding the permit.

### **COUNCIL PRIORITIES:**

#### **Community and Social Development**

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

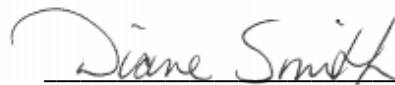
#### **Economic Vitality**

- The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

Respectfully Submitted,

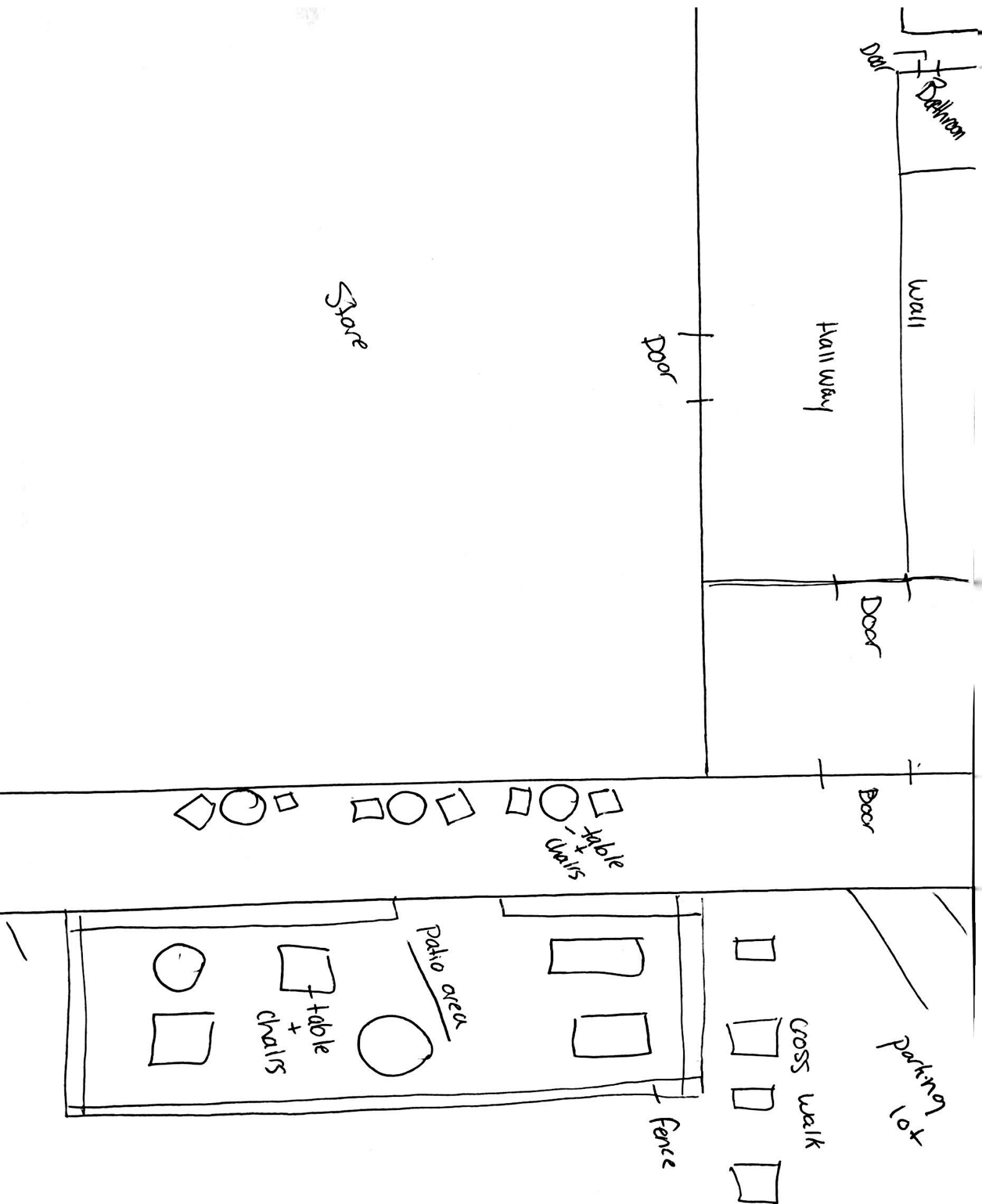


Terry Gilmer  
Director of Recreation Services



Approved for Submission to Council





## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 6, 2023

**Subject:** Canadian Rangers – License of Occupation

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### **RECOMMENDATION:**

THAT Council approves the Licence-of-Occupation with the Mackenzie Canadian Ranger Patrol of British Columbia Company, – 4th Canadian Ranger Patrol Group for placement of a sea container for storage out at the Fire Hall #2 property.

