

## COMMITTEE OF THE WHOLE AGENDA

**Date:** Monday, July 24, 2023, 7:00 p.m.  
**Location:** Council Chambers of the Municipal Office  
1 Mackenzie Boulevard, Mackenzie, BC

	<b>Pages</b>
<b>1. <u>CALL TO ORDER</u></b>	
<i>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.</i>	
<b>2. <u>REPORTS</u></b>	
2.1 <u>Operations</u>	2
THAT the Operations reports for the month of June 2023 be received.	
2.2 <u>Building</u>	10
THAT the Building report for the month of June 2023 be received.	
2.3 <u>RCMP</u>	12
THAT the RCMP report for the month of June 2023 be received.	
2.4 <u>Fire</u>	18
THAT the Fire report for the month of June 2023 be received.	
2.5 <u>Recreation Services</u>	24
THAT the Recreation Services report for the month of June 2023 be received.	
2.6 <u>Finance</u>	27
THAT the Finance report for the month of June 2023 be received.	
2.7 <u>Council Strategic Priorities</u>	38
THAT the Council Strategic Priorities 2023 Second Quarter Report be received.	
<b>3. <u>OTHER BUSINESS</u></b>	
<b>4. <u>ADJOURNMENT</u></b>	

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Bylaw/Animal Control

**Date:** July 4, 2023

**Subject:** Bylaw/Animal Control Month End Report for June 2023

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**DOG LICENCES:**

There were nine dog licenses issued in June 2023.

**BOARDING:**

There were two dogs boarded during June 2023.

**IMPOUNDS:**

	<b>DOGS</b>	<b>CATS</b>
Remaining from last month	0	0
Impounds/strays for this month	2	0
Owners request adoption	0	0
Claimed by owner	2	0
Adopted	0	0
HD	0	0
Transferred to PG Humane	0	0
<b>Remaining in Pound</b>	<b>0</b>	<b>0</b>

**COMPLAINT/SERVICE FILES:**

There were several complaints regarding unsightly premises, properties with animal attractants, and people watering their lawn in contravention of the water restriction.

In June there were 73 files investigated.

In June, the dog from a previous dog biting incident from last month was humanely destroyed by its owners. The dog had other health concerns and was the owner's decision to have the dog euthanized. Bylaw Services was monitoring the file, but it is now concluded. 2023-02.

On 2023-06-02 Bylaw Services was notified of a pile of wood chips on Sheppard Rd. causing a hazard. The company responsible was identified and located and within a couple of days, the spill was cleaned up. 2023-71

On 2023-06-02 Animal Control was called to a residence where a dog had been left outside and was barking all day. The dog was very audible when the caller was on the phone, and they were down the street from the barking dog. Attendance was made and the dog owner was asked to be more mindful of their dog's barking. 2023-77

On 2023-06-02 Bylaw Services was on patrol and noticed a property in one of the mobile home parks had turned into an outdoor "mechanic shop". There are many vehicles and parts scattered on the property and leaching onto adjacent properties. An officer had a conversation with the occupant as well as the park manager and the next day, the place was tidied up but still far from acceptable and needs further enforcement, along with many other Mobile Home Park violations. 2023-78

On 2023-06-02 Bylaw Services attended an address to speak with the occupant regarding the vehicle parked on their lawn. Bylaw spoke with the resident several times before complying with the request to move the vehicle. 2023-79

On 2023-06-06 A bear was going through garbage in a residential area. Three homeowners were provided warnings for leaving garbage out accessible to wildlife. Two out of three homeowners were receptive of the warning issued. 2023-81,82,83

On 2023-06-06 Bylaw Services was notified of numerous scrap RVs located just off the Parsnip FSR near the Gantahaz Subdivision. Bylaw attended and located numerous dilapidated RV's and the usual RV supplies such as propane bottles, camping gear, and "garbage" scattered all over. It is on Crown Land and a registered placer claim. The claim comes back registered to the same family the inactive plates on RV's are registered to with a Mackenzie address. Messages were left with the provincial mine investigators and to date have not received a call back. Forestry was also advised. This file is concluded. Ministry of Forestry has been advised. Bylaw does not have jurisdiction. 2023-86

On 2023-06-06 the parks crew dropped off a black lab at the animal control building and advised there was another dog that was with it in the Century Mobile Home Park. Animal Control attended and located another dog. The owner was located and the dogs were returned after the fees were paid. 2023-87

On 2023-06-08 Bylaw Services was notified about a street in town where over 50% of the properties are owned by a corporation and majority of the properties are vacant. Bylaw Services has been in contact with the corporation and fielded complaints regarding the unsightly properties that have not been maintained. There is a bear living under one of the mobile homes

on one of the properties that the corporation owns and is aware of. To date, skirting on the trailer has not been fixed to stop the bear from entering. 2023-88

On 2023-06-12 Bylaw Services attended a property for a garbage complaint. Bylaw Services/ Animal Control attended this property daily for garbage, unsightly premises, feeding wildlife and noise/disturbance issues. This property is owned by the corporation mentioned above. 2023-110

On 2023-06-14 Bylaw Services attended a residence for a report of a property with extremely high grass in the backyard. An officer attended and spoke with the homeowner who allowed the officer to view the backyard. The grass was approximately 4 – 4.5 ft high. After a written warning and a couple visits by an officer, the homeowner cut the grass. 2023-111

On 2023-06-11 a message was left advising of a dog that had bitten someone. On 2023-06-12 Bylaw received the message and attended to speak with the dog bite victim and later the owner of the dog. It was determined that the dog bite victim had provoked the dog causing the bite. First offence for the dog. Concluded. 2023-113

On 2023-05-14 a male attended Animal Control advising that an employee of the District walks by his house with a big dog and threatens him. Upon further investigation, there is no such employee threatening him. 2023-114

On 2023-06-16 it was reported to Bylaw Services that a company in town was offering an AirBnb for rent in Mackenzie. There is no bylaw in Mackenzie to regulate such a business. An officer spoke with the person posting the ad and advised they cannot run an AirBnb until there is a bylaw in place to regulate it. An officer informed the person how to go about getting the process started. 2023-115

2023-06-23 Public Works staff advised they watched a bear in the District campground enter a campsite and walk away with their entire garbage bin. An officer attended and issued a warning to the party responsible and advised them the direction their bin went if they wanted to retrieve it. 2023-124

On 2023-06-22 Bylaw Services stopped at a residential property as the lawn was overgrown, and there was a trailer and SUV parked on the grass. Officer spoke with the homeowner and the following day; the yard was mowed, and the SUV was moved. 2023-125

On 2023-06-22 after hours, there was a dog that was loose and was called in by a citizen who was holding the dog on their property. Public Works on call attended, located the dog and lodged it in the kennel. The owner arrived the following day, paid the fees and retrieved the dog.

On 2023-06-28 Bylaw Services received a complaint regarding “backyard neighbors” where one person was piling dirt to even out their yard, affecting the fence that separates the two

properties. Bylaw Services attended and suggested talking to his neighbour first to see what the response was. A couple of days later, Bylaw Services received a call from the complainant advising him that he talked with the neighbour, and it is all good. 2023-129

On 2023-06-28 Animal Control located a stray chocolate lab by the tree crusher. The dog was lodged in the kennel. This dog has been on social media more than once because the owner couldn't find it previous times. Bylaw Services conducted door knocks in a part of town where the dog and owner are supposed to be temporarily staying. The owner was located, transported to the kennel and fees were paid prior to the dog being released. 2023-138

On 2023-06-29 Bylaw Services was called to an address where the complainant advised that the property behind his, the owner has built a rock river in their backyard. The water for the river is collected from the ground and runs into a pond and when fills, goes into a 16-18" culvert that is approximately 20' that goes to the edge of the property then spills out on the complainant's property which is already flooded all the time and is downhill from the culvert. Bylaw Services is investigating further. 2023-139

On 2023-06-29 Animal Control was called to a residential address where the homeowner was feeding crows and ravens. Upon attendance, a male answered the door and walked the officer to the backyard where there was a plate with popcorn on it and a small plastic swimming pool used as a bird bath. The male advised that he throws dog food to the birds as he enjoys their company since his dog passed. The male was advised to stop feeding the birds as they are considered wildlife. The male agreed. 2023-140

There were six Bylaw Violation Warning Notices issued.

While on patrol in June there were more unsightly premises notices taped to numerous residential addresses and four businesses. Compliance has been very good and the Better at Home Program that Bylaw Services is promoting has been helpful.

Bylaw Services met with the Conservation Officer Service to determine the most effective way the District can assist with the bear issue and a joint public awareness piece was released for the public reminding the community to be bear aware as well as how to report a bear sighting in Mackenzie.

There is currently one position staffed at Animal Control/Bylaw Services.

There were no Municipal Tickets written this month.



Respectfully Submitted,

A blue ink signature of Jayson Davidson, consisting of stylized, overlapping loops and strokes.

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Jayson Davidson  
Bylaw Enforcement Officer

A black ink signature of Diane Smith, written in a cursive style with a large initial 'D'.

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Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Public Works

**Date:** July 18, 2023

**Subject:** Public Works Month End Report for June 2023

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### **WATER DISTRIBUTION:**

We pumped 15,758,928 US gallons of water into the water tower during the month of June, the equivalent of 525,297.59 gallons per day, which is approximately 396.15 gallons per water connection. Last year we pumped 11,547,244 US gallons of water into the water tower during the month of June, the equivalent of 384,908.14 gallons per day or 290.28 gallons per connection.

The flow meter that we need to install to track the Gantahaz Subdivision water usage data is on back order.

### **SANITARY SEWER COLLECTION SYSTEMS:**

There were 5 good neighbour sewer calls to report for the month of June.

### **GARBAGE COLLECTION SYSTEMS:**

The total commercial garbage collected for the month of June was 57,650 kg. The total residential garbage collected was 47,520 kg, for a total of 105,170 kg. The total commercial garbage collected for June 2022 was 62,790 kg. The total residential garbage collected for June 2022 was 49,160 kg, for a total of 111,950 kg.

### **STREETS AND ROADS:**

Crews have been working to enhance the streets and walkways in the area. They have successfully painted lines, designated parking lots and addressed potholes, ensuring safer and more organized road conditions. Turf repairs are currently in progress, further enhancing the overall aesthetic and functionality of the surrounding areas. The paving crew is expected to return at the end of the month.



#### **SNOW FALL ACCUMULATIONS:**

Snow fall accumulation for the month of June was 0.

#### **PARKS:**

The Mackenzie Logo has been decorated with flowers. Flower baskets have been placed throughout town to enhance the aesthetic appeal. Trees and bushes surrounding the baseball diamonds have been cleared to ensure better visibility and a safer environment for players and spectators. Ongoing cleanup activities are taking place following the arborist visit. Furthermore, work is in progress to fence the airport and clear brush around the fence, with the aim of enhancing security and creating a neat appearance. Memorial benches have been placed around town on concrete pads.

