

**COUNCIL MEETING  
AGENDA**

Date: Monday, November 13, 2023, 7:15 p.m.  
Location: Council Chambers of the Municipal Office  
1 Mackenzie Boulevard, Mackenzie, BC

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**Pages**

**1. CALL TO ORDER**

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

**2. ADOPTION OF MINUTES**

- |     |                                                  |    |
|-----|--------------------------------------------------|----|
| 2.1 | <u>Special Meeting- October 23, 2023</u>         | 6  |
| 2.2 | <u>Committee of the Whole - October 23, 2023</u> | 8  |
| 2.3 | <u>Regular Meeting - October 23, 2023</u>        | 11 |

**3. INTRODUCTION OF LATE ITEMS**

**4. ADOPTION OF AGENDA**

THAT the Agenda be adopted as presented.

**5. PUBLIC COMMENTS AND QUESTIONS**

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

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

*Administration are there any members of the public attending through Zoom or Phone that wish to comment on the agenda?*

**6. PETITIONS AND DELEGATIONS**

**7. CORRESPONDENCE**

THAT the Correspondence listed on the Agenda be received.

|       |                                                                                                                                                                                                                                                                                                                                 |    |
|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 7.1   | <u>For Action:</u>                                                                                                                                                                                                                                                                                                              |    |
| 7.1.1 | EBCC - Request for Extension<br>Letter received from the Mackenzie Community Arts Council requesting Council consider an extension of the August 1, 2024 eviction from the Ernie Bodin Community Centre.                                                                                                                        | 20 |
| 7.1.2 | MORATA - Letter of Support Request<br>The Mackenzie Outdoor Route & Trail Association has requested a letter of support from the District towards their REDIP grant application for funding towards the mountain bike trails. They have provided a template letter.                                                             | 21 |
| 7.1.3 | Letter of Support Request: Regional Food System Mapping and Literature Review Project<br>Email received from Community Futures requesting a letter of support towards their REDIP application for a grant to help support the Regional Food System Mapping Project. A template letter has been attached.                        | 22 |
| 7.2   | <u>For Consideration:</u><br><i>Is there anything Council wishes to address in the "For Consideration" or "Centre Table File" correspondence?</i>                                                                                                                                                                               |    |
| 7.2.1 | Bridge Closure North of Mackenzie<br>Email received from Corey Borne, resident, sent to Minister Bruce Ralston, expressing concerns regarding the bridge closure north of Mackenzie requesting alternate options be considered.                                                                                                 | 25 |
| 7.2.2 | Mischinsinlika Bridge Project Update                                                                                                                                                                                                                                                                                            | 26 |
| 7.2.3 | Letter to Minister Fleming<br>Letter sent to Minister Fleming from Mayor Atkinson in response to delegation from the Kimta Transportation Society at the October 10th Council meeting requesting support from the District of Mackenzie to lobby the government for additional funding.                                         | 28 |
| 7.2.4 | November - Adoption Awareness Month<br>Email received from Mitzi Dean, Minister of Children and Family Development, declaring that November will be recognized as Adoption Awareness Month and inviting municipalities to celebrate and help raise awareness for children and youth still waiting for their permanent families. | 31 |
| 7.2.5 | Northern Health Healthy Communities E-Brief - November 2023                                                                                                                                                                                                                                                                     | 33 |



7.2.6 Service Canada in the Community  
November 15 - 1:00 pm - 4:30 pm  
November 16 - 9:00 am - 12:00 pm  
64 Centennial Drive

Help will be provided for the following services:

- Employment Insurance
- Canadian Pension Plan/Old Age Security
- Guaranteed Income Supplement
- Social Insurance Number
- Passport Application Intake

7.3 Centre Table File

- Community Grant Applications
- Active Transportation Plan - What We Heard Full Survey Report
- Airport Services Agreement - Requests for Proposals

8. ADMINISTRATIVE REPORTS

8.1 Remaining Council Travel Funds 38

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.

8.2 Agricultural Information Fair 39

THAT District staff plan for an Agriculture Information Fair.

8.3 Official Community Plan Amendment – Development Permit Area Establishment 40

THAT Council receives this report for information.

8.4 Community Grants – September 2023 First In-Take 48

THAT Council approves the recommendations of the Grant Adjudication Committee for the first intake of the 2024 Community Grants Program as outlined in this report.

8.5 Airport Services Agreement Contract Award 54

THAT Council awards a two-year Airport Services Agreement to KS2 Management Ltd. in the amount of \$9,650 per month plus GST;

AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any related documentation.

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| 8.6        | <u>Library Board of Directors</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                | 57  |
|            | <p>THAT Council re-appoints Camille Ginniver to the Mackenzie Library Board of Directors with a term retroactively beginning January 1, 2023 and ending December 31, 2024;</p> <p>AND THAT Council re-appoints Anthony Brewis to the Mackenzie Library Board of Directors with a term starting January 2024 – December 2025;</p> <p>AND THAT Council appoints Corinne Higgins to the Mackenzie Library Board of Directors with a term starting January 2024 – December 2025.</p> |     |
| 8.7        | <u>Proposed 2024 Budget Schedule</u>                                                                                                                                                                                                                                                                                                                                                                                                                                             | 59  |
|            | <p>THAT Council approves the proposed Council meeting dates for the 2024 annual budget process.</p>                                                                                                                                                                                                                                                                                                                                                                              |     |
| 8.8        | <u>Active Transportation Plan – What We Heard Report</u>                                                                                                                                                                                                                                                                                                                                                                                                                         | 62  |
|            | <p>THAT Council receives this report for information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |     |
| 8.9        | <u>EV Charging Stations Update</u>                                                                                                                                                                                                                                                                                                                                                                                                                                               | 94  |
|            | <p>THAT Council receives this report for information.</p>                                                                                                                                                                                                                                                                                                                                                                                                                        |     |
| <b>9.</b>  | <b><u>COUNCIL REPORTS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |     |
| 9.1        | <u>Mayor's Report</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |     |
| 9.2        | <u>Council Reports</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |     |
| 9.2.1      | Councillor Brumovsky                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 98  |
| 9.2.2      | Councillor Wright                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 99  |
| <b>10.</b> | <b><u>UNFINISHED BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |     |
| <b>11.</b> | <b><u>NEW BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |
| <b>12.</b> | <b><u>BYLAWS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |
| 12.1       | <u>Official Community Plan Amendment Bylaw No. 1508, 2023</u>                                                                                                                                                                                                                                                                                                                                                                                                                    | 117 |
|            | <p>THAT Bylaw No. 1508 cited as "Official Community Plan Amendment Bylaw No. 1508, 2023" be given the first two readings.</p>                                                                                                                                                                                                                                                                                                                                                    |     |
| <b>13.</b> | <b><u>NOTICE OF MOTION</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |     |

**14. COMING EVENTS**

14.1 2024 Council Meeting Calendar

203

14.2 District Surplus Auction  
Bidding ends November 15, 2023 at 4:00 pm.

14.3 Plaid Friday  
November 24, 2023

**15. INQUIRIES**

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

**16. ADJOURNMENT**

**Special Council Meeting  
Minutes**

**October 23, 2023, 5:45 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 K. Tapper, Councillor J. Wright

Council Absent: Councillor R. McMeeken

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K.  
Borne, Director of Corporate Services E. Kaehn

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**1. CALL TO ORDER**

CALLED TO ORDER AT 5:45 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: 33117**

**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: 33118**

**Moved by:** Councillor Hipkiss

THAT the meeting be adjourned at 5:47 pm.

**CARRIED**

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Mayor

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Corporate Officer

DRAFT

**Committee of the Whole  
Minutes**

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

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

Council Absent: Councillor R. McMeeken

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K. Borne, Director of Recreation Services T. Gilmer, Jody Murray, Fire Chief J. Guise, Constable T. Holz, Director of Corporate Services E. Kaehn, Legislative Clerk/Executive Assistant C. Smirle, Local Government Intern R. Paulsen

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**1. CALL TO ORDER**

Called to order at 7:00 pm.

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

**2. INTRODUCTION OF LATE ITEMS**

**Moved by:** Councillor Barnes

THAT the following late item be added to the agenda:

**3. REPORTS**

3.6 Recreation Services

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

**CARRIED**

**3. PUBLIC COMMENTS AND QUESTIONS**

N/A

4. **REPORTS**

4.1 Operations

**Moved by:** Councillor Wright

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

**CARRIED**

4.2 Building

**Moved by:** Councillor Wright

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

**CARRIED**

4.3 RCMP

**Moved by:** Councillor Barnes

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

**CARRIED**

4.4 Fire

**Moved by:** Councillor Barnes

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

**CARRIED**

4.5 Finance

**Moved by:** Councillor Brumovsky

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

**CARRIED**

4.6 Recreation Services

**Moved by:** Councillor Barnes

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

**CARRIED**

4.7 Council Strategic Priorities

**Moved by:** Councillor Hipkiss

THAT the Council Strategic Priorities 2023 Third Quarter Report be received.

**CARRIED**

5. **OTHER BUSINESS**

N/A

6. **ADJOURNMENT**

**Moved by:** Councillor Wright

THAT the meeting be adjourned at 7:24 pm.

**CARRIED**

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Councillor Tapper

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Corporate Officer

DRAFT



**Regular Council Meeting  
Minutes**

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

**Council Chambers of the Municipal Office  
1 Mackenzie Boulevard, Mackenzie, BC**

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

Council Absent: Councillor R. McMeeken

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K.  
Borne, Director of Recreation Services T. Gilmer, Director of  
Operations J. Murray, Director of Corporate Services E. Kaehn,  
Legislative Clerk/Executive Assistant C. Smirle, Local Government  
Intern R. Paulsen

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**1. CALL TO ORDER**

CALLED TO ORDER AT 7:27 PM.

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

**2. ADOPTION OF MINUTES**

2.1 Regular Meeting - October 10, 2023

The minutes of the Regular Meeting held on October 10, 2023 were  
adopted as presented.

2.2 Special Meeting - October 10, 2023

The minutes of the Special Meeting held on October 10, 2023 were  
adopted as presented.

**3. INTRODUCTION OF LATE ITEMS**

**Resolution: 33124**

**Moved by:** Councillor Barnes

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.

**CARRIED**

**4. ADOPTION OF AGENDA**

**Resolution: 33125**

**Moved by:** Councillor Hipkiss

THAT the Agenda be adopted as presented.

**CARRIED**

**5. PUBLIC COMMENTS AND QUESTIONS**

Shannon Bezo, resident, noted she was happy to see agenda item # 7.1.2 and was hopeful that the District would provide support for a Foundry Service to be located in Mackenzie.

Ms. Bezo noted she hoped agenda item # 7.2.1 would be discussed and either a donation be made by the District or shared with other connections to consider donating as the yearly Chamber Auction raises a significant amount of money for the Chamber of Commerce.

Ms. Bezo asked how the Council Liaison appointments were selected? Mayor Atkinson replied that a number of appointments are made annually, with the idea to let all members of Council learn about the different organizations. The 4-year appointments are for the Council term and are made based on Council preferences. Mayor Atkinson added that in 2024 she wanted to ensure all committees were active with meetings occurring regularly and if not they be reconsidered to ensure effective use of time. Mayor Atkinson encouraged alternate liaisons to attend meetings if they can.

Ms. Bezo asked if the District had heard if NDIT was considering increasing funding available through the Business Façade program? Mayor Atkinson replied

no; however the program has changed, and businesses can now reapply for additional funding each year.

Ms. Bezo noted that she hoped that if the District were to host an Agricultural Fair in the future the event could be partnered with the College of New Caledonia.

**6. PETITIONS AND DELEGATIONS**

N/A

**7. CORRESPONDENCE**

**Resolution: 33126**

**Moved by:** Councillor Wright

THAT the Correspondence listed on the Agenda be received.

**CARRIED**

7.1 For Action:

7.1.1 NCLGA 2023-2024 Membership Dues

**Resolution: 33127**

**Moved by:** Councillor Brumovsky

THAT Council approves the annual membership dues in the amount of \$2,303.71 for the North Central Local Government Association 2023-2024 membership.

**CARRIED**

7.1.2 Letter of Support - Foundry in Mackenzie

Councillor Wright declared a conflict on this item. (Councillor Wright left the room and returned after the discussion.)

**Resolution: 33128**

**Moved by:** Councillor Barnes

THAT the District of Mackenzie provide a letter of support to Mackenzie Community Services for a Foundry location in Mackenzie.

**CARRIED**

7.1.3 Rocky Mountain Riders

**Resolution: 33129**

**Moved by:** Councillor Hipkiss

THAT the District provide permission to the Rocky Mountain Riders to re-establish the snowmobile trail located on District land that would connect the District works yard and Morfee Mtn. Road, pending final location approval by the District,;

AND THAT the District provide support in submitting a tenure application for the portion of the trail that is located on crown land within District boundaries;

AND THAT the District supports the Rocky Mountain Riders REDIP application for re-establishment of the snowmobile trail between the District works yard and Morfee Mtn. Road;

AND THAT the District be included as a project partner on their REDIP application.

**CARRIED**

7.1.4 Letter of Support - MackChu Brewing

**Resolution: 33130**

**Moved by:** Councillor Brumovsky

THAT the District of Mackenzie provide a letter of support to Petr Skala owner of MackChu Brewing towards their grant application to the South Peace Mackenzie Trust for funding towards the startup of their new business.

**CARRIED**

7.2 For Consideration:

7.2.1 Mackenzie Chamber of Commerce Auction

**Resolution: 33131**

**Moved by:** Councillor Wright

THAT the District of Mackenzie provide a donation to the Mackenzie Chamber of Commerce towards their Auction in the amount of \$100.

**CARRIED**

**8. ADMINISTRATIVE REPORTS**

8.1 2024 Council Liaison Appointments

**Resolution: 33132**

**Moved by:** Councillor Barnes

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

**CARRIED**

8.2 Morfee Lake Floating Dock

**Resolution: 33133**

**Moved by:** Councillor Hipkiss

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

**CARRIED**

8.3 Cul-de-sac Parking Bylaws

**Resolution: 33134**

**Moved by:** Councillor Wright

THAT Council receives this report for information.

**CARRIED**

8.4 Commercial Daycare Lease – Gammie’s Daycare

**Resolution: 33135**

**Moved by:** Councillor Brumovsky

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.

**CARRIED**

8.5 Mackenzie Industrial Area Snow Removal 2023/2024

**Resolution: 33136**

**Moved by:** Councillor Wright

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.

**CARRIED**

8.6 NDIT - Business Façade Improvement Program 2024

**Resolution: 33137**

**Moved by:** Councillor Barnes

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.

**CARRIED**

8.7 DOM 23-10 Street Sweeper Replacement

**Resolution: 33138**

**Moved by:** Councillor Barnes

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.

**CARRIED**

**9. COUNCIL REPORTS**

9.1 Mayor's Report

9.1.1 Mayor Atkinson

Mayor Atkinson provided a written report.

9.2 Council Reports

9.2.1 Councillor Wright  
Councillor Wright provided a written report.

9.2.2 Councillor Tapper  
Councillor Tapper provided a written report.

9.2.3 Councillor Barnes  
Councillor Barnes provided a verbal report.

**10. UNFINISHED BUSINESS**

N/A

**11. NEW BUSINESS**

N/A

**12. BYLAWS**

12.1 Bylaw No. 1505 Permissive Tax Exemption

**Resolution: 33139**

**Moved by:** Councillor Hipkiss

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

**CARRIED**

12.2 Bylaw No. 1506 Permissive Tax Exemption

**Resolution: 33140**

**Moved by:** Councillor Barnes

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

**CARRIED**

12.3 Bylaw No. 1507 Permissive Tax Exemption

**Resolution: 33141**

**Moved by:** Councillor Wright

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

**CARRIED**

**13. NOTICE OF MOTION**

In accordance with the "District of Mackenzie Council Procedures Bylaw No. 1470, 2022" notice of the proposed motion was provided. The proposed motions will be included on the November 13, 2023 Regular Council meeting for Council's consideration.

13.1 Agricultural Information Fair

THAT District staff plan for an Agriculture Information Fair.

13.2 Remaining Council Travel Funds

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 Open House - Official Community Plan Amendment

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.

14.2 Morfee Elementary Halloween Movie Night

October 27, 2023 at 6:00 pm

14.3 Mackenzie Community Arts Council Haunted Maze

October 27, 28, 2023

5:00 pm - 6:00 pm

7:00 pm - 9:00 pm

14.4 Halloween Fireworks - Mackenzie Recreation Centre

October 31, 2023 - 7:00 pm

Upper parking lot at the Recreation Centre



**15. INQUIRIES**

Shannon Bezo, resident, asked in regard to the cul de sac parking if there was a provision that would allow people to temporarily park on their lawns while in the process of applying for a driveway widening permit? Mayor Atkinson replied no and added that there are provisions on how wide driveways can be in Mackenzie and anyone looking to widen their driveway should check with Public Works first.

Ms. Bezo asked which roads would be cleared of snow in the industrial area of town and if any non-paved roads would be cleared? Jody Murray, Director of Operations, replied that all paved roads in the industrial area will be plowed.

Ms. Bezo asked if there was an update from the meeting that was held regarding the Tree Crusher and honouring our First Nations? Mayor Atkinson replied that once a plan for the project was created it will be shared with the community.

Ms. Bezo noted that she was looking forward to the Open House regarding the establishment of Development Permit Area's in Mackenzie.

Ms. Bezo also noted she was excited for the Fireworks and thanked the District for organizing the yearly event.

**16. ADJOURNMENT**

**Resolution: 33142**

**Moved by:** Councillor Tapper

THAT the meeting be adjourned at 8:15 pm.

**CARRIED**

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Mayor

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Corporate Officer



## Mackenzie Community Arts Council

86 Centennial Dr. Mackenzie, BC

Dear Mayor and Council,

On behalf of Mackenzie Community Arts Council, we would like to request the Council consider giving an extension on the August 1, 2024 notice of eviction.

MCAC has taken some big steps towards relocation, however, the building we are moving to requires extensive renovations, upgrades, and repairs. We want to ensure that our new home is safe, accessible, and modern, so that it will sufficiently meet the needs of our community for generations to come. This will require time to properly plan, coordinate and execute our vision.

While MCAC aims to have our new facility up to code and safe for occupancy by August 1, 2024 – it will only be in a limited capacity such as offices and storage until we complete upgrades and renovations. We have applied for grants, but we will not find out if we got those grants until spring of 2024, which does not leave us much time. Realistically, we do not anticipate being able to fully transition to our new home until the summer of 2025.

The Museum has an even greater need for this extension if they are to survive this transition. I know that the Council and Mayor want EBCC tenants to succeed. This community is on the precipice of great change and whether that change will include these vital amenities depends directly on your support!

Please give us a fighting chance.

Sincerely,

Michelle Bobrel  
Mackenzie Community Arts Council President/Executive Director  
w.250-997-5818/c.250-997-1339

I acknowledge that I live, work and create within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.

[Your Name]  
[Your Title (if applicable)]  
[Your Organization/Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

Mackenzie Outdoor Recreation and Trail Association (MORATA)  
[Address]  
Mackenzie, B.C., V0J 2C0

Subject: Letter of Support for MORATA's REDIP Grant Application

Dear MORATA,

I am writing to express my full support for your application for the REDIP grant. Your project, which focuses on expanding mountain biking trails on the lower half of Morfee Mountain, holds great promise for our community.

The enhancement of these mountain biking trails will not only enrich the outdoor recreational opportunities for our residents and visitors but also provide a significant boost to Mackenzie's economic landscape. As we invest in our trails, I am confident that we will attract more repeat visitors to our town, invigorate tourism, and stimulate the local economy. These expanded trails will undoubtedly position Mackenzie as a sought-after destination for outdoor enthusiasts.

I deeply appreciate MORATA's commitment to promoting inclusive and sustainable outdoor recreation in our region. I understand the tremendous positive impact this project can have on our community, and I wholeheartedly endorse it. Your vision aligns with our goals, and I am enthusiastic about the potential benefits this project offers.

I eagerly anticipate the positive impact of your project on our community and look forward to the positive benefits that will come from it.

Sincerely,

[Recipient's Name]  
[Recipient's Title (if applicable)]  
[Your Organization/Address]

**From:** Susan Stearns <[susans@cfdc.bc.ca](mailto:susans@cfdc.bc.ca)>  
**Sent:** Tuesday, October 24, 2023 10:06 AM  
**To:** Rachelle Dumoulin <[rdumoulin@districtofmackenzie.ca](mailto:rdumoulin@districtofmackenzie.ca)>  
**Cc:** Emily Kaehn <[ekaehn@districtofmackenzie.ca](mailto:ekaehn@districtofmackenzie.ca)>  
**Subject:** Fw: Letter of Support Request: Regional Food System Mapping and Literature Review Project

Hi Rachelle,

First, I apologize for the late request for a letter of support for our REDIP Application, as I have to respectfully request receiving support by noon on *Monday, October 30<sup>th</sup> (though letters received within two weeks after can still be submitted)*. *If this needs to go to a Council meeting, please advise of the date so that I am able to not in our submission when this may be expected.*

I have tried to simplify the process by providing a draft letter of support that you can manipulate however you would like.

It seems like everyone's plate is super full. I hope you are doing well!

***Project summary:***

CF FFG is finalizing a REDIP application that is focused developing a regional digital food system map, and conduct an extensive review and compilation of existing reports, studies, and documents related to local food security and agriculture potential.

The project's main objectives are to identify priorities and areas of action to foster food and agriculture resilience within the region of Fraser Fort George by:

1. Enhancing Economic Capacity: Creating a comprehensive regional food system map informed by the literature review to empower small-scale farmers, producers, consumers, and investors and boost economic capacity.
2. Strengthening Food Security: Utilizing insights from the literature review to identify key players, gaps and resources in the local food supply chain for reliable food access.
3. Promoting Resilience: Leveraging existing reports and studies to build resilience through partnerships and collaboration.
4. Improving Health and Sustainability: Aligning with global objectives for healthier, sustainable food choices with guidance from existing studies.

We look forward to the positive resources and outcomes this project can bring to the Fraser Fort George rural regions and communities. For more information or inquiries, please contact Shona Thorne, Agriculture Coordinator at [shonat@cfdc.bc.ca](mailto:shonat@cfdc.bc.ca) or 1-250-961-6424

Thank you for considering our request. Your support is highly valued, and we hope to collaborate with your organization on this important initiative. A suggestion of such a letter of support is attached.

Many thanks!

Susan Stearns,  
General Manager



**1566-7th Ave., Prince George BC V2L 3P4 | 250-561-6428 | [www.cfdc.bc.ca](http://www.cfdc.bc.ca)**

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***I would like to acknowledge the traditional land stewards and the ancestral territories of the Simpcw First Nation, the L'heidli T'enneh, and the McLeod Lake Indian Band on which I live, work, and play.***

Subject: Supporting the Regional Food System Mapping Project

To Whom it May Concern,

On behalf of <organization>, I am pleased to extend our official endorsement and support for the regional food system mapping project. We view this project as a strategic catalyst for positive change within our community and region, and eagerly anticipate its positive outcomes. In today's ever-changing world, harnessing local resources effectively is vital for the prosperity and resilience of our community. The regional food system mapping project, with its dual focus on creating a comprehensive map of our regional food systems and conducting a thorough review of existing literature, is a commendable endeavor that will highlight areas of action and priority and strongly aligns with our values and objectives to:

- Empower Local Stakeholders: The development of a comprehensive regional food system map, informed by insights from existing literature, promises to be an invaluable resource for our local farmers, producers, consumers, residents and investors. This empowerment has the potential to significantly bolster our community's economic capacity.
- Ensuring Food Security: By identifying key players, gaps, and resources in our local food supply chain and leveraging the literature review, we can work towards ensuring consistent access to stable and reliable food sources for our community members.
- Fostering Resilience: In a time characterized by unpredictability, building resilience and promoting collaboration are of paramount importance. This project serves as a pivotal step toward achieving these essential objectives.
- Promoting Health and Sustainability: The project's alignment with global initiatives promoting healthier, more sustainable food choices underscores our shared commitment to the well-being of our community and the environment.

We are pleased to provide this official letter of support for the project, signifying our endorsement of its objectives, recognition of its potential benefits, and our organization's readiness to collaborate and contribute. We emphasize the significance of this endeavor for our community and region.

We appreciate your dedication to this crucial undertaking, and we look forward to working together to ensure its success.

Warm regards,

**From:** Corey Borne <[cbkf@telus.net](mailto:cbkf@telus.net)>  
**Sent:** Thursday, October 5, 2023 8:19 PM  
**To:** [FOR.Minister@gov.bc.ca](mailto:FOR.Minister@gov.bc.ca) <[FOR.Minister@gov.bc.ca](mailto:FOR.Minister@gov.bc.ca)>  
**Cc:** Mayor and Council <[MayorandCouncil@districtofmackenzie.ca](mailto:MayorandCouncil@districtofmackenzie.ca)>; [ryan.bichon@gov.bc.ca](mailto:ryan.bichon@gov.bc.ca) <[ryan.bichon@gov.bc.ca](mailto:ryan.bichon@gov.bc.ca)>; [jesse.wright@leg.bc.ca](mailto:jesse.wright@leg.bc.ca) <[jesse.wright@leg.bc.ca](mailto:jesse.wright@leg.bc.ca)>  
**Subject:** Bridge closure north of Mackenzie

Hello Bruce Ralston

My name is Corey Borne and my wife and I are long time residents of Mackenzie. We spend most of our free time outdoors and like a lot of adventurers, we have our favorite spots. One of those spots we like to frequent is Finlay Bay, 94kms north of Mackenzie on the east side of Williston Lake. However, our access is now being blocked due to a bridge closure at 41km, referred to as the Six Mile Bay bridge. Mackenzie Natural Resource District has deemed it unsafe due to a minor washout. They have dug out a deep trench and used concrete blocks to limit access to Finlay Bay. The amount of work to limit access across the bridge could have been used to fix it. I have stopped into Mackenzie Natural Resource District office and spoke with the receptionist who encouraged me to email the engineer, which I have, but still have not heard back since I emailed him a month ago. In my opinion, the approach to the bridge could be repaired and the bridge de rated to 30,000 lbs to get a truck/camper/boat unit across safely. There is no need to have it certified to support a loaded logging truck as logging no longer takes place up there. I would also like to mention that there is deeded property at Finlay Bay and 3 residents of Mackenzie can no longer get there unless they take an ATV for the remaining 54kms or travel by boat. This is not a practical way to gain access to their property. As a person who sat on the Caribou Advisory Committee for snowmobiling, I am aware that there are forces at play to limit access to the back country. The receptionist mentioned that they are not going to repair the bridge. Can you imagine living on Vancouver Island and not having access to the ocean? This is just another blow to Mackenzie. There is very little here for industry and work, and without access to the backcountry, there is very little future left for Mackenzie. It would be appreciated by the citizens of Mackenzie if you could look into the matter as the Mackenzie Natural Resource District seems to be playing the role of gatekeeper. Thank you for your time and I look forward to hearing from you soon.

Concerned resident of Mackenzie,

Corey Borne



Nov 3, 2023

Project # 38018

District of Mackenzie

Via email: ekaehn@districtofmackenzie.ca

**Project – Hwy 39 Mischinsinlinka Bridge No. 07153 Rehabilitation and Scour Remediation Project Update**

Further to the letter and attachments sent via email March of 2022 and June 2023, The Ministry of Transportation and Infrastructure has been notified of a procurement issue that affects the replacement of the bridge deck for the Mischinsinlinka Bridge Rehabilitation.

Please accept this letter as notification that the Ministry of Transportation and Infrastructure cancelled the tender for project #38018 **Mischinsinlinka Creek Bridge No. 07153 Rehabilitation Highway 39**. To mitigate the condition of the current surface, a full depth mill and pave will be completed. Scour remediation and armoring will be delivered as a separate project.

**Project Overview**

The Mischinsinlinka Creek Bridge is located on Highway 39 approximately 10 km east of Mackenzie, BC km (location map attached) and was built circa 1970. The project scope was to replace the deck structure, as well as rehabilitate the creek channel to mitigate and reduce creek scour below the bridge.