### **BACKGROUND:**

The District was approached by the Mackenzie Canadian Ranger Patrol of British Columbia Company, – 4th Canadian Ranger Patrol Group earlier this year with a request to place a sea container at the Fire Hall #2 location for storage of their training equipment and for mobilization. Due to the similar uses on the property and complementary service delivery for the community, staff have reviewed the proposal and have no concerns operationally with moving forward with the request. Final placement of the sea container and access will be finalized in consultation with the Mackenzie Fire Department and Public Works management teams.

A copy of the draft license-to-occupy agreement and land-use agreement has been attached for Council's consideration.

### **BUDGETARY IMPACT:**

There is no budgetary impact for this request.

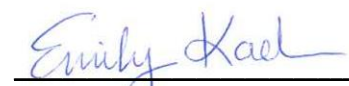
### **COUNCIL PRIORITIES:**

#### **Community and Social Development**

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life.

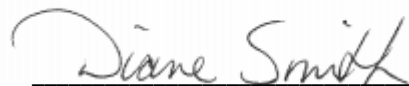


Respectfully Submitted,



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Emily Kaehn  
Director of Corporate Services



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Approved for Submission to Council



## License to Use or Occupy

BETWEEN

District of Mackenzie  
Bag 340  
1 Mackenzie Boulevard  
Mackenzie BC, V0J 2C0

Contact:  
Jamie Guise, Fire Chief  
Phone: 250-997-4221  
Email: [jguise@districtofmackenzie.ca](mailto:jguise@districtofmackenzie.ca)

(The "District")

AND

Mackenzie Canadian Ranger  
Patrol of British Columbia  
700 Airport Road  
Mackenzie, BC, V0J 2C0

Contact:  
Evan Laplante, Warrant Officer  
Phone: 250-391-4130  
Email: [evan.laplante@forces.gc.ca](mailto:evan.laplante@forces.gc.ca)

(The "Licensee")

**WHEREAS** the District's Rental Fees for Non-Profit Organizations Policy provides for accommodations in municipally owned facilities to non-profit organizations that are in good standing with the Registrar of Corporate Registries and sports organizations subject to availability. A copy of the policy is attached to this agreement.

**WHEREAS** the District is the owner of the building and appurtenant grounds located at 700 Airport Road and more commonly known as Fire Hall #2.

**AND WHEREAS** the Licensee has applied for a License to Use or Occupy those portions of the facility known as the grounds located at 700 Airport Road (hereinafter called "the Premises").

**NOW THEREFORE** in consideration of the covenants, rents, conditions and agreements to be performed and observed by the Licensee:

1. The District hereby grants to the Licensee a License to Use or Occupy the Premises for the sole purpose of placement of a shipping container for storage of the organization's equipment.
2. The Licensee shall be responsible for all costs related to shipment, maintenance, and removal of the shipping container.

## **License to Occupy Agreement Mackenzie Rangers**

3. The Licensee shall ensure that the placement and use of a shipping container follows the regulations required by the District of Mackenzie's most current *Zoning Bylaw*.
4. The Licensee shall use and occupy only those Premises named in this License.
5. The Licensee shall ensure that all volunteers and employees adhere strictly to all rules and regulations posted and/or included in this License and to advise all volunteers and employees accordingly. Failure to adhere to, or to comply with said rules and regulations may result in the termination of this License without refund of any fees paid and may include invoicing of penalties and/or additional costs incurred by the District.
6. The Licensee must not block access into the compound, Mackenzie Search and Rescue Training Facility, Fire Department Training Facility, Fire Department Storage Facility, District Trailers, and Fire Department Hall #2 bay doors.
7. The District will not block access to the Licensee's equipment stored on the premises.
8. The Licensee will not be granted access to any of the buildings or storage buildings already located on the premises.
9. The Licensee shall exercise the greatest care in the use and occupation of the Premises and adjacent facilities and shall provide a competent and trustworthy adult who will personally undertake to be responsible for the due observance of the rules and regulations governing the Premises.
10. The Licensee shall immediately report all damages and complaints to the District's Public Works Department by contacting the Public Works Manager at 250-997-3761. If reporting an emergency, please contact the on-call manager at 250-997-7438.
11. The Licensee shall be responsible legally, financially, and otherwise for any damages to the Premises as a result of the use and occupation thereof under this License. Said damages to be paid firstly by the Licensee and/or their insurer.
12. The Licensee shall not permit any other person, group or organization not named in this License to use or occupy the Premises without authorization from the District. Authorization granted by the District shall be attached to this License prior to any use or occupation of the Premises by any other person, group or organization.