#### **PROJECTS:**

Crews are in the process of trying to fabricate garbage bins to help alleviate the bear problems.

#### **EQUIPMENT & MAINTENANCE:**

Regular repairs and maintenance of equipment was completed.

#### **BUILDINGS:**

Routine maintenance was completed on District buildings. Radon pucks were picked and will be sent for testing.

#### **SAFETY:**

OH&S/Joint Health and Safety Committee meeting was held for the month of June.

#### **ASSET MANAGEMENT:**

Due to staff vacancies, there are no Asset Management activities to report for the month of June.



**AIRPORT STATS:**

Total fuel pumped for the month of June was 6,365.94 L of AV Gas, and 33,898.89 L of Jet A.  
Total fuel sales for the month were \$98,538.86 with total revenue of \$28,614.03.

JUNE 2023	Fixed Wing	Helicopter	Fuel Purchase	Visit Town
<b>Total</b>				
<b>128</b>	54	74	n/a	80

Respectfully Submitted,



Diane Smith  
Chief Administrative Officer

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Building Department

**Date:** July 18, 2023

**Subject:** Building Month End Report for June 2023

### **PERMITS:**

#### BUILDING

<b>2023</b>	<b># of Permits This Month</b>	<b>\$ Value of Permits This Month</b>	<b>Total # of Permits to Date</b>	<b>Year to Date \$ Value of Permits</b>
Recreational	0	0	0	0
Residential	3	\$57,000.00	14	\$172,775.00
Commercial	0	0	5	\$2,659,582.00
Industrial	0	0	0	0
Institutional	0	0	0	0
<b>Totals</b>	<b>3</b>	<b>\$57,000.00</b>	<b>19</b>	<b>\$2,832,357.00</b>

<b>2022</b>	<b># of Permits This Month</b>	<b>\$ Value of Permits This Month</b>	<b>Total # of Permits to Date</b>	<b>Year to Date \$ Value of Permits</b>
Recreational	0	0	0	0
Residential	1	\$3,000.00	9	\$59,700.00
Commercial		0	2	\$268,000.00
Industrial	0	0	1	\$211,000.00
Institutional	0	0	0	0
<b>Totals</b>	<b>1</b>	<b>\$3,000.00</b>	<b>12</b>	<b>\$538,700.00</b>

PLUMBING

	<b>2022</b>	<b>2023</b>
Number of Plumbing Permits This Month	0	0
Dollar Value of Plumbing Permits This Month	0	0
Number of Plumbing Permits YTD	0	3
Dollar Value of Plumbing Permits YTD	0	\$ 150.00

**BUSINESS LICENCES:**

	<b>Number</b>
Active/Paid	243
Outstanding	12
New	3
Total	258

Respectfully Submitted,



Diane Smith  
Chief Administrative Officer



NCO i/c Mackenzie Detachment  
PO Box 280  
Mackenzie, B.C.  
V0J 2C0

Your File

District of Mackenzie  
Box 280  
Mackenzie, B.C.  
V0J 2C0

Our File

July 13th, 2023

Dear Mayor and Council

**Mayors Report for June 2023:**  
**Summarized Mayors Report and File Synopsis for the month of June 2023.**

**Detachment Case Load:**

June 2023, the Mackenzie RCMP investigated 180 Files (226 files for June 2022)

- 27 - Crimes against a person files
- 17 - Crimes against property files
- 7 - Other Criminal Code violations
- 2 - Narcotic Control Act
- 10 - Provincial Statute / Federal Statute
- 117 - RCMP / Municipal Statute
- 0 - Traffic Violations

**(6 files were unfounded, 16 files resulted in charges)**

**- There were 4 Prisoners Lodged in Cells for June 2023 - On going Guard Shortage**

**Traffic Enforcement: - June 2023 Traffic Stats:**

Written Warnings- 0 Intersection Warnings / 0 Distracted Driving Warning  
Total 57 Traffic Warnings

Violation Tickets- 1 Intersection VT / 0 Distracted Driving VT  
Total: 25 Traffic VT's

**Impaired Driving / Immediate Roadside Prohibitions - June 2023:**

- 2 - 24 hour Driving Prohibition was issued was issued for alcohol
- 1 - 90 day Immediate Roadside Prohibition's was issued
- 1 - 24 hour Driving Prohibition was issued for alcohol

**CHECKSTOP PROGRAM (ROAD BLOCKS)**

***1 Road Safety / Speeding / Sobriety Checks was conducted for June 2023***

***1 McLeod Lake Hwy 97 / Carp Lake Hwy 97***

**BILL C-45 Cannabis Legislation - "Effective October 17th, 2018"**

0 file(s) for the month of June 2023

**Resources:**

The detachment is currently short staffed 2 Member(s) (1 on Medical leave) (1 vacant position)

**Community Policing:**

In line with the APP initiative for Crime Prevention through Curfew Compliance checks, the Mackenzie RCMP members were very active in conducting curfew and house arrest checks on local residents on conditions. ***(Currently there are three curfew checks)***

**Victim Services June 2023 stats:**

Ongoing Clients - 35

New Clients - 16

Closed Clients - 16

General Inquiries - 1

Incidents resulting in Victim Services assistance - 6

Referral Sources - Police.

New clients included: 11 females and 5 males. Of these clients: 5 are children, 3 are youth, and the remaining 8 are adults.

Incident Types: Youth Sexual Assault/Abuse, Partner Assault/Abuse, Other Assault/Abuse, and Other Familial Assault/Abuse.

This month was a busy court month for Victim Services. This involved providing many clients with court updates and explaining the court process. I also corresponded between Crown Counsel and multiple clients. During court week in Mackenzie, I was able to coordinate a meeting between one of my clients and Crown Counsel at the RCMP Detachment. Victim Services was also busy this month assisting several clients with CVAP (Crime Victim Assistance Program) applications and checking the status on previous CVAP applications by other clients. Victim Services had a large increase in clients this month, partially due to receiving a couple new file referrals from Tsay Keh Dene RCMP members.

**ONLINE CRIME REPORTING**

The online tool can be found at either <http://bc.rcmp-grc.gc.ca/mackenzie/report> or on the District of Mackenzie's website at [districtofmackenzie.ca/public-services/emergency-services](http://districtofmackenzie.ca/public-services/emergency-services).

**(See attached Court update(s) and File summary)**

This concludes the Mayors report for the month of June 2023.



Sincerely,

Cpl. Calvin AIRD  
acting/i/c NCO Mackenzie RCMP Detachment  
Detachment Commander  
(250) 997-3288 phone (250) 997-3240 fax

**COURT Update(s): (SOP = Stay of Proceeding) (MVA = Motor Vehicle Act)**

**1. WARRANTS (failed to attend court in June 2023)**

- a. A non local male was issued an Endorsed Warrant for Impaired Driving.
- b. A local female was issued an Unendorsed Warrant for Uttering Threats and Mischief Charges.
- c. A non local male was issued an Unendorsed Warrant for Drive while

**2. CONVICTIONS**

- a. A non local male was found guilty of MVA Drive while Prohibited - \$2000.00 (he received an SOP on a second charge of Drive While Prohibited)
- b. A local female was found guilty of Obstruction – 1 day jail (time served) (she also received an SOP on Personate charges.

**3. NON CONVICTIONS**

- a. A local male received an SOP on Impaired driving and drive over .08.

**4. VIOLATION TICKET dispute:**

- a. 1 VT's received a SOP (stay of proceeding)

**1. File Summary – In June 2023 Mackenzie RCMP responded to 180 files. The Mackenzie RCMP completed 1 proactive road checks. Mackenzie RCMP noted an increase in mental health calls and calls involving bears around the community. Mackenzie RCMP continue to engage Conservation with bear calls. Investigations of Interest:**

- 1.1. On 2023-06-01 Mackenzie RCMP responded to a report of a person being bear sprayed. The victim was uncooperative with police. RCMP believe this to be an isolated event involving drugs.
- 1.2. On 2023-06-01 Mackenzie RCMP responded to a report of a suicidal person. The person was located and apprehended under the Mental Health Act. At the hospital police were assaulted by the person. The person was certified to the hospital. No charges forwarded for the assault on police based on circumstances. No serious injuries to hospital staff of police involved.
- 1.3. On 2023-06-04 Mackenzie RCMP responded to a report of a person displaying mental health concerns. Police located and apprehended the person under the Mental Health Act. It is believed drugs were a contributing factor. The person was not certified by the hospital and later released.
- 1.4. On 2023-06-06 Mackenzie RCMP responded to a suicidal person. Police attended. The person was deemed not suicidal and Ambulance services were declined by the person.
- 1.5. On 2023-06-06 Mackenzie RCMP responded to a noise complaint from a prolific property. Police spoke to the occupants of the property. Police are engaged with Bylaw services to address the on-going issues at the property.
- 1.6. On 2023-06-06 Mackenzie RCMP responded to an assault at a residence. The victim provided suspect details. The suspect was not located nor identified. On a later date and further follow up the victim became uncooperative with police.
- 1.7. On 2023-06-06 Mackenzie RCMP responded to a report of an assault on a youth. Police attended and noted alcohol to be involved. Police worked with MCFD and relocated the youth to a safe residence. Further investigation determined an assault on the suspect. No serious injuries to either party and did not meet criteria to forward charges on the file.

- 1.8. On 2023-06-08 Mackenzie RCMP responded to a physical family dispute. Victim uncooperative and had minor injuries. Parties separated and no further issues reported.
- 1.9. On 2023-06-08 Mackenzie RCMP responded to report of a person being bear sprayed. Further investigation determined that the victim was in possession of bear spray and accused person was not. It was believed the assault was self-inflicted and police requested a peace bond between the two parties.
- 1.10. On 2023-06-09 Mackenzie RCMP received a report of a stolen truck. The truck was later located and the owner is uncooperative with police in proceeding with charges. It is believed this was a targeted theft involving drugs.
- 1.11. On 2023-06-09 Mackenzie RCMP received a report of an assault and inappropriate comments made toward a youth at a local business. Surveillance from the business did not capture the event. The suspect was not identified. Parents engaged on file. No further calls in similar nature.
- 1.12. On 2023-06-09 Mackenzie RCMP responded to a report of a serious assault at a local hotel. It was determined one person was assaulting the other when the victim retaliated by stabbing the assaulter. Both parties had serious injuries and were brought to the hospital. Charges on both parties have been forwarded to Crown Counsel for their review.
- 1.13. On 2023-06-09 Mackenzie RCMP completed a proactive check stop of a vehicle committing a motor vehicle offence. A breath demand was completed on the driver who produced a "warning" and received a 3-day driving suspension and the vehicle was impounded.
- 1.14. On 2023-06-10 Mackenzie RCMP responded to a domestic assault. Both parties were arrested and have a future court date in Mackenzie.
- 1.15. On 2023-06-11 Mackenzie RCMP responded to a report of youth on an abandon school roof yelling for help. Patrols for the youth negative. Abandon school continues to be subject to nuisance calls similar in nature.
- 1.16. On 2023-06-12 Mackenzie RCMP responded to a theft of a truck from a residence. Police attended and a canvass for video surveillance turned up negative. Vehicle still outstanding.
- 1.17. On 2023-06-13 Mackenzie RCMP responded to a fatal motor vehicle accident in the Pine pass. It was determined it was a single vehicle involved and no criminality is suspected. Highway was re-opened and the coroner took the investigation.
- 1.18. On 2023-06-14 Mackenzie RCMP responded to a report of a suicidal person. Police spoke to person who was apprehended under the Mental Health Act. The person was transported to the hospital where they were admitted.
- 1.19. On 2023-06-14 Mackenzie RCMP responded to a residence fire. Police attended and noted a backyard shed on fire along with the unoccupied residence. Once Mackenzie Fire put the fires out and a walk through of the residence was completed. It was determined it was an arson with multiple ignition points. Neighbourhood canvassing for video or witnesses negative in identifying and suspects. Mackenzie RCMP believe this to be a targeted isolated event involving drugs.
- 1.20. On 2023-06-17 Mackenzie RCMP were completing highway traffic enforcement and located a vehicle driving at excessive speeds. Threshold met for 7-day vehicle impound and violation tickets were issued.
- 1.21. On 2023-06-17 Mackenzie RCMP were completing highway traffic enforcement. A member pulled over a truck. The driver was observed displaying signs of intoxication by alcohol.



