

**COUNCIL MEETING
REVISED AGENDA**

Date: Monday, October 23, 2023, 7:15 p.m.
Location: Council Chambers of the Municipal Office
1 Mackenzie Boulevard, Mackenzie, BC

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.

2. ADOPTION OF MINUTES

2.1 Regular Meeting - October 10, 2023

6

2.2 Special Meeting - October 10, 2023

13

3. INTRODUCTION OF LATE ITEMS

THAT the following late item be added to the agenda:

8. ADMINISTRATIVE REPORTS

8.7 DOM 23-10 Street Sweeper Replacement

THAT Council awards the purchase of a 2023 Bucher Regenerative R65M Street Sweeper to Rollins Machinery Ltd. in the amount of \$422,740 plus GST;

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

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

7. CORRESPONDENCE

THAT the Correspondence listed on the Agenda be received.

7.1 For Action:

- | | | |
|-------|---|----|
| 7.1.1 | NCLGA 2023-2024 Membership Dues
North Central Local Government Association membership dues for 2023-2024 in the amount of \$2,303.71. The 2022-2023 membership dues were \$2,273.65. | 15 |
| 7.1.2 | Letter of Support - Foundry in Mackenzie
Letter received from Mackenzie Community Services requesting the District of Mackenzie provide a letter of support for a Foundry location in Mackenzie. | 16 |
| 7.1.3 | Rocky Mountain Riders
Letter received from the Rocky Mountain Riders with the following requests:

<ol style="list-style-type: none">1. Permission to re-establish the snowmobile trail located on District land that would connect the District works yard and Morfee Mtn. Road;2. Request for support in submitting a tenure application for the portion of the trail that is located on crown land within District boundaries;3. Resolution of Support towards their REDIP application as well as being listed as a project partner on their application. | 18 |
| 7.1.4 | Letter of Support - MackChu Brewing
Request received from Petr Skala owner of MackChu Brewing for a letter of support from the District towards their grant application to the South Peace Mackenzie Trust for funding towards the startup of their new business. | 20 |

7.2 For Consideration:

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

- | | | |
|-------|---|----|
| 7.2.1 | Mackenzie Chamber of Commerce Auction
Letter received from the Mackenzie Chamber of Commerce looking for donations to their Annual Auction that will be held | 22 |
|-------|---|----|

on November 25, 2023.

- 7.3 Centre Table File
- Morfee Lake Floating Dock - Attachments

8. ADMINISTRATIVE REPORTS

- 8.1 2024 Council Liaison Appointments 23
- THAT Council approves the 2024 Council Liaison Appointments as attached in this report.
- 8.2 Morfee Lake Floating Dock 28
- THAT Council approves the purchase of an Inflatable Bongo 13 Water Park in the amount of \$3,400 plus GST.
- 8.3 Cul-de-sac Parking Bylaws 30
- THAT Council receives this report for information.
- 8.4 Commercial Daycare Lease – Gammie’s Daycare 33
- THAT Council authorizes the Chief Administrative Officer to enter into a three-year lease agreement with Gammie’s Daycare, operated by Nancy Windsor, to allow for a designated outdoor space for the purpose of enhancing recreational activities for children under their care.
- 8.5 Mackenzie Industrial Area Snow Removal 2023/2024 44
- THAT Council awards the 2023-2024 Snow Removal Contract for the Mackenzie Industrial Area to Cordwood Industries in the amount of \$37,525 plus GST;
- AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.
- 8.6 NDIT - Business Façade Improvement Program 2024 46
- THAT the District of Mackenzie supports the application to the Northern Development Initiative Trust from the District of Mackenzie for a grant of up to \$20,000 for the Business Façade Improvement program from the Prince George Regional Development Account;
- AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.
- *8.7 DOM 23-10 Street Sweeper Replacement 48
- THAT Council awards the purchase of a 2023 Bucher Regenerative R65M

Street Sweeper to Rollins Machinery Ltd. in the amount of \$422,740 plus GST;

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

9. COUNCIL REPORTS

9.1 Mayor's Report

9.1.1 Mayor Atkinson 50

9.2 Council Reports

9.2.1 Councillor Wright 53

9.2.2 Councillor Tapper 54

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. BYLAWS

12.1 Bylaw No. 1505 Permissive Tax Exemption 55

THAT Bylaw No. 1505 cited as "Permissive Tax Exemption Bylaw No. 1505, 2023" be adopted.

12.2 Bylaw No. 1506 Permissive Tax Exemption 57

THAT Bylaw No. 1506 cited as "Permissive Tax Exemption Bylaw No. 1506, 2023" be adopted.

12.3 Bylaw No. 1507 Permissive Tax Exemption 59

THAT Bylaw No. 1507 cited as "Permissive Tax Exemption Bylaw No. 1507, 2023" be adopted.

13. NOTICE OF MOTION

13.1 Agricultural Information Fair 61

THAT District staff plan for an Agriculture Information Fair.

13.2 Remaining Council Travel Funds 62

THAT the remaining funds allocated for Councillor travel, which was not spent during 2023, be redirected to a one-time grant opportunity that

non-profits in Mackenzie can apply for to do projects designed for community benefit.

14. COMING EVENTS

- | | | |
|------|--|----|
| 14.1 | <u>Open House - Official Community Plan Amendment</u>
Wednesday October 25, 2023
Mackenzie Recreation Centre
5:00 pm - 7:00 pm
The District is looking to establish Development Permit Area's (DPA's) within the District of Mackenzie. The purpose of the open house is to inform residents about a proposed amendment to the Official Community Plan Bylaw No. 1304. | 63 |
| 14.2 | <u>Halloween Fireworks - Mackenzie Recreation Centre</u>
October 31, 2023 - 7:00 pm
Upper parking lot at the Recreation Centre | 64 |

15. INQUIRIES

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

16. ADJOURNMENT

**Regular Council Meeting
Minutes**

October 10, 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 A. Hipkiss, Councillor R. McMeeken, Councillor J. Wright

Council Absent: Councillor K. Tapper

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K. Borne, Director of Operations J. Murray, Fire Chief J. Guise, Land and Environmental Programs Coordinator L. Thorne, Legislative Clerk/Executive Assistant C. Smirle

Visitors Present: Kimta Transportation Society – M. Robillard, MackChu Brewing – P. Skala, LCRB Specialist – C. Beehler

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 Committee of the Whole - September 25, 2023

The minutes of the Committee of the Whole Meeting held on September 25, 2023 were adopted as presented.

2.2 Regular Meeting - September 25, 2023

The minutes of the Regular Meeting held on September 25, 2023 were adopted as presented.

3. INTRODUCTION OF LATE ITEMS

N/A

4. **ADOPTION OF AGENDA**

Resolution: 33102

Moved by: Councillor Hipkiss

THAT the Agenda be adopted as presented.

CARRIED

5. **PUBLIC COMMENTS AND QUESTIONS**

Shannon Bezo, resident, asked if there was going to be a report shared with the community from the Councillors who attended the UBCM convention in Vancouver? Mayor Atkinson replied that her report detailing events attended will be brought forward to the October 23rd Council meeting.

Ms. Bezo noted that she hoped Council would discuss agenda item 7.2.1 regarding the dog park letter.

6. **PETITIONS AND DELEGATIONS**

6.1 **Mark Robillard - Kimta Transportation Society**

Mark Robillard of the Kimta Transportation Society provided a brief update to Mayor and Council on operations since the bus was received in 2021. Mr. Robillard noted that the group was looking for provincial funding to be increased and hoped Mayor and Council could do something to lobby the government.

Resolution: 33103

Moved by: Councillor Hipkiss

THAT the District write a letter to Minister Flemming requesting provincial funding for passenger and transportation services in northern and rural communities be increased.

CARRIED

7. **CORRESPONDENCE**

Resolution: 33104

Moved by: Councillor Hipkiss

THAT the Correspondence listed on the Agenda be received.

CARRIED

7.1 For Action:

- 7.1.1 Letter of Support - MCAC - Building Communities Through Arts and Heritage

Resolution: 33105

Moved by: Councillor Barnes

THAT the District of Mackenzie supports the application to Building Communities Through Arts and Heritage from the Mackenzie Community Arts Council for Rockin' the Ridgeline 2024.

CARRIED

- 7.1.2 Letter of Support - MCAC - Rural Economic Diversification and Infrastructure

Resolution: 33106

Moved by: Councillor Brumovsky

THAT the District of Mackenzie supports the application to the Rural Economic Diversification and Infrastructure Program - Forest Impact Transition from the Mackenzie Community Arts Council for Project Caribou.