13. The Licensee shall, at its own expense, as of the expiration of the use and occupation of the Premises, remove all its surplus product, tools and equipment and return the Premises to the condition that the Premises were in prior to the Licensee's use and occupation.
14. The Licensee shall not permit liquor, beer or any other alcoholic beverages on or in the Premises unless expressed authorization of the District has been obtained. Authorization granted by the District shall not relieve the Licensee from any legal obligations and/or requirements. A copy of the Licensee's approved liquor permit shall be presented to the District including evidence of the Licensee's comprehensive liability insurance with extended coverage to include "Host Liquor Liability", prior to any use or occupation of the Premises. Authorization granted by the District shall be attached to this License prior to any use or occupation of the Premises. The Licensee shall comply with the British Columbia Liquor Control and Licensing Act including all regulations.
15. The Licensee shall not construct, erect, or attach any fixtures of any kind to any part of the Premises without the written consent of the District.
16. The Licensee shall maintain the Premises in a neat and tidy condition and free from the accumulation of waste products and debris caused by its own operation.
17. The Licensee agrees that, at its own cost and expense, it will indemnify, protect and save harmless the District and its officers, employees, servants, agents, successors, and assigns from and against any and all actions, causes of actions, claims and demands of any nature or kind whatsoever including all damages, liabilities, expenses, costs, including legal or other fees incurred in respect of any such claim, or any cause or proceeding brought thereon arising directly or indirectly from or in connection with the granting of this License and the use and occupation of the Premises, save that the Licensee will be under no obligation to indemnify and save harmless the District against or in respect of any damages or judgment rendered against the District resulting from or arising out of any negligence or fault on the part of the District in connection with the maintenance or condition of the Premises to the extent that the damage, loss or injury was caused or occasioned by the negligence or willful misconduct of the District or any person it is responsible for in law.
18. Prior to the granting of this License the Licensee shall obtain and maintain comprehensive general liability insurance including, without limitation, coverage for the indemnity provided herein, on terms satisfactory to the District. The District shall be included as named insured.

Such policy shall be written on a comprehensive basis with inclusive limits of not less than \$2,000,000.00 per occurrence, including \$2,000,000.00 for bodily injury and/or death to anyone or more persons including voluntary medical payments and property damage, or such higher limits as the District may require from time to time. The policy shall contain a clause providing that the insurer will give the District thirty (30) days prior written notice in the event of cancellation or material change.

The Licensee shall provide the District with evidence of such insurance coverage in the form of an executed copy of a Certificate of Insurance in a form satisfactory to the District ten (10) days prior to the granting of this License. The Licensee shall also provide a Certificate of Insurance at any time upon reasonable request from the District. Failure to maintain the insurance policies as required by this Agreement is a material breach of contract.

19. Notwithstanding anything contained in this License, if the Licensee is a public body who may self-insure, the Licensee will not be under any obligation to take out and keep in force any of the insurance required to be taken out and kept in force under section 18, provided that the Licensee has in place a program of self-insurance that provides the same or better coverage than the insurance coverage described in section 18.
20. It shall be the sole responsibility of the Licensee to determine what additional insurance coverage, if any, including but not limited to Worker's Compensation and Participants Insurance are necessary and advisable for its own protection and/or to fulfill its obligations under this License. Any such additional insurance shall be maintained and provided at the sole expense of the Licensee.
21. The Licensee shall not do, suffer or permit to be done, any act or thing upon or to the said Premises, which will or would constitute a nuisance to the occupiers of any lands or premises adjoining or in the vicinity of Premises or to the public generally.
22. The Licensee shall observe, perform and comply with the requirements of every applicable bylaw, statute, regulation or ordinance and with every applicable regulation or order with respect to the condition, maintenance, use or occupation of the Premises and any furniture, equipment, supplies, materials or articles located therein.
23. The Licensee, its employees, agents, servants, or workers and/or volunteers shall not be deemed to be either employees, agents, servants or workers and/or volunteers of the District.