A breath demand was completed and the driver was deemed to be intoxicated by alcohol. A 24-hour driving suspension was issued.

- 1.22. On 2023-06-22 Mackenzie RCMP responded to a report of a domestic dispute. Both parties were uncooperative with police. Both parties arrested and released for a future court date in Mackenzie. Charges for both parties were forwarded to Crown Counsel for charge approval.
- 1.23. On 2023-06-23 Mackenzie RCMP were called out to a residence fire in a trailer park. Mackenzie Fire put out the fire. It was believed the fire was an arson. Neighbourhood canvassing for video or witnesses turned up negative. It is believed this is an isolated incident involving drugs.
- 1.24. On 2023-06-23 Mackenzie RCMP responded to a domestic assault. Police arrested the suspect who was held for a court hearing due to previous file similar in nature. Suspect released by a Judge for a future court date in Mackenzie with conditions to protect the victim.
- 1.25. On 2023-06-28 Mackenzie RCMP responded to an assault in a residence. Police spoke to the victim who was uncooperative with police. Police believe this to be an isolated incident.
- 1.26. On 2023-06-28 Mackenzie RCMP responded to a report of a driver believed to be impaired and passed out in their vehicle running in a public parking lot. Police attended and a breath demand was completed. The driver produced a "fail." The driver received a 90-day driving suspension and the vehicle as impounded for 30-days.
- 1.27. On 2023-06-29 Mackenzie RCMP responded to a report of a delusion person. The person was apprehended under the Mental Health Act. The person was admitted to the hospital after it was determined alcohol and drugs were a contributing factor.
- 1.28. On 2023-06-30 Mackenzie RCMP responded to a report of a sudden death on a forest services road. No foul play suspected and the coroner is currently investigating the death.

Cpl. C. AIRD

Mackenzie RCMP

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Fire Chief, Jamie Guise

**Date:** July 18, 2023

**Subject:** Fire Department Month End Report, June 2023

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### **FIRE DEPARTMENT RESPONSES:**

Code	Description	Number of Calls this Period	Year to Date
AOA	Assist other Agency	4	21
FAL	False Alarm		12
FRS	Structure Fire	2	3
FRV	Vehicle Fire		1
GSL	Gas/Spill Leak	1	1
FRW	Wildland Fire		1
MVI	Motor Vehicle Incident	1	14
INV	Investigation no Fire	1	1
BC	Burning Complaint	3	10
CO	Carbon Monoxide Alarm		1
EH	Electrical Hazard	1	2
PS	Public Service		2
<b>TOTALS</b>		13	69

- EH - 5 **June @ 23:50**– Report of a possible electrical fire at a residence. The resident could see arcing coming from their electrical outlet. Chief 2 checked it out. There was no melting evident or any burning and this was confirmed with a thermal imaging camera.
- BC - 8 **June @ 18:11**– Chief 1 received a call from a concerned citizen that their neighbor was burning. Chief 1 attended and did not locate a fire at any residence. Chief 1 Informed the caller that there was nothing found before returning to the Hall.

- GSL - 9 **June @ 07:43**– The contractor on site of the new firehall project reported that he struck a gas line out front of the new Firehall. Crews were required to secure the area until Fortis Gas could respond from Chetwynd to fix the damaged line.
- AOA - 9 **June @ 16:33**– Requested by BCAS to assist with a lift. Crews were required to move the patient from their living room into their bedroom before returning to the Hall.
- BC - 10 **June @ 23:58**– Chief 2 received a call from a concerned citizen that there were people sitting around a recreational fire in the Rec Centre parking lot. Upon arrival of Chief 2 it was noted that the fire was a propane fire pit, and the group was there camping for the swimming event. Chief 2 returned to the Hall.
- FRS - 14 **June @ 03:49**– Report of a structure fire on Ospika Crescent. Upon arrival of Chief 1 it was noted that a detached garage was fully involved in fire. Crews were required to extinguish the fire. During the size-up of the fire it was noted by Chief 1 that there was smoke coming from inside the house. Upon investigation of the smoke, Chief 1 found several lit fires inside the home. Crews were required to extinguish those fires also. Chief 1 informed RCMP of the arson and the scene was turned over to RCMP for investigation.
- AOA - 14 **June @ 07:10**– Requested by BCAS to assist with a lift. Crews were required to move the patient from their living room into an awaiting ambulance before returning to the Hall.
- MVI - 16 **June @ 08:36**– Report of a bus rollover on Firth Lake FSR. Upon arrival of crews, it was noted that the bus had flipped over, and it was in the ditch. Emergency Crews from the nearby camp already extricated the patients out of the vehicle. Crews assisted BCAS and medics to get the patients sent out to the Prince George hospital VIA the awaiting ambulances. Crews cleaned up and returned to the Hall.
- FRS - 23 **June @ 03:33**– Report of a structure fire at Century Trailer Park. Upon arrival of Chief 1 it was noted that a trailer was on fire. Crews were required to extinguish the fire. During the mop-up of the fire, it was noted by Chief 1 that there was evidence of arson. Chief 1 informed RCMP of the findings and the scene was turned over to RCMP for investigation.
- AOA - 23 **June @ 14:02**– Requested by BCAS to drive and assist with a call. Crews were required to move the patient from their living room into an awaiting ambulance and drive the ambulance to the hospital before returning to the Hall.

- INV - 24 **June @ 00:11**– Reports of smoke and yelling kids at Morfee Elementary School. Chief 2 attended and found nothing. There was smoke in the air from the fires across the lake. Chief 2 returned to the Hall.
- BC - 29 **June @ 23:32**– Chief 2 received a call from a concerned citizen that there were people sitting around a recreational fire in their backyard on Nation Avenue. Upon arrival of Chief 2 it was noted that the fire was a propane fire pit. Chief 2 returned to the Hall.
- AOA - 30 **June @ 11:00**– Requested by BCAS to assist with a lift. Crews were required to assist in moving a deceased patient from an Emergency Transport Vehicle into an awaiting ambulance before returning to the Hall.

### **VOLUNTEER FIRE FIGHTERS TRAINING NIGHTS SCHEDULE:**

#### **6 June** – Planning and Meeting Night

- a. Occupational Health & Safety Committee
- b. Management Team and Officers Meeting
- c. Monthly Training Plan
- d. Coordinate Work Plan Activities
- e. Complete Apparatus, Equipment and Facilities Checks
- f. Conduct Association Business Meeting

#### **13 June**– Firefighter Skills Development

- a. Senior members participated in stocking the New Fire Apparatus
- b. New Probationary members participated in Orientation.

#### **20 June**– Firefighter Skills Development

- a. Senior members participated in Hit and Run Scenarios
- b. Probationary members participated in communication training.

#### **27 June**– Firefighter Skills Development

- a. Senior members participated in live fire training.
- b. Probationary members participated in PPE training.

## **FIRE & LIFE SAFETY INSPECTIONS:**

7 fire safety inspections were conducted in the month of June.

## **VOLUNTEER FIRE FIGHTERS SCHEDULE:**

June 2 – Fire Department with RCMP and BCEHS assisted Morfee Elementary with their annual bike to school event.

June 3 – Mackenzie Fire Fighter Association held a trap shoot and BBQ. They hosted RCMP, BCEHS and past members.

June 4 – A member attended the RCMP appreciation dinner hosted by the Legion.

June 7- Fire Department accepted the delivery of their new Ladder Truck.

June 8 – BCWS put a full Fire Ban throughout the Prince George Fire Centre. Mackenzie Fire Rescue Department also administered a full fire ban in conjunction with BCWS.

June 8-9 – Sales rep of the Ladder truck hosted an orientation of the new Ladder truck and all its features to the Fire Department members.

June 5 -9 - Mackenzie Public Works and Fire Department had the annual FireSmart clean-up event in the Mackenzie town site.

June 12 -16 - Mackenzie Public Works and Fire Department had the annual FireSmart clean-up event in the Gantahaz sub-division.

June 27 – Mackenzie Fire Department assisted in the Soak a Six fundraiser at Morfee Elementary.

June 7-17- Mackenzie Fire Department sent their Structure Protection Unit and a crew up to Dawson Creek. Crews conducted structure protection at two different fires throughout the area.

## **EMERGENCY MANAGEMENT**

June 6-11-A cooling centre was established at Mackenzie Rec Centre.

June 24 – Emergency Program Director secured space for the BCWS Incident Management Team for the Omenica Region.

June 26-28 – A faller was brought in to assess and fall danger trees in public use areas around the Mackenzie townsite.

June 27 – Mackenzie Emergency Team establishes a cooling/clean air facility at Mackenzie Rec.

June 29 – The Deputy Emergency Program coordinator held a meeting with Northern Health Representatives about gathering crucial information from Mackenzie vulnerable population in the event of an evacuation.

#### **FIRE DEPARTMENT MEMBERSHIP:**

<b>Position</b>	<b>Allocation</b>	<b>Actual</b>
Fire Chief	1	1
Deputy Fire Chief	1	1
Assistant Chiefs	2	1
Training Officers	2	2
Captains	4	2
Lieutenants	4	2
Engineers	4	1
Fire Fighters	20	8
<b>Total Fire Fighting Force</b>	<b>38</b>	<b>18</b>
Fire Fighters (Probationary)		8
Fire Fighter (Junior)	4	3
Leave of Absence		

#### **NEW FIRE HALL BUILD EXPENSES TO DATE**

The construction of the new fire hall continues.