**Schedule Update**

Paving of the bridge deck will be completed in the fall of 2023. During which time, the wheel guards and rails will be replaced. The scour and armoring scope will be delivered in the summer of 2024.

Please feel free to contact me by email at Lorena.Voogd@stantec.com or by phone at (250)975-0111 with your comments or if you have any questions or require clarification about the proposed works.

Thank you for your time.

Sincerely,

Lorena Voogd, Project Manager, Stantec Consulting Ltd. on behalf of Ministry of Transportation and Infrastructure, Northern Region  
Lorena.Voogd@stantec.com  
(250)975-0111

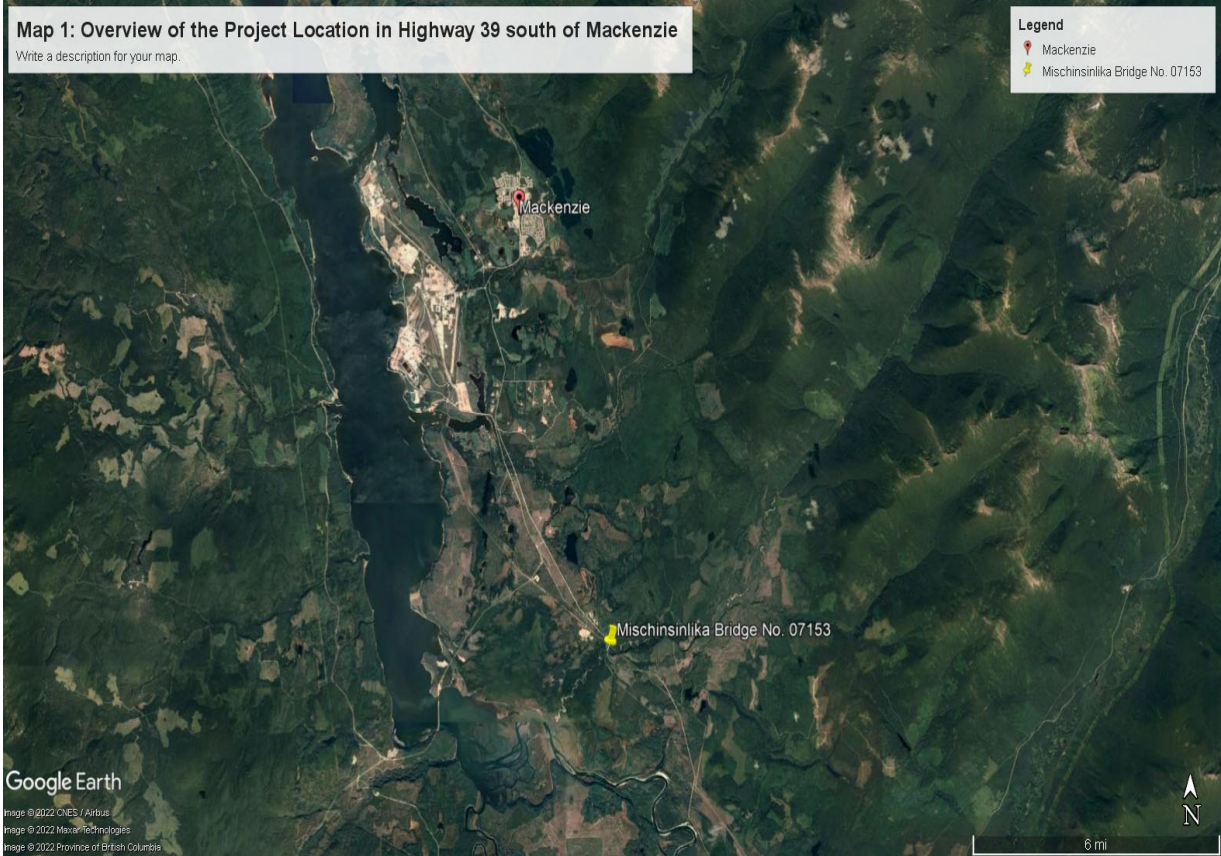
Cc: Tomas Horalek, Bridge Area Manager, Fort-George District

Attachments:

- Kmz file of the project location (via email)



**Map 1. Overview of the project location in Highway 39 south of Mackenzie**



November 3, 2023

Honourable Minister Rob Fleming  
Minister of Transportation and Infrastructure  
PO Box 9055 Stn Prov Govt  
Victoria, BC V8W 9E2

Via Email: [minister.transportation@gov.bc.ca](mailto:minister.transportation@gov.bc.ca)

Dear Minister Fleming,

I want to begin by thanking you for your outstanding performance in your role as Transportation Minister and former role as Minister of Education. I am writing to you today looking for your support on addressing challenges we are currently facing in our attempts to provide affordable, safe transportation to our residents.

In June 2016, the Kimta Transportation Group Society incorporated under the BC Society Act. One of the main drivers of this project was the need to provide safe, affordable transportation for students wishing to travel to sporting events. The Kimta Transportation Society spent the next number of years fundraising and establishing partnerships in the community to offset the purchase of a community bus and in August 2020, Kimta purchased a 24-passenger bus with accommodation for two wheelchairs. The bus is available for use to any organization in the region including the McLeod Lake Indian Band. Kimta has kept fees as low as possible to remove the financial barrier for clubs and organizations while maintaining a positive bottom line. It is utilized both in the community and for out-of-town travel and has transported students, sport teams, seniors, elders and tourists visiting Mackenzie.

The positive impact on our community with the addition of a community bus spurred the Kimta Transportation Society to address our next transportation challenge which was regular shuttle service between Mackenzie and Prince George. Mackenzie is a small rural community of 3,700 residents located 185 km north of Prince George. Due to our size, residents must travel to Prince George to access basic medical services such as dentists and optometrists and medical specialists. Options for residents without vehicles who require travel to Prince George are:

- Utilize the Northern Health Bus which travels to Prince George and back to Mackenzie each Wednesday. Although this a benefit, it is unrealistic to assume every resident in Mackenzie requiring out of town medical appointments would be able to book those appointments on a Wednesday.

- Our second alternative is the BC Bus North which travels to Prince George on Tuesdays with a return on Thursday; or travel to PG on Friday with a return on Monday. This requires residents to remain in Prince George for two to three nights.

In response to the need for daily shuttle service to Prince George, the Kimta Group applied to Northern Development Initiative Trust (NDIT) for grant funding under “The Northern Community Shuttle Program” to operate a shuttle service to Prince George. In April 2022 we received funding from NDIT to purchase a 7 Seat Sienna Hybrid minivan and assistance with operating expenses for 3 years. Kimta in turn partnered with our newly established Taxi Service in the community who provide properly trained and certified drivers for the shuttle service. This service again was welcomed by the community and has seen continued usage particularly during the winter months when driving conditions can be challenging. The Shuttle Service also provides service to McLeod Lake and Bear Lake.

As you can appreciate, although this service currently meets the needs of our community, it is becoming increasingly challenging to cover operating expenses. To ensure this transportation option is maintained, our specific asks are:

- 1) Lobby the Passenger Transportation Board to provide a variance for Kimta to be exempt from fees to register with the Board. Not for profits, municipalities, Bands and private companies are not required to be registered with the board, unless the not for profit is primarily engaged in transportation. This requirement costs Kimta approximately \$1,000 per year for inspections and licensing. I understand regulations are in place to ensure safety of users, but this is another added expense for the Kimta Transportation Society.
- 2) We are also seeking long term financial support from the Province of BC to subsidize the daily shuttle to Prince George. The Kimta Transportation Society currently faces losses each month to keep the rates affordable. Kimta has committed to providing this service to our community even if only one passenger books a seat. Shuttle users have grown to include more than people attending medical appointments. It also provides residents the opportunity to access services not available locally such as Notaries and Lawyers.

By providing provincial funding for passenger and transportation services in our community, we can enhance the overall well-being of our residents, strengthen our communities, and contribute to the economic development of the region.

We kindly request that you consider our request to address these challenges effectively. Thank you for your attention to this matter.

Kind Regards,

A handwritten signature in cursive script that reads "Joan Atkinson".

Mayor Joan Atkinson  
District of Mackenzie

Cc: Mark Robillard, Chairperson, Kimta Transportation Society

**From:** [MCF Info MCF:EX](#)  
**To:** [District Information](#)  
**Subject:** Letter from the Honourable Mitzi Dean, Minister of Children and Family Development  
**Date:** Tuesday, October 31, 2023 11:37:41 AM  
**Attachments:** [image001.png](#)

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

**VIA E-MAIL**

Ref:  
282965

Your Worship Mayor Joan Atkinson and Council  
Mackenzie  
E-mail: [info@districtofmackenzie.ca](mailto:info@districtofmackenzie.ca)

Dear Mayor Atkinson and Council:

As Minister of Children and Family Development, I am once again honoured to declare that November will be recognized as Adoption Awareness Month, and I invite you to celebrate with me and help raise awareness for children and youth still waiting for permanent families.

Adoptive families make a difference in the lives of children and youth by providing care, stability, and a sense of belonging. This month, the province is celebrating the families that give children and youth love and support as permanent members of their family. These families ensure that children and youth have a strong foundation to build their lives and stay connected to their community and culture.

November is also about recognizing that there are children who are still in need of permanent homes. Every child deserves the love and support of a nurturing family. There continues to be a need for more adoptive families in British Columbia to provide children with permanent, secure, and loving homes.

I encourage you to share the following resources with your community members who are interested in becoming an adoptive or permanent family in British Columbia, including:

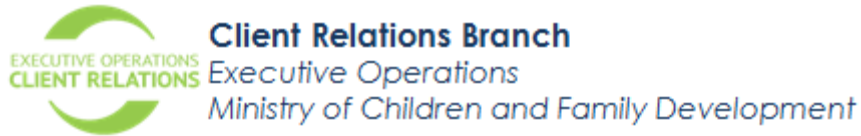
- The [Ways to Adopt in British Columbia Website](#) provides information on adoption in British Columbia, such as infant adoption, relative and step-parent adoption, and adopting a child or youth from another country;
- [Adopt BC Kids](#) is an online portal that provides British Columbians wishing to adopt children and youth from foster care with information and guidance through their adoption application; and
- [The Adoptive Families Association of British Columbia](#) website provides information and support services for families who wish to adopt now or in the future.

Please join me in celebrating November as Adoption Awareness Month. On behalf of the Government of British Columbia, thank you for your continued leadership in supporting adoptive and permanent families in your community.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*



**This communication and any accompanying document is confidential and is intended solely for the addressed recipient(s). If you received this e-mail message in error, please delete the e-mail and any attachments and contact the Client Relations Branch, Ministry of Children and Family Development at: [MCF.Info@gov.bc.ca](mailto:MCF.Info@gov.bc.ca).**

This monthly publication is prepared by the [Northern Health Healthy Settings](#) team to provide information and resources for local governments and community organizations to promote and support community health across Northern BC.

## Share your opinion

### BC Community Health Data

BC Centre for Disease Control is evaluating the [Community Health website](#) and is looking for input from community organizations and local government. To express your interest, email [pphobservatory@northernhealth.ca](mailto:pphobservatory@northernhealth.ca) by November 8, 2023.

### Rise Up! Strengthening Food Systems and Environmental Stewart project

The Public Health Association of BC is accepting expressions of interest from local food security organizations for the Rise Up! Strengthening Food System and Environmental Stewardship project. To host youth volunteers (ages 15 to 30), complete [this online form](#).

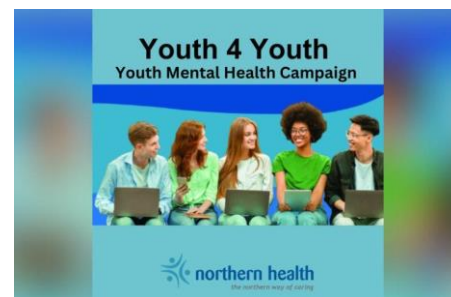
## Resources (toolkits, reports, websites)

### Digital storytelling

Develop your own digital storytelling to educate the public and evaluate change. The Tamarack Institute has developed this digital storytelling [tool](#) for community organizations.

### Youth 4 Youth: Youth Mental Health Campaign

Learn more about Northern Health's new Youth 4 Youth (Y4Y) [campaign](#), that brings awareness to mental health and mental wellness in youth (ages 15 to 24). Youth can follow NH (@northernhealth.health.ca) on TikTok and comment on the Y4Y videos for a chance to win a pair of Apple AirPods. This campaign was created in collaboration with a group of Northern volunteer youth advisors.



## Events and learning opportunities

### Falls prevention webinar series

**Dates: November 7, 16, and 28, 2023**

November is [Fall Prevention Month](#). Register for a series of [webinars](#) to learn more about falls prevention and the three calls to action: move your body; improve your health; and remove hazards. For more resources, visit Northern Health's [physical activity webpage](#) and [seniors' falls prevention webpage](#).



## **Equity in action: how leaders can champion inclusive policymaking**

**Date: November 8, 2023**

Join BC Healthy Communities for a [webinar](#) designed for local government officials and staff on the implementation of an equity lens across all policies, programs, and planning processes. You will learn actionable steps and relevant resources that help connect the dots across all public policy at various stages of application.

## **Appetite to Play online workshops**

**Dates: various dates in November 2023 to June 2024**

Are you an early childhood educator and want to learn more about physical activity, outdoor risky play, and healthy eating for children 0-5 years old? Register for the Appetite to Play [Food and Physical Activity Online Workshop](#) and the [Outside and Risky Play Online Workshop](#).

## **Funding opportunities**

### **Northern Indigenous Wellness Funding Awards (Indigenous Health & First Nations Health Authority)**

**Deadline: November 13, 2023**

Does your First Nations community or organization have a project idea that supports Indigenous health and well-being? Apply for a [Northern Indigenous Wellness Funding Award](#) for up to \$8,000.

### **Indigenous Health Métis Community Wellness Award (Indigenous Health)**

**Deadline: November 13, 2023**

Does your Métis community or organization have a project idea that supports Métis health and well-being? Apply for an [Indigenous Health Métis Community Wellness Awards](#) for up to \$5,000.

### **Farm to School Grants (Farm to School BC)**

**Deadline: November 15, 2023**

Are you interested in creating or expanding a school food program? The [Farm to School BC Grants](#) are now open and are valued at \$3,000 or \$1,000. These grants support more schools and communities in coming together around exploring, growing, harvesting, cooking, eating, and celebrating foods.

### **New Horizons for Seniors Program (Government of Canada)**

**Deadline: November 15, 2023**

Does your organization have the capacity to act as a backbone organization and lead a collective impact initiative for four to five years? Apply for \$5 million from the [New Horizons Seniors Program](#) for a project that increase social inclusion of vulnerable populations of seniors.



### **Community Housing Fund (BC Housing)**

**Deadline: November 17, 2023**

Are you planning to develop low- and moderate-income rental housing units in your community? Non-profit and Indigenous housing societies, First Nations, housing co-operatives, and municipalities are invited to apply for an [affordable housing project](#).

### **Climate Resilient Communities: Food Infrastructure Grant (United Way)**

**Deadline: November 20, 2023**

Learn more about the [Climate Resilient Communities: Food Infrastructure Grant](#) and apply for \$20,000 for projects that develop sustainable and climate-adaptive food systems.

### **Critical Food Infrastructure Grant (United Way)**

**Deadline: November 20, 2023**

Learn more about the [Critical Food Infrastructure Grant](#) and apply for up to \$100,000 for projects that improve access to nourishing and culturally appropriate foods.

### **Substance Use and Addictions Program (Government of Canada)**

**Deadline: November 22, 2023**

Learn more about [Health Canada's Substance Use and Addictions Program](#) and submit a [call for proposal](#) for community-led projects designed to: support and enhance the role of people with lived and living experience; broaden services and programs that target post treatment aftercare and transition; address alcohol use disorder; and address commercial tobacco cessation.

### **Indigenous Food Security and Sovereignty Grant (New Relationship Trust)**

**Deadline: December 1, 2023**

Apply for a [Indigenous Food Security & Sovereignty Grant](#) to develop, expand, or strengthen Indigenous food systems. First Nations communities, Indigenous organizations, businesses, and entrepreneurs in BC are encouraged to apply.

### **Rural, Remote, and Indigenous Food Action Grants (Northern Health & First Nations Health Authority)**

**Deadline: December 1, 2023**

Are you planning a project that focuses on community food action with the goal of improving food security? Apply for the [Rural, Remote, and Indigenous \(RRI\) Food Action Grant](#) for up to \$50,000.

### **Community Tree Grants (Tree Canada)**

**Deadline: December 3, 2023**

Enhance your community's green infrastructure and apply for the [Community Tree Grants program](#) for up to \$10,000.

### **Climate Action Events Program (Pacific Institute for Climate Solutions)**

**Deadline: December 4, 2023**

Are you looking to host a climate action event? Apply for [Climate Action Events Program](#) for up to \$5,000. Indigenous organizations and non-governmental organizations actively working on climate change are encouraged to apply.

### **Food Security Emergency Planning and Preparedness Fund (Investment Agriculture Foundation)**

**Deadline: December 19, 2023**

Apply for the [Food Security Emergency Planning and Preparedness Fund](#) for up to \$150,000 for emergency planning projects and up to \$2 million for emergency preparedness, infrastructure, and equipment projects.

### **First Nations Well-Being Fund (First Nations Public Service Secretariat)**

**Deadline: December 31, 2024**

Apply to the [First Nations Well-Being Fund](#) to support community led-solutions for BC First Nations to develop and evaluate a well-being plan.

### **Vision Zero Road Safety Grants (BC Injury Research and Prevention Unit & Northern Health)**

**Deadline: January 15, 2024**

Apply to the [British Columbia Vision Zero in Road Safety Grant Program](#) to make roads safer for people who travel without a motor vehicle. Get inspired by previously funded projects by exploring the [Vision Zero BC webpage](#). You may apply to one of two program streams: Stream #1 is for the design and installation of low-cost road infrastructure that improves the safety of vulnerable road users (people who walk, cycle, or roll), and Stream #2 is for Indigenous communities and governments to set and direct their own road safety priorities.

### **Active Communities Grant (BC Alliance for Healthy Living)**

**Deadline: February 5, 2024**

Apply for an [Active Community Grant](#) for up to \$50,000 to increase access to physical activity in your community. Indigenous communities and local governments are encouraged to take advantage of collaborative partnerships to strengthen their project/program and application.

### **Community Gaming Grants (Government of BC)**

**Deadline: Application deadlines vary**

Did you know that the [Community Gaming Grants](#) provides \$140 million annually to not-for-profit organizations throughout BC to support their delivery of ongoing program and services? Apply for up to \$125,000 to help meet the needs of your community.

### **Climate Fund Finder (Clean BC)**

#### **Deadline: Ongoing**

Planning a climate action project? Need financial support? Not sure where to start? The [Funding Finder](#) is the tool for you. By answering a few questions, you'll be on your way to learning which programs fit your program best.

### **Northern Healthy Communities Fund (Northern Development Initiative Trust)**

#### **Deadline: Ongoing**

Is your community nearby an LNG Canada or Coastal GasLink project? Apply for the [Northern Healthy Communities Fund](#) (NHCF) to help your community adjust to the economic growth expected to occur as a result of major economic development projects.

### **Rural Transit Solutions Fund (Government of Canada)**

#### **Deadline: Ongoing**

Apply for the [Rural Transit Solutions Fund](#) to help your local government or organization plan and design new or expanded transit solutions for your community.

## **Northern Health Stories**

### **Body image: What is it and what affects it?**

The effect of social media trends on body image is a hot topic right now. As a nutrition and dietetics student who spends more time on social media than I like to admit, it's a topic I think about almost daily. But what do the terms "body image" or "self-esteem" even mean? ...[continue reading](#).

See the latest stories at [stories.northernhealth.ca](http://stories.northernhealth.ca).

## **E-Brief information**

The Healthy Northern Communities [E-Brief](#) is produced by [Northern Health's regional Population and Preventive Public Health program](#).

**To subscribe**, send a blank email to [healthycommunities@northernhealth.ca](mailto:healthycommunities@northernhealth.ca) with "subscribe" in the subject line.

**To unsubscribe**, send a blank email to [healthycommunities@northernhealth.ca](mailto:healthycommunities@northernhealth.ca) with "unsubscribe" in the subject line.

If you have any questions about our list and your privacy, please phone 250-637-1615.



**NOTICE OF MOTION**

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

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*The date for this motion to be considered is at the November 14, 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

**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 14, 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

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** November 6, 2023

**Subject:** Official Community Plan Amendment – Development Permit Area Establishment

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

At the Regular Meeting of April 26, 2021, Council approved the application for the Local Government Development Approvals Program to cover eligible costs associated with the Development Permit Area guidelines (DPA) and Public Engagement Platform. The District was successful in receiving \$32,840 towards the DPA project.

Since then, staff along with Barefoot Planning + Design have worked on the two-part project, part A) Downtown Vision and Action Plan and part B) establishing Development Permit Areas (DPAs) to support this vision. The Downtown Vision and Action Plan was completed in the spring of 2023. Staff have been working throughout the summer and into the fall to prepare the associated DPAs being presented in this report.

### **WHAT IS A DEVELOPMENT PERMIT AREA?**

Local governments have the authority to designate Development Permit Areas (DPAs) through their Official Community Plan. These areas identify locations that need special treatment for development taking place there. They can be for various purposes including, but not limited to, the protection of development from hazards, establishing objectives for building form and character, protection of the environment, energy conservation, fire protection, or revitalization of a commercial use area.

### **WHY ARE WE IMPLEMENTING DPAs?**

Incorporating these Guidelines into a project's design will encourage the creation of contextual and compatible architecture, high-quality pedestrian realms, and sustainable and resilient design, and will contribute to placemaking and design excellence in Mackenzie.

Development Permit Area guidelines can also create a higher level of assurance and certainty for developers making investment decisions. DPA's are more prescriptive and concise therefore giving developers a clearer picture of planning requirements in advance of starting the process. The conditions typically required for a building permit are needed for the development permit process, making it more cost effective and efficient and providing more assurance in the local government approval process.

## **PROPOSED DPAs**

Staff are presenting the drafts of two Development Permit Areas for Councils consideration. An Environmental Development Permit Area as well as a Form and Character Development Area.

### **Environmental Development Permit Area**

The purpose of this Environmental Development Permit (EDP) is to establish objectives and provide guidelines for the protection of the natural environment and its ecosystems and biological diversity pursuant to the provisions of the *Local Government Act*. The objective is to provide a baseline requirement for professional reporting of the potential hazards, identifying any risks, and providing mitigation measures near environmentally significant areas. It is being proposed to establish Environmental Development Permit Areas anywhere within District boundaries that is within 30 metres of a water body or river/stream as well as our areas designated as Public Watershed. A map of these areas has been attached to this report.

For more information regarding the EDP Guidelines please refer to Appendix "B" in the Bylaws section of the Agenda.

### **Permitting Process**

Below is an outline of the permitting process for the EDP.

1. Initial meeting with staff
2. Submit an application
3. Studies that could be required from Qualified Environmental Professional:
  - a. Geotechnical Report
  - b. Arborist Report
  - c. Riparian Area Assessment
  - d. Mitigation and Restoration Plan
4. Councils' approval, rejection or a change to application
5. If needed - covenants, monitoring mitigation measures

## **Exemptions**

- Environmental restoration
- Public works and services
- Emergency management (*temporary*)
- Minor interior and exterior renovations
- Developments that have been approved, but not yet constructed
- Farming and mining activities, hydroelectric facilities, and forest management, including the logging of land with the submission of a letter of acknowledgment from the applicant ensuring that activities will not impact the water system that feeds the aquifer for the District of Mackenzie.

## **Form and Character Development Permit Area**

In support of Mackenzie's OCP and Downtown Action Plan, the Form and Character Development Permit Area is intended to achieve the following overarching objectives:

- Communicate the design expectations for intense residential (high density), commercial, industrial, institutional, and mixed-use projects.
- Facilitate the fair and consistent application of design objectives.
- Foster design excellence and sustainability throughout the District by encouraging consistently high-quality, contextual, and attractive development.

The Form and Character DPA require developers to consider the following when proposing a new project in these areas:

- **Create great streets and public spaces**
  - Development should define and activate streets and public spaces to support their flexibility of use and encourage pedestrian activity and social interaction.
- **Design buildings to the human scale**
  - Buildings and site features should be designed to the human scale – optimized to be used by people and oriented toward pedestrian activity.
- **Use placemaking to strengthen Mackenzie's identity**
  - Development should contribute to a local area and sense of place by considering neighbourhood context and character, linkages, and future land uses at each scale of design – from site layout to landscaping to building details.
- **Celebrate the natural environment in the built environment**
  - Development should respond to natural surroundings and utilize opportunities to improve ecological function by retaining on-site trees, growing the urban forest,



implementing green infrastructure, and creating and connecting existing green spaces.

- **Embrace winter in the design of buildings and open spaces**
  - Developments should consider Mackenzie’s winter context, making the most of opportunities to stay outdoors by capturing the sun’s warmth, providing protection from the wind, and making Mackenzie more accessible, safe and enjoyable year-round.

These core principals shape the guidelines outlined in Appendix “C” in the Bylaws section of the agenda. The guidelines show what the District of Mackenzie would like to see with proposed developments or major renovations. As these are guidelines, they can be tailored by project type, substitutional benefit, or lot shape/area restrictions dependent on each scenario. A map of these areas has been attached to this report.

### **Exemptions**

Like the EDP, this development permit has some exemptions:

- The building is not visible by public.
- No negative impact to form and character.
- No impact on landscape or access.
- No Ministry approval needed.
- Improvements do not exceed \$25,000.
- Interior renovations.
- Identical replacement due to environmental damage.

### **Permitting Process**

The permitting process will be similar to the EDP. Both will be added in a subsequent report to the District of Mackenzie’s Development Procedure’s Guidelines.

The Form and Character DPA is a blanket DPA, this covers a large area and targets site use. The building types that will be looked at in this bylaw are:

- Ground Oriented Housing (Quadplexes, Row Housing, Condo’s)
- Low-Rise Residential & Mixed Use (Storefront below residential on top)
- Commercial Retail
- Industrial and Service Commercial
- Institutional

The Core Guidelines apply to all projects that are listed, then the type specific guidelines are applied to the type of building, please refer to Appendix “C” in the Bylaws section for additional information.

## **TECHNICAL REVIEW**

As per the District of Mackenzie Development Procedure Bylaw, staff have conducted a review of the proposed Official Community Plan amendment.

- The proposed amendment is in line with the current Official Community Plan Bylaw
- The proposed amendment is consistent or does not affect:
  - Zoning Bylaw No. 1368, 2017
  - 2023 Downtown Vision and Action Plan
  - Financial Plan Bylaw 2023
  - Community Economic Development Plan
  - Wastewater System Assessment 2020

District staff hosted stakeholder meetings with local business owners, members of the Accessibility and Inclusion Advisory Committee, and Council to inform them of as well as hear input on first directions. Next staff hosted an Open House to inform the public about the proposed Development Permit Areas. We had 9 attendees, the feedback consisted of clarification of the guidelines as they are a technical document as well as explaining the different land use tools and their functions (Official Community Plan, Zoning, Development Permits). There were also questions regarding how these changes and guidelines will bring business' to Mackenzie and how it will impact development. There were 0 submissions online through the engagement platform [letschatmackenzie.ca](https://letschatmackenzie.ca).

## **CONCLUSION:**

Based on the findings from the technical review as well as the alignment of our policies, staff are proposing to proceed with the Official Community Plan amendment process.

## **NEXT STEPS:**

- Council consider giving first two readings of Official Community Plan Amendment Bylaw No. 1508, 2023 during the Bylaw section of this agenda;
- If the first two readings are approved, staff will make arrangements for a Public Hearing to gather public feedback on the proposed amendment.
- If the first two readings are approved, staff will make arrangements to send out referral packages to relevant agencies for feedback on the proposed amendment.
- Staff would then bring back the amendment bylaw as well as a report to a Regular Council Meeting detailing the feedback from the Referral's as well as the Public Hearing.