CARRIED

- 7.1.3 Letter of Support - MCAC - NDIT Northern Healthy Communities Fund Capitol Program

Resolution: 33107

Moved by: Councillor McMeeken

THAT the District of Mackenzie supports the application to NDIT Northern Healthy Communities Capital Program from the Mackenzie Community Arts Council for Caribou Place: A Home for the Arts.

CARRIED

- 7.1.4 Letter of Support - MCAC - BCAC Arts Infrastructure

Resolution: 33108

Moved by: Councillor McMeeken

THAT the District of Mackenzie supports the application to BC Arts Council - Arts Infrastructure from the Mackenzie Community Arts Council for Caribou Place: A Home for the Arts.

CARRIED

7.1.5 October - Foster Family Month

Resolution: 33109

Moved by: Councillor Wright

THAT Council receives the email from the Ministry of Children and Family Development for information.

CARRIED

Resolution: 33110

Moved by: Mayor Atkinson

THAT the District supports and celebrate October as Foster Family month by sharing a social media post and providing resources so residents can find out how to sign up to Foster if they wish.

CARRIED

7.2 For Consideration:

7.2.1 Dog Park

Council received an email from Joy Davy, resident, regarding the possibility of adding a secondary fenced dog park in Mackenzie.

Resolution: 33109

Moved by: Councillor Wright

THAT administration reach out to the residents who have expressed interest in volunteering to help build a new dog park and to discuss next steps for involvement.

CARRIED

8. ADMINISTRATIVE REPORTS

8.1 Permissive Tax Exemption Bylaws

Resolution: 33110

Moved by: Councillor Barnes

THAT Council receives this report for information.

CARRIED

8.2 Mackchu Brewing Ltd. – LCRB Application

Resolution: 33111

Moved by: Councillor Barnes

THAT Council receives this report for information.

CARRIED

Resolution: 33112

Moved by: Councillor McMeeken

THAT Council provide support in principle, by way of the resolution outlined in this report, to the MackChu Brewing Lounge Endorsement Permit Application subject to meeting District business licensing and fire safety requirements prior to operation.

CARRIED

9. COUNCIL REPORTS

9.1 Mayor's Report

9.1.1 Mayor Atkinson - August 2023

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 Brumovsky

Councillor Brumovsky provided a written report.

9.2.3 Councillor Barnes

Councillor Barnes provided a verbal report.

10. UNFINISHED BUSINESS

N/A

11. NEW BUSINESS

Councillor Wright mentioned that he had been contacted by several community members asking if the District had anything planned for Truth and Reconciliation Day and suggested next year something be planned with McLeod Lake Indian Band if possible.

12. BYLAWS

12.1 Bylaw No. 1505 Permissive Tax Exemption

Resolution: 33113

Moved by: Councillor Brumovsky

THAT Bylaw No. 1505 cited as "Permissive Tax Exemption Bylaw No. 1505, 2023" be given the first three readings.

CARRIED

12.2 Bylaw No. 1506 Permissive Tax Exemption

Resolution: 33114

Moved by: Councillor Hipkiss

THAT Bylaw No. 1506 cited as "Permissive Tax Exemption Bylaw No. 1506, 2023" be given the first three readings.

CARRIED

12.3 Bylaw No. 1507 Permissive Tax Exemption

Resolution: 33115

Moved by: Councillor Barnes

THAT Bylaw No. 1507 cited as "Permissive Tax Exemption Bylaw No. 1507, 2023" be given the first three readings.

CARRIED

13. NOTICE OF MOTION

N/A

14. COMING EVENTS

- GoByBike Week - October 16-29, 2023
- Business Walks - October 18, 2023

15. INQUIRIES

Dominique Symbolisty, resident, commented that several years ago a dog park committee was formed in Mackenzie and a trial off leash dog park was constructed behind the Ernie Bodin Community Centre. After one year the committee was referred to Recreation Services to discuss building a more permanent larger space, however due to staffing changes, nothing was done, and the committee eventually dissolved. Mayor Atkinson thanked Ms. Symbolisty for the reminder and suggested that now with more interest from community members we hope to get the committee running again and create a plan going forward. Mayor Atkinson noted that it would be a good idea to bring up a new

dog park during budget discussions. Councillor McMeeken thanked Ms. Symbalisty for bringing this forward and asked where she would like a new park to be located if she could choose. Ms. Symbalisty replied Mountainview Field as it would have more than enough space for all sized dogs to play.

Janice Nelson, Publisher of the Macktown Buzzette asked for clarification of a change that was made to the Animal Control Bylaw several months ago removing leash requirements on trails. Mayor Atkinson replied that we would look closer at the bylaw and get back to her.

Ms. Nelson asked where Bay #4 is, the proposed location for MackChu Brewing. Petr Skala, owner of MackChu Brewing, replied that it is in between Kelly's Bakery and the Mechanic Store.

Ms. Nelson commented that some businesses in town do not use all advertising avenues and suggested that the District share with organizations the different opportunities available. Mayor Atkinson noted that if organizations are run by volunteers things may fall through the cracks.

16. ADJOURNMENT

Resolution: 33116

Moved by: Councillor Hipkiss

THAT the meeting be adjourned at 8:15 pm.

CARRIED

Mayor

Corporate Officer

**Special Council Meeting
Minutes**

**October 10, 2023, 6:00 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 A. Hipkiss, Councillor R. McMeeken, Councillor J. Wright

Council Absent: Councillor K. Tapper

Staff Present: Legislative Clerk/Executive Assistant C. Smirle

Visitors Present: Mike Morris - Prince George-Mackenzie MLA, Kiel Giddens - Candidate for 2024 Prince George-Mackenzie MLA

1. CALL TO ORDER

CALLED TO ORDER AT 6:00 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.

1.1 Defer to Closed Meeting

Resolution: 33096

Moved by: Councillor Barnes

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) (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

CARRIED

2. ADJOURNMENT

Resolution: 33097

Moved by: Councillor McMeeken

THAT the meeting be adjourned at 6:01 pm.

CARRIED

Mayor

Corporate Officer

DRAFT



Date	Invoice #
10/12/2023	2102

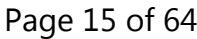
District of Mackenzie
P.O. Bag 340, 1 Mackenzie Boulevard
Mackenzie, BC
V0J 2C0

Please make payment by EFT or by cheque payable to:
North Central Local Government Association
Suite-507-1488 4th Avenue
Prince George, BC V2L 4Y2

Total	\$2,303.71
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Payments/Credits	\$0.00
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Balance Due	\$2,303.71
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From: Jesse Wright <JWright@mackenziecounselling.ca>
Sent: Tuesday, October 17, 2023 10:05 AM
To: Diane Smith <diane@districtofmackenzie.ca>; Emily Kaehn
<ekaehn@districtofmackenzie.ca>
Subject: Letter of Support

Hi Diane and Emily,

Mackenzie Community Services would like to request a letter of support from Council in its application to bring a Foundry to Mackenzie. Attached to this email is a template that can be used. The application is due at the end of October, so it would have to be voted on at the Oct 23rd Council meeting, or it will be too late.

Thanks!

Jesse

Jesse Wright (He/Him)



Child and Youth Care Worker

Mackenzie Community Services

500 Mackenzie Blvd.

PO Box 790, Mackenzie BC V0J 2C0

Ph: 250-997-6595 ext 232

Cell: 778-582-3614



(Insert Company/Organization Letterhead Here)

To the FoundryBC Expansion Application Reviewers,

I am writing this letter today on behalf of [insert organization here] to fully support and advocate that Mackenzie be one of the 10 communities chosen in this round of expansion for a Foundry location. [Insert your organization name here] sees youth mental health as a huge issue in Mackenzie, and the community needs Foundry and its Integrated Youth Services mission to help tackle the issue.

Furthermore, [organization name here] fully supports Mackenzie Community Services as being the lead agency to bring Foundry to Mackenzie. Mackenzie Community Services (MCS) is already a leader in Mackenzie for youth mental health, and is an organization we already refer to. It would be a perfect partnership between Foundry and MCS.

[Insert paragraph here on how Foundry would benefit your organization specifically]

Thank you for taking the time to consider Mackenzie, and I again advocate that Mackenzie be one of the 10 chosen communities.

Thank You,

[Insert Signature Here]

Mackenzie Rocky Mountain Riders

1500 Skeena Drive
Mackenzie, BC
(250) 997-1662
cbkf@telus.net

October 03, 2023

Mackenzie Council and District,

We are writing on behalf of the Rocky Mountain Riders Snowmobile Club. The club wishes to get approval for the use of the trail between the District Office and Morfee Mountain that falls on District owned land. We are also looking for support in applying for the Provincial Permit for the section of the trail that falls on Crown Land between Morfee Lake Second Beach and Morfee Mountain Road.