## **License to Occupy Agreement Mackenzie Rangers**

24. The Licensee warrants and represents that if he/she signs this License on behalf of a group or organization, the Licensee has sufficient power, authority, and capacity to bind the group or organization with his/her signature.
25. This License may be terminated by the District by giving not less than 180 days written notice of intent to the Licensee.
26. The term of the License begins on June 13, 2023. It will be continuous until terminated and reviewed once annually at the request of either party.

I have read the above and fully understand the terms and conditions and regulations contained herein and will comply with the said License.

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Name of Licensee/Group

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address of Licensee/Group

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Diane Smith  
Chief Administrative Officer  
District of Mackenzie

## Permission for Land Use

I, \_\_\_\_\_ am the owner of and give

permission to The Mackenzie Canadian Ranger Patrol of British Columbia Company, – 4th Canadian Ranger Patrol Group to use the property located at:

700 Airport Road, Mackenzie BC as a storage location for a Sea Container for the

exclusive use of the Canadian Rangers.

For the term of 3 years beginning 13 JUNE 2023 and ending 13 JUNE 2026.  
(ending date)

This agreement may be renewed with the approval of both the property owner and the Canadian Rangers – BC Coy at the end of the agreement period. All questions about the Sea Container, its nature, intended use, risks or hazards, have been discussed with the Land Owner to my satisfaction.

As the property owner, I agree to notify BC Coy – 4 CRPG of any change in land ownership, development, or use 90 days prior to the change in status.

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Property owner's signature

Date

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 5, 2023

**Subject:** 64 Centennial – Janitorial Services Contract

---

### **RECOMMENDATION:**

THAT Council awards the 2024 – 2025 Janitorial Services Contract for 64 Centennial Drive to Sky Blue Cleaning Services in the amount of \$2,790 per month plus GST for both year one and two of the contract;

AND THAT if mutually agreeable, the option be approved to extend the contract up to an additional year;

AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.

### **BACKGROUND:**

The District of Mackenzie provides janitorial cleaning services for the Courthouse, Service BC, and RCMP detachment facility at 64 Centennial Drive. The current contract expires December 31, 2023. The District published a request for proposals for janitorial cleaning services from May 8, 2023 to June 4, 2023 to allow time for the successful bidder to acquire required security clearances prior to the start date of January 1, 2024.

Five submissions were received. Proposals were evaluated based on budget and experience. As all contractors had equally appropriate experience, positive references, and qualifications to complete the contract, the deciding factor of the successful proponent was the budget. Sky Blue Cleaning Services had the lowest proposed monthly fee and as such is being recommended for contract award.

### **BUDGETARY IMPACT:**

\$2,790 per month would be allocated from the Protective Services budget to support the recommendation.

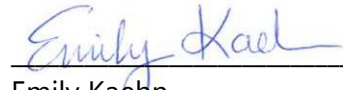


**COUNCIL PRIORITIES:**

**Strong Governance and Finances**

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

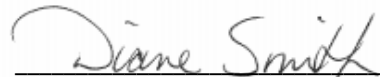
Respectfully Submitted,



Emily Kaehn  
Director of Corporate Services



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** June 5, 2023

**Subject:** Council Remuneration and Expenses - 2022

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

#### **2022 Council Remuneration and Expenses Report**

Section 168 of the *Community Charter* requires that municipalities report on council remuneration, expenses and benefits. The report must be prepared on an annual basis, separately listing the following for each council member.

The report must include:

- The total amount of remuneration paid to the council member for discharge of the duties of office, including any amount specified as an expense allowance;
- The total amount of expense payments for the council member made to the council member or as an allowance that is not reported under paragraph (a);
- The total amount of any benefits, including insurance policies and policies for medical or dental services provided to the council member or member's dependents;
- Any disclosure of contracts with the council members and former council members, including a general description of their nature.