**COUNCIL PRIORITIES:**

**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.

**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

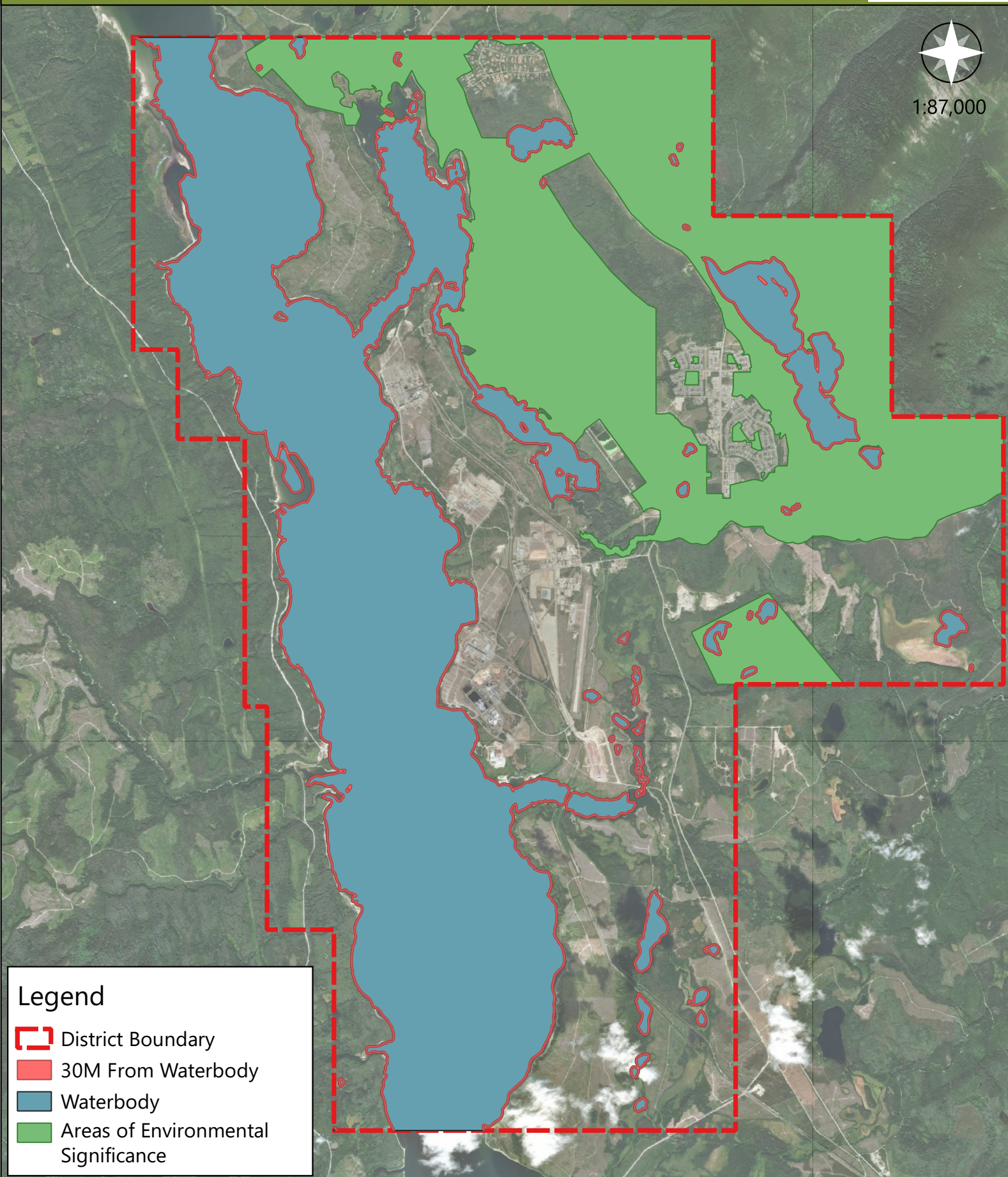
**Reviewed By:** Corporate and Financial Services

**Approved By:** Chief Administrative Officer





# MACKENZIE ENVIRONMENTAL DEVELOPMENT PERMIT AREA GUIDELINES



1:87,000



## Legend

-  District Boundary
-  30M From Waterbody
-  Waterbody
-  Areas of Environmental Significance






# MACKENZIE FORM & CHARACTER DEVELOPMENT PERMIT AREA GUIDELINES



1:15,000



## Legend

-  Parcel Owner
-  Form and Character DPA
-  District Boundary



## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** October 30, 2023  
**Subject:** Community Grants – September 2023 First In-Take

---

### **RECOMMENDATION:**

THAT Council approves the recommendations of the Grant Adjudication Committee for the first intake of the 2024 Community Grants Program as outlined in this report.

### **BACKGROUND:**

The District of Mackenzie has adopted a Community Grants Policy (3.16) to provide financial and in-kind support to community organizations. This support is in recognition of these groups as a valuable resource in assisting the municipality to provide a strong community focus. Many of these non-profit organizations depend on the grants that are provided by the District to help subsidize costs and maintain their viability within the community.

As has been done in previous years, organizations receiving approval will be advised that future year approvals will be dependent on the efforts made to become self-sufficient including fundraising initiatives, other grants that have been applied for, and other in-kind contributions received. Applicants will be required to provide annual reporting to the Corporate Services Department for review by the Grant Adjudication Committee. A completed report is a requirement for consideration of future applications.

In accordance with Policy 3.16, each application was reviewed and scored using the weighted evaluation criteria outlined below:

**Community Need – 20%**  
**Potential Community Benefit – 20%**  
**Community Partnerships & Support – 15%**  
**Feasibility – 15%**  
**Public Access – 10%**  
**Financial Management – 20%**

All original applications are located in the Centre Table file for Council's consideration. Attached to this report is a summary of the September 15, 2023 grant requests and Grant Adjudication Committee recommendations.

The deadline to submit final reporting for Community Grants received is November 30<sup>th</sup> of each year. All approvals are subject to receipt of appropriate reporting.

**BUDGETARY IMPACT:**

|                                                     |                     |
|-----------------------------------------------------|---------------------|
| 2024 Community Grants Budget:                       | \$200,000.00        |
| Total Recommended for Sept. 15, 2023 first in-take: | <u>\$135,371.50</u> |
| <i>Remaining</i>                                    | \$ 63,628.50        |

**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:**

Chelsea Smirle, Legislative Clerk/Executive Assistant

**Reviewed By:** Corporate and Financial Services

**Approved By:** Chief Administrative Officer

## Community Grants - September 2023 First In-Take

| # | Organization                                | 2022 Request                                                                                                                                                                                                                                                                                                              | 2023 Request                                                                                                                                                         | 2024 Request                                                                                                                                                                                        | Committee Recommendations                                                      | Scoring |
|---|---------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|---------|
| 1 | Curl Mackenzie                              | -Special Project<br>-To cover the cost of set up and take down of curling ice preparation, hacks and rocks on the ice surface<br>-Ice fees waived for Turkey Shoot in December<br><br><b>-Approved for ice fees only. Approx value \$4,100</b>                                                                            | -Special Project<br>-To cover the cost of set up and take down of curling ice preparation, hacks and rocks on the ice surface<br><br><b>Approved (Value \$4,141)</b> | -Special Project<br>-To cover the cost of set up and take down of curling ice preparation, hacks and rocks on the ice surface (September 2023 - December 2024)<br><br><b>-In-Kind Value \$4,500</b> | The committee is recommending approval.                                        | 215/300 |
| 2 | Mackenzie Alpine Horse Riders Club          | -Special Project<br>-Snow removal from Club roads and general road maintenance (sanding, grading) (Approx. cost \$2,300)<br>-\$1,000 worth of gravel for spring and have District spread and grade the road (Approx. cost \$3,100)<br><br><b>-Approved snow removal and spreading of gravel only approx. cost \$4,400</b> | -Special Project<br>- Snow removal and sanding of Club roads only<br><br><b>Approved (Value \$2,300)</b>                                                             | -Special Project<br>- Snow removal and sanding of Club roads (October 2023 - December 2024)<br><br><b>-In-Kind Value \$2,300</b>                                                                    | The committee is recommending approval.                                        | 165/300 |
| 3 | Mackenzie Outdoor Route & Trail Association | -Fee-for-service agreement (2-years) to help offset admin costs to run trail maintenance program - \$5,000<br><br>-Special Project - Mountain Film Festival - \$800<br><br><b>Total Approved - \$5,800 in 2022, \$5,000 in 2023</b>                                                                                       | -Fee-For-Service Agreement year 2/2<br><br><b>Approved \$5,000</b>                                                                                                   | -Fee-For-Service Agreement to help offset admin costs to run trail maintenance program - \$5,000<br><br><b>-Amount requested \$5,000</b>                                                            | The committee is recommending approval for a 1-year fee-for-service agreement. | 285/300 |



## Community Grants - September 2023 First In-Take

| # | Organization                            | 2022 Request                                                             | 2023 Request                                                                                                                                                              | 2024 Request                                                                                                                                                                                                                                                                                                                                                                                             | Committee Recommendations                                                                                                                                                                                                                                                                                                                                                                                                                | Scoring |
|---|-----------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 4 | <b>Mackenzie and Area Radio Society</b> | -Facility Use Agreement to use EBCC                                      | -Facility Use Agreement to use EBCC                                                                                                                                       | -Rent Subsidy<br>-\$24,650 over the next four years (2023 - \$9,350, 2024 - \$7,650, 2025 - \$5,100, 2026 - \$2,550)<br><br>-Capital Expenditure<br>-\$25,350 - to help with cost to relocate to new location<br><br><b>Total Grant Requested \$50,000 (2023 - 2026)</b><br><br><b>2023 - \$34,700</b><br><b>2024 - \$7,650</b><br><b>2025 - \$5,100</b><br><b>2026 - \$2,550</b>                        | The committee is recommending approval for the rent subsidy.<br><br>As per the Community Grant Policy, Capital Expenditures can be approved up to 50% of the eligible costs of the project to a maximum of \$2,000 per project. The committee is recommending approval for providing \$2,000 towards relocation expenses.<br><br>Recommended for approval:<br>2023-2024 - \$17,000<br>2025 - \$5,100<br>2026 - \$2,550                   | 300/300 |
| 5 | <b>Mackenzie Community Arts Council</b> | -Fee-For-Service Agreement - \$28,000<br><br><b>-Approved - \$28,000</b> | -Fee-For-Service Agreement Request to increase current \$28,000 fee-for-service agreement value to \$32,000. (Additional \$4,000, DENIED)<br><br><b>Approved \$28,000</b> | -Fee For Service Agreement \$35,000 (administration fees)<br><br>-Capital Expenditure - \$1,000 (security cameras)<br><br>-Rental Subsidy - \$791.50 (to rent space at the Rec Centre Dec 1-2 for Festival of Bells)<br><br>-Special Project - \$2,000 (operational expenses for Festival of Bells)<br><br><b>-Total Requested \$38,791.50 (cash grant requested \$38,000, in-kind request \$791.50)</b> | The committee is recommending entering into a 3-year fee-for-service agreement in the amount of \$28,000 per year.<br><br>The committee is recommending approval of \$1,000 towards the security cameras.<br><br>The committee is recommending approving the rental subsidy of \$791.50 for the Festival of Bells.<br><br>The committee does not support the request for \$2,000 towards operational expenses for the Festival of Bells. | 200/300 |

## Community Grants - September 2023 First In-Take

| # | Organization                          | 2022 Request                                                                                                                                                                                                                                                          | 2023 Request                                                                                                                                                                                                                                                                                                                                                                                                                                            | 2024 Request                                                                                                                                                                                                                                                                                                                                                                                               | Committee Recommendations                                                                                                                                                                                                                                   | Scoring |
|---|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 6 | Mackenzie Community Services          | <p>-Special Project<br/> <b>-\$10,075.99</b></p> <p>-To purchase resources and supplies to modernize the professional library and to provide training opportunities to staff as new research and supports become available</p> <p><b>- Approved = \$10,075.99</b></p> | <p>-First In-Take (September)<br/>                     -Capital Project<br/>                     - Request for \$2000 towards their renovations to improve insulation and soundproofing standards.</p> <p><b>Approved = \$2,000</b></p> <p>-Second In-Take (March)<br/>                     -Capital Project<br/>                     -Further request for \$2,000 towards renovations to improve insulation and soundproofing<br/> <b>DECLINED</b></p> | <p>-Capital Expenditure<br/>                     -\$2,000 to insulate office space walls</p> <p><b>-Amount requested \$2,000</b></p>                                                                                                                                                                                                                                                                       | <p>As per the Community Grant Policy, Capital Expenditures can be approved up to 50% of the eligible costs of the project to a maximum of \$2,000 per project. The committee is recommending approval for providing \$1,000 towards relocation expenses</p> | 280/300 |
| 7 | St. Peter's Church                    | <p>-Special Project<br/>                     -Request for \$3,500 to purchase food and supplies to help the community and those in need</p> <p><b>-Approved - \$3,500</b></p>                                                                                         | <p>-Special Project<br/>                     -Request for \$5,000 to purchase food and supplies to help the community and those in need</p> <p><b>-Approved - \$5,000</b></p>                                                                                                                                                                                                                                                                           | <p>-Special Project<br/>                     -Request for \$5,000 to purchase food and supplies to help the community and those in need</p> <p><b>-Amount requested \$5,000</b></p>                                                                                                                                                                                                                        | <p>The committee is recommending approval.</p>                                                                                                                                                                                                              | 265/300 |
| 8 | Mackenzie and District Museum Society | <p>-Fee-For-Service Agreement<br/>                     -\$12,000 for operations</p> <p><b>-Approved \$12,000</b></p>                                                                                                                                                  | <p>-Fee-For-Service Agreement<br/>                     -\$12,000 for operations</p> <p><b>-Approved \$12,000</b></p>                                                                                                                                                                                                                                                                                                                                    | <p>-Fee-For-Service Agreement<br/>                     -\$12,500 for operations</p> <p><b>-Amount requested \$12,500</b></p>                                                                                                                                                                                                                                                                               | <p>The committee is recommending entering into a 3-year fee-for-service agreement in the amount of \$12,000 per year.</p>                                                                                                                                   | 240/300 |
| 9 | Mackenzie Rocky Mountain Riders       |                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>-Special Project<br/>                     -Request for funds to assist with trail maintenance</p> <p>-Two options - hire contractor to do work, or rent equipment and have volunteers do work</p> <p>-Contractor - up to \$50,000 (Quote from Quad L - \$50,000, quote from Seneca - \$39,800)<br/>                     -Rent equipment - \$7,652.52</p> <p><b>-Amount requested up to \$50,000</b></p> | <p>-Tabled for the March 2024 grant in-take</p>                                                                                                                                                                                                             | N/A     |

## Community Grants - September 2023 First In-Take

| #  | Organization                  | 2022 Request                                                                          | 2023 Request                                                                          | 2024 Request                                                                                                                                                                                                                                                                                  | Committee Recommendations                                                                                                                                                                       | Scoring |
|----|-------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 10 | College of New Caledonia      |                                                                                       |                                                                                       | -Capital Expenditure<br>-Requesting \$2,000 to replace tables used in the event space<br><br><b>-Amount requested \$2,000</b>                                                                                                                                                                 | The committee does not recommend approval as the request is not in the spirit of the program and there is no financial need.                                                                    | 170/300 |
| 11 | Mackenzie Chamber of Commerce | -Fee-for-service agreement<br>-\$45,600 (\$41,600 for service fees, \$4,000 for rent) | -Fee-for-service agreement<br>-\$43,600 (\$41,600 for service fees, \$2,000 for rent) | -Fee-for-service agreement<br>-\$47,840/year for operations<br><br><b>-Amount requested \$47,840</b>                                                                                                                                                                                          | The committee recommends a partial approval in the amount of \$41,600.                                                                                                                          | 230/300 |
| 12 | Golf Course                   | -Fee-for-service agreement<br>-\$15,000 for operations                                | -Fee-for-service agreement<br>-\$15,000 for operations                                | -Fee-for-service agreement<br>-\$15,000 to replace old equipment<br><br>-Special Project<br>-Access to use District aerator 3 times/year for 3 days each time to aerate Golf Course<br>-Approximate Value \$180<br><br><b>-Cash grant requested \$15,000</b><br><b>-In-kind request \$180</b> | The committee is recommending entering into a 3-year fee-for-service agreement in the amount of \$15,000 per year.<br><br>The committee also recommends approval of request to use the aerator. | 250/300 |

|                                                |                      |
|------------------------------------------------|----------------------|
| <b>Cash Grants Recommended for Approval</b>    | <b>\$ 127,600.00</b> |
| <b>In-Kind Grants Recommended for Approval</b> | <b>\$ 7,771.50</b>   |
|                                                | <b>\$ 135,371.50</b> |

|                                       |                      |
|---------------------------------------|----------------------|
| <b>2023 Community Grants Budget</b>   | <b>\$ 200,000.00</b> |
| <b>Total Recommended for Approval</b> | <b>\$ 135,371.50</b> |
| <b>Remaining</b>                      | <b>\$ 64,628.50</b>  |

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** October 31, 2023

**Subject:** Airport Services Agreement Contract Award

---

### **RECOMMENDATION:**

THAT Council awards a two-year Airport Services Agreement to KS2 Management Ltd. in the amount of \$9,650 per month plus GST;

AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any related documentation.

### **BACKGROUND:**

The District advertised a Request for Proposals from August 25, 2023 – September 25, 2023 for the operations of the airport terminal and fuel distribution services. The service agreement was to include the following categories of services:

#### **Terminal Operations**

- Provide a public waiting room and clean washroom facilities at minimum 5 days a week, 8 hours a day.

#### **Site Security**

- Ensure site and fuel system secured properly and any security/safety concerns are reported to the District as soon as possible.

#### **Fuel Distribution**

- Oversee, manage, and operate the aviation fuel system in accordance with all applicable codes and standards.
- Perform and document daily, monthly, annual, and 5-year quality control checks, inspections, and maintenance as required.
- Receive fuel into the fuel facility in accordance with the applicable codes, regulations, and documented facility procedures.
- Immediately clean any fuel spills and document the spill.
- Maintain an accurate inventory of tools, quality control equipment, and consumables that are owned by the District and form part of the fuel facility.

- Coordinate with the District on and provide access to the fuel facility for any maintenance, repairs, or other inspections by third party contractors as needed.

#### **Payment and Financial Reporting**

- Authorize, collect payment for, track, and monitor into-plane refuelling transactions.
- Take weekly fuel dips to reconcile to their weekly sales spreadsheet.
- Maintain an accurate and auditable fuel inventory accounting record for both fuel types (Jet A and Avgas) which accounts for all fuel receipts, dispensing transactions, and fuel removed from the system for quality control purposes.

#### **Visitor Services and Airport Statistics**

- Answer visitor information requests over phone and email and, in doing so, offer visitor information services at the facility that:
  - i. Promotes Mackenzie and encourages visitation;
  - ii. Enhances visitor satisfaction and recommendations;
  - iii. Facilitates planning, booking, and navigation; and that,
  - iv. Supports the District of Mackenzie brand and marketing campaigns;
- Collect airport visitation and traffic statistics on behalf of the District.

#### **Custodial Services and General Maintenance**

- Perform general housekeeping and janitorial services for the facility.

Two proposals were received. Following review, KS2 Management Ltd. is recommended for contract award based on positive recommendations, previous experience, as well as being the lowest priced bid received. A copy of both proposals have been included in the Centre Table File for Council's consideration.

#### **BUDGETARY IMPACT:**

\$9,650 per month would be allocated from the Public Works operating budget to support the recommendation. This budget has remained the same from the previous contract.

#### **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:**

Emily Kaehn, Director of Corporate Services

**Reviewed By:** Corporate and Financial Services

**Approved By:** Chief Administrative Officer

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** November 7, 2023

**Subject:** Library Board of Directors

---

**RECOMMENDATION:**

THAT Council re-appoints Camille Ginniver to the Mackenzie Library Board of Directors with a term retroactively beginning January 1, 2023 and ending December 31, 2024;

AND THAT Council re-appoints Anthony Brewis to the Mackenzie Library Board of Directors with a term starting January 2024 – December 2025;

AND THAT Council appoints Corinne Higgins to the Mackenzie Library Board of Directors with a term starting January 2024 – December 2025.

**BACKGROUND:**

The Library Board has a rotating committee of seven members, with six members appointed by Council for two-year terms, and one Council member for a one-year term.

It has come to Administration's attention that an oversight has occurred regarding the re-appointment of the Library Board's Chair, Camille Ginniver. Ms. Ginniver's term ended on December 31, 2022, and a new Chair was not officially appointed to the board. Considering Camille's performance, her expressed desire to remain on the Board of Directors as the Chair, and the invaluable expertise she brings to the table, the Board has indicated their continued support and Administration is recommending her re-appointment as the Chair of the Library Board.

Anthony Brewis has been on the Library Board of Directors for the past two years and has expressed interest in participating on the Board for an additional two years, ending December 2025. The Board has indicated their continued support and Administration is recommending his re-appointment.

The District received an application from Corinne Higgins expressing interest. The Library Board has indicated that they would like to support the application to the Board.

If Council approves the above recommended appointments then the Library Board will have a total of seven members, which is within the requirements by the Library Act. New positions will not be advertised unless an existing position opens up.

**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,**

Chelsea Smirle, Legislative Clerk/Executive Assistant

**Reviewed by:** Corporate Services

**Approved by:** Chief Administrative Officer



**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Finance  
**Date:** November 7, 2023  
**Subject:** Proposed 2024 Budget Schedule

**RECOMMENDATION:**

THAT Council approves the proposed Council meeting dates for the 2024 annual budget process.

**BACKGROUND:**

The below schedule allows for planning and scheduling of staff's time to review and update the budget, schedule meetings with Council to reconfirm priorities, discuss the budget, and to allow for public consultation. This will enable the Financial Plan Bylaw, incorporating the 2024 operating and capital budgets for the District, to be ready for Council's approval in April 2024.

**2024 Budget Timeline**

| EVENT/TASK         | DATES                                                                            | EXPECTED OUTCOMES                                                                                                                                                                   |
|--------------------|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Survey      | Mid- November – End of December                                                  | Department customer satisfaction survey will be available to be completed. Residents will also be able to provide suggestions for the 2024 budget.                                  |
| Finance Open House | Mackenzie Recreation Centre<br><i>Tuesday, December 5, 2023</i><br>6:00pm-7:00pm | Public can bring forward comments, concepts or ideas related to the 2024 budget. Department customer satisfaction survey will also be available to be completed.                    |
| Budget Discussion  | Prior to the Regular Council Meeting<br><i>Monday, January 8, 2024</i><br>6:00pm | Discussion on water, sewer, and garbage operating and capital budgets. Proposed user rates will be presented. Department Heads and/or Managers will be on hand to answer questions. |

| EVENT/TASK                                                        | DATES                                                                                                                   | EXPECTED OUTCOMES                                                                                                                                                                      |
|-------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Budget Discussion                                                 | <b>Prior to the Committee of the Whole Meeting</b><br><i>Monday, January 22, 2024</i><br>6:00pm                         | Discussion on the 2024 operating and capital budget. Proposed property tax rate will be presented. Department Heads and/or Managers will be on hand to answer questions.               |
| Presentation of the 2024 Provisional Operating and Capital Budget | <b>Special Meeting prior to the Regular Meeting</b><br><i>Monday, February 12, 2024</i><br>5:30pm                       | Presentation of the 2024 Provisional Operating and Capital Budget. Department Heads and/or Managers will be on hand to answer questions.                                               |
| <b>Community Budget Consultation</b>                              | <b>After the Special Meeting prior to the Regular Meeting</b><br><i>Monday, February 12, 2024</i><br>6:45pm             | Provide the opportunity for the public to comment or question the 2024 Provisional Operating and Capital Budget. Department Heads and/or Managers will be on hand to answer questions. |
| Presentation of the 2024-2028 Financial Plan Bylaw                | <b>Special Meeting prior to the Committee of the Whole Meeting</b><br><i>Monday, April 22, 2024</i><br>6:00pm           | Presentation of the 2024-2028 Financial Plan Bylaw. Department Heads and/or Managers will be on hand to answer questions.                                                              |
| <b>Community Budget Consultation</b>                              | <b>After the Special Meeting prior to the Committee of the Whole Meeting</b><br><i>Monday, April 22, 2024</i><br>6:45pm | Provide the opportunity for the public to comment on the 2024-2028 Financial Plan Bylaw. Department Heads and/or Managers will be on hand to answer questions.                         |
| First three readings of 2024-2028 Financial Plan Bylaw            | <b>Regular Council Meeting</b><br><b>Monday, April 22, 2024</b><br>7:15pm                                               | First three readings given to the 2024-2028 Financial Plan Bylaw.                                                                                                                      |
| Adoption of 2024-2028 Financial Plan Bylaw                        | <b>Regular Council Meeting</b><br><b>Monday, May 13, 2024</b><br>7:15pm                                                 | 2024-2028 Financial Plan Bylaw adopted.                                                                                                                                                |

\*The above schedule is subject to change based on operational needs

**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:**

Kerri Borne, Chief Financial Officer

**Reviewed By:** Corporate Services

**Approved By:** Chief Administrative Officer

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Recreation Services  
**Date:** November 7, 2023  
**Subject:** Active Transportation Plan – What We Heard Report

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### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

At the regular meeting of June 26, 2023 Council awarded the Active Transportation Plan to VDZ+A.

Since then, following the contract award, District Staff and the proponent began the process of developing the District of Mackenzie's Active Transportation Master Plan. VDZ+A has conducted a preliminary review of the existing walking, biking and trail system. This has been conducted in conjunction with a site review for their ongoing work at the new downtown community space as well as the recreation area community space.

They have reviewed our GIS and existing mapping available through the District and have discussed with staff transportation planning and community plans that may impact the active transportation plan. VDZ+A has had two separate site visits to the community meeting with staff from various departments as well as the Accessibility and Inclusion Advisory Committee. Staff along with VDZ+A created the Active Transportation & Community Spaces Survey for the residents in Mackenzie. We have had 138 responses, attached as Appendix A is a summary of the What We Heard report for Council's review. The full survey report can be found in Centre Table File.

Staff have removed two comments from the What We Heard report as they relate to hate/racism which does not adhere to the District of Mackenzie's Code of Conduct.

### **SUMMARY OF OTHER QUESTIONS:**

Below is a summary of the (Other) options for the Active Transportation & Community Spaces Survey that were not included in the What We Heard report.

**What is the greatest factor that influences your choice to use active transportation over other modes?**

- Walk my dog
- Benches for resting

**What is the biggest improvement that could be made to existing infrastructure to encourage more active transportation?**

- More lights for evening and night
- Better pedestrian snow removal
- Curb heights for mobility aids
- More sidewalks
- A sidewalk made for the short stretch along the way, in front of the Subway/Motel/Park road

**Safety Concerns?**

- More bear deterrents in bear season
- Not enough crosswalks
- Fixing the streets so that bikes, scooters etc. are actually a practical option
- Lack of sidewalks on both sides of a street
- Painting of crosswalks
- Bike getting stolen because nowhere to lock it
- Loose dogs
- Softer lighting

**What recreational activities do you currently most enjoy?**

- Skating
- Pickleball
- Soccer
- Snowmobiling
- X Country Skiing
- Skiing/Snowboarding
- Curling
- Baseball

**Programs (Other)?**

- Biking lessons
- Walking groups
- Electric bike raffle once a year. This promotes alternative transportation.
- "Fix-it-Fest" Bring your broken stuff. Someone will know how to fix it.
- Awareness programs of speeds around schools/Rec Centre.

### **Additions to the 616 Area?**

- Trees, shade is lacking.
- Garden beds and greenery splash parks.
- A statue. A big statue of an animal.
- Shelter from elements, garbage cans, dog poo bags. Then increase green spaces and mural.
- Attractive paving, landscaping, and lighting.
- Public washrooms, with baby changing tables.
- Don't like it at all, we need our four lanes, we need larger parking areas.