In addition, to use the trails, the club requests the use of the District's Piston Bully Groomer for grooming Morfee Mountain Road.

The club has submitted an application for funding to groom the trail with the District and we are working on a submission for funds through the REDIP-ED Grant as well. The REDIP-ED grant looks for partners in the application. We wish to add the District of Mackenzie as one of our partners, if approved by council. The deadline for the grant is Oct 30th, so time is of the essence for this decision.

The BCSF, in partnership with the clubs, hired out the company McElhanney, to research potential tourism and recreation areas for the South Peace. This is a 94 page report that outlines three different areas within the South Peace that have potential for growth. We recommend interested parties take special note of sections 3.1, 3.2, pages 7-10, as well as as 5.1 and 5.2, pages 12-14, and page 17. Appendix F highlights the opportunities for snowmobile tourism in Mackenzie. The full document can be viewed on the BSCF website here:

<https://bcsf.org/articles/south-peace-snowmobile-development-master-plan-identifies-a-need-investment-of-15-million-dollars>

The report is extensive, but as outlined in section 5.2, the club must start with the basics; to make sure all existing trail, cabin and parking lot infrastructure is legally established or recognized by the land managers. The administrative coordinator has been hired and is currently working on this process with the help of the club executive.

Use of the trail is valuable to the club as it allows the groomer to easily transition from town to the Morfee Mountain Road without damage to the machine. One of the problems the Mackenzie Club has faced is low membership numbers. Once a regular grooming program is in place, the community is more likely to purchase a pass. More memberships shows the Province that snowmobiling is important to the community of Mackenzie.

Sincerely,

Danielle Roscher, on behalf of the Rocky Mountain Riders

Petr Skala
6 Robinson Crescent
Mackenzie BC
V0J 2C0
haprehs16@gmail.com
587-578-3799

Date : October 10, 2023

Mayor Joan Atkinson
District of Mackenzie
PO Bag 340
Mackenzie, BC V0J 2C0

Dear Mayor Atkinson and Honorable Members of the Mackenzie Council,

I hope this letter finds you in good health and high spirits. I am writing to seek the support of the District of Mackenzie in our endeavor to establish a new and exciting addition to the local business community – Mackchu Brewing Ltd. As a passionate entrepreneur and a resident of this vibrant community, I am enthusiastic about the potential this venture holds for our town.

Mackchu Brewing Ltd. will not only serve as a place for people to enjoy handcrafted, locally brewed beers but also contribute to the growth and prosperity of our community. It is my vision that this brewery will become a hub for residents and visitors alike, fostering a sense of community and pride in our district.

The goals of Mackchu Brewing Ltd. align closely with the values and objectives of the District of Mackenzie, including promoting economic development, creating jobs, and enhancing the quality of life for our residents. By supporting this initiative, you would be contributing to the diversification of our local economy and helping to strengthen the fabric of our community.

We kindly request a formal letter of support from the District of Mackenzie, addressed to Mackchu Brewing Ltd., as we move forward with the necessary permitting and licensing processes. This letter would greatly aid us in securing the necessary approvals and funding to make Mackchu Brewing Ltd. a reality.

We are committed to being responsible business owners and ensuring that our brewery operates in full compliance with all local regulations, including those related to alcohol production and distribution. We also plan to actively engage with the community through events, partnerships with local organizations, and support for local initiatives.

We would welcome the opportunity to present our project to the Council in more detail if that would be of interest. We believe that your support would not only help us succeed but also contribute to the growth and prosperity of our beloved Mackenzie district.

Thank you for your time and consideration of our request. We look forward to your positive response and the opportunity to work closely with the District of Mackenzie to make Mackchu Brewing Ltd. a successful and integral part of our community.

Please do not hesitate to contact me at 587-578-3799 or haprehs16@gmail.com should you have any questions or require additional information.

Sincerely,

Petr Skala, Mackchu Brewing Ltd. Founder/Owner

District of Mackenzie Rec Centre
Bag 340
Mackenzie, BC
V0J 2C0

October 2023

Dear Sarah,

The Mackenzie Chamber of Commerce is holding our Annual Auction on November 25th, 2023 to help fund our operational costs for the upcoming year. The Chamber of Commerce works diligently to move business forward in Mackenzie.

The Auction is a very successful and fun filled evening for everyone who attends. The opportunity for advertising your business in Mackenzie is enormous, as your company's name will appear in all promotions before during and after the event. We will advertise with our local radio station, our website, social media, posters throughout our community, as well in the program published for the event. Association with the Mackenzie Chamber of Commerce is a very positive comment about your company.

Please consider our request for a donation of sponsorship or merchandise to our worthy cause. You can return the form below with your intentions so that we can proceed with the details for this special evening. Should you need any more information regarding this fundraiser, please call the Chamber office at 250-997-5459. We will contact you later and thank you in advance for this consideration.

Sincerely,

Janey Morgan

Office Manager
Mackenzie Chamber of Commerce

Donated by: _____

Contact Name

Phone or email

Auction Item: _____

Description

Approximate Value

We acknowledge that we live and work within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band

Mackenzie Chamber of Commerce, PO Box 880 #11-600 Mackenzie Blvd. Mackenzie, BC V0J 2C0
Phone: 250-997-5459, Fax: 250-997-6117, E-Mail: office@mackenziechamber.bc.ca

COUNCIL REPORT

To: Mayor and Council

From: Mayor Joan Atkinson

Date: October 13, 2023

Subject: 2024 Council Liaison Appointments

RECOMMENDATION:

THAT Council approves the 2024 Council Liaison Appointments as attached in this report.

BACKGROUND:

After a local government election or annually, Mayor and Councillor liaison appointments are made to various boards and or committees. Statutory and mandatory appointments are required for various positions and other liaison appointments may be made at the discretion of Council. The 2024 Council Liaison Appointment listing has been attached for consideration.

BUDGETARY IMPACT:

Committee and liaison appointments where business is primarily conducted within Mackenzie will not incur travel expenses. Where business is primarily conducted outside the community, expenses will be reimbursed in accordance with the Expense Account Regulation Policy 1.1 and within the allocated Councillor travel budgets.

COUNCIL PRIORITIES:

As a whole, the Council Liaison Appointments complement the four Council Strategic 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.

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.

Environmental Sustainability

- The way we operate has an impact on the environment. We are committed to integrating sustainability and Environmental, Social and Governance factors (ESG) into our decision making and business practices.

RESPECTFULLY SUBMITTED:

Mayor Joan Atkinson

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer



Council Liaison Appointments

Annual Appointments

Ending November 1st of Each Year

Deputy Mayor

Councillor Barnes	November 1, 2023 – January 31, 2024
Councillor Hipkiss	February 1, 2024 – April 30, 2024
Councillor McMeeken	May 1, 2024 – July 31, 2024
Councillor Wright	August 1, 2024 – October 31, 2024

Access and Inclusion Committee

Liaison:	Councillor McMeeken
Alternate:	Councillor Brumovsky

Asset Management Committee

Liaison:	Mayor Atkinson
Alternate:	Councillor Wright

Chamber of Commerce

Liaison:	Councillor Hipkiss
Alternate:	Councillor Wright

CNC Advisory Group

Liaison:	Councillor Barnes
Alternate:	Councillor Tapper

Grant Adjudication Committee

Liaison:	Councillor Brumovsky
Liaison:	Councillor McMeeken

Mackenzie Wildfire Advisory Committee

Liaison:	Councillor Barnes
Alternate:	Councillor Brumovsky



Municipal Library

Liaison: Councillor Tapper
Alternate: Councillor Brumovsky

New Horizons – Senior Inclusion Solutions Advisory Group

Liaison: Councillor Wright
Alternate: Mayor Atkinson

MLMCF Council Representative

3-Year Term Ending June 2025

McLeod Lake Mackenzie Community Forest (MLMCF)

Liaison: Councillor Hipkiss

Strategic Priorities Liaisons

4-year Appointments Ending November 1, 2026

Agricultural Opportunities and Food Security Liaison

Liaison: Councillor Tapper
Alternate: Councillor Brumovsky

Climate Action Liaison

Liaison: Councillor Hipkiss
Alternate: Councillor Tapper

Education Liaison

Liaison: Councillor Wright
Alternate: Councillor Brumovsky

Forestry Liaison

Liaison: Mayor Atkinson
Alternate: Deputy Mayor



Indigenous Relations and Reconciliation Liaison

Liaison: Councillor Barnes
Alternate: Councillor Wright

Mining Liaison

Liaison: Councillor Barnes
Alternate: Councillor Wright

Full Term Appointments to Other Boards

Ending November 1, 2026

BC Hydro Peace River/Williston Reservoir Advisory Committee

Liaison: Mayor Atkinson

DoM Emergency Executive Committee

Liaison: Mayor Atkinson
Liaison: Councillor McMeeken

Northern Development Initiative Trust - Prince George Regional Advisory Committee

Liaison: Mayor Atkinson
Alternate: Councillor Wright

Prince George Treaty Advisory Committee – Regional District Sub.