Appendix A attached to this report includes the statement of remuneration, expenses and benefits for 2022. The disclosure of contracts for 2022 were previously reported to Council at the January 9, 2023 council meeting.

#### **Council Remuneration Research**

At Council's Regular Meeting of February 27, 2023 staff were directed to bring a report about whether Council's current compensation was in line with that of other similarly sized communities in BC. In preparing this report, staff were informed that the District of Vanderhoof

(pop. ~4300) had recently conducted a similar study published December 2022 and received by their Council at the January 9, 2023 meeting. The District of Mackenzie's information was included as part of their research. A copy of this report has been attached for Council's information in Appendix B.

Based on their findings, the District of Vanderhoof approved an increase in Councillor pay from \$13,611 to \$17,000.

The last increase in remuneration for District of Mackenzie Council Members (other than the percentage increase in wages that were negotiated under the Collective Agreement) was in 2015 and allocated as follows:

	<b>ANNUAL SALARY</b>		
	Prior to 2015	Changed in 2015	Difference
Mayor	\$14,112	\$21,885	\$7,773
Deputy Mayor	\$8,981	\$10,770	\$1,789
Councillor	\$7,730	\$9,276	\$1,546

The District of Mackenzie does provide limited group benefits in addition to salary, including:

- Extended Health and Dental
- Optional Life Insurance
- Optional Accidental Death & Dismemberment Insurance

However, similar to the District of Vanderhoof, the District of Mackenzie does not provide Vehicle Allowance, Pension, Retirement or Transition Allowance.

### **COUNCIL PRIORITIES:**

#### **Strong Governance and Finances**

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

Respectfully Submitted,



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## APPENDIX A

### 2022 Council Remuneration and Expenses

<u>DISTRICT OF MACKENZIE COUNCIL</u>	<u>REMUNERATION</u>	<u>EXPENSES</u>	<u>*BENEFITS</u>
Atkinson , Joan - Mayor	\$28,903	\$6,656	\$3,075
Barnes, Andrew - Councillor	\$12,911	\$2,960	\$0
Brumovsky, Victor - Councillor	\$12,250	\$2,949	\$3,075
Gates-Grogan, Peter - Councillor	\$10,209	\$0	\$0
Hipkiss, Amber - Councillor	\$13,010	\$7,525	\$3,075
McMeeken, Raye - Councillor	\$12,911	\$1,477	\$0
Tapper, Kyle - Councillor	\$2,042	\$500	\$0
Wiens, James - Councillor	\$10,209	\$3,168	\$2,498
Wright, Jesse - Councillor	\$2,042	\$1,136	\$0
<b>Total</b>	<b>\$104,487</b>	<b>\$26,371</b>	<b>\$11,724</b>
(*Includes dental & extended benefits)			

### 2022 DETAILED COUNCIL EXPENSES

<u>DISTRICT OF MACKENZIE COUNCIL</u>	<u>EXPENSES</u>
<b>Atkinson, Joan - Mayor</b>	
BC Natural Resources Forum - pre registration	\$ 686
Council of Forest Industries	\$ 1,075
Elected Officials Seminar - pre registration	\$ 450
North Central Local Government Assoc Convention	\$ 531
Resources Municipality Meeting	\$ 81
Resources Municipality Coalition Meetings	\$ 927
UBCM Convention - 2022	\$ 1,932
UBCM Convention - 2023 pre-registration	\$ 975
	\$ 6,656
<b>Barnes, Andrew - Councillor</b>	
AME Roundup	\$ 2,115
Chamber of Commerce Luncheons	\$ 20
Council of Forest Industries	\$ 375
Elected Officials Seminar - pre registration	\$ 450
	\$ 2,960

**Brumovsky, Viktor - Councillor**

Chamber of Commerce Luncheons	\$	60	
UBCM Convention - 2022	\$	2,104	
UBCM Convention - 2023 pre-registration	\$	785	
			\$ 2,949