### **What amenities would you like to see incorporated into the outdoor spaces that surround the Rec Center?**

- An outdoor skating trail that is lit at night.
- Horseshoe Area
- Shelter from elements, more green spaces, garbage cans and dog poo bags.
- Native, drought resistant plant species.
- Better dog park
- Trees

### **NEXT STEPS:**

- Community Open House November 29, 2023 & Draft Plan presentation.
- Bring forward the Active Transportation & Community Spaces Plan for Council's consideration.

### **COUNCIL PRIORITIES:**

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

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

### **RESPECTFULLY SUBMITTED:**

Terry Gilmer, Director of Recreation Services  
Luke Thorne, Land & Environmental Coordinator

**Reviewed By:** Corporate and Financial Services

**Approved By:** Chief Administrative Officer

# What We Heard Report Active Transportation & Community Spaces Survey

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## SURVEY RESPONSE REPORT

08 October 2023 - 06 November 2023

### PROJECT NAME:

Active Transportation Plan

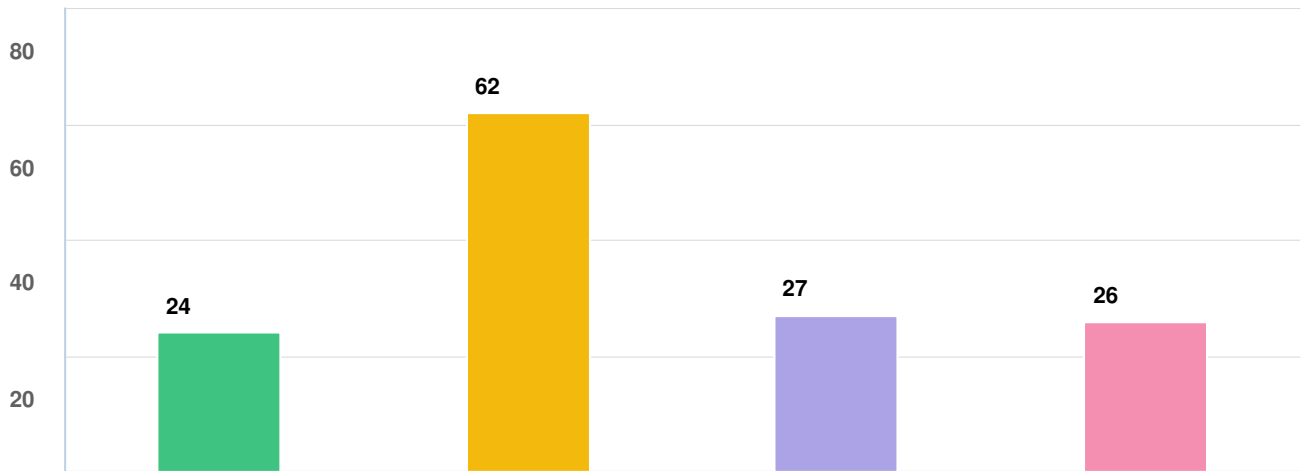
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# SURVEY QUESTIONS

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**Q1 | How frequently do you engage in active transportation (walking, cycling, etc.) in a typical week?**

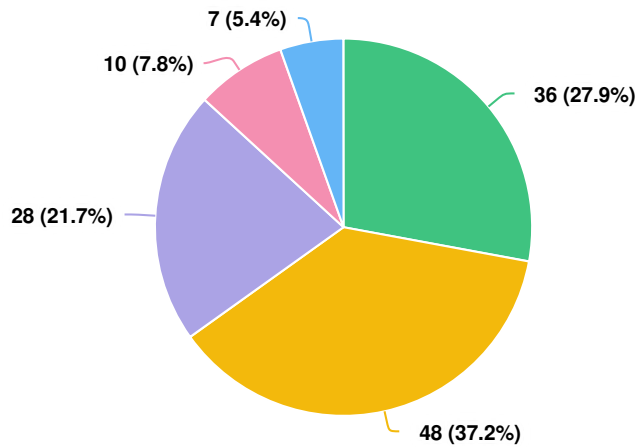


**Question options**

- 0 trips
- 1-3 trips
- 4-5 trips
- 6+ trips

*Optional question (137 response(s), 1 skipped)*  
 Question type: *Checkbox Question*

**Q2 | If you commute how far is your usual active transportation commute on a typical day?**

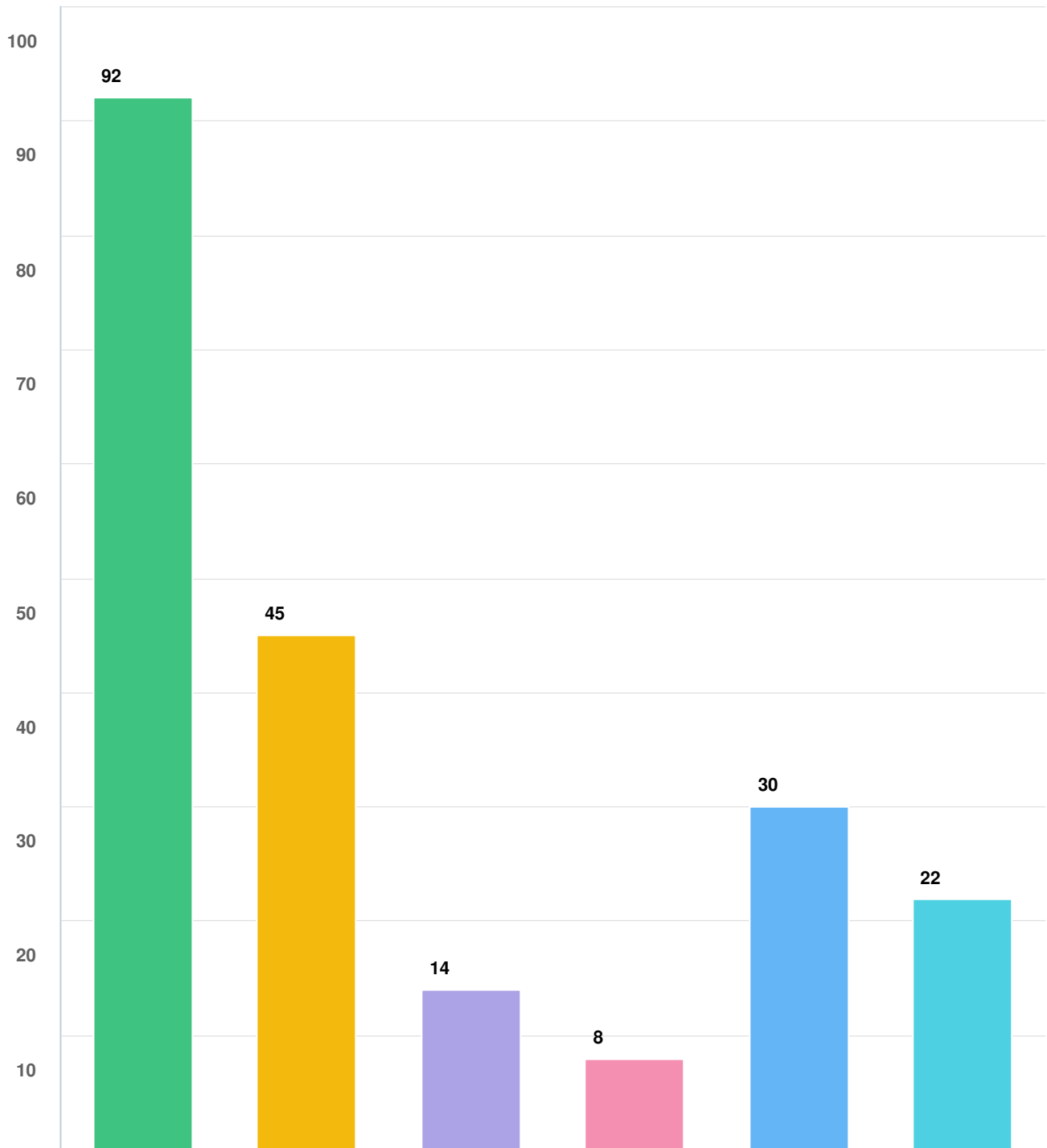


**Question options**

- 0-1km
- 1-3km
- 3-5km
- 5-10km
- More than 10km

*Optional question (129 response(s), 9 skipped)*  
 Question type: *Radio Button Question*

**Q3** What is the greatest factor that influences your choice to use active transportation over other modes (car, taxi)?

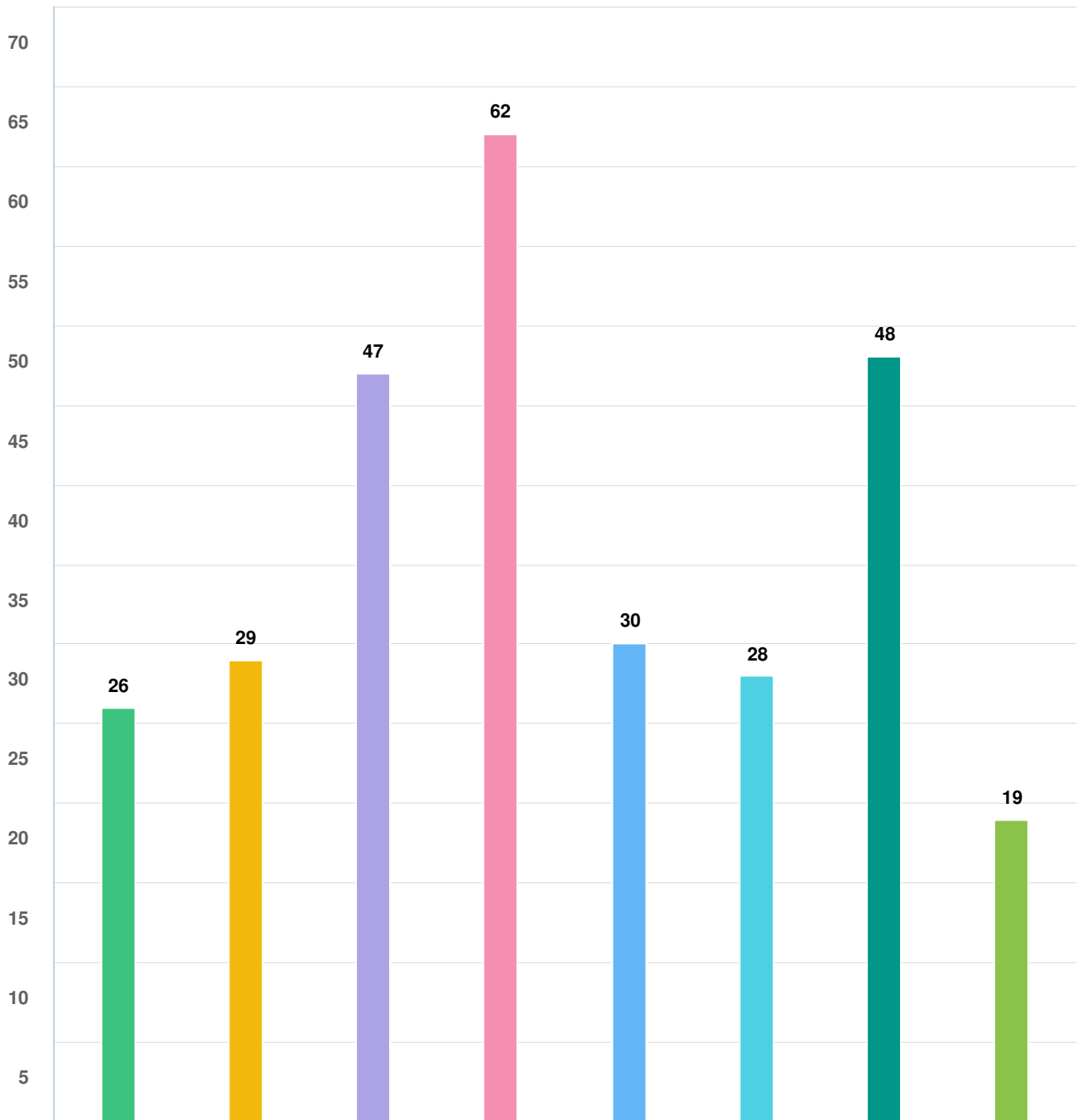


**Question options**

- I like to get exercise.
- When there are safe trails and bike paths available.
- It's too expensive to drive
- I don't have a car
- It is environmental friendly
- Other (please specify)

*Optional question (129 response(s), 9 skipped)*  
 Question type: *Checkbox Question*

**Q4 | What is the biggest improvement that could be made to existing infrastructure to encourage more active transportation?**

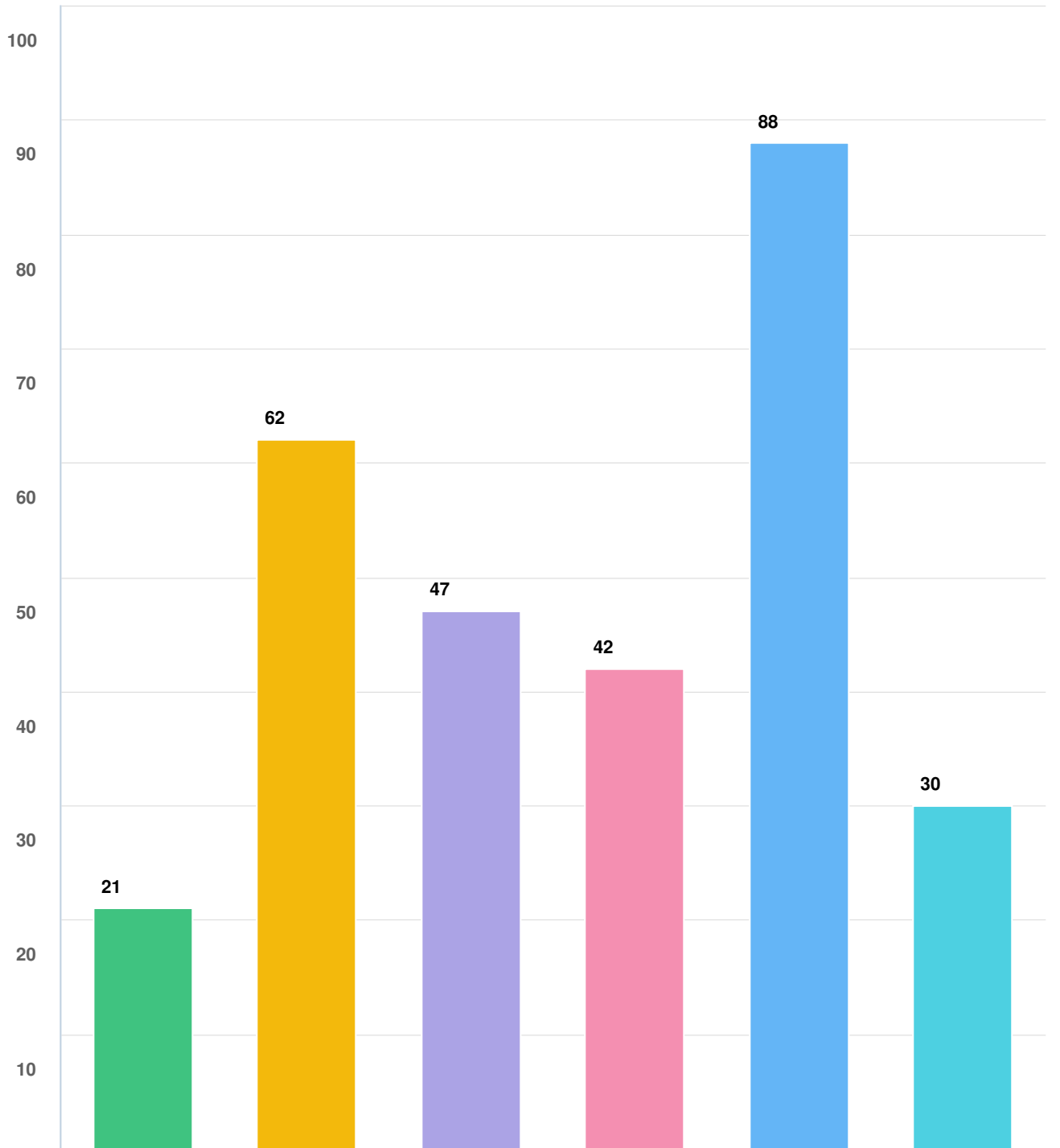


**Question options**

- A more complete bikeway network.
 ● Improved connections to the Downtown Core.
- Additional secure bike parking at key destinations downtown.
 ● Wider sidewalks with a buffer area to moving vehicles.
- Access to a bike rental program or bike share program (including e-bikes and scooters).
 ● Improved signage and wayfinding.
- Safe Crossings (E.G. signalized intersections, crosswalks with flashing lights, well-lit).
 ● Other (please specify)

*Optional question (130 response(s), 8 skipped)*  
 Question type: *Checkbox Question*

**Q5** What safety concerns, if any, do you have when using active transportation in your area?

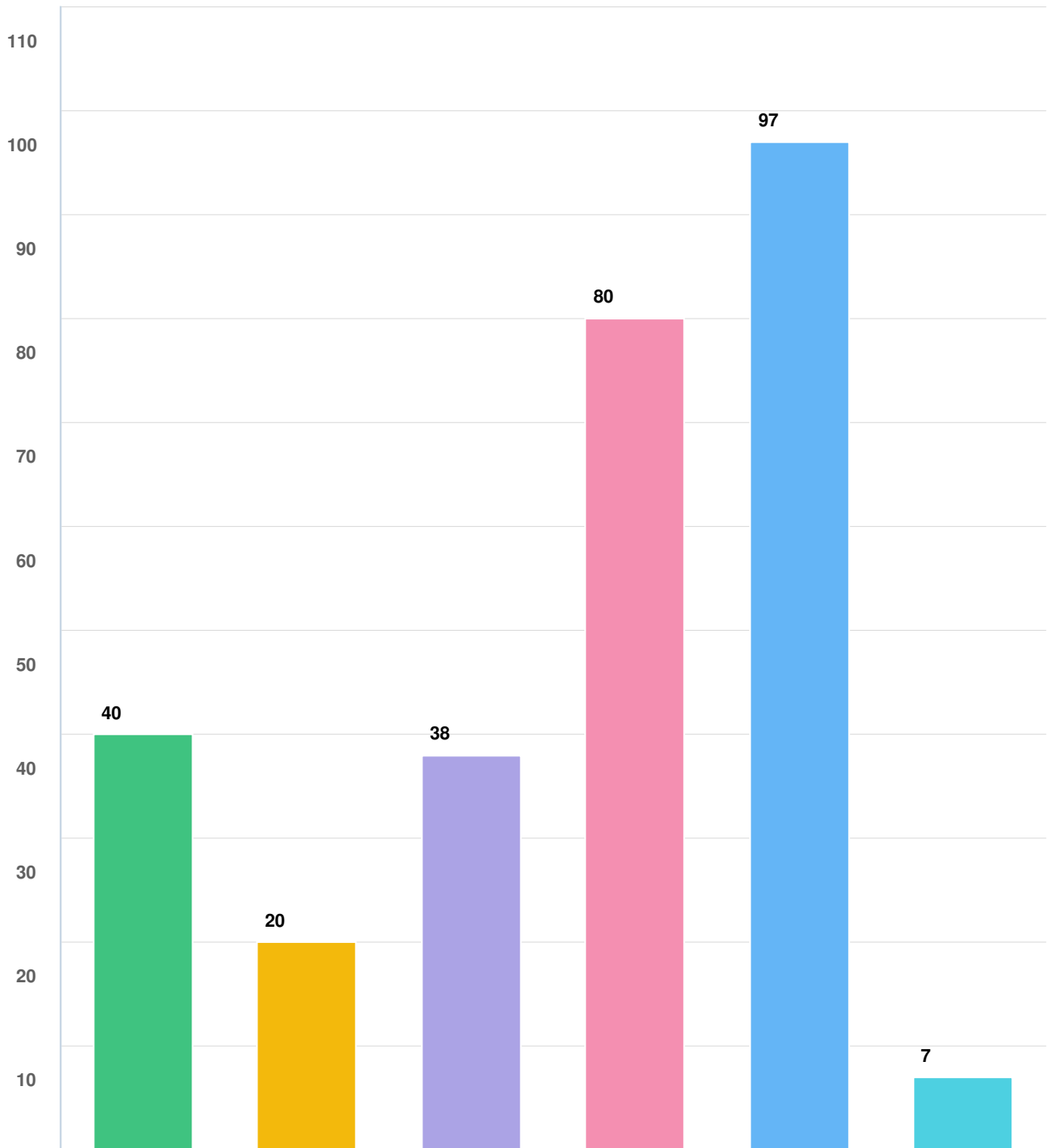


**Question options**

- Not having a consistent and connected bike path network.
- Sharing the roads with vehicles.
- Dark roads/visibility.
- Quality of riding surface.
- Winter conditions.
- Other (please specify)

*Optional question (131 response(s), 7 skipped)*  
 Question type: *Checkbox Question*

**Q6** What amenities or features would most improve accessibility and inclusion for individuals with disabilities or accessibility issues?

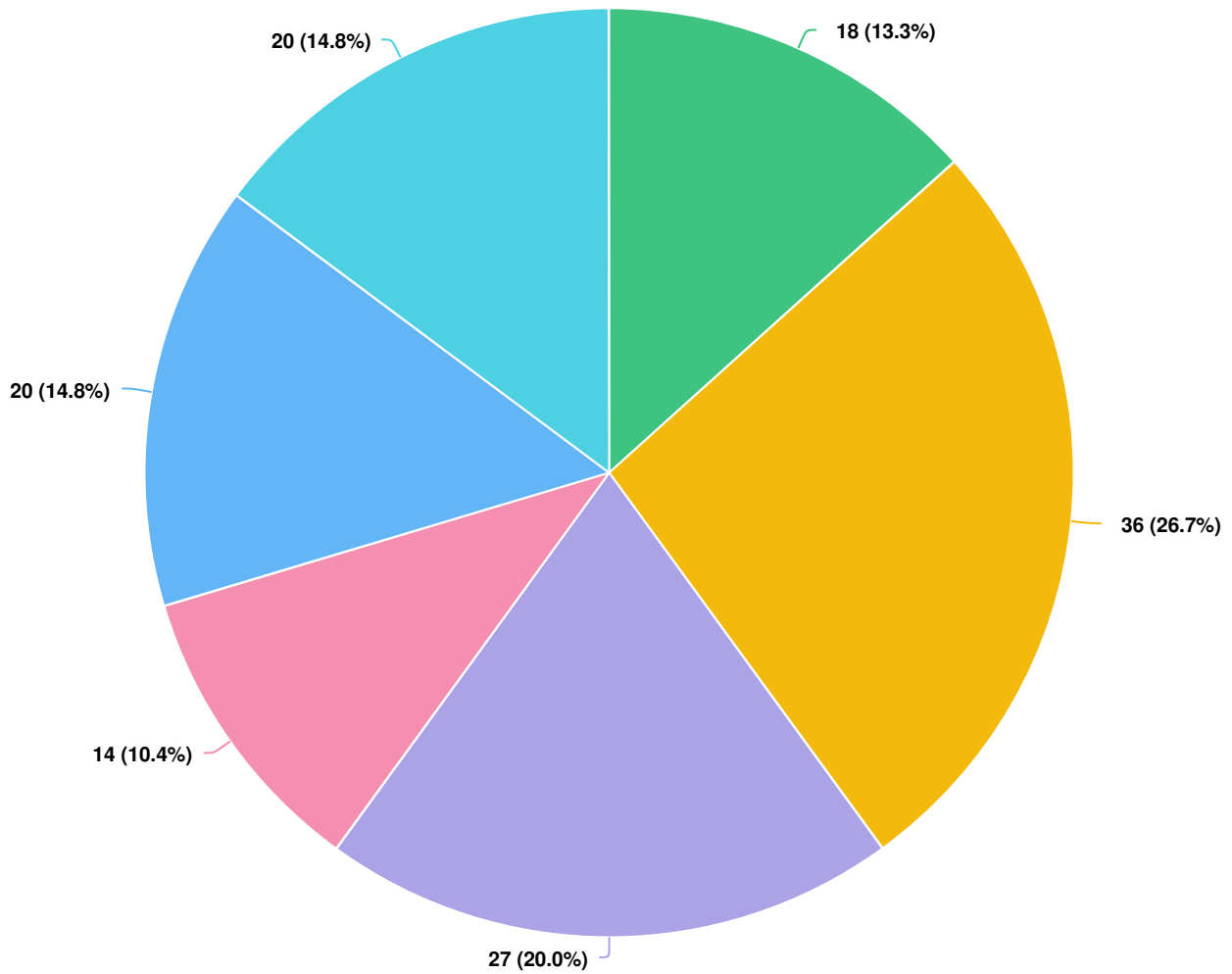


**Question options**

- Improved letdowns.
- Improved wayfinding.
- Signaled pedestrian crossings.
- Smooth surfacing.
- Snow clearing.
- Other (please specify)

*Optional question (129 response(s), 9 skipped)*  
*Question type: Checkbox Question*

**Q7 | What role do workplace/school amenities (bike racks, showers) play in your decision to use active transportation for commuting?**

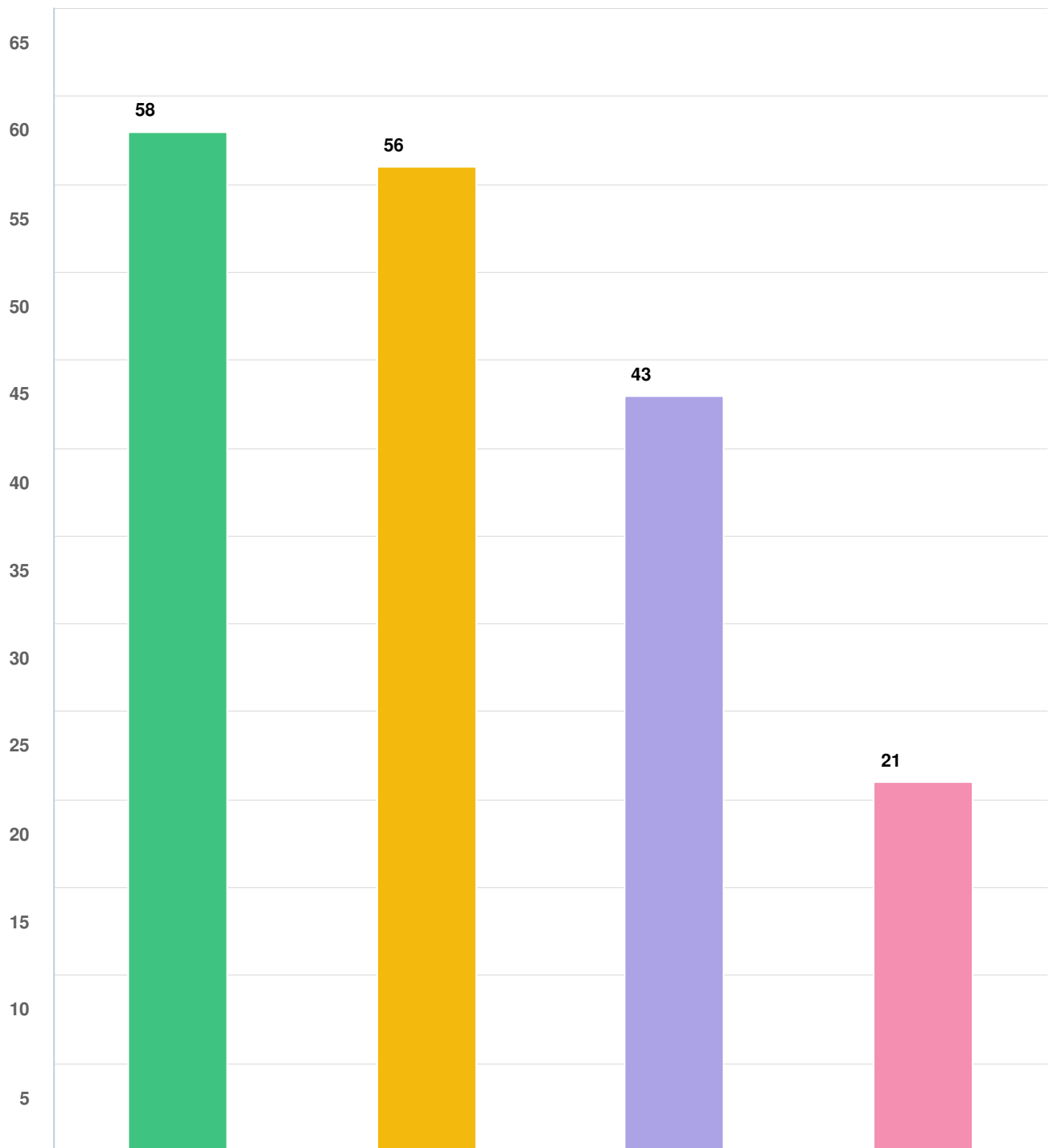


**Question options**

- Strongly
- Somewhat
- Neutral
- Not really
- Not at all
- Not applicable

Optional question (135 response(s), 3 skipped)  
Question type: Radio Button Question