Liaison: Councillor Wright

Regional District of Fraser-Fort George

Director: Mayor Atkinson
Alternate: Councillor Wright

COUNCIL REPORT

To: Mayor and Council

From: Operations

Date: October 17, 2023

Subject: Morfee Lake Floating Dock

RECOMMENDATION:

THAT Council approves the purchase of an Inflatable Bongo 13 Water Park in the amount of \$3,400 plus GST.

BACKGROUND:

Annually the District places a dock at First Beach on Morfee Lake that is used by residents and visitors throughout the summer months. During the August 22, 2022 Council Meeting, staff were requested to bring back a report on the feasibility of a floating, independent dock at First Beach. Staff conducted research and found four different styles of floating swim docks that could be placed in 10 feet of water and anchored at the bottom of Morfee Lake.

- | | |
|--|---------|
| 1. An 8 x 8-foot aluminum dock | \$3,500 |
| 2. An 8 x 10-foot aluminum dock | \$5,000 |
| 3. A 9 x 9-foot inflatable trampoline with slide | \$1,600 |
| 4. A 12.6 x 12.6-foot inflatable water park | \$3,400 |

Copies of the quotes received and images have been included in the centre table file for Council's consideration.

Staff's recommendation is to purchase the 12.6 x 12.6-foot inflatable water park as this structure provides the biggest surface area to accommodate more people. It also comes with a small aqua slide and small aqua log which provides more play options. As this structure is inflatable, it gives the ability to easily be removed from the water and stored during the winter season.

Staff will look into the proper signage needed to address liability and safety concerns.

BUDGETARY IMPACT:

Funding for this purchase is included in the Parks Maintenance operating budget.

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:

Jody Murray, Director of Operations

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: October 3, 2023

Subject: Cul-de-sac Parking Bylaws

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

At the regular council meeting on August 14, 2023, a member of the public appeared as a delegation to ask that the traffic and parking bylaw be amended to resolve issues with driving and parking in cul-de-sacs. The delegation presented issues with the current bylaw that caused problems with turning around in the cul-de-sac, moving trailers into driveways of properties on the cul-de-sac, snow removal, and garbage collection. Council requested that staff bring back a report with information on other community bylaws and provide any recommendations for changes to the current cul-de-sac parking regulations.

CURRENT DISTRICT OF MACKENZIE BYLAW

There are no specific restrictions for parking in cul-de-sacs in the District of Mackenzie Traffic and Parking Bylaw No. 831. The Bylaw does describe restrictions on parking in general which are pertinent to the information given by the delegation. Articles of the bylaw that prohibit parking in certain circumstances may be relevant are as follows:

- **Article 7 (c)** prohibits parking in front of or within one and one-half (1.5) meters of a driveway.
- **Article 7 (w)** prohibits parking in such a manner so as to inhibit free access to any garbage container by any person authorized to deposit in or pick up garbage from such garbage container.
- **Article 7 (z)** prohibits parking upon a roadway in such a manner as to obstruct the free passage of traffic in the roadway.
- **Article 8** prohibits parking a vehicle or permitting a vehicle to remain parked on any highway so as to interfere in any manner with the work of removing snow or ice therefrom or the clearing of snow therefrom.

- **Article 9** sets time limits for parked vehicles. A general limit of twenty-four continuous hours is set in Article 9 (b).
- In **Article 9 (c)**, it is stated that this time limit cannot be circumvented by first moving and then parking the vehicle again elsewhere on the block. This means that per the bylaw, vehicles cannot be parked on one block for more than 24 continuous hours.

OFF-STREET PARKING IN CUL-DE-SACS

The off-street parking provided by driveways in Mackenzie cul-de-sacs is comparable to other communities. Driveways on cul-de-sacs provide ample parking space for multiple vehicles. There is also the option for property owners to apply for an improved driveway (widening), if necessary. In addition, the size of the cul-de-sacs and turning radiuses are also comparable.

PARKING BYLAWS IN OTHER COMMUNITIES

Staff reviewed community bylaws covering parking, traffic, and zoning for this report. Many communities have similar regulations to the District. Staff did find a few examples, as outlined below, that were specific to cul-de-sacs:

Some communities have legislated parking in cul-de-sacs to make parking parallel to the curb mandatory. This bylaw prohibits vehicles from angle-parking within cul-de-sacs. For example, in the Town of Comox Bylaw No. 1358, Article 7.9 states that "No person shall stand, stop, or park a vehicle in a cul-de-sac other than parallel with the outside curb of any cul-de-sac."

The City of Chilliwack has passed a bylaw amendment that prohibits parking in cul-de-sacs entirely. The staff report accompanying the motion stated that "Parking in a cul-de-sac becomes problematic for solid waste collection and for access for emergency vehicles and firefighting. A restriction for parking in a cul-de-sac is being added."

SUMMARY

The current traffic and parking bylaw already provide the District with regulations to address the current parking issues in cul-de-sacs. Staff are not recommending any changes to the bylaw at this time.

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:

Rowan Paulsen, Local Government Intern

Reviewed By: Corporate Services and Operations

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: October 17, 2023

Subject: Commercial Daycare Lease – Gammie’s Daycare

RECOMMENDATION:

THAT Council authorizes the Chief Administrative Officer to enter into a three-year lease agreement with Gammie’s Daycare, operated by Nancy Windsor, to allow for a designated outdoor space for the purpose of enhancing recreational activities for children under their care.

BACKGROUND:

Gammie’s Daycare’s lease (2019) has expired, and a new three (3) year lease has been drafted for Council’s consideration.

The land is required by the operator of the daycare, Nancy Windsor, to comply with Provincial regulations for the required area of outdoor play space per child at the daycare. During further conversations between Nancy Windsor and staff, it was decided to increase the space from the previous 1,500 to 2,100 square feet to allow for growth of the daycare operation and to include a space for the separate age groups. Considerations were taken with the expanding of the space; they are outlined below.

Considerations:

Space Identification: The Licensee identified the space as a suitable outdoor space that meets safety standards and zoning regulations for children's recreational activities.

Lease Agreement: Develop a comprehensive lease agreement outlining terms, responsibilities, and expectations of both parties (attached).

Zoning Regulations: Staff ensured compliance with local zoning regulations.

Maintenance: Define responsibilities for the maintenance of the outdoor space, including regular inspections and repairs. Staff met with the licensee on site to discuss winter operations and was ensured that it will not affect current snow clearing operations.

BUDGETARY IMPACT:

The lease amount is \$146.63 plus GST per year or \$439.89 plus GST for the 3-year term.

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:

Luke Thorne, Land and Environmental Coordinator

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

LICENCE OF OCCUPATION

This agreement dated for reference the ____ day of _____, 2023

BETWEEN:

DISTRICT OF MACKENZIE

Bag 340
Mackenzie, BC
V0J 2C0

(hereinafter called the "District")

OF THE FIRST PART

AND

Nancy Windsor
Box 2224
Mackenzie, BC
V0J 2C0

(hereinafter called the "Licensee")

OF THE SECOND PART

WHEREAS:

1. The District is the owner of the parcel of land legally described as Lot 2, Plan PGP21790, Cariboo District (the "Land") in the District of Mackenzie.
2. The Licensee is a tenant on the land described legally described as Lot A, Plan PGP21718, Cariboo District from which the Licensee operates a commercial daycare.
3. The Licensee wishes to utilize 2100 square feet of the Land to provide outdoor play space as outlined in black on the plan that is attached to this agreement as Schedule "A" (the "Licence Area") in order to meet Provincial Regulations for the required area of outdoor play space per child.
4. The District is agreeable to grant a licence of occupation in respect of the proposed use of the Licence Area and has agreed to do so on the terms set out in this Agreement.

NOW THEREFORE THIS AGREEMENT WITNESSES that in consideration of the licence fee paid by the Licensee to the District and in consideration of the premises and covenants and agreements contained in this Agreement, the District and the Licensee covenant and agree with each other as follows:

1.0 RIGHT TO OCCUPY

- 1.1 The District, subject to the performance and observance by the Licensee of the terms, conditions, covenants and agreements contained in this Agreement, grants to the Licensee a right by way of licence for the Licensee, its agents, employees, and customers to use the Licence Area for the sole purpose of providing outdoor play space for the operation of a commercial daycare.