**Gates-Grogan, Peter - Councillor**

\$ -

**Hipkiss, Amber - Councillor**

BC Natural Resources Forum - pre registration	\$	686	
Climate Leadership Institute Convention	\$	603	
Council of Forest Industries (COFI) – 2022*	\$	1,638	
COFI - 2023 pre-registration	\$	450	
Elected Officials Seminar - pre registration	\$	450	
North Central Local Government Assoc Convention	\$	597	
UBCM Convention - 2022	\$	3,101	
			\$ 7,525

**McMeeken, Raye - Councillor**

Council of Forest Industries	\$	500	
North Central Local Government Assoc Convention	\$	977	
			\$ 1,477

**Tapper, Kyle - Councillor**

Agro Connect Conference - pre registration	\$	50	
Elected Officials Seminar - pre registration	\$	450	
			\$ 500

**Wiens, James - Councillor**

UBCM Convention - 2022	\$	3,168	
			\$ 3,168

**Wright, Jesse - Councillor**

BC Natural Resources Forum - pre registration	\$	686	
Elected Officials Seminar - pre registration	\$	450	
			\$ 1,136

**TOTAL** **\$ 26,371**

\*Councillor Hipkiss attended COFI in the role of Acting Mayor. Acting Mayor expenses are allocated from the Mayor's travel and expenses budget.

All pre-registration amounts will be included in 2023 travel allocation budgets

## **APPENDIX B**

District of Vanderhoof  
Review of Council Remuneration  
By Sainas Consult Inc.

DISTRICT OF VANDERHOOF  
REVIEW OF COUNCIL REMUNERATION

December 2022

*Sainas Consult Inc.*

December 14, 2022

**PRIVATE & CONFIDENTIAL**

Ms. Margaret Stewart  
Chief Financial Officer  
District of Vanderhoof  
160 Connaught Street  
Vanderhoof, BC  
V0J 3A0

**Via email: [cfo@district.vanderhoof.ca](mailto:cfo@district.vanderhoof.ca)**

Dear Ms. Stewart:

**Re: Survey of Council Remuneration**

We are pleased to present our report on the survey of Mayor and Council remuneration conducted on behalf of the District of Vanderhoof.

We look forward to discussing this report with you. If you have any questions in the meantime, please call.

Yours truly,

SAINAS CONSULT INC.



Katherine M. Sainas



DISTRICT OF VANDERHOOF  
REVIEW OF COUNCIL REMUNERATION

DECEMBER 2022

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## INTRODUCTION

Sainas Consult Inc. recently undertook a review of Council remuneration on behalf of the District of Vanderhoof. This review involved a survey of a number of comparison municipalities for the following information pertaining to the Mayor and Councillor remuneration:

- Annual salary;
- Acting Mayor pay;
- Vehicle allowance;
- Incidence and cost-sharing of group benefits;
- Incidence of pension, retirement or transition allowance; and,
- Approaches for reviewing and determining adjustments to pay.

Travel and other expenses were not included in this review.

The targeted comparison municipalities are shown in the table below, along with their 2021 estimated population, land area, 2021 revenues and 2021 consolidated expenses.

**Table 1 - Comparison Municipalities**

MUNICIPALITY	2021 EST. POPULATION	LAND AREA	2021 REVENUES	2021 CONSOLIDATED EXPENSES
District of Kitimat	8,564	25,854	\$59,441,891	\$38,837,461
City of Revelstoke	8,429	4,028	\$30,331,029	\$24,626,305
City of Merritt	7,606	2,599	\$23,244,589	\$22,428,597
Town of Smithers	5,697	1,583	\$22,488,821	\$15,986,916
City of Armstrong	5,529	523	\$9,023,584	\$7,176,629
Town of Golden	4,185	1,067	\$16,139,184	\$11,825,552
District of Mackenzie	3,692	14,436	\$13,754,190	\$12,035,984
District of Houston	3,273	7,026	\$11,670,732	\$9,214,482
District of Clearwater	2,548	5,396	\$7,289,603	\$6,389,093
<b>25th Percentile</b>	<b>3,692</b>	<b>1,583</b>	<b>\$11,670,732</b>	<b>\$9,214,482</b>
<b>Median</b>	<b>5,529</b>	<b>4,028</b>	<b>\$16,139,184</b>	<b>\$12,035,984</b>
<b>Average</b>	<b>5,503</b>	<b>6,946</b>	<b>\$21,487,069</b>	<b>\$16,502,335</b>
<b>75th Percentile</b>	<b>7,606</b>	<b>7,026</b>	<b>\$23,244,589</b>	<b>\$22,428,597</b>
<b>DISTRICT OF VANDERHOOF</b>	<b>4,703</b>	<b>5,606</b>	<b>\$14,243,234</b>	<b>\$9,284,708</b>

Source: Local Government Division of the Ministry of Municipal Affairs & Housing

The statistics used in this report are defined below:

25<sup>th</sup> Percentile: This is also referred to as the first quartile. It represents the point below which 25% of the values fall.