**Q8** What initiatives or programs could the District of Mackenzie implement to encourage more active transportation?

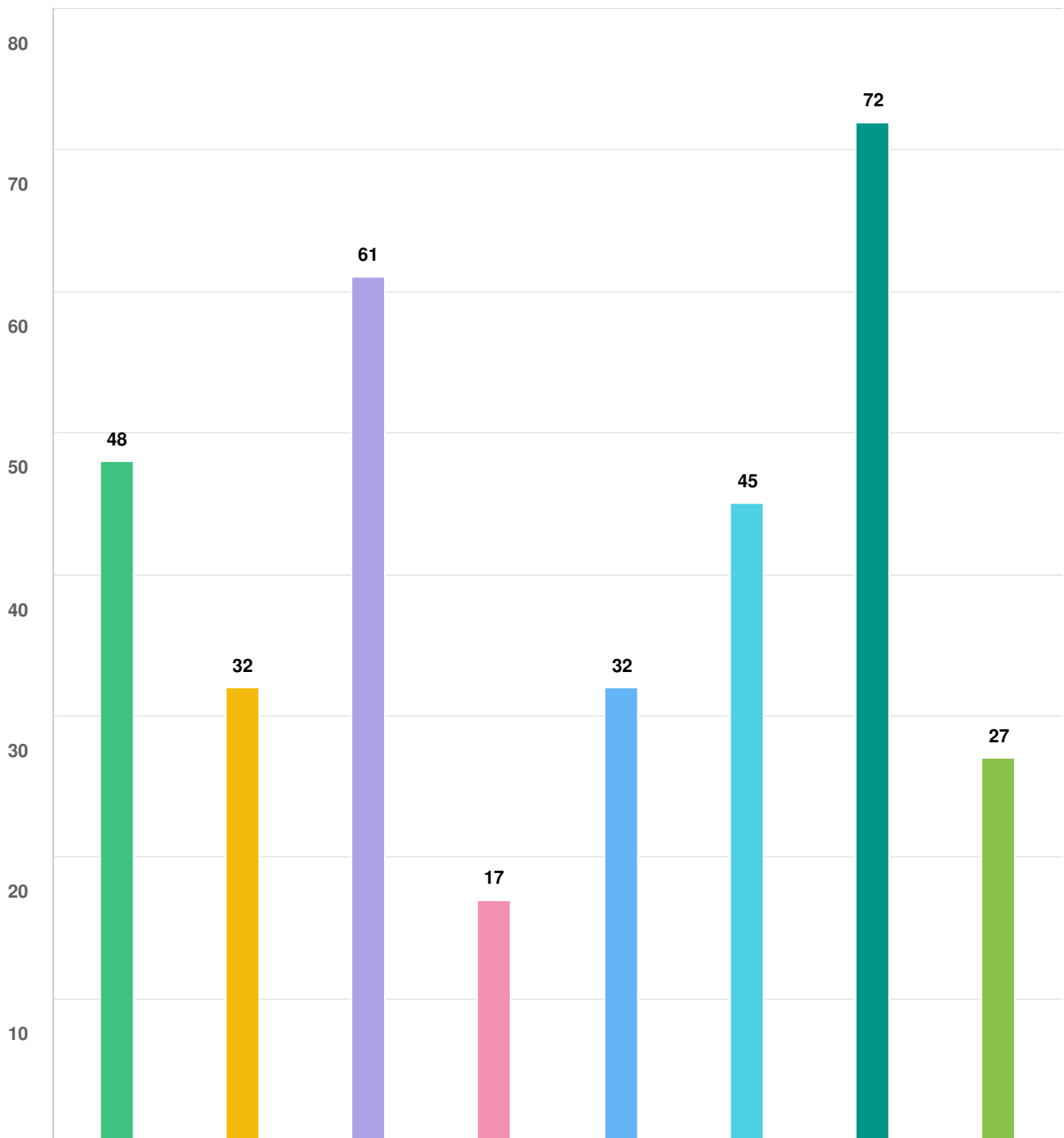


**Question options**

- Bike (and other small wheel) Share/Rental Program.
- Events (at bike park/skate park).
- Ride your bike to work/school day.
- Other (please specify)

*Optional question (112 response(s), 26 skipped)  
Question type: Checkbox Question*

**Q9** What types of amenities do you feel we are most lacking in our downtown area?



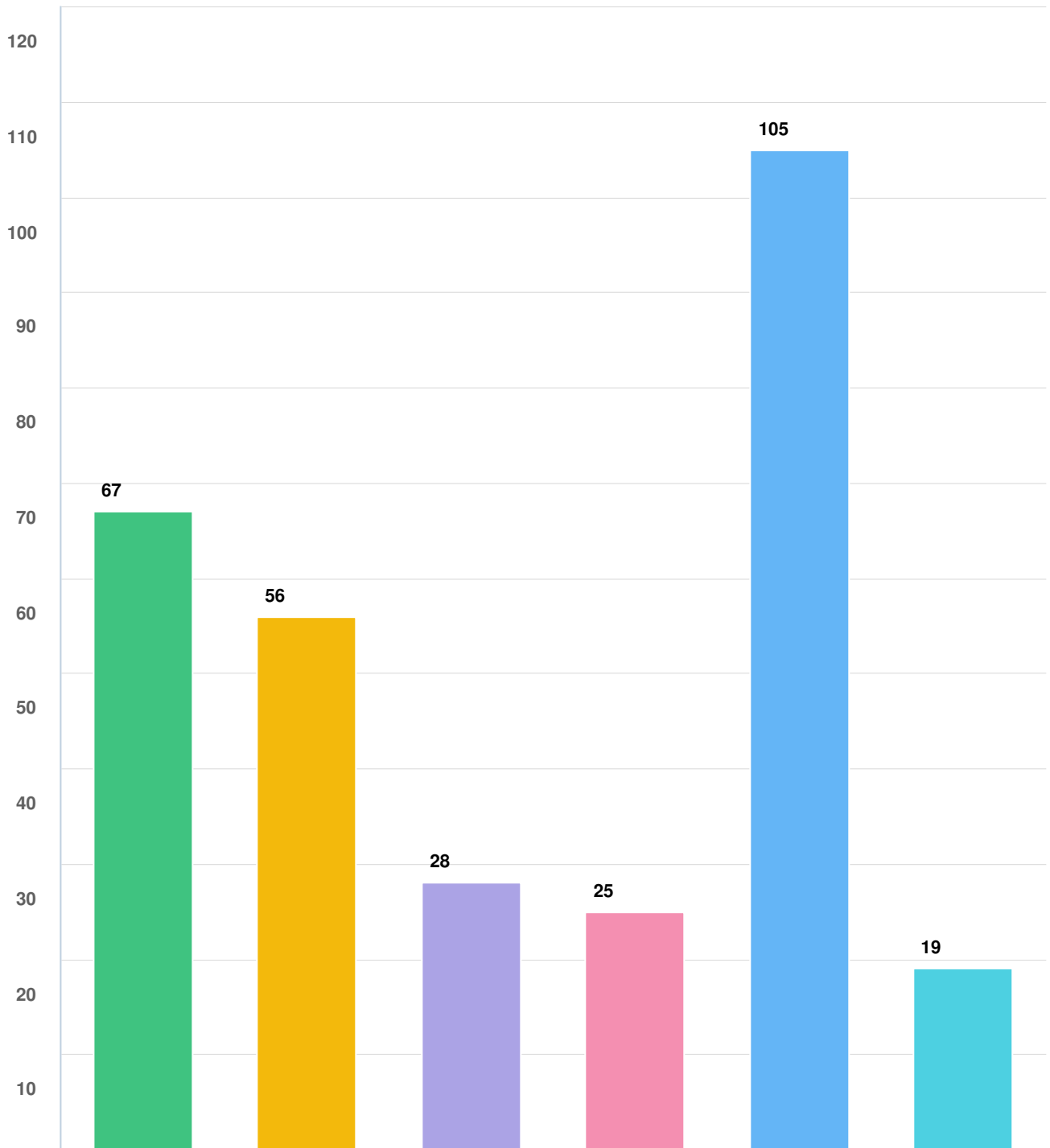
**Question options**

- Dedicated public plaza.
 ● Outdoor performance space.
 ● Splash plaza.
 ● Cycle paths.
- Public outdoor fitness area/equipment.
 ● Dedicated Market Space.
 ● Social gathering space.
- Other (please specify)

*Optional question (130 response(s), 8 skipped)*  
 Question type: *Checkbox Question*



**Q10** In envisioning a new downtown community space in the 616 area, what elements do you think would make it a unique and memorable space for both residents and visitors?



**Question options**

- Public Art.
- Dedicated market space.
- Community bike/small wheel repair area.
- Community book share.
- Tables and picnic space.
- Other (please specify)

*Optional question (129 response(s), 9 skipped)*  
 Question type: Checkbox Question

### Q11 | Are there any specific cultural or artistic elements that you would like to see incorporated into the design of the area?

|                                             |                                                                                                                                                                                    |
|---------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screen Name Redacted<br>10/25/2023 11:08 AM | Any culture but First Nations should come first because we are on there beautiful lands and should show we are appreciative of that.                                               |
| Screen Name Redacted<br>10/25/2023 11:28 AM | Please... Add more trees to town. It's like a backwards oasis.                                                                                                                     |
| Screen Name Redacted<br>10/25/2023 12:59 PM | A place for MLIB, Tsay Keh and Kwadacha members to feel welcome and represented.                                                                                                   |
| Screen Name Redacted<br>10/25/2023 05:05 PM | Local artist Paintings Pictures of surrounding area...scenery                                                                                                                      |
| Screen Name Redacted<br>10/26/2023 03:32 AM | Murals done by local artists                                                                                                                                                       |
| Screen Name Redacted<br>10/26/2023 10:23 AM | Wood carvings, sculptures                                                                                                                                                          |
| Screen Name Redacted<br>10/26/2023 12:33 PM | A non motorized connection between the East and West side of Mackenzie Blvd would encourage more pedestrian and bike traffic                                                       |
| Screen Name Redacted<br>10/26/2023 02:59 PM | art sculptures (Penticton lake shore area as an example)                                                                                                                           |
| Screen Name Redacted<br>10/26/2023 07:13 PM | Art walk                                                                                                                                                                           |
| Screen Name Redacted<br>10/28/2023 11:31 PM | Local artists painting murals , water features                                                                                                                                     |
| Screen Name Redacted<br>10/29/2023 01:05 PM | Indigenous ways of knowing and being                                                                                                                                               |
| Screen Name Redacted<br>10/30/2023 10:29 PM | Great idea for community area in the plaza area. Better sidewalks would be nice. A nice "people area" for gathering. More crosswalks, particularly along the stretch by the plaza. |

|                                             |                                                                                                                                                        |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screen Name Redacted<br>10/30/2023 11:56 PM | Things seen locally for art sculptures have wildlife and northern lights                                                                               |
| Screen Name Redacted<br>10/31/2023 09:08 AM | Please, no. Just a nice, natural setting.                                                                                                              |
| Screen Name Redacted<br>10/31/2023 09:28 AM | Art from local residents                                                                                                                               |
| Screen Name Redacted<br>10/31/2023 12:35 PM | I would like to see this kind of element expand beyond the downtown core. Connect it to places like the beach and up to Lil mac. Encourage exploration |
| Screen Name Redacted<br>10/31/2023 02:12 PM | Natural Area                                                                                                                                           |
| Screen Name Redacted<br>11/01/2023 10:56 AM | Nothing to do with the tree crusher. Nature murals.                                                                                                    |
| Screen Name Redacted<br>11/01/2023 06:36 PM | Good lightin                                                                                                                                           |
| Screen Name Redacted<br>11/01/2023 07:36 PM | Local artists / children                                                                                                                               |
| Screen Name Redacted<br>11/01/2023 07:55 PM | History of Mackenzie town                                                                                                                              |
| Screen Name Redacted<br>11/01/2023 08:30 PM | Native and drought resistant plant species. Flow, art and structures all reflecting mountains/water/nature (colour, shapes, design).                   |
| Screen Name Redacted<br>11/01/2023 09:59 PM | First Nation                                                                                                                                           |
| Screen Name Redacted<br>11/01/2023 11:54 PM | N/A                                                                                                                                                    |
| Screen Name Redacted<br>11/02/2023 12:38 AM | I personally don't think public art is the way to go because people won't be able to agree on what looks good. Most people will end up                 |

angry with the tax dollars spent

Screen Name Redacted

11/02/2023 01:09 AM

Mackenzie does little to recognize our First Nations neighbors. Perhaps a collaboration on a cultural display, or a focus on indigenous artwork would be a good idea.

Screen Name Redacted

11/02/2023 11:21 AM

Our wildlife

Screen Name Redacted

11/02/2023 01:49 PM

More reconciliatory art. Providing more space for Indigenous naming of place. I know this is happening but is it happening fast enough? Like what was the name of Morfee Lake before Morfee? The tree crusher could be transformed into an education hub to articulate how important nature is and how our giant machines can not escape nature's reclamation.

Screen Name Redacted

11/02/2023 09:20 PM

Local indigenous art. McLeod lake and tsay khay

Screen Name Redacted

11/02/2023 09:57 PM

Indigenous place names and cultural tie ins

Screen Name Redacted

11/03/2023 01:50 PM

Nature murals or Maybe wood carvings ??

Screen Name Redacted

11/03/2023 03:03 PM

Sheltered areas from the elements.

Screen Name Redacted

11/03/2023 08:23 PM

I would like to see anything that speaks to the industrial heritage of Mackenzie. Our past efforts at public art have been mediocre to put it generously so I shy away from seeing more of the same.

Screen Name Redacted

11/04/2023 10:53 PM

Art that represents the area such as natural art. Ex. paintings of bears.

Screen Name Redacted

11/05/2023 05:51 AM

If buildings are built, have local artists murals on them. Have a space in the winter for that round curling game to be played by anyone! That kind of stuff!

Screen Name Redacted

Showcasing local indigenous art and design.

11/05/2023 08:57 AM

Screen Name Redacted

11/05/2023 09:35 AM

Maybe artistic, but we have enough cultural elements and reminders already. We're constantly reminded of who this land belongs to around this country and all it does is create division.

Screen Name Redacted

11/05/2023 09:50 AM

Something that shows a commitment to the local nations.

Screen Name Redacted

11/05/2023 09:55 AM

Local artisan murals

Screen Name Redacted

11/05/2023 09:58 AM

Wood carvings, local artists

Screen Name Redacted

11/05/2023 10:06 AM

Local First Nation

Screen Name Redacted

11/05/2023 10:22 AM

A garden with a water fountain where the dentist office was with benches so people can relax. Whether they need a pit stop on a walk or take a book and read.

Screen Name Redacted

11/05/2023 10:29 AM

History

Screen Name Redacted

11/05/2023 10:32 AM

Our town is in dire need of upgrades. This is how you seem to "fix" it?

Screen Name Redacted

11/05/2023 10:37 AM

Large map of all recreational trails and lakes access .

Screen Name Redacted

11/05/2023 11:30 AM

None I can think of!

Screen Name Redacted

11/05/2023 01:13 PM

would love indigenous acknowledgment and consultation. Community artists. Possibly community participation activities with art?

Screen Name Redacted

11/05/2023 05:51 PM

I think it would be fitting to have Indigenous elements in the space. Friendship circle maybe? I'm not Indigenous so not the best qualified to choose.

Screen Name Redacted

Nature and wildlife

11/05/2023 09:39 PM

Screen Name Redacted

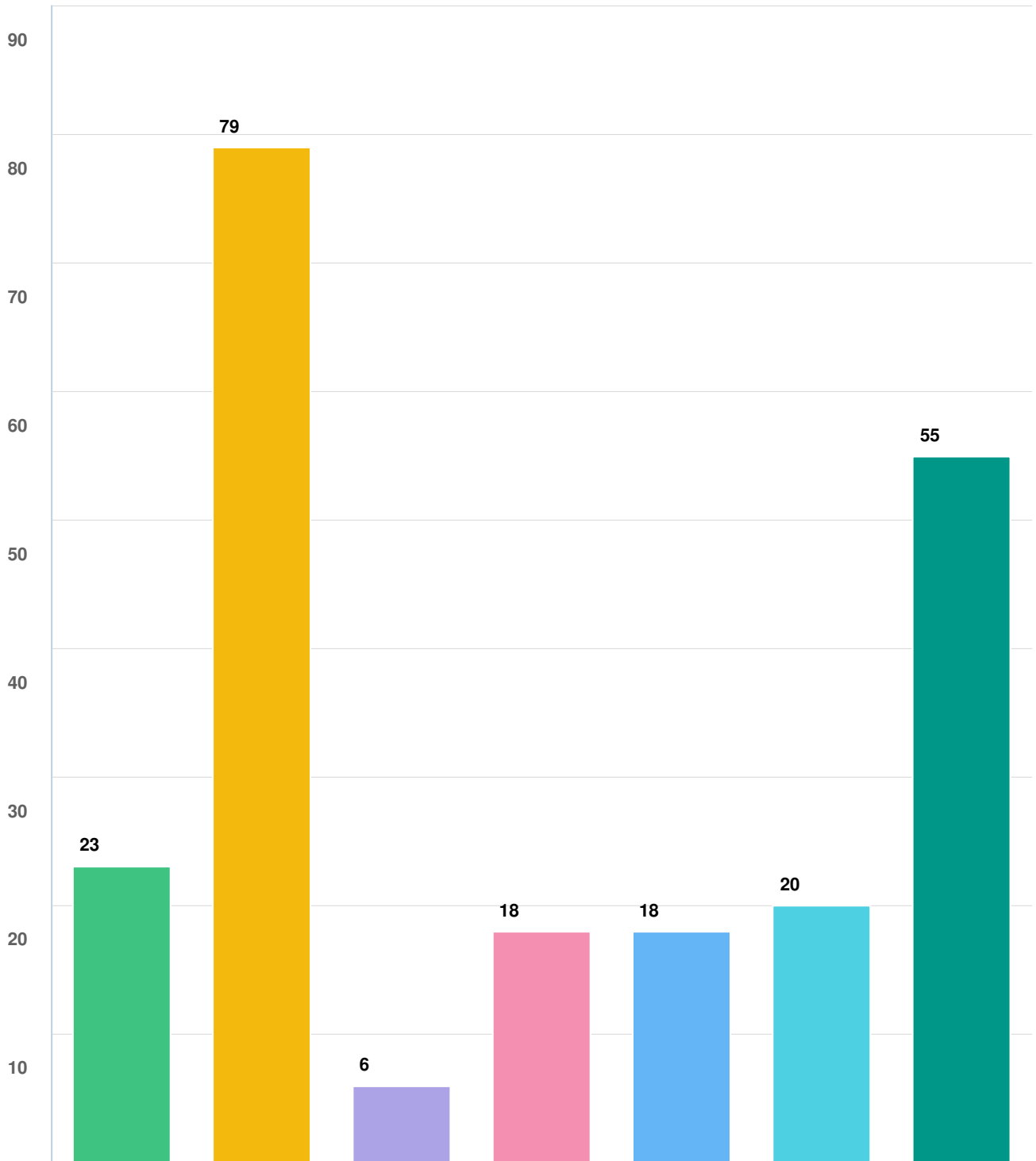
Natural and/or indigenous inspired themes

11/06/2023 06:36 AM

**Optional question** (50 response(s), 88 skipped)

**Question type:** Essay Question

**Q12** What recreational activities do you currently most enjoy?

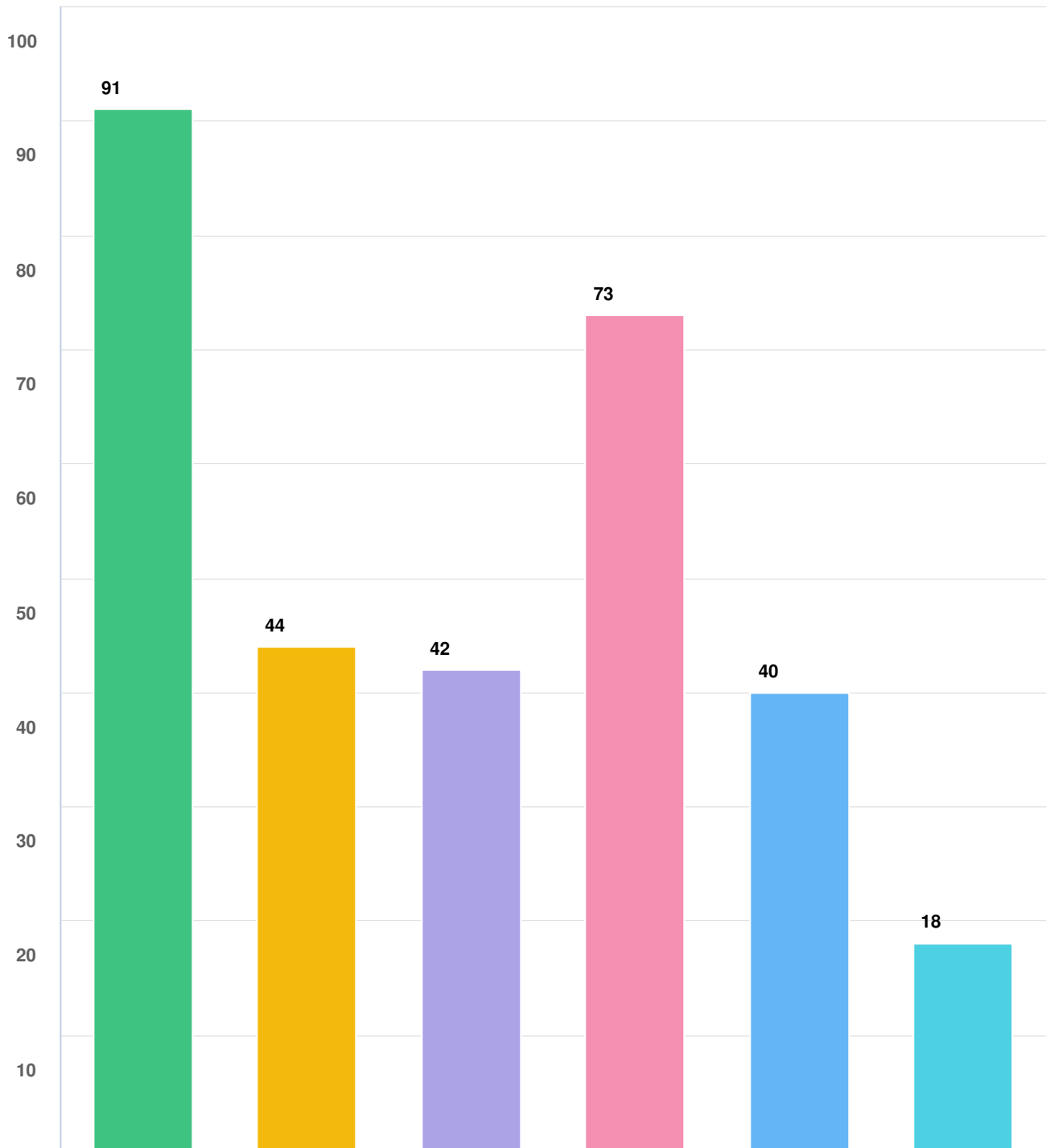


**Question options**

- Hockey.
- Swimming.
- Squash.
- Dog Park.
- Baseball.
- Skate Park.
- Other (please specify)

*Optional question (126 response(s), 12 skipped)*  
 Question type: Checkbox Question

**Q13 | What amenities would you like to see incorporated into the outdoor spaces that surround the Rec Center?**



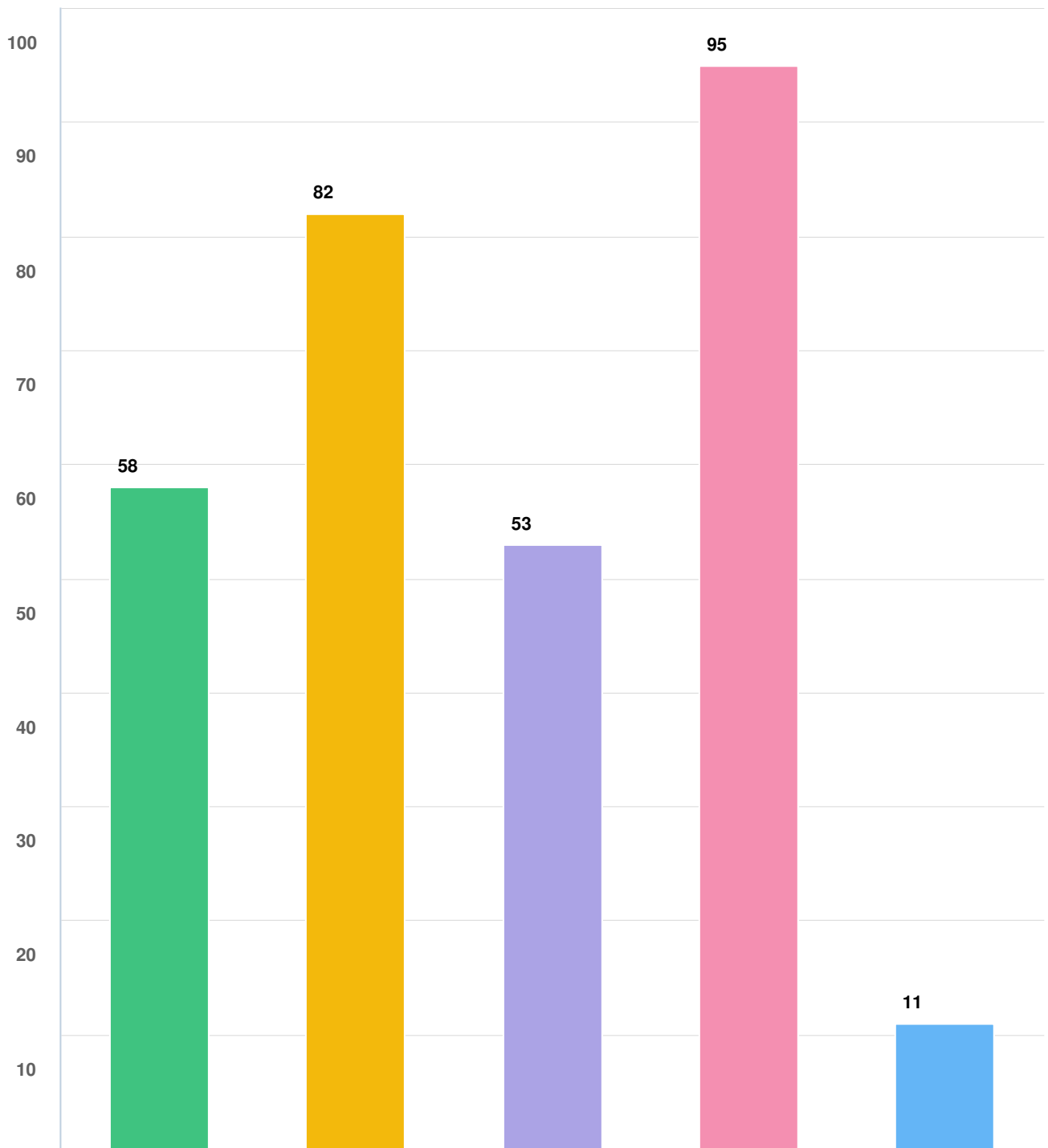
**Question options**

- Sheltered sitting spaces.
- Performance stage.
- Multipurpose public rink.
- Splash plaza.
- Community garden.
- Other (please specify)

*Optional question (127 response(s), 11 skipped)*  
 Question type: *Checkbox Question*



**Q14** What events/activities would you like to see in the space?



**Question options**

- Outdoor Movie Nights.
- Outdoor concerts.
- Outdoor Art Installations.
- Winter public skates/events.
- Other (please specify)

Optional question (125 response(s), 13 skipped)  
 Question type: Checkbox Question

**Q15 | Are there any specific cultural or artistic elements that you would like to see incorporated into the design of the area?**

Screen Name Redacted      Its soo close to the high school, maybe something student driven?  
 10/25/2023 12:59 PM

Screen Name Redacted      Scenery Pictures Local Artist Paintings  
 10/25/2023 05:05 PM

Screen Name Redacted      Live music  
 10/26/2023 10:23 AM

Screen Name Redacted      Definitely a permanent stage area.  
 10/26/2023 07:13 PM

Screen Name Redacted      Wall murals, water features cooling stations, more floer beds and greenery  
 10/28/2023 11:31 PM

Screen Name Redacted      Indigenous art and ways of knowing.  
 10/29/2023 01:05 PM

Screen Name Redacted      Nice local art banners going up the boulevard.  
 10/30/2023 10:29 PM

Screen Name Redacted      Things you see locally for sculptures have local wildlife you see and northern lights.