The District of Mackenzie has expensed the following amounts for the project to date:

<b>Category</b>	<b>Vendor</b>	<b>Expense to date</b>
Design	Field Lievers Architecture	\$ 545,000
Project Management	Colliers Project Leaders	\$ 8,289
Geotechnical	GeoNorth	\$ 25,534
Survey	McElhanney	\$ 7,203
Construction Contract	Southwest Design & Construction	\$ 4,494,730
FF&E	Furniture and Fixtures	\$ 177,204
Construction Management Fee	JenCol Construction	\$ 27,590
Miscellaneous*	Various	\$ 221,670
	<b>Overall Budget Expense</b>	<b>\$ 5,507,220</b>

\*Miscellaneous expenses include: Hydro, legal, wages, benefits, minor contracting, and supplies.

Project works to date are as follows:

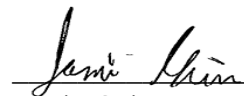
- Building is nearing substantial completion.
- Brick work is done. Concrete board has started
- Flooring & Fixtures are being installed
- Roofing system is complete
- Siding is being installed
- Final Painting inside has started.
- Windows are still in progress.

**Total Project Budget** = \$6.5 million

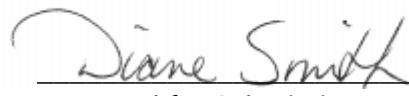
**Total Expenses To Date** = \$5,507,220

**Total Budget Remaining** = \$ 992,780

Respectfully Submitted,



Jamie Guise  
Fire Chief



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Terry Gilmer, Recreation Services

**Date:** July 18, 2023

**Subject:** Recreation Services Month End Report - June

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### **Pool:**

- Staff documented 778 pool and 73 aquafit visits for the month.
- On Saturday, June 10 and Sunday, June 11 the pool hosted the BC Summer Swimming Association's Cariboo Region Swim Meet. The facility was busy all weekend with over 180 out-of-town swimming participants and their families.
- Lifeguard staff attended Morfee Lake 1<sup>st</sup> Beach on Thursday, June 22 to supervise two elementary school classes' year end party.
- On Saturday, June 24 we offered a free swim from 8:00am – 5:00pm, and we had 187 participants attend.

### **Arena:**

- Staff documented 20 arena floor visits for the month.
- Mackenzie Conifex Power Lumberjacks Senior Lacrosse team's last home game of the season was held at the Arena on Thursday, June 15 at 8:00 pm versus the Prince George Devils.

### **Fitness Area:**

- Staff documented 1,078 fitness centre visits for the month.

### **Sport Courts/Climbing Wall:**

- Staff documented 50 multi-court, 17 pickleball and 52 climbing wall visits for the month.

### **Programs:**

- Staff documented 254 student visits for the month.

### **Events:**

- Recreation Services partnered with Mackenzie Secondary School to host a Track Meet on Wednesday, June 7 for the Grade 7 and Grade 8 classes. We offered the 60m sprint, 100m sprint, 400m run, 800m run, long jump, high jump and ball throw. The event was a huge success, and much gratitude was received to Recreation Services from MSS staff and participants.



- Staff met with representatives from Mackenzie Secondary School to review and debrief the Track and Field Meet that was held on June 7.
- Cirque Luz Dalia hosted their circus performance at the Arena on Sunday, June 11, with two showtimes; 1:30pm and 4:30pm.
- Staff met with Nick Roberts to review the upcoming Rockin' the Ridgeline event requirements for the stage and sound system to accommodate all the band performances.
- Staff attended Morfee Elementary School to support their annual Sports Day on Tuesday, June 20.
- Summer movies in the park advertising was launched on Friday, June 23, with movies held in the Spirit Square on the following Fridays; July 7, 21, August 4, and 18. Movies include The Super Mario Bros Movie, The Bad Guys, Minions: The Rise of Gru, and Guardians of the Galaxy Volume 3.
- Mackenzie Secondary School Grad 2023 set up requirements were completed on Friday, June 23 in the community hall and the arena floor. Their prom/dry grad was held in the Community Hall and their banquet dinner on the arena floor.
- Staff are preparing for the Canada Day event on Saturday, July 1 from 12:00pm - 3:00pm in the Spirit Square.

**Staff:**

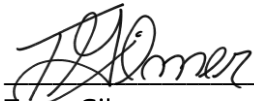
- One Building Operator completed their Pool Operator I course on Saturday, June 17.
- One Building Grounds and Maintenance worker completed their LIFT 151 course - for Little Mac Ski Hill's tower maintenance program.

**Other:**

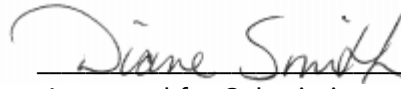
- Staff are finalizing details for the Active Transportation Plan report for Council.
- The Regional District cleared trees from the viewpoint on the John Dahl Trail, more work to be done on the picnic area but you can now see Morfee Lake.
- Arena slab project site visit was held.
- Staff met with the Seniors Centre about options for moving into the Recreation Centre.
- Staff met with representatives from McLeod Lake Mackenzie Community Forest to discuss plans for their upcoming conference, scheduled in Mackenzie for June 11-14, 2024.
- BC Wildfire Service with the Ministry of Forests rented the Callahan room on Monday, June 26 until Friday, July 7 to set up as a base.
- As a result of heat and air quality, a temporary cooling centre/clean air facility was established at the Mackenzie Recreation Centre on Wednesday, June 28 to provide temporary relief for those vulnerable to risks from the heat and respiratory issues.
- Staff attended the New Horizons Stakeholder Meeting on Wednesday, June 28.
- The roof project at the Rec Centre is now complete and has been signed off on by the project manager.
- Pump track is scheduled to be paved July 4 with an anticipated opening date July 14, minor landscape/infrastructure improvements such as Zipline, water fountain, topsoil,

seeding, furniture and pathways still to come. BGMs are currently thinning out the trees and creating connector trails inside the forested area of the park.

Respectfully Submitted,



Terry Gilmer  
Director of Recreation Services



Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** July 19, 2023

**Subject:** Month End Report at June 30, 2023

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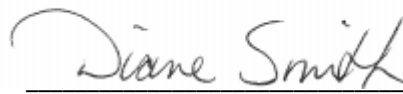
Attached are the following month-end reports as at June 30, 2023

- Analysis of Revenue and Expenses
- Accounts Payable Payment Listing
- Capital Expenditure

Respectfully Submitted,



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## Revenue and Expenses Provisional Budget

June 30, 2023

	2023	2023	REMAINING	% OF BUDGET
DESCRIPTION	FINAL BUDGET	YTD JUNE	BUDGET	REMAINING
<b>GENERAL OPERATING REVENUE</b>				
<b><u>GENERAL REVENUE</u></b>				
PROPERTY TAXES	5,431,959	5,431,958	1	0.0%
1% UTILITIES TAX/GRANTS IN LIEU/OTHER ASSESSMENTS	2,762,695	2,725,533	37,162	1.3%
PENALTIES AND INTEREST ON TAXES	42,000	2,590	39,410	93.8%
SALES OF SERVICE/USER FEES	119,984	115,265	4,720	3.9%
TRANSFERS FROM OTHER GOVERNMENTS	2,950,276	2,249,293	700,983	23.8%
INVESTMENT INCOME	322,924	741,369	(418,445)	(129.6%)
OTHER REVENUES	3,900	25,325	(21,425)	(549.4%)
	<b>11,633,739</b>	<b>11,291,333</b>	<b>342,406</b>	<b>2.9%</b>
<b><u>DEPARTMENTS</u></b>				
JUSTICE CENTRE (COURT/RCMP LEASE)	102,387	47,373	55,014	53.7%
FIRE DEPARTMENT/EMERGENCY MANAGEMENT	12,000	227,278	(215,278)	(1794.0%)
BUILDING INSPECTION	59,500	55,075	4,425	7.4%
BYLAW ENFORCEMENT	28,125	11,851	16,274	57.9%
PUBLIC WORKS DEPARTMENT (CUSTOM WORK, ROADS, AIRPORT)	134,000	118,966	15,034	11.2%
GARBAGE COLLECTION	461,420	301,658	159,762	34.6%
PUBLIC HEALTH	50,123	26,587	23,537	47.0%
PARKS	70,000	16,033	53,968	77.1%
LITTLE MAC SKI HILL	13,000	10,207	2,793	21.5%
RECREATION CENTRE	259,641	171,226	88,415	34.1%
FISCAL SERVICES	1,874,715	816,309	1,058,406	56.5%
	<b>3,064,911</b>	<b>1,802,562</b>	<b>1,262,349</b>	<b>41.2%</b>
<b>TOTAL REVENUE</b>	<b>14,698,650</b>	<b>13,093,895</b>	<b>1,604,755</b>	<b>10.9%</b>

## Revenue and Expenses Provisional Budget

June 30, 2023

DESCRIPTION	2023 FINAL BUDGET	2023 YTD JUNE	REMAINING BUDGET	% OF BUDGET REMAINING
<b>GENERAL OPERATING EXPENSES</b>				
<b><u>GENERAL GOVERNMENT</u></b>				
COUNCIL	219,822	93,914	125,908	57.3%
ADMINISTRATION	899,837	400,672	499,165	55.5%
ECONOMIC DEVELOPMENT	88,300	39,637	48,663	55.1%
GRANTS IN AID & FEE FOR SERVICE	205,600	69,200	136,400	66.3%
FINANCE	660,389	327,524	332,865	50.4%
COMMON SERVICES/COMPUTER SERVICES/BUILDING	486,670	224,864	261,805	53.8%
ALLOCATION WATER/SEWER	(84,000)	(42,000)	(42,000)	50.0%
DEPRECIATION - General Government	56,199	27,750	28,449	50.6%
	<b>2,532,816</b>	<b>1,141,561</b>	<b>1,391,255</b>	<b>54.9%</b>
<b><u>PROTECTIVE SERVICES</u></b>				
FIRE DEPARTMENT	502,010	212,118	289,892	57.7%
FIRE HALL #1	57,328	30,682	26,646	46.5%
FIRE HALL #2 (Industrial Area)	10,460	4,564	5,897	56.4%
EMERGENCY MANAGEMENT	7,700	111,459	(103,759)	(1347.5%)
FUEL MITIGATION	171,858	31,448	140,410	81.7%
BUILDING INSPECTIONS	159,480	47,298	112,182	70.3%
ANIMAL CONTROL/BYLAWS SERVICES	219,403	46,308	173,095	78.9%
OTHER PROTECTIVE SERVICES	102,387	48,529	53,858	52.6%
DEPRECIATION - Protective Service	140,691	71,121	69,570	49.4%
	<b>1,371,317</b>	<b>603,526</b>	<b>767,792</b>	<b>56.0%</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
TRANSPORTATION SERVICES	2,097,899	1,108,734	989,165	47.2%
DEPRECIATION - Public Works	703,263	347,568	355,695	50.6%