Median: This is also referred to as the 50th percentile. When the values in the population are ranked by size, the median represents the point at which equal numbers of values are above and below. It is the “middle” value in the population.

Average: This is the simple average provided for matching positions. Also known as the mean, it is derived from summing all of the values and dividing by number of organizations.

75<sup>th</sup> Percentile: This is also referred to as the third quartile. It represents the point below which 75% of the values fall.

## MARKET FINDINGS

This section contains the market findings. The information collected in the survey pertains to the newly elected Councils at November 2022.

### **COUNCIL MEMBER 2022 SALARY**

Table 2 presents the Mayor and Councillor annual salaries reported by the comparison municipalities.

**Table 2 - Mayor and Councillor 2022 Salaries**

MUNICIPALITY	MAYOR	COUNCILLOR	COUNCILLOR VS MAYOR
District of Kitimat	\$46,733	\$25,931	55.5%
City of Revelstoke	\$48,000	\$24,000	50.0%
City of Merritt	\$37,423	\$17,794	47.5%
Town of Smithers	\$33,865	\$16,927	50.0%
City of Armstrong	\$27,123	\$15,422	56.9%
Town of Golden	\$29,184	\$16,363	56.1%
District of Mackenzie	\$28,903	\$12,250	42.4%
District of Houston	\$19,044	\$9,522	50.0%
District of Clearwater	\$21,722	\$11,304	52.0%
<b>25<sup>th</sup> percentile</b>	<b>\$27,018</b>	<b>\$12,250</b>	<b>50.0%</b>
<b>Median</b>	<b>\$29,184</b>	<b>\$16,363</b>	<b>50.0%</b>
<b>Average</b>	<b>\$32,444</b>	<b>\$16,613</b>	<b>51.2%</b>
<b>75th percentile</b>	<b>\$37,423</b>	<b>\$17,794</b>	<b>55.5%</b>
<b>District of Vanderhoof</b>	<b>\$40,833</b>	<b>\$13,612</b>	<b>33.3%</b>

There appears to be a reasonably strong relationship between size of municipality (population and consolidated expenses) and remuneration of Council members.

The District of Vanderhoof Mayor remuneration is higher than the 75<sup>th</sup> percentile of the market, and is third highest amongst the comparison municipalities. The Councillor remuneration is low relative to the market, and is third lowest amongst the comparison municipalities. The Councillor salary is 33% of the Mayor's, vs the market median of 50%.

### **ACTING MAYOR PAY**

Only two of the comparison municipalities have a policy to provide Acting Mayor pay. One provides an extra \$5.00 per day for absences exceeding 60 days, and the other pro-rates the Mayor's rate for the duration of the acting responsibilities. One of the comparison municipalities has a Deputy Mayor.

The District of Vanderhoof does not provide extra pay for Councillors who act in the Mayor's role during his or her absence.

### **VEHICLE ALLOWANCE**

Vehicle allowances are not provided to the Council members at the comparison municipalities, nor at the District of Vanderhoof.

### **GROUP BENEFITS**

Group benefits are not generally provided to Council members at the District's comparison municipalities. This is consistent with other smaller municipalities across the Province.

Accident insurance is typically provided for business travel amongst the comparison municipalities, but other benefits are not common. One of the municipalities provides life insurance, one provides participation in the employee assistance plan, and two provide extended health and dental. Two municipalities offer group benefits to Council members, but those that participate in the benefits plans are required to pay the premiums.

The District of Vanderhoof provides life and accident insurance and the employee assistance plan services.

### **PENSION, RETIREMENT, OR TRANSITION ALLOWANCE**

None of the municipalities provides pension, retirement or transition allowances, nor does the District of Vanderhoof.