Screen Name Redacted      keep with a natural theme, local artists,  
 10/31/2023 09:28 AM

Screen Name Redacted      Connect the new Arts Centre at 9 Laurier Dr  
 10/31/2023 11:13 AM

Screen Name Redacted      Connect rec services to the new art centre building and have a collaborative space of pathways between the two.... allow rec and culture to meet.

|                                             |                                                                                                                                                                         |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screen Name Redacted<br>10/31/2023 02:12 PM | Natural                                                                                                                                                                 |
| Screen Name Redacted<br>11/01/2023 10:56 AM | covered sitting area                                                                                                                                                    |
| Screen Name Redacted<br>11/01/2023 07:55 PM | Historical elements of Mackenzie town and maybe Alexander mackenzie                                                                                                     |
| Screen Name Redacted<br>11/01/2023 08:30 PM | Native and drought resistant plant species.                                                                                                                             |
| Screen Name Redacted<br>11/01/2023 08:55 PM | Love to see a big recreation park.                                                                                                                                      |
| Screen Name Redacted<br>11/01/2023 09:59 PM | Nature art                                                                                                                                                              |
| Screen Name Redacted<br>11/01/2023 11:54 PM | N/A                                                                                                                                                                     |
| Screen Name Redacted<br>11/02/2023 12:38 AM | I personally don't think public art is the way to go because people won't be able to agree on what looks good. Most people will end up angry with the tax dollars spent |
| Screen Name Redacted<br>11/02/2023 01:09 AM | See #11                                                                                                                                                                 |
| Screen Name Redacted<br>11/02/2023 11:21 AM | More murals                                                                                                                                                             |
| Screen Name Redacted<br>11/02/2023 01:49 PM | I would like to see Old Mackenze Mac incorporated.                                                                                                                      |
| Screen Name Redacted<br>11/02/2023 09:20 PM | Mountains, sunsets. Local pictures                                                                                                                                      |
| Screen Name Redacted<br>11/02/2023 09:57 PM | Indigenous signage, art, acknowledgment                                                                                                                                 |

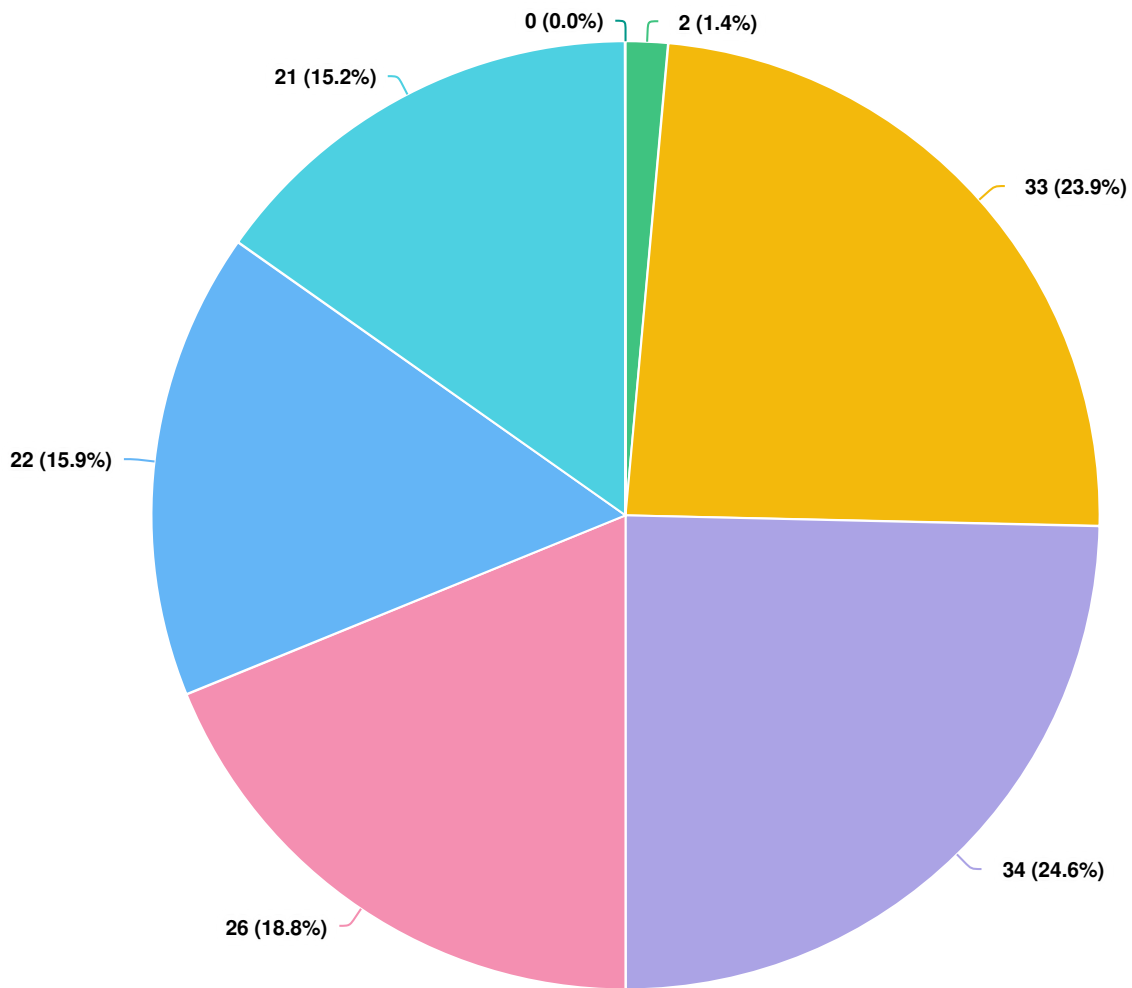
|                                                     |                                                                                                                                                                                         |
|-----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Screen Name Redacted<br/>11/03/2023 01:50 PM</p> | <p>Outdoor warm station like weekend fire spot/community fire 1 to 2 times a month in the winter ?? What about a teepee?</p>                                                            |
| <p>Screen Name Redacted<br/>11/03/2023 03:03 PM</p> | <p>Local artists</p>                                                                                                                                                                    |
| <p>Screen Name Redacted<br/>11/03/2023 08:23 PM</p> | <p>Not really. As long as we steer away from any of the generic, overused art and styles we see everywhere (e.g. those painted bears you see in so many towns) I think we'll do OK.</p> |
| <p>Screen Name Redacted<br/>11/05/2023 05:51 AM</p> | <p>Firepits</p>                                                                                                                                                                         |
| <p>Screen Name Redacted<br/>11/05/2023 09:55 AM</p> | <p>Frisbee golf</p>                                                                                                                                                                     |
| <p>Screen Name Redacted<br/>11/05/2023 10:06 AM</p> | <p>Local First Nation</p>                                                                                                                                                               |
| <p>Screen Name Redacted<br/>11/05/2023 10:29 AM</p> | <p>History</p>                                                                                                                                                                          |
| <p>Screen Name Redacted<br/>11/05/2023 10:32 AM</p> | <p>Don't we have enough parks that it can be incorporated into? Spend the money on fixing the issues we have already</p>                                                                |
| <p>Screen Name Redacted<br/>11/05/2023 10:37 AM</p> | <p>Map of all recreation</p>                                                                                                                                                            |
| <p>Screen Name Redacted<br/>11/05/2023 11:30 AM</p> | <p>None</p>                                                                                                                                                                             |
| <p>Screen Name Redacted<br/>11/05/2023 01:13 PM</p> | <p>Consultation from indigenous communities is essential.</p>                                                                                                                           |
| <p>Screen Name Redacted</p>                         | <p>Same as above; naturalistic and/or indigenous inspired themes</p>                                                                                                                    |

11/06/2023 06:36 AM

**Optional question** (38 response(s), 100 skipped)

**Question type:** Essay Question

Q16 Age:



Question options

- 18-24
- 25-34
- 35-44
- 45-54
- 55-64
- 65 and over
- Under 18

Optional question (138 response(s), 0 skipped)  
Question type: Radio Button Question

**Q17 | Do you have any additional feedback regarding this project?**

Screen Name Redacted

10/25/2023 11:08 AM

I think a splash park would go over extremely well. Even a small one. Many people especially low income can not afford to get to our local lakes. Also water fountains.

Screen Name Redacted

10/25/2023 11:28 AM

I was sad to see a lack of accessibility questions. As someone who has multiple health issues on top of being on the spectrum I fear that regardless of the addition of these things, I may not be able to access them.

Screen Name Redacted

10/25/2023 12:59 PM

Glad to see this work happening!

Screen Name Redacted

10/25/2023 05:05 PM

Pictures of locals and scenery would look great throughout town. Used to have wildlife photos on the Dental office that looked great... need more of this stuff

Screen Name Redacted

10/25/2023 09:54 PM

Mackenzie Blvd should remain 4 lanes. The bike park/pump track should have its own dedicated parking. A portion of the existing parking lot with sidewalk adjacent to Mackenzie Blvd should remain; there would then be parking on either side of the green space. Snow removal would be hindered if the Blvd was only 2 lanes with parking spaces on either side. It would become congested in both summer and winter. All parking should be off the Blvd, in dedicated parking lots.

Screen Name Redacted

10/26/2023 03:32 AM

It's disheartening to see that only the already pretty part of town is getting maintenance. What about the almost impassible area around Tony's and the office?

Screen Name Redacted

10/26/2023 02:59 PM

Bring on the beautification!

Screen Name Redacted

10/26/2023 07:13 PM

Have been impressed with some of the recent improvements and look forward to seeing our little town grow in recreational/gathering spaces.

Screen Name Redacted

10/30/2023 04:13 PM

No

Screen Name Redacted

10/31/2023 09:08 AM

I like the idea of a park like atmosphere. Please make it as natural as possible, without all the political crap. Natural, calm, a place to sit and enjoy without being told what to think or how to behave. Maybe even one more in the area between Home Hardware and 2 for 1 Pizza. It could blend into the little walkway by Parmars building.

Screen Name Redacted

10/31/2023 09:28 AM

DOM is doing a great job! thanks

Screen Name Redacted

10/31/2023 11:13 AM

Include the new Arts Centre in your vision as it is hugely impactful project that will increase capacity and appeal for Mackenzie

Screen Name Redacted

11/01/2023 06:36 PM

Quit adding new things in town that will be unused(old skatepark)and put this funding towards keeping/maintaining our current infrastructure and recreation items in town

Screen Name Redacted

11/01/2023 07:36 PM

Aside from the playgrounds and an extremely tiny playgym (inside rec centre) there is nothing for little children to do. A splash park is a MUST! There is plenty of bike options but that is only at a certain age of child. I think the proposed idea in the 616 area is ridiculous. Sure it looks pretty but it takes away alot of needed parking for that area and where will the snow now be piled? Has the mayor not talked to the public workers in regards to where they will be plowing the snow as there the parking lot piles are always placed there. This idea would be better suited for beside the mall beside where the new bike park was just placed.

Screen Name Redacted

11/01/2023 08:27 PM

Please don't plug up the middle of town people are hurrying to get home at the end of the day and if grabbing the mail and hittin the hardware store become a hassle it won't attract people to stay here plus it's gonna look like crap 7 months of the year with all the snow piles

Screen Name Redacted

11/01/2023 08:30 PM

I support small changes to our community made over time. I am opposed to large projects that suck up a lot of funding. We have invested a significant amount into the pump track which is cool but does not see a ton of use. Please spread the funding to benefit all community members, not just cyclers. I see many more walkers in our community than cyclist. Have seen a decrease of available dog poo bags and garbage cans in the last 5 years. There are many dog walkers and seniors who like to stay active.



Screen Name Redacted

11/01/2023 09:27 PM

Put a kids water park.

Screen Name Redacted

11/01/2023 11:31 PM

yes we need a full fledged retirement home. Mackenzie Council should realize, but prob. won't as it not effecting you, BUT once retire here what sell house here for say 190 grand and buy one say in PG for cheap as 400k if we had retirement home here people will stay no excuses it can be done do not ne so lazy!!!

Screen Name Redacted

11/01/2023 11:54 PM

It would be nice to see more community /family events or sort of attractions.

Screen Name Redacted

11/02/2023 12:38 AM

Mackenzie needs a disc golf course in town.

Screen Name Redacted

11/02/2023 11:21 AM

Get volunteers or organizations involved so it would be less of a tax burden on our community. Also it would be a great moral booster for people to have an opportunity to be a part of something incredible

Screen Name Redacted

11/02/2023 01:49 PM

This is a wonderful survey. Welll written and it really allowed me to articulate what I would personally like to see. Just knowing that (not really caring if any of my suggestions are acted upon, but it will add to the overall response).

Screen Name Redacted

11/02/2023 09:20 PM

The children and teens need more to do. I work at the school and I just hear there is never enough to do for them.

Screen Name Redacted

11/02/2023 09:57 PM

I really love what the district is doing in our community!

Screen Name Redacted

11/03/2023 09:40 AM

We have enough green space. Let's keep people spending money in town and have more amenities shopping etc.

Screen Name Redacted

11/03/2023 03:03 PM

A public form for people to hear and speak about this

Screen Name Redacted

11/03/2023 08:23 PM

A lot of the early survey questions seemed heavily slanted toward cyclists. This project shouldn't focus too heavily on any one user group. We need to consider, the elderly, pedestrians, mobility-

challenged, scooter-riders, etc. just as much as cyclists.

Screen Name Redacted

11/05/2023 05:51 AM

I love that you are asking the public!!

Screen Name Redacted

11/05/2023 08:40 AM

I think the market area should be the park where it was hosted last year. I think having it associated with the businesses is a bad idea. if there is only these two options my preference would be the rec centrt

Screen Name Redacted

11/05/2023 08:45 AM

the market space across the street from the Alexander Mackenzie Hotel was a nice spot. that would be a good dedicated market place. perhaps the district could build a dedicated parking space there?

Screen Name Redacted

11/05/2023 09:31 AM

I'm having a hard time seeing our main road become single lane., would take a lot of time to get used to

Screen Name Redacted

11/05/2023 09:55 AM

We need a brewery to attract more tourism

Screen Name Redacted

11/05/2023 10:29 AM

We need more retail/grocer options and restaurants if you want to beautify the town and attract tourists, no one wants to visit if there are no 'open establishments' to dine in

Screen Name Redacted

11/05/2023 10:32 AM

Fix our broken system not patch it

Screen Name Redacted

11/05/2023 11:30 AM

Your plan worries me, terrible tax base, winter months, as said before, we can't keep what we have in good order, such as gardens, dead grass, broken trees, garbage everywhere...let's clean up what we have and see it maintained before we branch out and the town is in worse disrepair than it already is

Screen Name Redacted

11/05/2023 01:13 PM

I am so happy to see some urban planning and improvement in the works! It's been a hard few years losing some historically important places.

Screen Name Redacted

11/05/2023 09:42 PM

I don't like all the trees on the rendering of the 616 area. It's nice in theory but it also makes walking driving along Mackenzie blvd less open. I feel like this would also make it feel less safe when walking and biking alone.

Screen Name Redacted

Keep up the great work and let's get Mackenzie beautified!

11/06/2023 06:36 AM

**Optional question** (38 response(s), 100 skipped)

**Question type:** Essay Question

## **COUNCIL REPORT**

**To:** Council

**From:** Administration

**Date:** November 6, 2023

**Subject:** EV Charging Stations Update

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

#### **Level 3- BC Hydro Charger**

At the Regular Meeting of April 11, 2023, Council approved a ten-year agreement with BC Hydro to allow for the purposes of charging multiple electric vehicles and for the use of certain parking stalls as dedicated electric charging stalls.

Since then, BC Hydro and contractors have developed a construction plan, surveyed the underground utilities and created an updated site plan attached as Appendix A. Staff reached out to store owners that were adjacent to the added stalls. Both businesses were content with the changes.

The construction phase ran into delays and due to the fast-approaching winter, this project will be delayed until spring 2024. BC Hydro has assured staff that this project will be underway as soon as the ground is ready.

#### **Level 2 Charger**

At the June 26, 2023 Regular Council Meeting staff were asked to apply for the Charge North EV program. Since then, staff have been successful with the application and have been working with the Community Energy Association (CEA) to obtain a quote from a local contractor for Council's decision. The proposed site would be adjacent to the Recreation Centre (Appendix B). Public Works, Recreation and Corporate staff reviewed possible locations and have determined that this location fits all the criteria proposed by the Charge North Program.

Staff are awaiting a quote as well as an agreement to bring before Council before the next steps can occur.

**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.

**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:**

Luke Thorne, Land and Environmental Coordinator

**Reviewed By:** Corporate and Financial Services

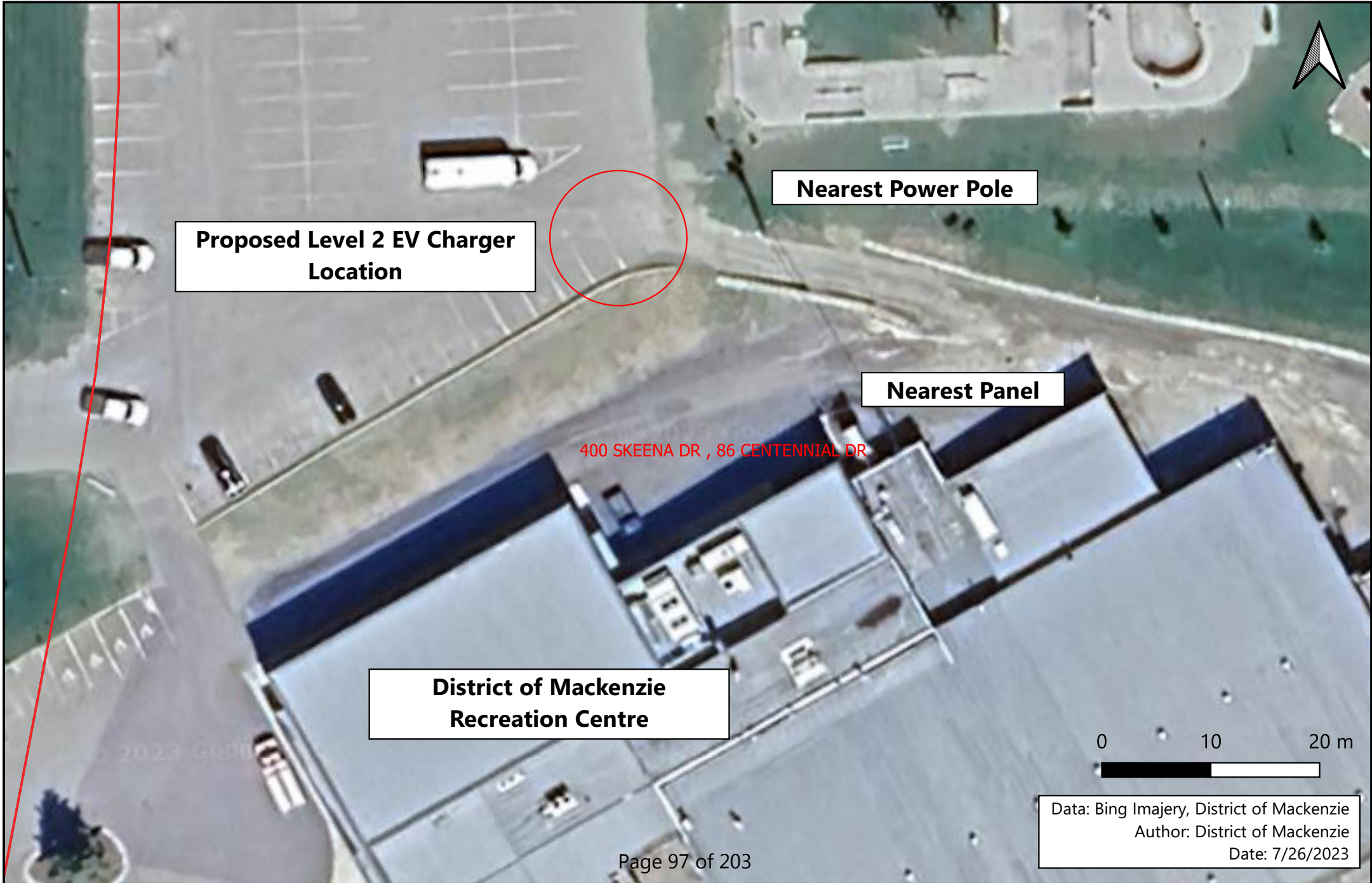
**Approved By:** Chief Administrative Officer

## Appendix A - Updated Site Location





**Appendix B - Proposed Location for Level 2 EV Charger - District of Mackenzie Recreation Centre - 400 Skeena Dr**



**COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councillor Viktor Brumovsky

**Date:** November 2, 2023

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

| <b>Date:</b> | <b>Activity:</b>                                                                                                                                                                                                                                  |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 3    | Attended the monthly Chamber of Commerce Director's meeting.                                                                                                                                                                                      |
| October 10   | Participated in a meeting with artists to discuss possible alterations to tree crusher park with the intent of more fully exploring the history and impact of the tree crusher on all people in the in the Williston Lake area.                   |
| October 13   | Attended MCAC's zombie walk in the perfect foggy evening. Felt like I should have participated!                                                                                                                                                   |
| October 18   | Participated in the Small Business Week 'Business Walks' in which local business owners and managers were interviewed about what is and isn't working in the local business community, and what can be done about the challenges they are facing. |
| October 18   | Participated in the District's Fall Grant Intake evaluation session as a member of the Grant Adjudication Committee.                                                                                                                              |
| October 19   | Attended the monthly Chamber of Commerce General Meeting and Luncheon. The speakers were from Community Futures BC.                                                                                                                               |
| October 25   | Participated in the Development Permit Areas open house at the Community Hall where the draft guidelines were discussed and public input and questions were received.                                                                             |
| October 28   | Attended the Mackenzie Community Arts Council's "Final Countdown" Haunted Maze in the Ernie Bodin Centre.                                                                                                                                         |

Respectfully Submitted,  
Councillor Brumovsky



## COUNCIL MEMBER ACTIVITY REPORT

**To:** Mayor and Council  
**From:** Councilor Wright  
**Date:** October 2023  
**Subject:** Report for October 2023

---

### **Councilor Wright Council Appointments:**

Education Liaison  
New Horizons Liaison  
Prince George Treaty Advisory Committee  
Deputy Mayor (August 1, 2024 – October 31, 2024)

### **Alternate For:**

Mining Liaison  
Indigenous Relations and Reconciliation Liaison  
Asset Management Committee  
Chamber of Commerce Liaison  
Alternate Director for Regional District of Fraser-Fort George  
Alternate Member of Northern Development Initiative Trust's Regional Advisory Committee

### **Education Liaison Activities:**

| <b>Date:</b>     | <b>Activity:</b>                                                                                                                                              |
|------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 17, 2023 | Met with the Mackenzie Secondary School Leadership class about establishing a Youth Leadership Council to advise Council on issues facing youth in Mackenzie. |
| October 19, 2023 | Attended monthly information session from Foundry BC in role as Family and Youth Ambassador. This month's topic was allyship and youth engagement.            |
| October 25, 2023 | Meeting with Foundry FYAP Co-hort to start designing a project based on an 'Integrated Youth Services' framework.                                             |
| October 27, 2023 | Volunteered during the Morfee PAC's first movie night, hosted at Morfee Elementary.                                                                           |
| October 27, 2023 | Meeting at Mackenzie Secondary School with SD57 Principals, representatives from both the Morfee and MSS PAC's and District of                                |

|  |                                                                                  |
|--|----------------------------------------------------------------------------------|
|  | Mackenzie staff over Joint-Use Agreement between SD57 and District of Mackenzie. |
|--|----------------------------------------------------------------------------------|

**New Horizons Liaison Activities:**

|                  |                                                                    |
|------------------|--------------------------------------------------------------------|
| October 25, 2023 | Attended the New Horizon's stakeholder meeting as Council Liaison. |
|------------------|--------------------------------------------------------------------|

**Alternate(s) Role Activities:**

**Activities Not Related to a Council Appointment:**

|                  |                                                                                                                                                                                                                              |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| October 16, 2023 | Attended Mackenzie Community PCN table hosted by NIRD BC.                                                                                                                                                                    |
| October 18, 2023 | Participated in Business Walks organized by the District. Talked to 7 different businesses about their experiences operating in Mackenzie.                                                                                   |
| October 19, 2023 | Attended the Chamber of Commerce's monthly luncheon at the Legion. This month's guest speaker was Sherri Flavel from Community Futures of Fraser-Fort George, where she gave a presentation on business succession planning. |
| October 24, 2023 | Meeting with local resident around issues with motorized outdoor recreation vehicles using and damaging non-motorized trails.                                                                                                |
| October 24, 2023 | Represented MLA Mike Morris and Mackenzie Community Services at Job Fair hosted by WorkBC at the CNC Event Space.                                                                                                            |
| October 27, 2023 | Meeting with District staff over a federal grant application, in role as Youth Ambassador within this program.                                                                                                               |
| October 29, 2023 | Walked the new section of the Azan Tunneh between the Valleyview Apartments and Little Mac Ski Area with Mayor Atkinson and two residents to hear concerns about accessibility and future trail planning.                    |

Respectfully Submitted,  
Councilor Wright

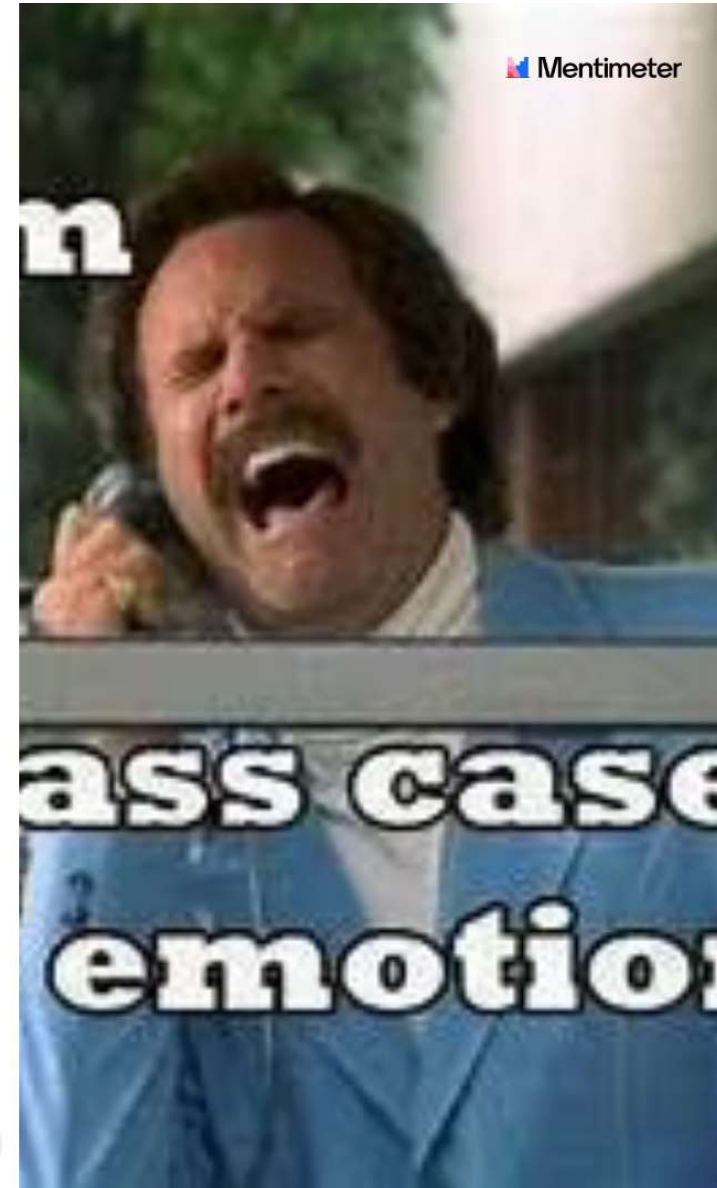
# Welcome to Mackenzie's Youth Leadership Council!