## Revenue and Expenses Provisional Budget

June 30, 2023

DESCRIPTION	2023 FINAL BUDGET	2023 YTD JUNE	REMAINING BUDGET	% OF BUDGET REMAINING
GARBAGE COLLECTION	349,111	162,643	186,468	53.4%
PUBLIC HEALTH	101,334	59,477	41,857	41.3%
DEPRECIATION - Public health	48,765	24,383	24,383	50.0%
BEACHES AND PARKS	232,744	94,170	138,574	59.5%
	<b>3,533,116</b>	<b>1,796,974</b>	<b>1,736,142</b>	<b>49.1%</b>
<b><u>PARKS AND RECREATION SERVICES</u></b>				
PARKS AND PLAYGROUNDS	15,788	19,180	(3,393)	(21.5%)
RECREATION FACILITIES	2,795,244	1,373,340	1,421,904	50.9%
DEPRECIATION - Recreation Services	689,308	345,488	343,821	49.9%
	<b>3,500,340</b>	<b>1,738,008</b>	<b>3,129,499</b>	<b>82.9%</b>
<b><u>FISCAL SERVICES</u></b>				
FISCAL EXPENSES	10,250	2,232	8,018	78.2%
TRANSFER TO RESERVES	3,418,625	-	3,418,625	100.0%
TRANSFER TO OWN FUNDS	53,304	-	53,304	100.0%
TRANSFER TO MACKENZIE PUBLIC LIBRARY	278,881	139,439	139,442	50.0%
	<b>3,761,060</b>	<b>141,671</b>	<b>3,479,948</b>	<b>92.5%</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>14,698,650</b>	<b>5,421,740</b>	<b>11,126,230</b>	<b>86.5%</b>
<b>REVENUE LESS EXPENSES</b>				
<b>NET SURPLUS (DEFICIENCY)</b>	<b>(0)</b>	<b>7,672,154</b>		

## Revenue and Expenses Provisional Budget

June 30, 2023

	2023	2023	REMAINING	% OF BUDGET
DESCRIPTION	FINAL BUDGET	YTD JUNE	BUDGET	REMAINING
<b>WATER OPERATIONS</b>				
REVENUE	823,236	627,336	195,899	23.8%
EXPENDITURES	823,236	261,803	561,432	68.2%
<b>NET SURPLUS (DEFICIENCY)</b>	-	<b>365,533</b>		
<b>SEWER OPERATIONS</b>				
REVENUE	638,664	461,827	176,837	27.7%
EXPENDITURES	638,664	217,163	421,500	66.0%
<b>NET SURPLUS (DEFICIENCY)</b>	-	<b>244,663</b>		
<b>CONSOLIDATED GENERAL, WATER &amp; SEWER</b>				
<b>OPERATING SURPLUS (DEFICIENCY)</b>	<b>(0)</b>	<b>8,282,351</b>		

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**June 30, 2023**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
07/06/23	069640	A1013	ABC COMMUNICATIONS	1,114.40
07/06/23	069641	A5778	AON REED STENHOUSE INC	600.00
07/06/23	069642	B1662	BC FIRE TRAINING OFFICERS ASSOCIATION	157.50
07/06/23	069643	B2062	BANDSTRA TRANSPORTATION SYSTEMS LTD	175.81
07/06/23	069644	C0190	CKJ TRUCKIN	300.87
07/06/23	069645	C3192	CARIBOO PEAT & GRAVEL	6,496.88
07/06/23	069646	C6044	COMPANY 68	44.25
07/06/23	069647	C8005	CUBEX LTD.	7,375.51
07/06/23	069648	D3010	DIGGERS IMPACT LTD.	2,688.00
07/06/23	069649	E0100	E.B. HORSMAN & SON	124.99
07/06/23	069650	J0620	JACE HEAVY DUTY REPAIR AND WELDING INC	1,671.02
07/06/23	069651	K0811	KELLY'S BAKERY	1,201.20
07/06/23	069652	K7040	KPMG LLP, T4348	18,694.20
07/06/23	069653	M0100	MACKENZIE CHAMBER OF COMMERCE	190.00
07/06/23	069654	M3206	MACLAK CONTRACTING	1,312.50
07/06/23	069655	M4015	MIDWAY PURNEL	3,346.72
07/06/23	069656	M9004	ROSS, TABITHA	18.49
07/06/23	069657	N6566	NORTHERN HEALTH AUTHORITY-MACKENZIE	141.00
07/06/23	069658	O3455	ORKIN CANADA CORPORATION	323.76
07/06/23	069659	P1305	PHARMACHOICE	5,000.00
07/06/23	069660	P9600	PUROLATOR INC.	99.89
07/06/23	069661	R6544	ROGERS	811.08
07/06/23	069662	S0297	SAFETYCARE INC	1,312.50
07/06/23	069663	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	3,190.19
07/06/23	069664	S8020	INTERNATIONAL COATS OF ARMS	807.23
07/06/23	069665	T2315	TIMBERMAN INN	4,011.79
07/06/23	069666	T6050	TELUS CUSTOM SECURITY SYSTEMS	621.55
07/06/23	069667	T8000	TRICO INDUSTRIES LTD	990.51
07/06/23	069668	U1060	UNITED LIBRARY SERVICE	395.68
07/06/23	069669	V1250	VAN HOUTTE COFFEE SERVICES INC	175.08
07/06/23	069670	V1800	VIMAR EQUIPMENT LTD.	4,930.72
15/06/23	069671	A5733	ANDREW SHERET LIMITED	837.17
15/06/23	069672	A8054	MACKENZIE AUTUMN LODGE	416.37
15/06/23	069673	B2062	BANDSTRA TRANSPORTATION SYSTEMS LTD	875.07
15/06/23	069674	B3027	BAREFOOT PLANNING LTD	1,596.00
15/06/23	069675	C3014	CENTRAL TIRE EQUIPMENT SUPPLY	161.12
15/06/23	069676	C5959	COMMUNITY ENERGY ASSOCIATION	4,306.50
15/06/23	069677	C6021	CONCEPT DESIGN LTD.	329.91
15/06/23	069678	D5275	DOMINION GOV LAW LLP	5,762.12
15/06/23	069679	D5989	DOUGLAS LAKE EQUIPMENT LTD	280.57
15/06/23	069680	F1500	FINNING CANADA	1,157.14
15/06/23	069681	F4099	FLIGHT FUELS LIMITED PARTNERSHIP	48,951.18
15/06/23	069682	H1009	HAGEN'S HOME HARDWARE	1,760.77
15/06/23	069683	I0790	IGI RESOURCES INC	2,746.41



**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**June 30, 2023**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
15/06/23	069684	K6099	KONICA MINOLTA BUSINESS SOLUTIONS	918.72
15/06/23	069685	L4506	LIFESAVING SOCIETY	245.00
15/06/23	069686	M2840	MACDUNN CONTROLS LTD.	2,435.90
15/06/23	069687	M4015	MIDWAY PURNEL	5,926.37
15/06/23	069688	M4505	MINISTER OF FINANCE	200.00
15/06/23	069689	M9004	READ, MELISSA	132.30
15/06/23	069690	M9004	CARR, THERESA & MITCHELL, GREGORY	602.40
15/06/23	069691	P0077	P.G. RENTAL CENTRE LTD	131.76
15/06/23	069692	R0100	RFABC	623.23
15/06/23	069693	R2097	RFS CANADA	555.52
15/06/23	069694	R2500	R.D. OF FRASER-FORT GEORGE	784.31
15/06/23	069695	T6050	TELUS CUSTOM SECURITY SYSTEMS	730.12
15/06/23	069696	T8000	TRICO INDUSTRIES LTD	676.27
15/06/23	069697	U9000	UAP INC.	432.56
19/06/23	069698	G8558	GUISE, E JAMES	7,413.85
19/06/23	069699	H3120	HELPS, WILLIAM	7,623.22
19/06/23	069700	H4896	HOWARD, TIM	1,277.64
21/06/23	069701	A5733	ANDREW SHERET LIMITED	377.41 *
21/06/23	069702	A9550	AZU HEALTH LTD	810.00 *
21/06/23	069703	B4520	BRANDT TRACTOR LTD	1,015.93 *
21/06/23	069704	C0190	CKJ TRUCKIN	151.44
21/06/23	069705	C5950	COLLEGE OF NEW CALEDONIA - MACKENZIE	255.20
21/06/23	069706	D1076	DB PERKS & ASSOCIATES LTD.	1,824.76
21/06/23	069707	D4800	DISTRICT OF MACKENZIE - MAIN OFFICE P/C	79.05
21/06/23	069708	L7010	LOOMIS EXPRESS	114.44
21/06/23	069709	M1648	MACKENZIE LOCKSMITH	772.34
21/06/23	069710	M3206	MACLAK CONTRACTING	1,312.50
21/06/23	069711	M3481	MARMAK INFORMATION SERVICES	560.00
21/06/23	069712	M4705	MINISTER OF FINANCE	3,047.84
21/06/23	069713	P2600	PETRO-CANADA	4,080.83
21/06/23	069714	P4672	PRAIRIECOAST EQUIPMENT	2,628.54
21/06/23	069715	P6280	PRINCE GEORGE OFFICE SYSTEMS	588.60
21/06/23	069716	R2500	R.D. OF FRASER-FORT GEORGE	35,396.06
21/06/23	069717	R2625	RIVER ROAD LANDSCAPE SUPPLY	1,743.29
21/06/23	069718	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	6,352.14
21/06/23	069719	T8000	TRICO INDUSTRIES LTD	1,508.21
21/06/23	069720	U1060	UNITED LIBRARY SERVICE	371.98
21/06/23	069721	V1560	VICTORY BUILDING CENTRE	3,492.89
21/06/23	069722	A5733	ANDREW SHERET LIMITED	377.41
21/06/23	069723	A9550	AZU HEALTH LTD	810.00
21/06/23	069724	B4520	BRANDT TRACTOR LTD	1,015.93
29/06/23	069725	A2877	ALL-WEST GLASS PRINCE GEORGE LTD	249.38
29/06/23	069726	C8092	C.U.P.E. NATIONAL OFFICE	3,142.97
29/06/23	069727	D4760	DISTRICT OF MACKENZIE - PUBLIC WORKS P/C	130.10