2.0 RESERVATION OF RIGHTS

- 2.1 The District reserves to itself from the grant and the covenants made by it to the Licensee under section 1 above, the right for the District, its agents, employees, contractors, subcontractors, licensees, invitees and other persons, to have full and complete access to the area provided that nothing in this provision shall derogate from the duties of the Licensee to maintain the License Area.

3.0 LICENCE FEE

- 3.1 In consideration of the grant of the License hereunder, the Licensee shall pay to the District a licence fee of \$439.89 payable as a lump sum at the beginning of the Term.

4.0 TERM

- 4.1 The Term of the Licence granted under this Agreement shall be three years commencing on the 1st day of November, 2023 and ending on the 31st day of October, 2026 unless earlier terminated under this Agreement.

5.0 CONDITIONS

- 5.1 Prior to using the Licence Area for commercial daycare activities, the Licensee must meet the following requirements:
- (a) the Licensee obtaining required licence by the Northern Health Authority for the operation of a commercial daycare;
 - (b) all improvements to the Licence Area and any other works required under this Agreement must be constructed in accordance with plans and specifications approved in

- advance by the District;
- (c) the Licensee must not construct any improvements on the Licence Area without the advance written approval of the District;
 - (d) the Licensee must remove any and all improvements to the License Area at the end of the term, unless otherwise directed by the District, and must restore the Licence Area to its condition as at the date of this Agreement, all at the sole cost of the Licensee;
 - (e) the Licensee must at all times, keep and maintain the Licence Area and the improvements on the Licence Area in good and sufficient repair, to the satisfaction of the District acting reasonably;
 - (f) the Licensee must not carry on, or do or allow to be carried on or done on the Licence Area, anything that is, may be or become a nuisance to the District or the public;
 - (g) the Licensee will comply promptly at its own expense with the legal requirements of all statutes, regulations and bylaws of all federal, provincial and local authorities;
 - (h) the Licensee will not sublet or assign without approval from the District.

6.0 ENVIRONMENT

6.1 In this Agreement:

- (a) "Contaminants" means any materials or structures of any kind the storage, manufacture, disposal, treatment, generation, use, transportation, remediation or release into the environment of which is prohibited, controlled, regulated or licensed under Environmental Laws;
- (b) "Environmental Laws" means any statutes, laws, regulations, orders, bylaws, standards, guidelines, permits and other lawful requirements of any governmental authority having jurisdiction over the License Area now or hereafter in force relating in any way to the environmental, health, occupational health and safety or transportation of dangerous good, including the principles of common law and equity.

6.2 The Licensee agrees that the Licence herein is granted on an "as is" basis, and the Licensee further agrees that the District has not made any representations, warranties, covenants and agreements with respect to the condition of the Licence Area, the suitability of the Licence Area for the Licensee's intended use or any use whatsoever, and in particular and without limiting the generality of the foregoing, as to the environmental condition of the Licence Area;

6.3 The Licensee agrees it shall not bring or store upon the Licence Area any Contaminants, and further that if the Licensee does bring, store or release any Contaminants on or upon the Licence Area in breach of the terms of this Agreement that, notwithstanding any rule of law to the contrary, such Contaminants shall be and remain the sole and exclusive property of the Licensee and shall not become the property of the District, notwithstanding the degree of affixation of the Contaminants

or the goods containing the Contaminants to the Licence Area and notwithstanding the expiry or earlier termination of this Licence;

- 6.4 The Licensee agrees that it will promptly deliver written notice to the District of any spill or release of any Contaminants on the Licence Area, that it shall comply with the orders of all authorities having jurisdiction with respect the spill or release of any Contaminants upon the Licence Area and that in the event of such spill or release it shall at its sole cost and expense remediate the Licence Area in accordance with the requirements of Environmental Laws.

7.0 INSURANCE

- (a) The Licensee must take out and maintain during the term of the Licence, a policy of commercial general liability insurance against claims for bodily injury, death or property damage arising out of the use of the Licence Area by the Licensee and its employees, agents, invitees and customers in the amount of not less than two million dollars (\$2,000,000) per single occurrence or such greater amount as the District may from time to time designate, naming the District as an additional insured party thereto and the Licensee shall provide the District with a certified copy of such policy or policies;
- (b) All policies of insurance shall contain a clause requiring the insurer not to cancel or change the insurance without first giving the District thirty days prior written notice;
- (c) If the Licensee does not provide or maintain or enforce the insurance required by this Agreement, the District may take out the necessary insurance and pay the premium for period of one year at a time and the Licensee shall pay to the District as additional Licence fees the amount of the premium immediately on demand;
- (d) If both the District and the Licensee claim to be indemnified under any insurance required by this Agreement, the indemnity shall be applied first to the settlement of the claim of the District and the balance, if any, to the settlement of the claim of the Licensee.

8.0 INDEMNIFICATION

- 8.1 The Licensee releases and will indemnify and save harmless the District, its elected and appointed officers, employees and agents from and against all lawsuits, damages costs, expenses, fees or liability which the Licensee or anyone else may incur suffer or allege by reason of the use of the Licence Area by the Licensee or its employees, agents, officers or directors or by any customer of the Licensee or a member of the public using the Licence Area or improvements built or placed by the Licensee on the Licence Area, or the carrying on upon the

Licence Area of any activity by the Licensee.

9.0 NOTICES

9.1 It is hereby mutually agreed:

Any notice required to be given under this Agreement shall be deemed to be sufficiently given if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

(1) if the Licensee:

Box 1253
Mackenzie, BC V0J 2C0

(2) If to the District:

Bag 340
Mackenzie, BC V0J 2C0

or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight (48) hours after the time and date of mailing. If, at the time of mailing, the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lock-out or other labour dispute, then the notice may only be given by actual delivery of it.

10.0 TERMINATION

10.1 If the Licensee is in default on the payment of Licence fee, or the payment of any other sum payable under this Agreement, or is in breach of this Agreement or any schedule attached hereto, and if the default continues after the giving of notice by the District to the Licensee, then the District may terminate this Agreement and reenter the Licensee and the rights of the Licensee with respect to the License Area shall lapse and be absolutely forfeited.

11. FORFEITURE

11.1 The District, by waiving or neglecting to enforce the right to forfeiture of this Agreement or the right of re-entry upon breach of this Agreement, does not waive the District's rights upon any subsequent breach of the same or any other provision of this Agreement.

12.0 REPAIRS BY THE DISTRICT

- 12.1 (a) If the Licensee fails to repair or maintain or remediate the Licence Area or any structure or improvement on the Licence Area in accordance with this Agreement or any applicable laws or regulations including Environmental Laws, the District may, by its agents, employees or contractors, enter the Licence Area and make the required repairs or do the required maintenance or perform the required remediation and the cost of the repairs or maintenance or remediation shall be a debt due from the Licensee to the District.
- (b) In making the repairs or doing the maintenance or remediation, the District shall not be liable to the Licensee for any inconvenience, annoyance, loss of business or other injuries suffered by the Licensee by reason of the District effecting the repairs or maintenance.
- (c) The Licensee releases the District its elected and appointed officers, employees and agents from any claims, rights, remedies, actions, causes of action, loss, damages, expenses, fees or liabilities which the Licensee may have against any or all of them in respect of this Agreement or its performance or its breach of this Agreement or breach of any statutory or other duty of care on the part of the District.

13.0 CLEAN UP

- 13.1 At the end of the term, the Licensee shall clean up the Licence Area and restore the Licence Area as reasonably as may be possible to the condition of the Licence Area prior to the commencement of the term of this Agreement.

14.0 REGULATIONS

- 14.1 The Licensee must:
- (a) comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or its agents, and all notices issued under them that are served upon the District or the Licensee;
- (b) comply with all laws and regulations, including Environmental Laws, and all applicable bylaws of the District as they may relate to the Licence Area, and must obtain all required permits and licences that relate to this Agreement, the Licence Area, or any activity on the Licence Area;
- (c) indemnify the District from all lawsuits, damages, loss, costs or expenses the District may incur by reason of non-compliance by the Licensee with such legal requirements or by reason of any defect in the License Area or any injury to any person or to any personal

property contained on the License Area.

- 14.2 The Licensee shall be responsible for any damage to the Licence Area occurring while the Licensee is exercising its rights under this Agreement and the Licensee acknowledges and agrees that in the event that the Licence Area or any building, structure or improvement on the Licence Area is damaged, then the amount of the cost of repair, restoration shall be a debt due from the Licensee to the District.