### **APPROACHES FOR REVIEWING AND ADJUSTING COUNCIL MEMBER SALARIES**

About half of the comparison organizations do not have a policy or regular practice of undertaking a comprehensive review of Mayor and Council remuneration. Where a municipality does regularly review Mayor and Council remuneration, the approach is normally to compare with other municipalities that are similar in size and/or region. For this, they typically conduct a market survey of their comparison municipalities in advance of the next election for decision by the current Council.

For adjustments in the years in between the more comprehensive reviews, the municipalities typically make annual adjustments based on changes in the consumer price index. One municipality will not adjust its Council remuneration in 2023.

The District of Vanderhoof has a practice of reviewing Mayor and Council remuneration in election years. Annual increases for Council and staff are based on CPI.

## SUMMARY AND RECOMMENDATIONS

Table 3 summarizes the current remuneration for the Mayor and Councillors at the District of Vanderhoof compared with the median (middle) of the market:

**Table 3 - District of Vanderhoof Current Salary Compared With the Market Median**

	<b>2022 MARKET MEDIAN SALARY</b>	<b>DISTRICT OF VANDERHOOF CURRENT SALARY</b>	<b>VANDERHOOF VS. MARKET MEDIAN</b>
Mayor	\$29,184	\$40,833	140%
Councillor	\$16,363	\$13,612	83%

The District's Mayor salary is considerably above market. Therefore, we recommend no adjustment.

The Councillor salary, however, is significantly below the market median and is one of the lowest amongst the comparison municipalities. We recommend adjusting the 2022 Councillor salary to \$17,000, which would put it line with the market, and result in a 41.6% differential with the Mayor's salary which is also in line with the market.

As most of the comparison municipalities annually adjust their Council remuneration by the percentage CPI change, we recommend the District of Vanderhoof provide an annual adjustment to the Councillor salary. However, we recommend the District consider holding the Mayor's salary at the 2022 rate and revisit it prior to the next election.

## **COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councilor Wright

**Date:** May 2023

**Subject:** Report for May 2023

<b>Date:</b>	<b>Activity:</b>
May 17, 2023	Completed Module 1 of Indigenous Canada course.
May 17, 2023	Attended the McLeod Lake Mackenzie Community Forest's Public Information Sharing Session at the Rec Centre.
May 21, 2023	Completed Module 2 of Indigenous Canada course.
May 25, 2023	Attended Elder's Camp in McLeod Lake, hosted by the McLeod Lake Indian Band and School District 57's Indigenous Education Department. I was able to attend presentations on Indigenous land-based foods and medicines and traditional Indigenous games and get a guided tour of McLeod Lake and a presentation on sweat lodge ceremonies.
May 26, 2023	Meeting with SD57 Board Chair and Mackenzie Trustee Rachael Weber to discuss different topics surrounding education in Mackenzie.
May 28, 2023	Completed Module 3 of Indigenous Canada course.
May 29, 2023	Completed Module 4 of Indigenous Canada course.
May 29, 2023	Attended Morfee Elementary PAC meeting.
May 30, 2023	Participated in a lesson from Elder Leona Smith at Mackenzie Secondary School.

Respectfully Submitted,  
Councilor Wright

### **COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councillor Viktor Brumovsky

**Date:** June 1, 2023

**Subject:** Report for the Month of May 2023

<b>Date:</b>	<b>Activity:</b>
May 2	Participated in the Chamber of Commerce's monthly Director's meeting.
May 5	Attended and participated in the Chamber of Commerce's annual Spring Expo at the Recreation Centre as well as the related social events that evening.
May 6	Attended the Spring Expo to see the Saturday-only events.
May 7	Attended the Rec Centre's celebration for the end of the "Walk to Mexico" active living event.
May 24	Attended the Honour House/Honour Ranch presentation at the Mackenzie Legion. The presentation centered on the services provided by these two facilities in helping first responders and military service members have accommodation for medical treatment and treatment facilities as they recover from service-related physical and mental injuries
May 25	Attended the farewell BBQ for outgoing district employee Ken Gawryluk, honouring him for years of dedicated and professional service to our community.
May 28	Participated in the annual MS walk around the Centennial Loop.

Respectfully Submitted,  
Councillor Brumovsky