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**June 30, 2023**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
29/06/23	069728	D5275	DOMINION GOV LAW LLP	3,578.70
29/06/23	069729	H1009	HAGEN'S HOME HARDWARE	573.33
29/06/23	069730	H9900	HAGEN'S HOME HARDWARE	19.46
29/06/23	069731	J0620	JACE HEAVY DUTY REPAIR AND WELDING INC	2,583.75
29/06/23	069732	K7040	KPMG LLP, T4348	5,775.00
29/06/23	069733	M4015	MIDWAY PURNEL	357.95
29/06/23	069734	N6566	NORTHERN HEALTH AUTHORITY-MACKENZIE	64.00
29/06/23	069735	R2097	RFS CANADA	166.88
29/06/23	069736	R2500	R.D. OF FRASER-FORT GEORGE	12,251.04
29/06/23	069737	S3470	SHAW'S ENTERPRISES LTD	1,519.06
29/06/23	069738	S6000	SPEE-DEE PRINTERS	1,982.48
29/06/23	069739	S7530	STEWART MCDANNOLD STUART	3,492.73
29/06/23	069740	T8000	TRICO INDUSTRIES LTD	123.90
29/06/23	069741	U1060	UNITED LIBRARY SERVICE	245.00
29/06/23	069742	W0591	WAJAX LIMITED	131.55
29/06/23	069743	Y1060	YELLOWHEAD HELICOPTERS LTD.	2,477.32
<b>DIRECT DEPOSITS</b>				
09/06/23	001450	B3880	BORNE, KERRI	506.60
09/06/23	001451	B7353	BULL DOG DIESEL LTD	278.82
09/06/23	001452	C4811	CHRYSLID TECH	192.65
09/06/23	001453	F1063	FAST, JAMES	155.00
09/06/23	001454	L1189	LES ENTERPRISES AMILIA INC.	909.92
09/06/23	001455	M0900	MACKENZIE CO-OP	165.69
09/06/23	001456	M4120	MILLER, CHERYL	2,998.00
09/06/23	001457	P0570	PALMER, DANNY	1,648.83
09/06/23	001458	P3117	PETERSON, WENDY	295.00
09/06/23	001459	R6550	ROHLEDER, PAT	156.43
09/06/23	001460	U9011	URBAN SYSTEMS	2,544.41
09/06/23	001461	V1540	VEROOM'S BROOMS CLEANING CO	840.00
16/06/23	001462	B3046	BATER ELECTRIC LTD	218.40
16/06/23	001463	D1091	DEA VENTURES LTD.	2,047.50
16/06/23	001464	G6779	GREEN PHOENIX RECYCLING	46.73
16/06/23	001465	G9900	GREEN PHOENIX RECYCLING	50.15
16/06/23	001466	I2110	INLAND KENWORTH PARTNERSHIP	133.24
16/06/23	001467	M0900	MACKENZIE CO-OP	29.94
16/06/23	001468	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	4,640.00
16/06/23	001469	M4340	MATRIX VIDEO COMMUNICATIONS CORP	906.08
16/06/23	001470	N8115	NORTHLANDS WATER & SEWER SUPPLIES	3,518.98
16/06/23	001471	P0921	PARKER, DALE	267.74
16/06/23	001472	P4700	PORTAL INSTALLATIONS 2009 LTD.	693.89
20/06/23	001473	B2048	BALDUS, JESSE	6,869.85
20/06/23	001474	C3183	CARTY, KEINAN	89.39
20/06/23	001475	G2928	SMIRLE, CHELSEA	4,407.60
20/06/23	001476	G8556	GUISE, JAMIE	58.85
20/06/23	001477	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	846.60
20/06/23	001478	M3330	MCARTHUR, BRENNAN	1,277.64

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**June 30, 2023**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
20/06/23	001479	T2330	THORNE, LUKE	3,770.92
23/06/23	001480	D4089	DUMOULIN, RACHELLE	553.44
23/06/23	001481	G8556	GUISE, JAMIE	495.00
23/06/23	001482	K2040	KS2 MANAGEMENT LTD.	10,927.50
23/06/23	001483	M0900	MACKENZIE CO-OP	35.78
23/06/23	001484	M1200	MACKENZIE HOSE & FITTINGS	1,854.56
23/06/23	001485	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
23/06/23	001486	M5834	MOSS, VALERIE	20.00
23/06/23	001487	N5399	NORTHERN GLASS & CONTRACTING	338.37
23/06/23	001488	S4530	SKYBLUE CLEANING CORP	3,973.20
23/06/23	001489	T2330	THORNE, LUKE	637.00
30/06/23	001490	C4811	CHRYSLID TECH	32.75
30/06/23	001491	I2110	INLAND KENWORTH PARTNERSHIP	605.43
30/06/23	001492	M0900	MACKENZIE CO-OP	35.84
30/06/23	001493	M1125	MACKENZIE DRYCLEANING	504.46
30/06/23	001494	M4340	MATRIX VIDEO COMMUNICATIONS CORP	17,781.12
30/06/23	001495	M4991	MERIDIAN ONECAP CREDIT CORP.	313.21
30/06/23	001496	P3810	PACIFIC BLUE CROSS	31,597.44
<b>EFT PAYMENTS</b>				
05/06/23	MAY 2023	U9100	US BANK	27,616.04
09/06/23	RBC FIRETRUCK	C5962	COMMERCIAL TRUCK EQUIPMENT CORP - SURREY	190,018.98
09/06/23	RBCW000418986	M6650	MUNICIPAL PENSION PLAN	26,848.38
12/06/23	RBC5754362	R1500	RECEIVER GENERAL - 10702 1339 RP0001	11,986.42 *
12/06/23	RBC5754362B	R1800	RECEIVER GENERAL - 10702 1339 RP0002	11,986.42
14/06/23	RBC8990983	R1500	RECEIVER GENERAL - 10702 1339 RP0001	55,476.33
16/06/23	RBC-33271-0523	B1206	BC HYDRO	830.00
16/06/23	RBC-47001-0623	B1206	BC HYDRO	35,732.52
16/06/23	RBC-00256-0623	F5499	FORTISBC - NATURAL GAS	266.56
16/06/23	RBC-07350-0623	F5499	FORTISBC - NATURAL GAS	122.88
16/06/23	RBC-59203-0623	F5499	FORTISBC - NATURAL GAS	44.06
16/06/23	RBC-98226-0623	F5499	FORTISBC - NATURAL GAS	30.19
16/06/23	RBC-98990-0623	F5499	FORTISBC - NATURAL GAS	91.02
16/06/23	RBC-99007-0623	F5499	FORTISBC - NATURAL GAS	37.35
16/06/23	RBC-99011-0623	F5499	FORTISBC - NATURAL GAS	60.85
16/06/23	RBC-99712-0623	F5499	FORTISBC - NATURAL GAS	257.05
16/06/23	RBC-99258-0623	F5499	FORTISBC - NATURAL GAS	267.80
16/06/23	RBC-99087-0623	F5499	FORTISBC - NATURAL GAS	34.01
16/06/23	RBC-99018-0623	F5499	FORTISBC - NATURAL GAS	59.14
16/06/23	RBC-99015-0623	F5499	FORTISBC - NATURAL GAS	34.01
16/06/23	RBC-88729-0623	T6000	TELUS	11.71
23/06/23	RBCW000420186	M6650	MUNICIPAL PENSION PLAN	26,492.01
27/06/23	RBC-01001-0623	B1206	BC HYDRO	62.57
27/06/23	RBC-33271-0623	B1206	BC HYDRO	584.64
27/06/23	RBC-64765-0623	B1206	BC HYDRO	316.03
27/06/23	RBC-69201-0623	B1206	BC HYDRO	60.21
27/06/23	RBC-78369-0623	F5499	FORTISBC - NATURAL GAS	2,789.84

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**June 30, 2023**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
27/06/23	RBC-12505-0623	T6000	TELUS	141.94
27/06/23	RBC-12667-0623	T6000	TELUS	141.94
27/06/23	RBC-13023-0623	T6000	TELUS	141.91
27/06/23	RBC-26256-0623	T6000	TELUS	260.66
27/06/23	RBC-35419-0623	T6000	TELUS	99.18
27/06/23	RBC-35525-0623	T6000	TELUS	106.40
27/06/23	RBC-78992-0623	T6000	TELUS	6,759.54
27/06/23	RBC-87475-0623	T6000	TELUS	94.18
27/06/23	RBC-89933-0623	T6000	TELUS	260.66
27/06/23	TBC-35507-0623	T6000	TELUS	94.12
				<b>786,776.71</b>

( \* ) voided cheques

**District of Mackenzie  
Capital Projects  
As at June 30, 2023**

DESCRIPTION	2023 FINAL BUDGET	ACTUAL YTD June 30, 2023	REMAINING BUDGET
<b>GENERAL GOVERNMENT</b>			
AUDIO VISUAL UPGRADES (Carry-on)	56,767	18,941	37,826
COMMUNITY SIGNAGE (Carry-on)	91,403	-	91,403
<b>TOTAL GENERAL GOVERNMENT</b>	<b>148,170</b>	<b>18,941</b>	<b>129,229</b>
<b>PROTECTIVE SERVICES</b>			
FIRE HALL PROJECT (Carry-on)	1,034,336	41,557	992,779
NEW LADDER TRUCK (Carry-on)	1,633,826	1,650,549	(16,723)
PIERCE LADDER TRUCK EQUIPMENT	150,000	10,232	139,768
<b>TOTAL PROTECTIVE SERVICES</b>	<b>2,818,162</b>	<b>1,702,338</b>	<b>1,115,824</b>
<b>TRANSPORTATION SERVICES</b>			
ROAD PAVING (Carry-on)	822,010	-	822,010
COMMERCIAL GARBAGE TRUCK (Carry-on)	500,000	-	500,000
HOT PATCH PAVER (Carry-on)	92,000	75,646	16,354
AIR COMPRESSOR (Carry-on)	9,968	12,032	(2,064)
ALL TERRAIN VEHICLE (Carry-on)	45,000	-	45,000
ACTIVE TRANSPORTATION MASTER PLAN (Carry-on)	50,000	-	50,000
PAVING PLAN	95,000	-	95,000
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>1,613,978</b>	<b>87,678</b>	<b>1,526,300</b>
<b>PARKS AND RECREATION SERVICES</b>			
RECREATION ROOF REPLACEMENT (Carry-on)	183,000	166,419	16,582
SIGNATURE TRAIL PROJECT (Carry-on)	330,000	19,361	310,639
ENERGY REDUCTIONS PROJECT (Carry-on)	25,260	-	25,260
AUDIO VISUAL UPGRADES	79,500	9,522	69,979
<b>TOTAL PARKS AND RECREATION SERVICES</b>	<b>617,760</b>	<b>195,301</b>	<b>422,459</b>
<b>TOTAL GENERAL CAPITAL</b>	<b>5,198,070</b>	<b>2,004,258</b>	<b>3,193,812</b>
<b>WATER</b>			
PRESSURING REDUCING VALVES REPLACEMENT (Carry-on)	342,000	2,465	339,535
GANTHAZ WELL #4 REHABILITATION (Carry-on)	73,500	1,817	71,684
GANTHAZ WATER TREATMENT	590,000	-	590,000
<b>TOTAL WATER</b>	<b>1,005,500</b>	<b>4,281</b>	<b>1,001,219</b>
<b>SEWER</b>			
LAGOON OUTFALL CHAMBER (Carry-on)	83,200	-	83,200
SEWER FLUSHER	100,000	-	100,000
<b>TOTAL SEWER</b>	<b>183,200</b>	<b>-</b>	<b>183,200</b>
<b>TOTAL CAPITAL BUDGET SUMMARY</b>	<b>6,386,770</b>	<b>2,008,540</b>	<b>4,378,230</b>

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** July 11, 2023

**Subject:** Council Strategic Priorities 2023 Second Quarter Report

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**RECOMMENDATION:**

THAT Council receives the 2023 second quarter department work plans for information.