15.0 NO COMPENSATION

- 15.1 The Licensee shall not be entitled to compensation for any loss or injurious affection or disturbance resulting in any way from the termination of the Licence or the loss of interest in any building, structure or improvement built or placed on the Licence Area.

16.0 RENEWAL

- 16.1 This Agreement may be renewed at the option of the parties and on terms and conditions agreed to by the parties, for a three-year term.

17.0 MISCELLANEOUS

- 17.1 (a) The Licensee warrants and represents that the execution of this Agreement has been properly authorized by the Licensee and that the Licensee has sufficient power, authority and capacity to enter into this Agreement with the District.
- (b) This Agreement shall not be interpreted as granting any interest in the License Area to the Licensee.
- (c) Waiver of any default by a party shall not be interpreted or deemed to be a waiver of any subsequent default.
- (d) This Agreement may not be assigned by the Licensee except with the advance written consent of the District, which may be withheld for any reason.
- (e) Nothing in this Agreement shall prejudice or limit the authority of the District in the exercise of any of its statutory powers, duties or functions.

18.0 INTERPRETATION

- (a) That when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context of

the parties require.

- (b) The headings of the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope of meaning of this Agreement of any provision of it.
- (c) That this Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.
- (d) The Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- (e) All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements are used in each separate paragraph.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

The **DISTRICT OF MACKENZIE**
by its authorized signatories:

Chief Administrative Officer

SIGNED, SEALED and DELIVERED
in the presence of:

Witness

Address

Signature

[illegible]

Nancy Windsor



This map is a static output from the District of Mackenzie and is for general reference only. Data layers that appear on this map may or may not be accurate current, or otherwise reliable. This map is not to be used for navigation, survey or building purposes.

COUNCIL REPORT

To: Mayor and Council

From: Operations

Date: October 17, 2023

Subject: Mackenzie Industrial Area Snow Removal 2023/2024

RECOMMENDATION:

THAT Council awards the 2023-2024 Snow Removal Contract for the Mackenzie Industrial Area to Cordwood Industries in the amount of \$37,525 plus GST;

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

BACKGROUND:

In alignment with Policy 3.1 – Purchasing Procurement Procedures & Guidelines, the District of Mackenzie posted a Request for Proposal (RFP) for the services of Industrial Snow Removal for the 2023/2024 winter season. The RFP was posted on BC Bid, District of Mackenzie website, and Facebook page, and shared with the Mackenzie Chamber of Commerce from September 13, 2023 – October 6, 2023. One bid was received from Cordwood Industries, who was the service provider of the previous contract. Cordwood Industries has provided excellent service with zero safety concerns in the past.

The following compares the previous contract's rates and the newly proposed rates for 2023/2024.

2022/2023 Rates:

\$125.00 per hour for loader with operator
\$163.00 per hour for grader with operator
\$2,250 per month grader standby fee (November through March)

2022/2023 cost of contracted services for Industrial Snow Removal was \$34,447.

2023/2024 Rates: *Option for a one-year extension

\$127.50 per hour for loader with operator

\$172.50 per hour for grader with operator

\$2,750 per month grader standby fee (November through March)

If 2023/2024 snow fall is the same as 2022/2023 the district can expect to pay \$37,525, a difference of \$3,079.

BUDGETARY IMPACT:

Funding for this contract would come from the Public Works Operating Budget.

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:

Jody Murray, Director of Operations

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: October 23, 2023

Subject: NDIT - Business Façade Improvement Program 2024

RECOMMENDATION:

THAT the District of Mackenzie supports the application to the Northern Development Initiative Trust from the District of Mackenzie for a grant of up to \$20,000 for the Business Façade Improvement program from the Prince George Regional Development Account;

AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.

BACKGROUND:

The Business Façade Improvement program, funded through the Northern Development Initiative Trust (NDIT), provides municipalities \$20,000 in annual grant funding to enhance economic development by encouraging private sector investment in exterior upgrades.

The District has offered the program since 2016 and has seen a positive uptake by many local business owners and not-for-profit organizations. From 2016 to 2022, the program has contributed \$70,994 towards business façade improvements. Should all participants in the Business Façade Improvement Program 2023 finish their enhancements by the close of 2023, it will certainly be a remarkable year, boasting a generous \$20,000 dedicated to enhancing business facades with \$13,910.21 allocated for accessibility improvements.

Program Funding History

2016	\$12,079
2017	\$15,000
2018	\$ 4,771
2019	\$10,500
2020	\$ 1,250
2021	\$19,615
2022	\$ 7,779
Total	\$ 70,994

Overall, the Business Façade Improvement program has seen generous support from our local business community and has helped make enhancements to the commercial core, which has encouraged more people to utilize the local business services and improve revenues for our business sector.

2023 Program Update:

Northern Development Initiative Trust has made some modifications to the Program Guide in 2023. The change included the allowance for businesses to reapply for the program. This provides an opportunity for businesses to expand on their improvements. For example, a business may have received funds for the painting of the exterior of their building, and now have decided to reapply to update their lighting fixtures. The 2023 Program Guidelines also included accessibility improvements to the outside of the building without the need to be part of a larger façade improvement project.

BUDGETARY IMPACT:

This program is 100% funded by the Northern Development Initiative Trust.

COUNCIL PRIORITIES:

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.

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:

Rachelle Dumoulin, Economic Development Clerk

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Operations

Date: October 17, 2023

Subject: DOM 23-10 Street Sweeper Replacement

RECOMMENDATION:

THAT Council awards the purchase of a 2023 Bucher Regenerative R65M Street Sweeper to Rollins Machinery Ltd. in the amount of \$422,740 plus GST;

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

BACKGROUND:

Staff have made the recommendation that the 2003 Elgin Street Sweeper that is used within the Public Works department is no longer in a condition to be part of the fleet vehicles. The sweeper is in its 20th year of operation, which has surpassed its expected useful life of 15 years. The sweeper is currently not mechanically reliable to be operational for the spring when it is used to clean roads. The cost to repair the sweeper is more costly than the current worth of the vehicle, so staff are proposing to purchase a replacement sweeper.

PROCUREMENT:

In alignment with Policy 3.1 – Purchasing Procurement Procedures & Guidelines, the District of Mackenzie posted a Request for Proposal (RFP) for the purchase of a Street Sweeper. The RFP was posted on BC Bid and the District of Mackenzie website from September 20, 2023 – October 10, 2023. There were two proposals received from Vimar Equipment and Rollins Machinery Ltd.

Staff are recommending moving forward with purchasing the 2023 Bucher Regenerative R65M Street Sweeper as it met all the specifications, had a timely delivery, and was the lowest bid price.

All proposals are in the centre table file for further information.

The new unit will come with a Hydraulic Wandering Hose located at the rear of the machine that is capable of deep cleaning catch basins with controls at your fingertips. It also comes with a

High Pressure Wash Down for loosening up catch basin materials and for efficient cleaning of the hopper and the sweeper exterior. These attachments will also enable staff to make/drill holes around electrical and sewer lines which has traditionally been completed by contractors.

BUDGETARY IMPACT:

\$422,740 plus GST will be allocated from the Vehicle and Equipment Reserve 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:

Jody Murray, Director of Operations

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL MEMBER ACTIVITY REPORT

To: Mayor and Council
From: Mayor Joan Atkinson
Date: October 23, 2023
Subject: Activity for month of September 2023

Date:	Activity:
September 1	Participated in meeting with Morfee Mountain Road stakeholders including representatives from MORATA, McLeod Lake Mackenzie Community Forest and Ministry of Forests regarding District of Mackenzie request for tenure of Morfee Mountain Road.
September 6	Along with Mayors and RD Chairs, I participated in Teams meeting with Minister Ma (Emergency Management and Climate Readiness) and Minister Kang (Municipal Affairs) regarding ongoing Wildfire and Drought in the province.
September 6	Attended Special Council Meeting regarding Airport Paving Management Plan.
September 9	Volunteered at District of Mackenzie Booth at Recreation Fair. Council members took the opportunity to educate residents on the management of bear attractants. We had a "Food Cycler" on display and there was great deal of interest in this new option to compost.
September 11	Participated in Northern Development Initiative Trust Regional Advisory Committee Meeting. Application from College of New Caledonia Mackenzie campus for upgrades to their Event Space including training kitchen equipment was approved for \$100,000.
September 12	Along with Mayors and RD Chairs, I participated in Teams meeting with Minister Ma (Emergency Management and Climate Readiness) and Minister Kang (Municipal Affairs) regarding ongoing Wildfire and Drought in the province.
September 12	Participated in Resource Municipalities Coalition meeting. Terms of RMC Dissolution Agreement effective December 31, 2023, was signed. CAO's of Member Municipalities will receive database of information gathered over past 7 years