Go to [menti.com](https://menti.com) on your phone and type in the code listed above. The answers will be anonymous, but will be shown people in Mackenzie. So keep in mind, is what I put in this survey something I want the mayor to read?

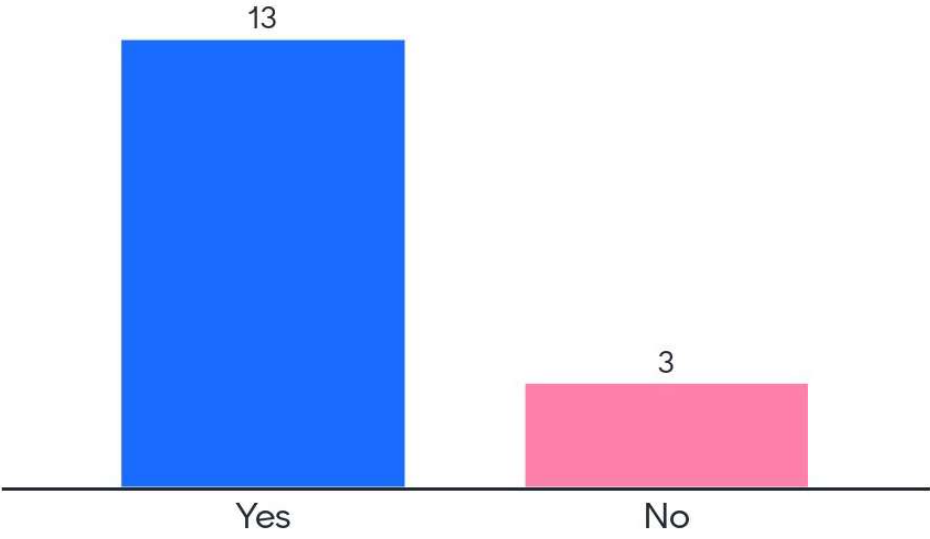


What emotion describes how you are feeling right now?

38 responses



# Do You Like Living in Mackenzie?



16  
User icon

## What is the best thing about living in Mackenzie?

16 responses

The outdoors

There is lots of outdoor stuff to do

The cold, fresh air and how great the people are here, it's very beautiful here

Small community & not a big school so it's easy to find my way around the town & school

Every thing is really close and convenient to get to

The friends I make

The outdoors and relatively tightknit community

You can walk everywhere

I like how it is a pretty safe place to live, I have a nice home and stuff, i have good friends



## What is the best thing about living in Mackenzie?

16 responses

Can think of anything

mainly because you can get used to the town very quickly if you arent a city person.

Can walk anywhere

All my friends and the fun outdoor things that are here. I love it when it is fall because it's very beautiful

I really enjoy the opportunity that this town gives to interact with people and also how much sleep I get

i don't really know, there isn't a lot to do

I like my 40 minute bike ride without traffic

Describe what its like being a youth/student in Mackenzie in 1 word.  
30 responses





# If you could change one thing about Mackenzie to make it better for people your age, what would you change?

18 responses

More things to do

More color around the town & have a Tim hortons

get more teen friendly areas where we aren't looked at delinquents, like an arcade, or something

more things to do and better opportunities for jobs, education, stuff like that and more fast food stuff honestly lol

Encourage real communication instead of the constant negativity spewing out of people's face holes

More places to hang out, bringing back the theatre, arcade, etc. More people

I would like the Tim Hortons, I want a donut

Have a better academic system so when people move there not really far behind every one

more stores and malls, like tim hortons and a spencers there was supposed to be an a&w at one point.

10



14



# If you could change one thing about Mackenzie to make it better for people your age, what would you change?

18 responses

I would have more diverse activities in public. As of now it is all outdoors and there is nothing to do other than the outdoors.

Get students more engaged both in and out of school

Encourage business owners to bring their business in town

More advanced classes, we don't even have calculus, more teachers, find ways to get kids to move faster/learn more in school

I would like more places to go, a place to go a hang out with your friends

One board shop or sport store

More academic stuff

More job opportunities in town for students would be great

sport chec

10



14



What is the number 1 problem facing Mackenzie currently, for any age group?

40 responses



10  
16



# What is missing from Mackenzie for people your age?

34 responses



# How would you feel if I told you that you would still be living in Mackenzie 20 years from now?

Beyond Thrilled

Devastatingly Sad

11





What is a question you would want to ask the leaders of Mackenzie? (the mayor, mla, prime minister, principals...etc).

17 questions  
27 upvotes





# The plan is to show these answers to adult leaders in Mackenzie, is there anything you want them to know that you have not already typed?

19 responses

Can you get us better restaurants bc all of the ones here lowkey kinda suck...also a Walmart would be great, same with a Tim hortons & we need a better mall & make it almost like the one in prince

Can we get a timmys

i would love to have more shopping here, walmart, sport chec, tim hortons. a movie theatre and like idk fun stuff to do

That it's boring. We need more places, more housing, more activites to attract people to come here and make this place lively again. It's just been sad in Mackenzie

hey, do you think we should have a red robin? (restaurant)

Youth should have more say in the government as we are the future of the town.

We dont need a walmart its a comvinience not a need

Also we need an actual therapist in town bc counseling isn't enough & doesn't help

mackenzie used to have an outdoor pool we should get that back please????

9



12





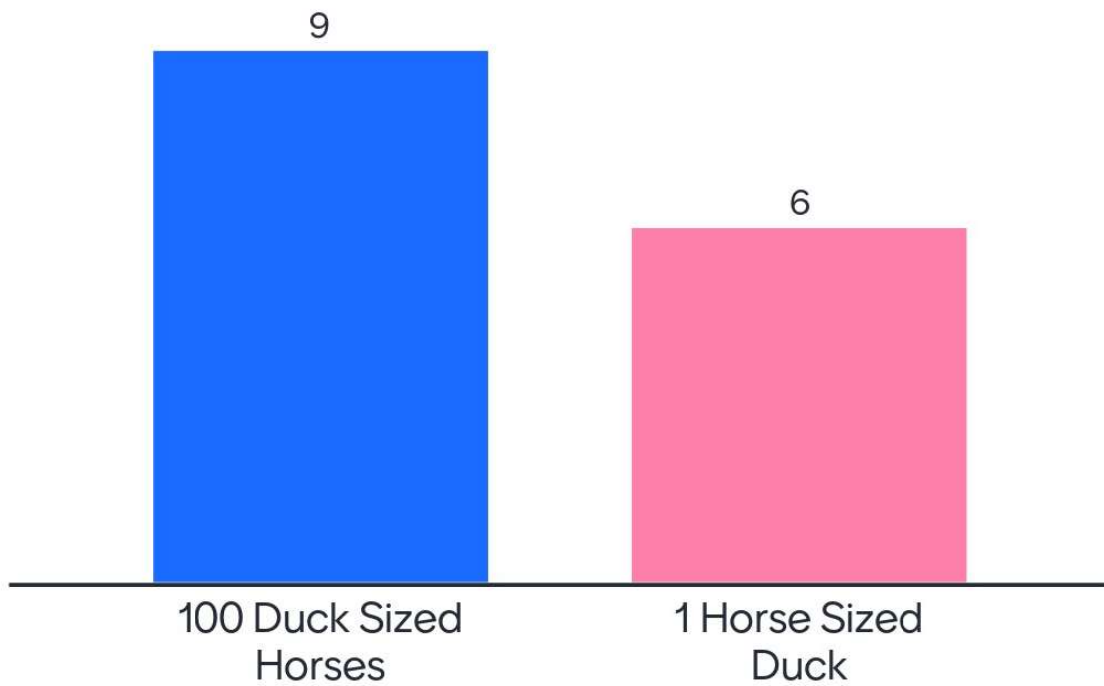
The plan is to show these answers to adult leaders in Mackenzie, is there anything you want them to know that you have not already typed?

19 responses

OUTDOOR POOL PLEASE???



# Would you rather fight?



**DISTRICT OF MACKENZIE**

**Bylaw No. 1508**

**A Bylaw to Amend Official Community Plan Bylaw No. 1304, 2014**

---

**WHEREAS** the District of Mackenzie deems it prudent and desirable to amend its Official Community Plan Bylaw;

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

1. That Bylaw No. 1304 cited as "Official Community Plan Bylaw No. 1304, 2014" and any subsequent amendments are hereby amended as follows:
  - (a) That the Section "Part 5: Implementation" be added:
  - (b) That Section 5.1 "Development Permit Areas" be added.
  - (c) That Section 5.10 be added in its entirety:

**5.10 Environmental Development Permit Area**

**CATEGORY:** Protection of the natural environment and protection of development from hazardous conditions.

**AREA:** Areas are to be determined by field survey submitted with the development application and shown generally on Schedule "C": Environmental Development Permit Area Maps.

**JUSTIFICATION:** The purpose of this Environmental Development Permit is to establish objectives and provide guidelines for the protection of the natural environment and its ecosystems and biological diversity pursuant to the provisions of the *Local Government Act*. These guidelines establish conditions to protect the natural environment from inappropriate development and to mitigate negative impacts.

**GUIDELINES:** See Appendix "B" for Environmental Development Permit Area Guidelines

(d) That Section 5.11 be added in its entirety:

### **5.11 Form & Character Development Permit Area**

**CATEGORY:** Commercial revitalization and guidelines for the form and character of development.

**AREA:** As outlined in Schedule "D": Form & Character Development Permit Area Map.

**JUSTIFICATION:** In support of Mackenzie's OCP and Downtown Vision and Action Plan, these Guidelines are intended to achieve the following overarching objectives:

- Communicate the design expectations for residential, commercial, industrial, institutional, and mixed-use projects.
- Facilitate the fair and consistent application of design objectives.
- Foster design excellence and sustainability throughout the District by encouraging consistently high-quality, contextual, and attractive development.

Incorporating these Guidelines into a project's design will encourage the creation of contextual and compatible architecture, high-quality pedestrian realms, and sustainable and resilient design, and will contribute to placemaking and design excellence in Mackenzie.

**GUIDELINES:** See Appendix "C" for Form & Character Development Permit Area Guidelines.

(e) That Schedule "C" Environmental Development Permit Area Map be added.

(f) That Schedule "D" Form & Character Development Permit Area Map be added.

(g) That Appendix "B" Environmental Development Permit Area Guidelines be added.

(h) That Appendix "C" Form & Character Development Permit Area Guidelines be added.

2. This bylaw may be cited for all purposes as "Official Community Plan Amendment Bylaw No. 1508, 2023."

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**RECEIVED** a Public Hearing this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

I hereby certify the foregoing to be a true and correct copy of District of Mackenzie Bylaw No. 1508 cited as "Official Community Plan Amendment Bylaw No. 1508, 2023".

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

# ENVIRONMENTAL DEVELOPMENT PERMIT AREA GUIDELINES

DISTRICT OF MACKENZIE

OCTOBER 2023

OCT 4, 2023  
WORKING DRAFT





# ENVIRONMENTAL AREA DEVELOPMENT PERMIT AREA GUIDELINES

DISTRICT OF MACKENZIE | [SEPTEMBER 2023](#)

PREPARED BY



|                                                                    |           |
|--------------------------------------------------------------------|-----------|
| <b>1. PURPOSE . . . . .</b>                                        | <b>1</b>  |
| <b>2. DESIGNATED AREA . . . . .</b>                                | <b>2</b>  |
| <b>3. EXEMPTIONS . . . . .</b>                                     | <b>3</b>  |
| <b>4. ENVIRONMENTAL DEVELOPMENT PERMITTING PROCESS . . . . .</b>   | <b>5</b>  |
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# 1. PURPOSE

The purpose of this Environmental Development Permit (EDP) is to establish objectives and provide guidelines for the protection of the natural environment and its ecosystems and biological diversity pursuant to the provisions of the *Local Government Act*. These guidelines establish conditions to protect the natural environment from inappropriate development and to mitigate negative impacts.

The District of Mackenzie protects Environmentally Sensitive Areas (ESAs) through the designation of Development Permit (DP) Areas as defined by the District's OCP. These Environmental Development Permit Areas (EDPA) protect sensitive ecological features from activities that meet the definition of Development specified in Section 2. Development that is proposed within EDPA requires that an EDP application be submitted to the District. This application must show that the development meets the objectives and guidelines of the EDP and is minimizing the development's impact on the natural environment.

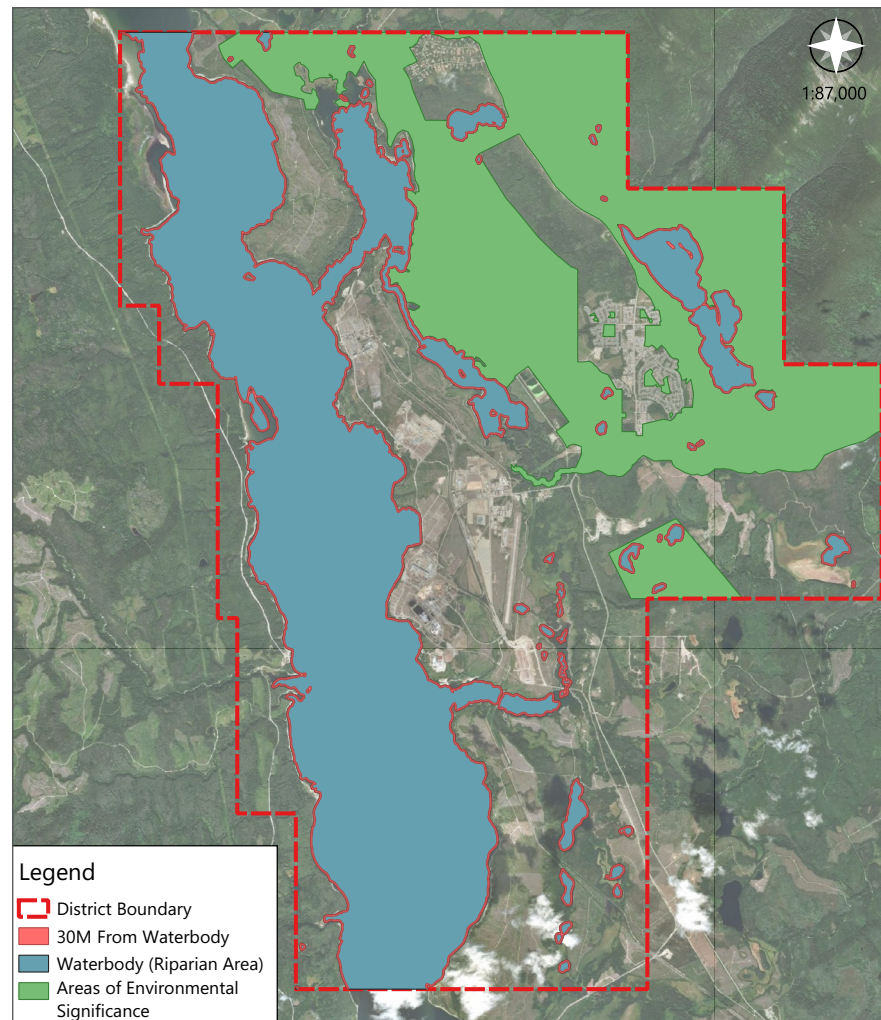
Within the designated area, land must not be subdivided, construction of an addition to or alteration of a building or structure must not be started, and land must not be altered unless the applicable EDPs are first obtained.

## 2. DESIGNATED AREA

A EDP shall be required for all activity defined as development under the Riparian Areas Protection Regulation (RAR) located within 30 m of the high water mark or the top of a waterbody. Riparian areas and Areas of Environmental Significance in the District are shown on Map 1.

Development is defined as follows:

- Removal, alteration, disruption, or destruction of vegetation or disturbance of soils
- Construction or alteration of buildings and structures
- Creation of non-structural impervious or semi-impervious surfaces
- Flood protection works
- Construction of roads, trails, docks, piers, and bridges
- Provision and maintenance of sewer and water services
- Development of drainage systems
- Development of utility corridors
- Subdivision, as defined in the Land Title Act or the Strata Property Act
- Rezoning of lands



MAP 1: ENVIRONMENTAL DEVELOPMENT PERMIT AREA



## 3. EXEMPTIONS

An EDP will not be required for the following:

- Minor interior and exterior renovations to existing buildings that do not negatively impact the natural environment during construction (e.g. movement of machinery), excluding any additions or increases in building volume.
- Developments that have been approved but not yet constructed are honoured provided the approval has not changed.
- Farming and mining activities, hydroelectric facilities, and forest management, including the logging of land are exempt, however, agencies are required to provide a letter of acknowledgment ensuring that activities will not impact the water system that feeds the aquifer for the District (see guidelines 2 (f)).



- **Emergency management:** Procedures to prevent, control or reduce flooding, erosion or other immediate threats to life, public or private property, are temporarily exempted from the requirement to obtain a development permit.
  - » Following completion of emergency procedures, submission of a Development Permit may be required depending on the degree of the works and based on the discretion of the Land and Environmental Coordinator or other delegate. Emergencies eligible for an exemption include:
    - Works to prevent damage to, repair or replace public utilities.
    - Clearing of an obstruction, e.g. from a bridge, culvert or drainage flow.
    - Repairs to bridges or safety fences.
    - Actions required to remove a hazard, including a tree, or to address an unstable steep slope, that presents an imminent danger to the safety of persons or is likely to damage public or private property, as determined by a Qualified Environmental Professional.
- **Public works and services:** The construction, repair and maintenance of works by the District or its authorized agents and contractors are exempt from the formal development approval process, but the works must be completed in accordance with the assessments and recommendations of a Qualified Environmental Professional (QEP) in accordance with the Riparian Areas Protection Regulation Assessment methodology and other applicable environmental regulations and best management practices.
- **Environmental restoration:** restoration of environmentally sensitive areas by planting native vegetation and/or removing non-native invasive vegetation and/or removing garbage with the use of hand tools following a plan that considers disposal, safety, planting, and erosion and sediment control to the satisfaction of the District. If heavy equipment is necessary for the restoration, a detailed environmental management plan prepared by a QEP to the satisfaction of the District is required.

Existing permanent structures, roads, or other developments within the riparian area are considered legal and conforming. Consequently, landowners are entitled to continue using their land in the same manner as they have historically, even if a Streamside Protection and Enhancement Area (SPEA) is designated on it.



# 4. ENVIRONMENTAL DEVELOPMENT PERMITTING PROCESS

The development permitting process requires applicants to submit an EDP application to the District for review. EDPs are not intended to exclude development but provide the District with the opportunity to modify development plans and activities to minimize impacts on these natural areas. The following EDP process is required when development is proposed in this DP area:

1. Confirm project location and EDP designation and sensitivities with District planners to determine if the planned activities trigger an EDP application.
2. If planned activities require an EDP application, the applicant will submit the application form and materials required by the District and pay the relevant application fee.
3. The applicant may be required to submit professional reports prepared by QEP. Additional reports may include but are not limited to geotechnical studies, arborist reports, riparian protected area assessments, and restoration plans. These additional reports may also be required as a condition of issuing the EDP.
4. The District may approve of the proposed activity, request additional information or modifications to the application, or reject it depending on the findings of the review.
5. As part of the EDP review and approval process, the project may be subject to permitting requirements by the District and other regulatory agencies. These requirements may include but are not limited to restoration and enhancement, monitoring and maintenance, application of specific mitigation measures, conveyance of the ESA or a restrictive covenant, and security or bonding. These additional permitting requirements may also be required as a condition of issuing the EDP.

This development permitting process is intended to be a cooperative process between District staff, developers, and QEPs. QEP reports will be used to identify potential impacts that the proposed development may have on the ESA. QEP expertise and experience are required to verify the location and condition of ESA and to recommend detailed protection and restoration options that will satisfy the objectives and guidelines of this EDP policy.





## 5. EDP APPLICATION SUBMISSION REQUIREMENTS

In addition to a completed EDP Application, District staff may also request the following:

1. A QEP report which includes the following information:
  - a. Name(s) and qualifications of the Qualified Environmental Professional (i.e. R.P.Bio, RPF, P.Eng).
  - b. Summary of current site conditions.
  - c. Maps of the location of ESAs, natural features, nests, invasive plant species and any other site characteristics relevant to the ESA.
  - d. Location of watercourses, top of bank/ravine, and the protected riparian area as defined under the DP.
  - e. Summary of the planned development concept.
  - f. Recommendations to ensure that ESAs are protected throughout the development process.
  - g. Location and type of degradation and opportunities for restoration.
2. A restoration plan that is approved by a QEP and contains the following information:
  - a. Location and description of degradation such as encroachment, invasive species infestation or clearing.
  - b. Description of restoration required to restore the area to a natural and healthy plant community.
  - c. Maintenance and monitoring requirements for a 3-year period, requiring at least 80% plant survival.



## Qualified Environmental Professional (QEP) Requirements

All consultants preparing environmental impact assessments for EDP applications must have a professional designation and demonstrate their competence in a relevant area of expertise. "Qualified Environmental Professional (QEP)" is an individual who is a member of a professional body that has demonstrated expertise and knowledge in sensitive environments, ecosystems, and/or riparian management. A QEP is only considered as such for the portion of the assessment that is within their area of expertise.

A QEP must be registered and in good standing with an appropriate professional organization constituted under an Act, acting under that association's code of ethics and is subject to disciplinary action by that association. The District may require the QEP to provide evidence of training and accreditations. QEPs may include but are not limited to professionals in good standing from the College of Applied Biology, the Association of Professional Foresters, the Engineers and Geoscientists of BC, and the BC Institute of Agrologists.







## 6. AREAS OF ENVIRONMENTAL SIGNIFICANCE GUIDELINES

Before undertaking any of the activities defined as development within the EDP, an owner of a property or appropriate delegate shall apply to the District of Mackenzie for a Development Permit, and the application shall meet the following guidelines:

1. Development applications (unless exempted) shall be accompanied by an environmental assessment (EA) including a site bio-inventory prepared by a QEP. The report shall establish the suitability of the land for development and specify protection measures and any required mitigation, compensation, restoration or enhancement measures.
  - a. The requirement for an environmental review can be waived where the applicant, District government staff, and federal and provincial government agencies agree that development impacts will be negligible.

2. A site bio-inventory prepared by a QEP should identify environmentally valuable features such as:
  - a. Sensitive ecosystems
  - b. Rock outcroppings
  - c. Wildlife species
  - d. Habitat and corridors
  - e. Rare, endangered or regionally significant species and ecosystems
  - f. Aquatic and riparian areas
3. Development will be subject to the recommendations contained in the development approval information provided by the QEP, including but not limited to:
  - a. Development patterns and servicing to minimize impact on the identified features;
  - b. The designation of non-disturbance areas in which no development activity may occur and which may not be impacted by development;
  - c. Buffers and/or building setbacks from the outside edge of the non-disturbance areas; and
  - d. Protection, mitigation and enhancement strategies, which may include a tree replacement plan and a plan to remove non-native (or invasive) plant species.
4. The District Representative (or other District Official) may request a peer review of the QEP at the expense of the applicant to confirm recommendations in the QEP Report.
5. An environmental monitoring program prepared by an R.P.Bio, or other qualified professional if applicable, may form part of the Development Permit to ensure protection of retained environmentally valuable features and non-disturbance areas, as well as compliance with other applicable conditions of the permit.







## 7. RIPARIAN AREA GUIDELINES

Before undertaking any of the activities defined as development within the EDP, an owner of a property or appropriate delegate shall apply to the District of Mackenzie for a Development Permit, and the application shall meet the following guidelines:

1. Development applications (unless exempted) shall be accompanied by an environmental assessment (EA) including a site bio-inventory prepared by a QEP. The report shall establish the suitability of the land for development and specify protection measures and any required mitigation, compensation, restoration or enhancement measures.
  - a. The requirement for an environmental review can be waived where the applicant, District government staff, and federal and provincial government agencies agree that development impacts will be negligible.
2. Development will be subject to the recommendations contained in the development approval information provided by the QEP, including but not limited to:
  - a. Specifying areas of land that must remain free of development, except per any conditions contained in the permit.
  - b. Requirement(s) for specified natural features or areas to be preserved, protected, restored, or enhanced per the permit.

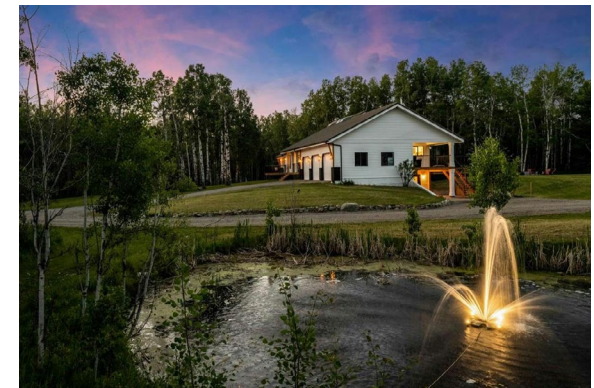


- c. Dedication of natural watercourses and associated buffer areas.
  - d. Specifying works necessary to preserve, protect, restore or enhance natural watercourses or other specified natural features of the environment.
  - e. Requirement(s) for protection measures, including that vegetation or trees be planted or retained to preserve, protect, restore, or enhance fish habitat or riparian areas, control drainage, control erosion or protect banks, or measures to protect species and ecosystems at risk.
  - f. Letter of acknowledgment from the applicant ensuring that activities will not impact the water system that feeds the aquifer for the District of Mackenzie.
3. If the QEP report described in 2) above identifies environmentally sensitive areas (ESAs) not shown on Map 1, then the applicant and the District shall treat those values as if they are shown on Map 1.
  4. If the QEP report described in 2) above confirms that an environmental value relating to a DPA shown on Map 1 is not present or does not affect the subject property, then the applicant and the District shall treat the property as though it is not in the applicable DPA. This includes the case where a QEP determines that there is a physical barrier between the environmental feature and the subject property that creates a functional separation between the two.
  5. Where the QEP report describes an area designated as a Streamside Protection and Enhancement Area (SPEA), the Development Permit will not allow any development activities to take place therein, and the owner will be required to provide a plan for protecting the SPEA over the long term through measures to be implemented as a condition of the DP, such as:
    - a. A dedication back to the Crown, the Province, or the District of Mackenzie.
    - b. Gifting to a nature protection organization such as a conservation authority.
    - c. The registration of a restrictive covenant over the SPEA to secure it as a riparian buffer to remain free of development.