**BACKGROUND:**

This Priority Outcomes and Projects update has been established to provide clear, concise, and consistent reporting to Council in four quarters throughout the year.

The attached reports are from the second quarter of a format intended to provide Council with a status update by department. Also included is the grant tracking document.

**COUNCIL PRIORITY:**

**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,



Diane Smith  
Chief Administrative Officer

The Chief Administrative Officer (CAO) leads, coordinates, and provides oversight for all District departments to ensure the District is accomplishing Council's priorities and the public's goals. Appointed by and reporting to Council, the CAO administers the business affairs of the municipality, oversees the senior management team, and directs the development and implementation of corporate policies and programs. The CAO liaises with local boards, commissions, agencies, other municipalities, and the provincial and federal governments.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Succession Planning	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Continue to work with all departments to identify opportunities for succession planning.</li> </ul>	Ongoing	Assist all departments with succession planning efforts, paying close attention to possible retirement dates.
Labour/Management Relations	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Continue to participate in monthly labour/management meetings.</li> <li>Support the team in preparing for the upcoming Collective Bargaining sessions.</li> <li></li> </ul>	Ongoing	<p>Continue to foster good relations between Management and Union.</p> <p>Staff have begun preparing Managements proposal.</p>
Housing	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Continue to pursue opportunities to support the development of senior, affordable, supported and assisted living housing options.</li> </ul>	Ongoing	We have meet with Ministry of Housing and Ministry of Health to identify housing gaps in our community.
Dental Services	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Look for opportunities to attract new dentist(s) to town.</li> </ul>	Ongoing	Staff respond to inquires as they come in.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Internet Upgrades	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Applied for funding to upgrade our Internet Connectivity.</li> <li></li> </ul>	Pending	Still waiting to hear if our funding applications are successful.
First Nations Relationship Building	Community & Social Development/ Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Continue to identify opportunities to enhance First Nations relationships and make progress on the specific Truth and Reconciliation Calls for Action identified for local governments.</li> </ul>	Ongoing	We continue to work towards fostering good working relationships with all First Nation partners.
Morfee Mountain Road	Economic Vitality	2023	<ul style="list-style-type: none"> <li>Completed the Licence of Occupation application that will enable the District to acquire tenure on the Morfee Mountain Road.</li> </ul>	Ongoing	Application is in the process of being reviewed by the Province.



**Department: Corporate Services****Employee: Emily Kaehn****2023 Work Plan****Second Quarter Report**

Corporate Services includes the following service areas: Legislative Services, Land Use Planning and Administration, Environmental Programs and Climate Action, Corporate Communications, and Economic Development. The following outlines the status of key projects and programs that are being administered this year.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Council Meeting Management	Strong Governance and Finances	2021-2023	<ul style="list-style-type: none"> <li>Upgrade audio/visual equipment in Council Chambers.</li> </ul>	In-Progress	All A/V equipment has been installed. Waiting on camera to be fixed to allow video streaming. Sound and displays are in use.
Bylaw/Policy Review	Strong Governance and Finances	2023	<ul style="list-style-type: none"> <li>Annually review and update bylaws and policies where necessary.</li> </ul>	Ongoing	Land development, climate action, and communications updates planned for 2023.
Accessibility	Community and Social Development	2023	<ul style="list-style-type: none"> <li>Complete the Age-Friendly Access and Inclusion Action Plan</li> </ul>	In-Progress	Completion expected for Fall 2023.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Administer Community Grants Program intakes in March and September.</li> </ul>	Ongoing	Next intake closes September 15, 2023.
Business and Non-Profit Support Services	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Liaise and partner with local and regional business support services.</li> <li>Administer District Support Programs.</li> <li>Provide grant writing support for not-for-profit organizations.</li> </ul>	Ongoing	Free community grant writing workshop was hosted in June 2023. Several Business Façade Improvement Program grants have been awarded.
Land Use Planning	Economic Vitality	2021-2022	<ul style="list-style-type: none"> <li>Complete Downtown Plan.</li> <li>Establish Development Permit Areas.</li> </ul>	In-Progress	Downtown Plan was approved in June 2023. Development Permit Areas to be completed in Fall 2023.
Mackenzie 2.0 Community	Economic Vitality	2021 - 2024	<ul style="list-style-type: none"> <li>2023 Workplan Includes:               <ul style="list-style-type: none"> <li>Shop Local Program Development</li> </ul> </li> </ul>	In-Progress	Research continues to develop a new shop local program. Grant

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Economic Development Plan			<ul style="list-style-type: none"> <li>○ Relocation Guide &amp; Marketing</li> <li>○ New Tourism Guide &amp; Maps</li> </ul> Support local recreation development projects		funding was approved, and work has begun on a new Tourism Guide. New Economic Development website content has been launched to showcase our key sector opportunities.
Tourism Plan	Economic Vitality	- 2026	<ul style="list-style-type: none"> <li>• 2023 Workplan Includes: <ul style="list-style-type: none"> <li>○ Explore Municipal and Regional District tax program</li> <li>○ Participation in regional marketing campaigns.</li> <li>○ Mackenzie 2.0 Marketing Materials project</li> <li>○ Municipal Signage Strategy</li> <li>○ Morfee Mountain Road license of occupation</li> <li>○ Support all local non-profits promoting recreational tourism development opportunities</li> </ul> </li> </ul> Begin planning for Caboose Visitor Centre site future.	In-Progress  Ongoing   In-Progress  In-Progress	Staff continue to participate in committees and marketing initiatives.  Mackenzie 2.0 Marketing Materials project is complete. Morfee Mountain road license of occupation application is in consultation and review period. Continue to support local groups in their pursuit of recreation or tourism related developments.
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>• Continue implementation of CEEP.</li> <li>• Participate in Northern BC Climate Action Network and FCM-PCP program.</li> <li>• Complete natural asset assessment.</li> <li>• Working with BC Hydro for installation of EV charging stations.</li> <li>• Support local groups in pursuing environmental and food security initiatives.</li> </ul>	In-Progress	Staff participate in regional climate action networks. Staff continue to provide support to local organizations pursuing environmental sustainability or food security initiatives.

**Department: Finance Services****2023 Work Plan****Employee: Kerri Borne****Second Quarter Report**

The Finance Department is responsible for handling all the financial affairs of the municipality. These responsibilities include tax collection, budgeting, accounts receivable, accounts payable, customer service, payroll, and financial reporting to municipal departments and Council. The Finance Department is also responsible for maintenance of accurate records and accounts of the financial affairs of the municipality, compliance with provincial reporting requirements, and ensuring investments of the municipality are made in accordance with provincial regulations.

<b>2023 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>ESTIMATED START/FINISH DATES</b>	<b>2023 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Asset Management	Strong Governance and Finances	2021-2023	<ul style="list-style-type: none"> <li>Update Asset Management software with previous years completed capital projects.</li> </ul>	Ongoing	Update capital projects in program to ensure the data is consistent with current excel document.
Purchasing/Procurement Policy Updated	Strong Governance and Finances	2022	<ul style="list-style-type: none"> <li>Review and update purchasing/procurement policy to be more simplified and efficient for daily operations.</li> </ul>	Ongoing	Authorized spending limit increased for Directors. Working on reviewing initial draft.
Capital Project Management	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> <li>Create capital project policy and procedure</li> </ul>	Pending	
Tangible Capital Asset Policy	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> <li>Update the policy to be more inline with operations and expectations.</li> </ul>	Pending	
Asset Retirement Obligations	Strong Governance and Finances	2021-2023	<ul style="list-style-type: none"> <li>Create policy and procedures for new PSAB standard on asset retirement obligations.</li> </ul>	Ongoing	Scoping of assets is complete. Next step is to draft a policy and procedure.
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Update draft 10-year capital plan to be more comprehensive and realistic of future capital asset requirements.</li> </ul>	Ongoing	Draft 10-year capital plan has been created.

**Department: Operations**  
**Employee: Position Vacant**

**2023 Work Plan**  
**Second Quarter Report**

The Operations Department is responsible for maintaining roads, sidewalks and walkways, boulevards, fire hydrants, public parks and beaches, ball diamonds and the Municipal Campground. It's also responsible for snow removal, residential and business garbage collection, sewage systems and water systems, as well as overseeing the maintenance and management of the Municipal Airport Terminal and Runway.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Staff Training	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Ensure consistent and appropriate training is available to all staff in all departments.</li> </ul>	Ongoing	<p>Junior Equipment Operators are being mentored by senior Operators.</p> <p>Continue to search for educational opportunities for parks staff.</p> <p>Chainsaw and brush saw training is complete.</p>
Bylaw Enforcement Department	Strong Governance & Finances	2023	<ul style="list-style-type: none"> <li>Develop procedures to assist department.</li> </ul>	Ongoing	<p>Recruit staff in this department.</p> <p>When time permits, we will be reviewing advantages to using an adjudication system for ticketing.</p>
Water/Sewer Department	Strong Governance & Finances	2023	<ul style="list-style-type: none"> <li>Ensure that staffing and development opportunities meet the demands of the department.</li> </ul>	Ongoing	<p>Utilities staff continue to attend various courses through EOCP.</p>
Commercial Garbage Collection	Environmental Sustainability	2023/2024	<ul style="list-style-type: none"> <li>Review all options available for commercial garbage collection.</li> </ul>	Ongoing	<p>In the coming months staff time will be dedicated to implementing a solution for our ongoing bear and garbage issues.</p>

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Safety	Strong Governance & Finances	2023	<ul style="list-style-type: none"> <li>Total review of safety procedures and policies with follow up on implementation will be ongoing.</li> </ul>	Ongoing	Job hazard analysis are being performed on new or infrequent job duties. Performing more "toolbox" safety meetings as a group. Looking at proper "ergonomics" assessment for Public Works staff to help decrease skeletal injuries.
Infrastructure Master Planning (Asset Management Program)	Economic Vitality  Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>AssetFinda Training</li> </ul>	Ongoing	Program will be expanded to include all appropriate departments.  A full Pavement Assessment and Condition Report will be completed this year.
Water, Sewer & Roads Infrastructure	Economic Vitality  Strong Governance & Finances	2023	<ul style="list-style-type: none"> <li>Sewer operations and maintenance</li> </ul> Paving Rehabilitation Program	Ongoing  Ongoing	Lagoon licenses and permissions are being updated with the province.  Staff have been allocating time weekly to address pothole repairs on streets and sidewalks.
Technical Reviews	Environmental Sustainability	2023/2024	<ul style="list-style-type: none"> <li>Gantahaz Subdivision Water System</li> <li>Lagoon review</li> <li></li> </ul>	Pending  Ongoing	Applied for Grant Funding to treat Gantahaz water for manganese removal.  Staff are awaiting a proposal to determine the scope of reestablishing the berm in the wetland portion of the sewer lagoon.