September 12	Attended Staff Appreciation BBQ hosted by Public Work Department.
September 12	Participated in Active Transportation workshop. Active Transportation encourages and supports non-motorized transportation in the community.
September 14	Attended meeting hosted by Ministry of Forests on the next steps in Timber Supply Review, which will be the apportionment of the new Annual Allowable Cut that has been set at 2.39 million cubic metres. Meeting participants included First Nation titleholders, Ministry of Forests staff and local stakeholders including Conifex Timber, East Fraser Fiber and Canfor.
September 14	Attended "Inspired by Design" Opening Reception sponsored by Mackenzie Community Art Centre.
Sep 18-22	<p>Attended "Union of BC Municipalities" conference in Vancouver. I attended numerous resolution sessions and learning opportunities/meetings with other elected officials. I participated in the following Minister Meetings:</p> <p>Minister Jennifer Whiteside Ministry of Mental Health & Addictions Topics of discussion included the establishment of a Foundry Centre in Mackenzie, which would bring together health and social services to empower young people on their path to wellness. Mackenzie is requesting one of the twelve new centres recently announced by the Ministry be located in Mackenzie.</p> <p>Minister Grace Lore – Minister of State for Childcare Topics of discussion included the recruitment and retention of teachers in our community and the need for more day care/childcare spaces in Mackenzie. In addition to meeting with Minister Lore, we also met with Provincial Childcare staff regarding childcare model in Mackenzie.</p> <p>Minister Bruce Ralston – Ministry of Forests Our topics of discussion included Tenure Redistribution to support communities and local companies, especially our Value-Added industry. We reminded government of the passing of the Forest Amendment Act, 2021, which allows the government to expropriate and redistribute existing harvesting rights. We also requested an expansion of the volume for the Community Forest that would help offset the loss of industrial tax in the past 2 years. Also touched on the recent release of the new Annual Allowable cut and the importance of having the Apportionment of that volume completed as soon as possible. It is Minister Ralston's exclusive right to determine how much volume is assigned to each licence type.</p>

	<p>Minister Adrian Dix – Ministry of Health</p> <p>Our request to Minister Dix was a re-evaluation of the current staffing model in Mackenzie as it is abundantly obvious, we are being underserved by the BC Ambulance Service. Minister Dix committed to reaching out to me, but to date, I have not yet had the opportunity for that discussion.</p>
September 25	Participated in an Information Session on “Foundry Services” in Mackenzie. It was well attended by numerous organizations from the community.
September 27	Attended Mackenzie Community Services Open House. Very exciting to see all the new programs and services available to the community.
September 27	Attended the Iris Energy Luncheon and Grant Disbursement Celebration at the CNC Event Space. Close to \$100,000 in grant funding was distributed to organizations in the community.
September 27	Participated on a team for the “Family Feud” event at the Legion which was part of the Senior’s Week festivities. Great community event that was well attended.
September 28	Attended the Connection Fair at the Rec Centre hosted by the Senior’s Week Committee. I took the opportunity to try and operate a wheelchair for the first time, which was not an easy task.
September 29	Along with other Directors of the Regional District of Fraser-Fort George, the City of Prince George and Lheidli T’enneh First Nation, I participated in a Community to Community Gathering in recognition of National Day of Truth & Reconciliation at the House of Ancestors in Prince George. Our special guest speaker was Dr. Daniel Sims who is an Associate Professor in the Department of First Nation Studies at UNBC and a proud member of the Tsay Keh Dene Nation. Dr. Sims provided a high level overview of the Indian Act, and each participant was presented with a copy of “21 Things You May not Know About the Indian Act (Author Bob Joseph). We also participated in a Blessing and Smudging ceremony with Elder Darlene McIntosh.

Respectfully Submitted,
Mayor Joan Atkinson

COUNCIL MEMBER ACTIVITY REPORT

To: Mayor and Council

From: Councilor Wright

Date: October 2023

Subject: Report for October 2023

Date:	Activity:
October 3, 2023	Attended the Mackenzie Community Arts Centre "Plein Air" Art Gallery to see different works of art created during their "Plein Air" Summer Trips.
October 4, 2023	Attended the Morfee Elementary PAC meeting as Council Liaison.
October 10, 2023	Participated in a meeting with other members of Council, District of Mackenzie staff and Luke Gleeson and Karl Mattson about the Tree Crusher.
October 10, 2023	Attended Meet and Greet hosted by MLA Mike Morris at Terry's Tiny Café. Did so in role as Mike's Constituency Assistant.
October 11, 2023	Participated in a focus group hosted by Foundry around ideas to bring to the upcoming Federation of Integrated Youth Services Network (FIYSN) Conference.
October 15, 2023	Attended Mackenzie Community Services monthly 'How Do I' speaker series. I learned about local/regional mining projects and geology from local resident Dave Forshaw and the new Provincial Regional Geologist for Mackenzie Hassan Heidarian.
October 16, 2023	Collaborated with the District's Access and Inclusion Committee about a funding program that I have signed up for as a Youth Leader.

Respectfully Submitted,
Councilor Wright

COUNCIL MEMBER ACTIVITY REPORT

To: Mayor and Council

From: Councillor Kyle Tapper

Date: October 2023

Subject: Report for the Month of August, and September 2023

Date:	Activity:
First week of August (Specific date unknown)	Viewed the McLeod Lake Indian Band's artifact exhibit hosted at the Mackenzie Rec Centre.
August 29 th	Attended the Omineca Growers Society (OGS) meeting.
September 9th	Participated in the Recreation Services Leisure Fair. Sat at the tables for the OGS and the Mackenzie Community Garden.
September 10 th	Attended a Mackenzie Community Garden meeting at the community garden.
September 12th	Participated in the Foundry BC Expansion Information session via zoom.
September 14th	Attended the Mackenzie Arts Centre Exhibition: Inspired by Nature.
September 20th	Attended the Library Board Meeting as the District's Library Liaison.
September 27th	Participated in the Family Feud event at the Legion during Seniors Week.

Respectfully Submitted,
Councillor Tapper

DISTRICT OF MACKENZIE

Bylaw No. 1505

A bylaw of the District of Mackenzie to grant permissive exemption from taxation.

WHEREAS an authority is granted in Section 224 (2) (i) of the Community Charter of British Columbia to exempt from taxation the whole or a part of land and improvements owned or held by an athletic or service club or association and used principally as a public park or recreation ground or for public athletic or recreational purposes;

AND WHEREAS the Council of the District of Mackenzie deems it fair and desirable to extend an exemption from taxation to the herein described property for making the land and the improvements thereon available for recreational purposes to the citizens of Mackenzie;

NOW THEREFORE BE IT RESOLVED the Council of the District of Mackenzie in open meeting assembled **HEREBY ENACTS** as follows:

The following properties are hereby exempt from taxation for the years 2024-2026:

1. The land and improvements leased by the Mackenzie Golf and Country Club on a portion of DL 5754 - Roll No. 5509.000.
2. The land and improvements leased by the Mackenzie Fish and Game Association on DL 4348 - Roll No. 6783.250.
3. The land and improvements leased by the Mackenzie Alpine Riders Horse Club on portion of DL 12479 - Roll No. 500.000 and 1049.000.
4. The land and improvements leased by the Mackenzie Nordiques Cross-Country Ski Club on a portion of DL 5774 – Roll No. 5509.003.
5. This bylaw may be cited as "Tax Exemption Bylaw No. 1505, 2023."

READ a first time this 10th day of October, 2023.

READ a second time this 10th day of October, 2023.

READ a third time this 10th day of October, 2023.

ADOPTED this _____ day of _____, 2023.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1505 cited as "Tax Exemption
Bylaw No. 1505, 2023."

Mayor

Corporate Officer

Corporate Officer

DISTRICT OF MACKENZIE

Bylaw No. 1506

A bylaw of the District of Mackenzie to grant permissive exemption from taxation.

WHEREAS an authority is granted in Section 224 (2) (a) of the Community Charter of British Columbia to exempt from taxation the whole or a part of land and improvements not being operated for profit or gain and owned by a charitable or philanthropic organization supported in whole or in part by public funds and used exclusively for charitable or philanthropic purposes.