**Department: Fire Department & Emergency Services****Employee: Jamie Guise****2023 Work Plan****Second Quarter Report**

The Emergency Services and Fire Department includes the following service areas: Fire Rescue Services, Emergency Management, Fuel Mitigation, FireSmart Programming, and Emergency Communications. The following outlines the status of key projects and programs that are being administered this year, in addition to regular service delivery.

<b>2023 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>ESTIMATED START/FINISH DATES</b>	<b>2023 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
New Fire Hall Project	Community and Social Development	2020-2023	<ul style="list-style-type: none"><li>Complete construction of new Fire Hall.</li></ul>	In Progress	<ul style="list-style-type: none"><li>Substantial Completion of project is scheduled for September 2023.</li><li>The move to the new Fire Hall and demolition of the old structure is scheduled for August 2023.</li></ul>
Mackenzie Specific Alerting System	Community and Social Development	2020-2023	<ul style="list-style-type: none"><li>The RDFFG has an altering system for their specific zones for text and email alerting. Mackenzie is working with the RDFFG to have the Mackenzie specific service. Refurbishing the old Air Horn notification system.</li></ul>	In Progress	<ul style="list-style-type: none"><li>Community promotion will begin once the system is in place. A policy is being drafted for use of this alerting system.</li><li>SWDC has the old horn and is reconditioning it. Completion set for fall of 2023.</li></ul>
UBCM EOC Grant	Community and Social Development	2022	<ul style="list-style-type: none"><li>Applied for \$25,000 to improve EOC (Emergency Operations Centre) with communication, computers, hardwiring data lines.</li></ul>	In Progress	<ul style="list-style-type: none"><li>Items have been ordered and grant completion set for May 2023. Awaiting final order to arrive.</li></ul>
Outfitting of new Fire Truck	Community and Social Development	2023	<ul style="list-style-type: none"><li>Through the Capital Budget the Fire Department will purchase gear and equipment to furnish the new Ladder Truck to meet NFPA and ULC standards.</li></ul>	In Progress	<ul style="list-style-type: none"><li>Items have ben ordered. Completion set for Aug 2023.</li><li>Ladder Truck will be in service in August 2023.</li></ul>

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
New Fire Truck	Community and Social Development	2022-2023	<ul style="list-style-type: none"> <li>Design and purchase a new ladder truck</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>Ladder truck has arrived and will be in service in August 2023.</li> </ul>
Community Resiliency Investment Grant	Community and Social Development	2023-2024	<ul style="list-style-type: none"> <li>An Application for \$200,000 in funding for 2023 FireSmart Community Funding &amp; Supports has been submitted.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>The CRI grant was approved, and all paperwork's signed.</li> <li>A required meeting with a Wildfire Prevention Officer has been conducted.</li> <li>Implementation of the grant is now commencing.</li> </ul>

**Department: Recreation Services****Employee: Terry Gilmer****2023 Work Plan****Second Quarter Report**

Recreation Services is responsible for overseeing the operation and programming of the Recreation Centre, Little Mac Ski Hill, John Dahl Regional Trail, the Ernie Bodin Community Centre, local tennis courts, skate park and the inspection of playground equipment at neighborhood parks located throughout Mackenzie. Recreation Services also liaises with the local community groups and assists these groups where appropriate in developing, marketing, and delivering their programs. Recreation Services acts as a local resource for the coordination of community events, and wellness and quality of life initiatives.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Master Planning	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Create spatial/construction plans with cost estimates for grant opportunities and more efficient planning.</li> </ul>	Ongoing	The new Community Park is now under construction and scheduled for full completion this summer.
	Strong Governance & Finances		<ul style="list-style-type: none"> <li>Help create Active Transportation Plan.</li> </ul>	Ongoing	Staff have started working with VDZ+A on this project.
			<ul style="list-style-type: none"> <li>Create timeline for Parks/Beaches Master Plan.</li> </ul>	Ongoing	Need to determine scope and where this fits with Council priorities/budget.
			<ul style="list-style-type: none"> <li>Facility Asset Management.</li> </ul>	Ongoing	Meet with Contractor on creating plan for Recreation Centre.
Grants	Strong Governance & Finances  Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>Work with all departments to ensure we are accessing funding streams, and awarded grants are organized and on track.</li> </ul>	Ongoing	Working with consultant(s) on cost D estimates for various projects, so we can apply for grants in the future with confidence in budget submissions.



2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Events & Programming	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Host events that bring the community together and gives people a sense of pride.</li> <li>Provide programs that offer development and socialization experiences for all ages.</li> </ul>	Ongoing	<p>Events already delivered in 2023:</p> <ul style="list-style-type: none"> <li>WinterQuest – Feb 24 to 26</li> </ul> <p>Event staff are working on for 2023:</p> <ul style="list-style-type: none"> <li>Bike/Art/Music Festival – July 29</li> <li>Scramble (Partnership) – Aug 18</li> </ul> <p>Programs staff are working on:</p> <ul style="list-style-type: none"> <li>Multi-sport</li> <li>Bike, squash &amp; pickleball clinics</li> <li>Summer camps</li> <li>Swimming lessons</li> <li>Aquafit</li> <li>Gym training</li> <li>Climbing wall</li> <li>Seniors &amp; High School</li> <li>Martial Arts</li> <li>Track Meet</li> <li>Ski &amp; Snowboard</li> <li>Skateboard</li> </ul>
Facility/Grounds Upgrades	Strong Governance & Finances	2022-2024	<ul style="list-style-type: none"> <li>Repair and upgrade existing infrastructure.</li> </ul>	Ongoing	<p>Current projects:</p> <ul style="list-style-type: none"> <li>Green Energy/Arena Slab</li> <li>Mac 1 playground</li> <li>Rec Centre general repair</li> <li>Repair condenser compound</li> <li>JD Trail Picnic Area(s)</li> <li>Little Mac shelter over fireplace/seating area</li> </ul> <p>2023 Completed:</p> <ul style="list-style-type: none"> <li>Rec Centre roof repair</li> </ul>

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
					<ul style="list-style-type: none"> <li>JD Trail Lookout</li> </ul> <p>2022 Completed:</p> <ul style="list-style-type: none"> <li>Moved climbing wall</li> <li>Little Mac fireplace/seating area</li> <li>Pool tile repairs</li> <li>Outdoor pickleball/tennis court re-surfacing</li> <li>Stuart Park Playground</li> </ul>
Software Upgrades	Strong Governance & Finances	2023	<ul style="list-style-type: none"> <li>Work Order System</li> </ul>	Complete	We have transitioned to RFAM. This is an online work order and inspection system, designed to create efficiencies within our facility maintenance and operations department. In addition, it will improve our data collection and accountability processes.
Staff Training	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Develop staff through training and educational opportunities.</li> <li>Departmental annual certification and training plan implementation.</li> </ul>	Ongoing	<p>All Staff (<i>complete</i>)</p> <ul style="list-style-type: none"> <li>Review Emergency Procedures</li> </ul> <p>CSR Courses (<i>complete</i>)</p> <ul style="list-style-type: none"> <li>Microsoft Suites</li> <li>Customer Service</li> <li>MAIS</li> </ul> <p>BO Courses</p> <ul style="list-style-type: none"> <li>Ice Facility Operators</li> <li>Pool Ops</li> </ul> <p>BGM Courses</p> <ul style="list-style-type: none"> <li>Refrigeration Operators</li> <li>Playground Safety</li> <li>Lift Training</li> <li>Trail Maintenance</li> </ul>

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Beautification	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Beautify existing spaces in the community to help attract and retain people, businesses, and tourism. As well as provide creative spaces for the public to enjoy.</li> </ul>	Ongoing	<p>Staff made spaces more inviting for the public this past summer:</p> <ul style="list-style-type: none"> <li>Flowers/gardens/trees</li> <li>Picnic tables/garbage bins</li> </ul> <p>In addition, staff have begun to make spaces more inviting for the public using art/murals, seating, fireplace and have plans for more art/sculptures/water fountains/seating in the future - spaces that have been prioritized for Rec staff in 2023 include:</p> <ul style="list-style-type: none"> <li>New Community Park</li> <li>Ski Hill</li> <li>Trails/Lookouts</li> </ul>

## 2023 Second Quarter Grant Tracker

Project Name	Funder	Grant Funding Program	Grant Amount	Application Date (DD-MMM-YY)	ApprovalStatus	Grant Amount Approved
Gantahaz Water Treatment	Province of BC	Environment Quality Program	\$ 590,000.00	23-Feb-22	Pending	
Walk to Mexico Celebration	The College of New Caledonia	CN-NH	\$ 2,560.00	6-Jan-23	Approved	\$ 2,560.00
Economic Development Capacity 2023	NDIT	Economic Development Capacity Building	\$ 50,000.00	11-Jan-23	Approved	\$ 50,000.00
2023 BC Hydro Regreening Program	BC Hydro	BC Hydro Regreening Grant	\$ 7,500.00	30-Jan-23	Approved	\$ 7,500.00
Ski/Bike Runs & Little Mac Upgrades	College of New Caledonia	CNC Research Forest Society Legacy Fund	\$ 30,000.00	23-Feb-23	Pending	
Relocation Materials Project	NDIT	Marketing Initiatives	\$ 20,000.00	8-May-23	Pending	
Relocation Materials Project	South Peace Mackenzie Trust	South Peace Mackenzie Trust	\$ 20,000.00	8-May-23	Approved	\$ 14,440.00
FireSmart and Fuel Mitigation	UBCM	Community Resiliency Investment Program	\$ 200,000.00	12-Jun-23	Pending	
Asset Management - Rec Centre and Municipal Office	Provincial Government	Infrastructure Planning Grant	\$ 10,000.00	12-Jul-23	Pending	

<b>2015 - Present</b>	
<b>Total Funding Applied For</b>	<b>\$27,013,149.60</b>
<b>Total Funding Approved</b>	<b>\$15,184,774.60</b>
<b>Total Funding Pending</b>	<b>\$850,000.00</b>
<b>Total Funding Denied</b>	<b>\$11,282,421.00</b>

<b>2023</b>	
<b>Total Funding Applied For</b>	<b>\$340,060.00</b>
<b>Total Funding Approved</b>	<b>\$74,500.00</b>
<b>Total Funding Pending</b>	<b>\$260,000.00</b>
<b>Total Funding Denied</b>	<b>\$0.00</b>

Updated July 19, 2023