AND WHEREAS the Council of the District of Mackenzie deems it fair and desirous to extend an exemption from taxation to the herein described property for making the land and the improvements thereon available for charitable or philanthropic purposes to the citizens of Mackenzie;

NOW THEREFORE BE IT RESOLVED the Council of the District of Mackenzie in open meeting assembled **HEREBY ENACTS** as follows:

The following properties are hereby exempt from taxation for the years 2024-2026:

1. The land and improvements owned by Royal Canadian Legion Mackenzie Branch No. on Lot 1, Plan 26986, DL 12463 - Roll No. 2066.050.
2. The land and improvements owned by Youth for Christ Prince George on Lot A, Plan 21252, DL 12463 – Roll No. 2043.000.
3. The land and improvements owned or occupied by the Mackenzie Community Arts Council, Plan 34301, DL 12463 - Roll No. 2072.000.
4. This bylaw may be cited as "Tax Exemption Bylaw No. 1506, 2023."

READ a first time this _____ 10th _____ day of _____ October _____, 2023.

READ a second time this _____ 10th _____ day of _____ October _____, 2023.

READ a third time this _____ 10th _____ day of _____ October _____, 2023.

ADOPTED this _____ day of _____, 2023.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1506 cited as "Tax Exemption
Bylaw No. 1506, 2023."

Mayor

Corporate Officer

Corporate Officer

DISTRICT OF MACKENZIE

Bylaw No. 1507

A bylaw of the District of Mackenzie to grant permissive exemption from taxation.

WHEREAS an authority is granted in Section 224 (2)(f) of the Community Charter of British Columbia to exempt from taxation the whole or a part of land and improvements owned or occupied by a church as tenant or licensee for the purpose of public worship or for the purposes of a church hall which Council considers necessary to the church;

AND WHEREAS the Council of the District of Mackenzie deems it fair and desirous to extend an exemption from taxation to the herein described property for making the land and the improvements thereon available for church purposes to the citizens of Mackenzie;

NOW THEREFORE BE IT RESOLVED the Council of the District of Mackenzie in open meeting assembled **HEREBY ENACTS** as follows:

The following properties are hereby exempt from taxation for the years 2024-2026:

1. The land and improvements owned or occupied by the Living Joy Christian Centre Inc on Lot A, Plan 24202, DL 12463 - Roll No. 2002.005.
2. The land and improvements owned or occupied by the Roman Catholic Episcopal Church on Lot B, Plan 23082, DL 12463 - Roll No. 2009.020.
3. The land and improvements owned or occupied by the Canadian Baptists of Western Canada on Lot 1, Plan 21616, DL 12463 - Roll No. 2048.000.
4. The land and improvements owned or occupied by the Trustees Congregation Jehovah's Witnesses on Lot 1, Plan 22261, DL 12463 - Roll No. 2069.000.
5. This bylaw may be cited as "Tax Exemption Bylaw No. 1507, 2023."

READ a first time this 10th day of October, 2023.

READ a second time this 10th day of October, 2023.

READ a third time this 10th day of October, 2023.

ADOPTED this _____ day of _____, 2023.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1507 cited as "Tax Exemption
Bylaw No. 1507, 2023."

Mayor

Corporate Officer

Corporate Officer

NOTICE OF MOTION

To: Mayor and Council

From: Councillor Tapper

Date: October 17, 2023

Subject: Agricultural Information Fair

The date for this motion to be considered is at the November 13, 2023 Regular Council Meeting.

RECOMMENDATION:

THAT District staff plan for an Agriculture Information Fair.

DISCUSSION:

Within the last few years in Mackenzie, there has been a noticeable uptake in interest in food security, food sustainability, and agricultural/ hydroponic activities. Whether it is our community garden being at full membership, the formation of the Omineca Growers Society to tackle food issues, the teaching of agriculture, hydroponics and sustainability at the high school, our food cyler program, and others, the community is expressing a wanted interest in food production and agriculture/hydroponics.

As a District, I believe we have to host an Agricultural Information Fair to assist those in providing information on a wide variety of areas related to agriculture such as funding, supports, types of agriculture, allowable land, etc.

RESPECTFULLY SUBMITTED:

Councillor Kyle Tapper

NOTICE OF MOTION

To: Mayor and Council
From: Councillor Wright
Date: October 17, 2023
Subject: Remaining Council Travel Funds

The date for this motion to be considered is at the November 13, 2023 Regular Council Meeting.

RECOMMENDATION:

THAT the remaining funds allocated for Councillor travel, which was not spent during 2023, be redirected to a one-time grant opportunity that non-profits in Mackenzie can apply for to do projects designed for community benefit.

DISCUSSION:

1. Councillor travel is an investment in improving the community, allowing Councillors to learn and network, which helps bring new and innovative ideas to Mackenzie, benefiting the community.
2. This money was already allocated for something that was meant as an investment in community benefits, and not general operating. It should stay with that purpose.
3. Since Council was unable to utilize this funding to benefit the community, others in the community should not be given the chance.
4. Non-profits very existence is to make communities better.

RESPECTFULLY SUBMITTED:

Councillor Jesse Wright

Open House – Official Community Plan Amendment

The District of Mackenzie will be hosting an Open House and a question and answering opportunity on Wednesday October 25th, 2023. Staff will be available for questions between 5:00-7:00pm. The event will be located at the Mackenzie Recreation Centre at 400 Skeena Drive. The purpose of the open house is to inform residents about a proposed amendment to the Official Community Plan Bylaw No. 1304. The District is looking to establish Development Permit Area's (DPA's) within the District of Mackenzie.

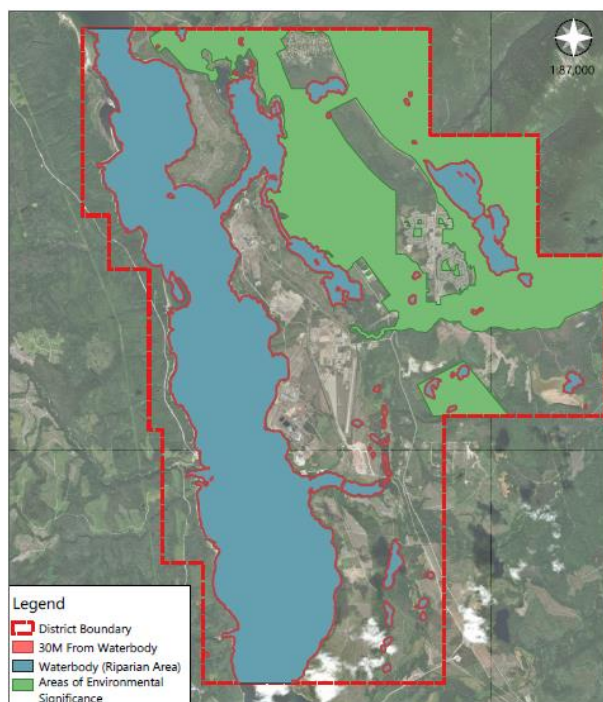


Figure 1: Environmental DPA

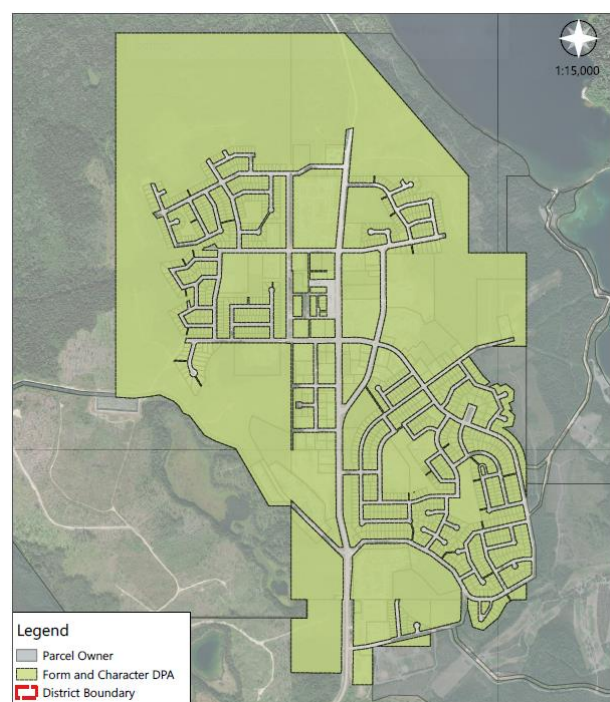


Figure 2: Form & Character DPA

If you are interested in learning more about Development Permit Areas and the draft guidelines, please visit <https://www.letschatmackenzie.ca/>. You may also visit the District of Mackenzie office during normal business hours for paper versions of the development permit Guidelines. If you have questions regarding the amendment process, please reach out to the Land and Environmental Coordinator by email at info@districtmackenzie.ca or by phone at 250-997-3221.

HALLOWEEN FIREWORKS



**OCTOBER 31 AT 7:00PM
RECREATION CENTRE
UPPER PARKING LOT**