6. Where the QEP report describes an area as suitable for development with mitigating measures, the DP shall allow the development if it is in strict compliance with the measures described in the report.
  - a. Monitoring and regular reporting by professionals retained by the applicant may be required, as specified in the DP.
7. Variances to the zoning bylaw in compliance with the QEP report may be supported.
8. If the nature of a proposed project in a riparian assessment area changes, the QEP will be required to re-assess the proposal concerning the SPEA.
9. Clustering of density is encouraged as a means of preserving ESA.
10. The District may, as part of the development permit, vary the setback requirements from an ESA where it can be demonstrated in a less than desirable existing situation that a net positive improvement for fish or wildlife habitat will result, or, in a more desirable existing situation that no net loss will result, subject to District, Provincial, and or Federal agency review and comment.
11. As a general principle, any buildings damaged or destroyed to the extent of 75% or more of the value above the foundation may be considered for approval for a variance to permit reconstruction on its existing foundation where net positive improvement for fish or wildlife habitat is demonstrated. Any reduction of setback distances within an ESA shall occur in accordance with the findings and recommendations of the technical/environmental report.
12. Ensure the development and associated activities do not impact a stream's base flows, natural drainage patterns, and the natural stream channel geometry.
13. Snow removal and storage areas must be designed and located to avoid adverse impacts on the watershed.
14. Where ESA has been impacted by previous land use or development activities, restoration or enhancement may be required.
  - a. Restoration or enhancement must be directed by a QEP and designed to support ecosystem functionality, including flood mitigation and water quality.



## 8. DEFINITIONS

### **Fish**

All life stages of salmonids, game fish, and regionally significant fish.

### **Fish Habitat**

Water frequented by fish and any other areas on which fish depend directly or indirectly to carry out their life processes, including spawning grounds and nursery, rearing, food supply and migration areas.

### **Environmentally Sensitive Area (ESA)**

Any parcel of land that already has, or with remedial action could achieve, desirable environmental attributes. These attributes contribute to the retention and/or creation of wildlife habitat, soil stability, water retention or recharge, vegetative cover and similar vital ecological functions. Environmentally sensitive areas range in size from small patches to extensive landscape features. They can include rare or common habitats, plants and animals.

### **Invasive Species**

Plants, animals and micro-organisms that colonize and take over the habitats of native species. Most invasive species are also alien (non-native) to the area and can become predominant because the natural controls (predators, disease, etc.) that kept populations in check in their native environment are not found in their new location.

### **Permanent Structure**

Any building or structure that was lawfully constructed, placed or erected on a secure and long-lasting foundation on land in accordance with any local government bylaw or approval condition in effect at the time of construction, placement or erection;

### **Ravine**

A narrow, steep-sided valley that is commonly eroded by running water and with slope grades greater than 3:1.

### **Riparian Area (RA)**

The area adjacent to a stream that may be subject to temporary, frequent or seasonal inundation, and supports plant species that are typical of an area of inundated or saturated soil conditions, and that are distinct from plant species on freely drained adjacent upland sites because of the presence of water;

### **Riparian Assessment Area**

The area around a stream that is determined per section 8 of the Riparian Areas Protection Act.

### **Streamside Protection and Enhancement Area (SPEA)**

An area adjacent to a stream that links aquatic to terrestrial ecosystems and includes both the riparian area vegetation and the adjacent upland vegetation that exerts an influence on the stream, the width of which is determined according to section 6 of the Streamside Protection Regulation.

### **Stream**

A watercourse or source of water supply, whether usually containing water or not, a pond, lake, river, creek, brook, ditch, and a spring or wetland that is integral to a stream and provides fish habitat.

### **Top of the Ravine Bank**

The first significant break in a ravine slope where the break occurs such that the grade beyond the break is flatter than 3:1 for a minimum distance of 15 metres measured perpendicularly from the break, and the break does not include a bench within the ravine that could be developed.

### **Wetland**

Land that is inundated or saturated by surface or groundwater at a frequency and duration sufficient to support and under normal conditions that support vegetation typically adapted for life in saturated soil conditions, including swamps, marshes, bogs, fens, estuaries and similar areas that are not part of the active floodplain of a stream.



**DOWNTOWN MACKENZIE**  
**ENVIRONMENTAL**  
DEVELOPMENT PERMIT  
AREA GUIDELINES

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DISTRICT OF MACKENZIE

OCTOBER 2023



# FORM & CHARACTER DEVELOPMENT PERMIT AREA GUIDELINES

DISTRICT OF MACKENZIE

SEPTEMBER 2023

SEPTEMBER 26, 2023  
WORKING DRAFT







# FORM & CHARACTER DEVELOPMENT PERMIT AREA GUIDELINES

DISTRICT OF MACKENZIE | SEPTEMBER 2023

PREPARED BY



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# 1. INTRODUCTION

## 1.1. REGULATION

In accordance with Section 488 (1) of the Local Government Act, the Form and Character DPA has been designated for the following purposes:

- a. Establish objectives to guide the protection of the natural environment, its ecosystems and biological diversity.
- b. Establish objectives to guide the form and character of intensive Residential, Commercial, Industrial, and Institutional development.
- c. Establish objectives to promote energy conservation.

## 1.2. SCOPE AND COVERAGE

Unless exempted (see Sections 1.5 Exemptions), a development permit addressing design guidelines must be approved for all properties that are currently, or become, zoned for multiple-unit residential, commercial, industrial, or zoned for institutional or comprehensive development containing multiple-unit residential, commercial or industrial uses, as shown on Map 1 before:

- Construction of, addition to, or alteration of a building or structure.

Issuance of a general development permit for the site layout of a comprehensive or phased development project does not absolve applicants from the requirement for subsequent development permit(s) to address the form and character of individual buildings.



## 1.3. OBJECTIVES

In support of Mackenzie's OCP and Downtown Action Plan, these Guidelines are intended to achieve the following overarching objectives:

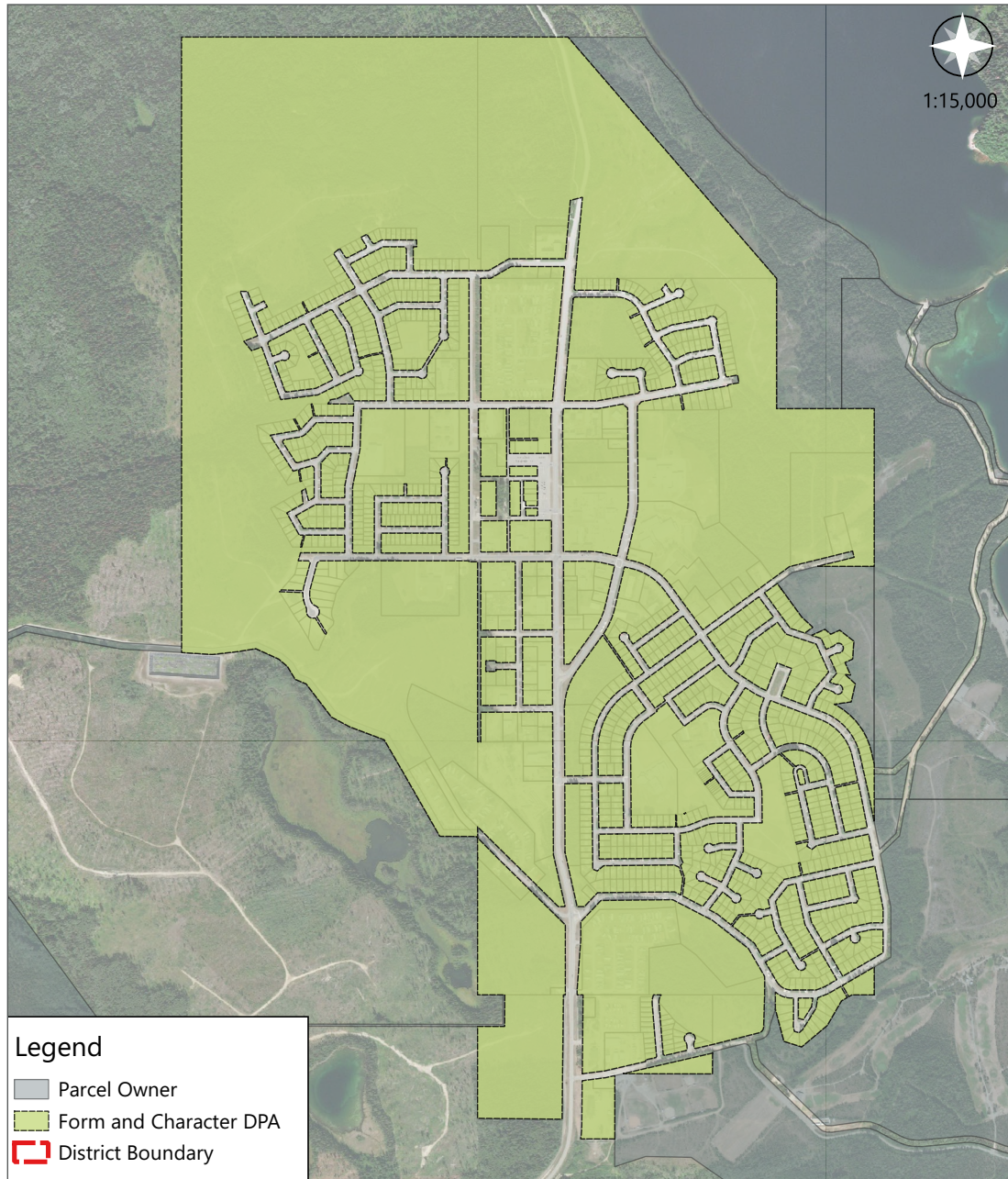
- Communicate the design expectations for residential, commercial, industrial, institutional, and mixed-use projects.
- Facilitate the fair and consistent application of design objectives.
- Foster design excellence and sustainability throughout the District by encouraging consistently high-quality, contextual, and attractive development.

Incorporating these Guidelines into a project's design will encourage the creation of contextual and compatible architecture, high-quality pedestrian realms, and sustainable and resilient design, and will contribute to placemaking and design excellence in Mackenzie.

## 1.4. EXEMPTIONS

A Form and Character Permit will not be required for:

- An addition or alteration to an existing principal building which will not be visible from an existing or future: adjacent public road right-of-way, adjacent park, adjacent residential, or adjacent agricultural zoned property, provided that the proposal requires no variance(s) from the Zoning Bylaw, and further, requires no approval from the appropriate provincial ministry or agency.
- An addition or alteration to an existing principal building provided that the works:
  - » Do not negatively impact the overall form and character of the building;
  - » Do not impact the existing landscape or access provisions;
  - » Do not require approvals from the appropriate provincial ministry or agency; and,
  - » Do not exceed a total value of \$25,000 for materials and labour.
- Replacement, alteration or addition to a building such as new siding, roofing doors, building trim, awnings, and/or windows where it does not negatively impact the overall form and character of the building and would not impact the existing landscape or access provisions; or
- Interior renovations.
- Replacement of a building that has been destroyed by natural causes, in cases where the replacement building is identical to the original in both form and character.
- Construction, addition or alteration to not exceed 30 sq. m. (323 sq ft) for a single-storey accessory structure (4.5 m in height) is proposed and where no variance(s) of the Zoning Bylaw is required.
- Construction, addition or alteration to not exceed 45 sq. m. (484 sq ft) for a single-storey accessory structure (4.5m in height) where the building is non-habitable space and where no variance(s) of the Zoning Bylaw is required.

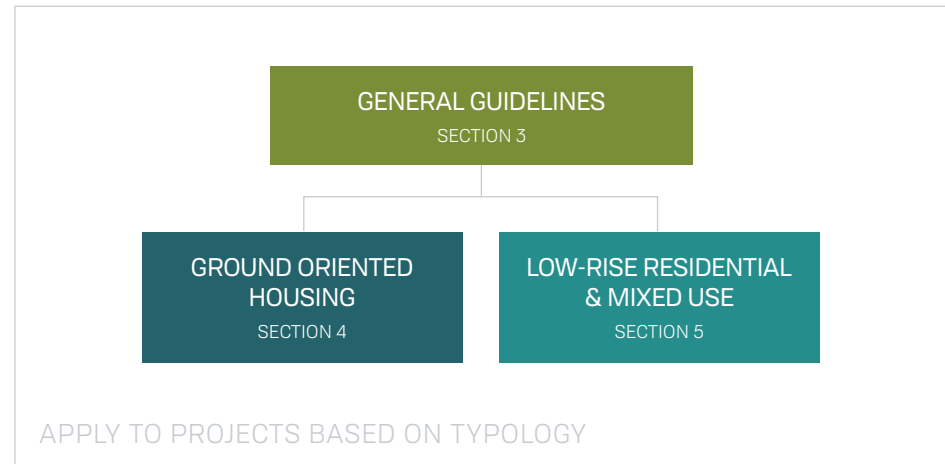
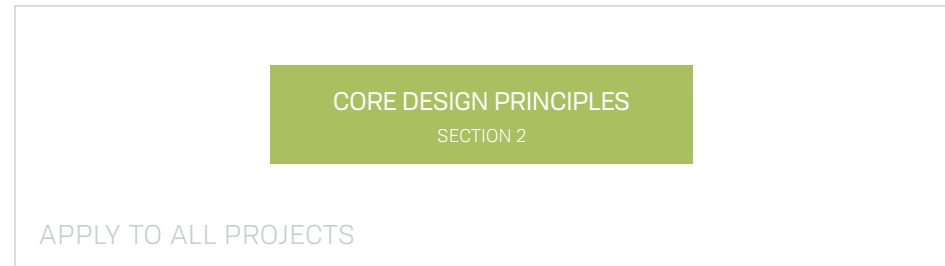


MAP 1: DEVELOPMENT PERMIT AREAS

## 1.5. ORGANIZATION

The design guidelines outlined in this document provide design guidance that is broadly applicable to all areas of Mackenzie. The Guidelines are organized in the following way (see diagram to the right):

- The Core Design Principles (Section 2) apply to all projects and provide the overarching principles for supporting creativity, innovation, and design excellence in Mackenzie.
- The General Guidelines (Section 3) apply to all residential and mixed-use projects and provide key guidelines to support the Core Design Principles.
  - » The typology-specific guidelines for residential and mixed-use typologies apply to relevant projects (e.g., Ground-oriented Housing in Section 4) and provide more detailed form and character guidance for those typologies.
- The typology-specific guidelines for Commercial Retail, and Industrial & Service Commercial, and institutional projects apply to relevant projects and provide key and detailed design guidance – no general guidelines apply.





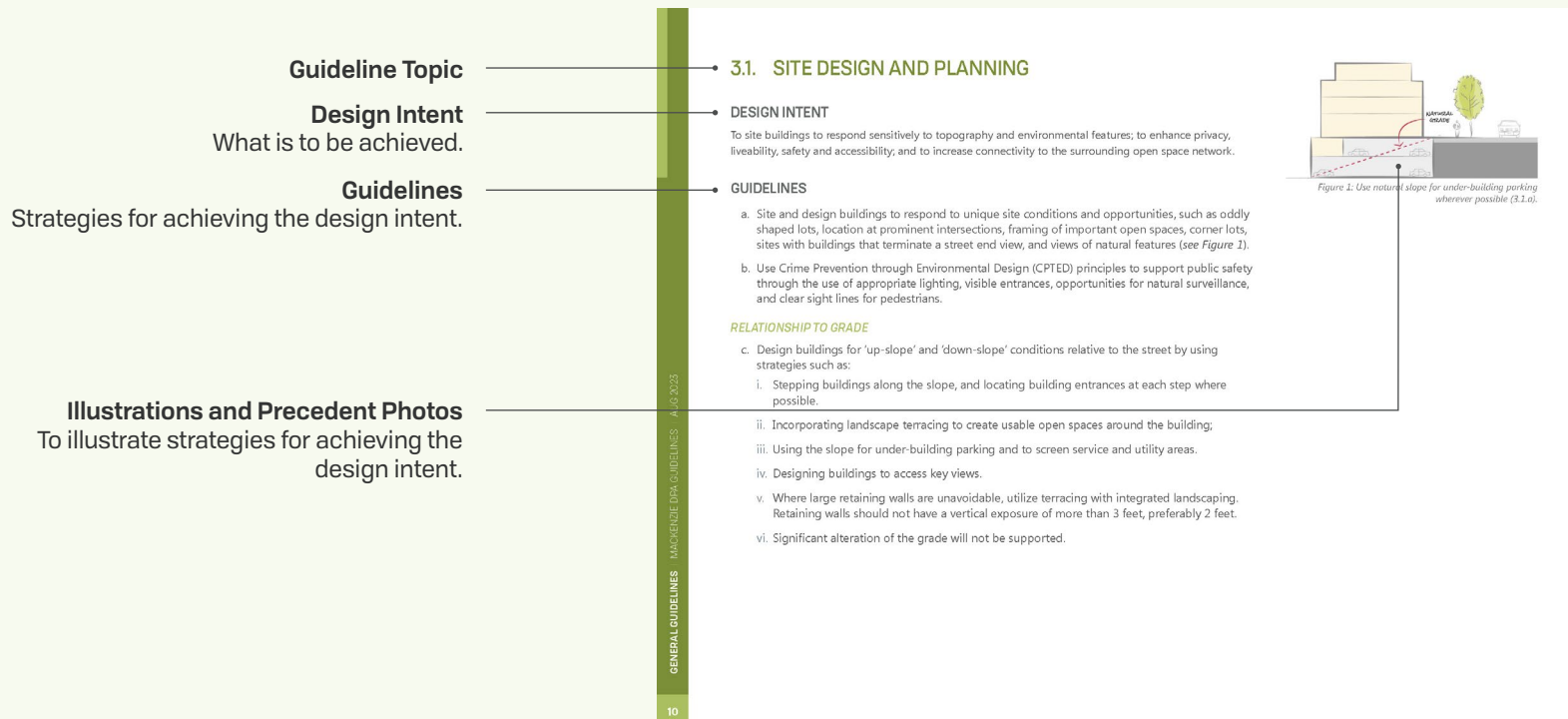
# 1.6. ORGANIZATION OF THE GUIDELINES DOCUMENT

## GUIDELINE STRUCTURE

The guidelines are structured similarly in all typologies sections to enhance usability. Key design objectives are presented as intent statements at the beginning of each section. Each intent statement is followed by a series of guidelines that can be used to achieve the intent. Each section includes:

- A Guideline Topic subheading (e.g., Site Design and Planning).
- A design intent statement that states the goal of the guidelines.
- The Guidelines, which outline strategies for achieving the Design Intent.
- Supportive illustrations and photos that demonstrate Guideline concepts.

## SAMPLE GUIDELINE STRUCTURE





## 2. CORE DESIGN PRINCIPLES

*The Core Design Principles below are applicable to all development projects and are the foundation for supporting sustainable design excellence in Mackenzie.*

Urban design is the comprehensive and multi-scaled design of suburbs, towns, and cities. From the macro scale (e.g., urban structure, land use, infrastructure) to the micro-scale (e.g., architectural character, landscaping, lighting), good urban design is primarily determined by the relationship between the public and private realms and by the sensitive integration of new development and the existing community and environmental context. Pedestrian-oriented and human-scaled streets, buildings, and public spaces are essential elements to the making of a functional, aesthetic, and vibrant place.

The Core Design Principles on the next page are applicable to all development projects.





## 2.1. CREATE GREAT STREETS AND PUBLIC SPACES

Development should define and activate streets and public spaces to support their flexibility of use and encourage pedestrian activity and social interaction.



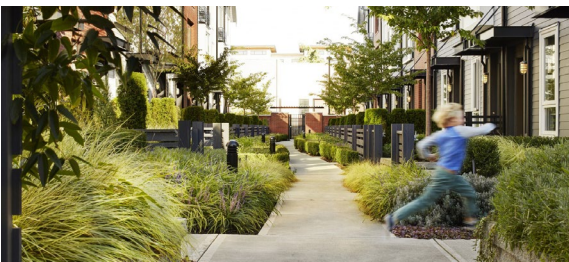
## 2.2. DESIGN BUILDINGS TO THE HUMAN SCALE

Buildings and site features should be designed to the human scale – optimized to be used by people and oriented toward pedestrian activity.



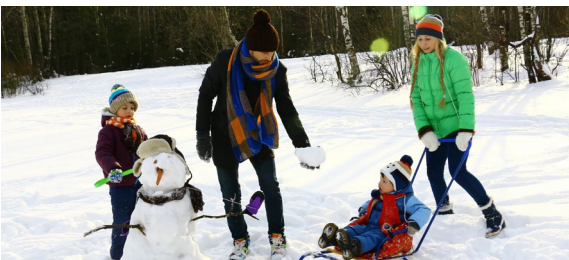
## 2.3. USE PLACEMAKING TO STRENGTHEN MACKENZIE'S IDENTITY

Development should contribute to a local area and sense of place by considering neighbourhood context and character, linkages, and future land uses at each scale of design – from site layout to landscaping to building details.



## 2.4. CELEBRATE THE NATURAL ENVIRONMENT IN THE BUILT ENVIRONMENT

Development should respond to natural surroundings and utilize opportunities to improve ecological function by retaining on-site trees, growing the urban forest, implementing green infrastructure, and creating and connecting existing green spaces.



## 2.5. EMBRACE WINTER IN THE DESIGN OF BUILDINGS AND OPEN SPACES

Developments should consider Mackenzie's winter context, making the most of opportunities to stay outdoors by capturing the sun's warmth, providing protection from the wind, and making Mackenzie more accessible, safe and enjoyable year-round.

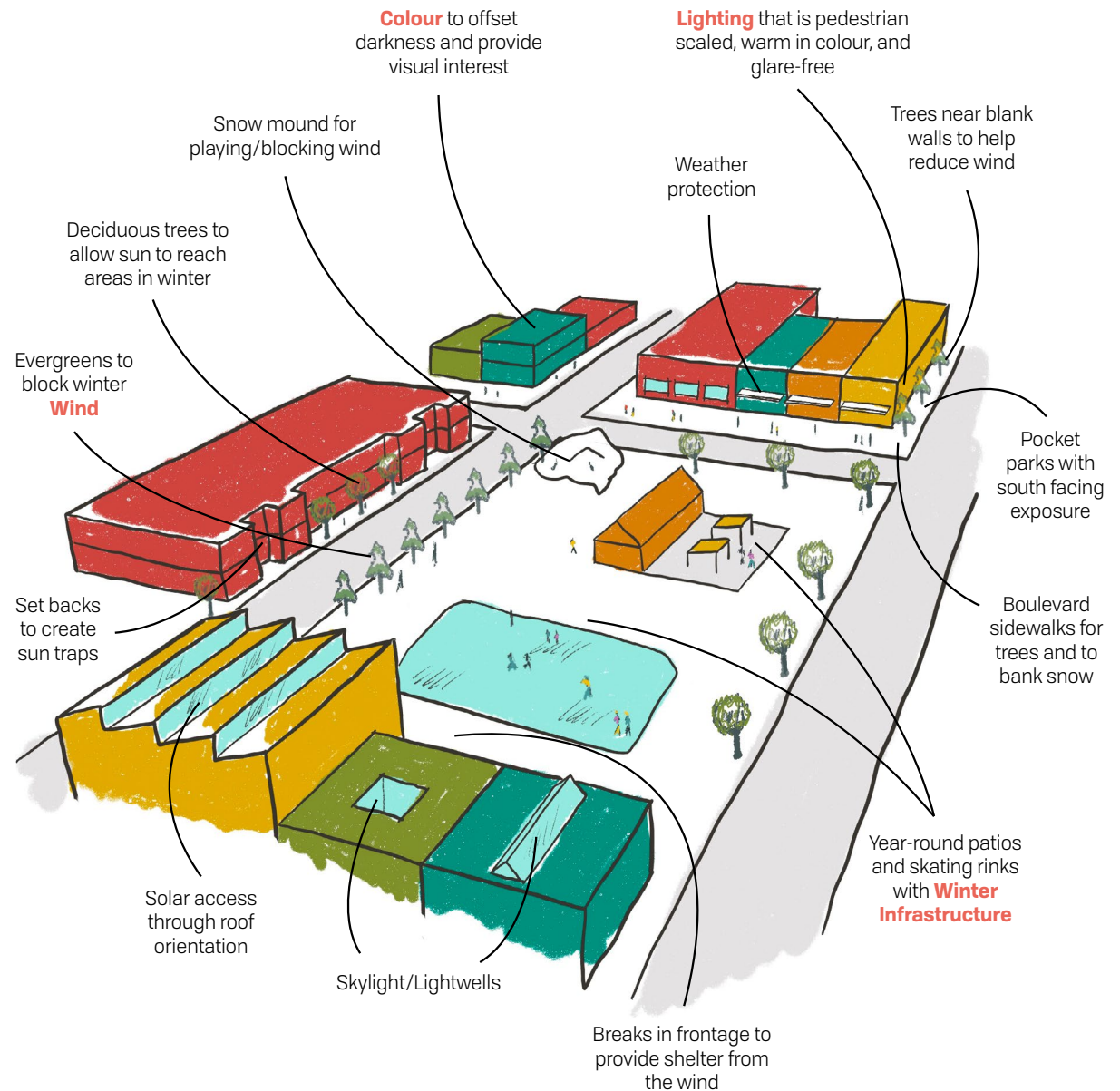
## 2.6. WINTER DESIGN PRINCIPLES

Winter is a core part of Mackenzie's identity and needs to be fully considered as Mackenzie grows and changes. Northern urban design needs to fully consider the winter context, making the most of opportunities to stay outdoors by capturing the sun's warmth, providing protection from the wind, and making the District more accessible, safe and enjoyable year-round.

Throughout the guidelines, winter design considerations have been incorporated as a means to provide guidance and inspiration for future design and development decisions in Mackenzie. The guidelines are intended to facilitate winter urban design best practices in order to transform Mackenzie into a thriving, year-round community. The guidelines follow from the Winter Design Principles which identify key design solutions in the private and public realms that support a positive quality of life for Mackenzie residents.

The winter design guidelines are comprehensive. For the sake of simplicity, however, the five main principles of winter city design are:

1. Incorporate design strategies to block wind, particularly prevailing winds and downdrafts.
2. Maximize exposure to sunshine through orientation and design.
3. Use colour to enliven the winterscape.
4. Create visual interest with light, while being mindful of intensity, spread, contrast and colour.
5. Design and provide infrastructure that supports desired winter life and improves comfort and access in cold weather.







### 3. GENERAL GUIDELINES

*The General Guidelines capture the key design strategies and elements that should be addressed in all new residential and mixed-use projects in the District. They are premised on achieving the Core Design Principles in Section 2 and establishing the basis for the more detailed typology-specific Guidelines in Sections 4 and 5.*

## 3.1. SITE DESIGN AND PLANNING

### DESIGN INTENT

To site buildings to respond sensitively to topography and environmental features; to enhance privacy, liveability, safety and accessibility; and to increase connectivity to the surrounding open space network.

### GUIDELINES

- a. Site and design buildings to respond to unique site conditions and opportunities, such as oddly shaped lots, location at prominent intersections, framing of important open spaces, corner lots, sites with buildings that terminate a street end view, and views of natural features (see Figure 1).
- b. Use Crime Prevention through Environmental Design (CPTED) principles to support public safety through the use of appropriate lighting, visible entrances, opportunities for natural surveillance, and clear sight lines for pedestrians.

### RELATIONSHIP TO GRADE

- c. Design buildings for 'up-slope' and 'down-slope' conditions relative to the street by using strategies such as:
  - i. Stepping buildings along the slope, and locating building entrances at each step where possible.
  - ii. Incorporating landscape terracing to create usable open spaces around the building;
  - iii. Using the slope for under-building parking and to screen service and utility areas.
  - iv. Designing buildings to access key views.
  - v. Where large retaining walls are unavoidable, utilize terracing with integrated landscaping. Retaining walls should not have a vertical exposure of more than 3 feet, preferably 2 feet.
  - vi. Significant alteration of the grade will not be supported.

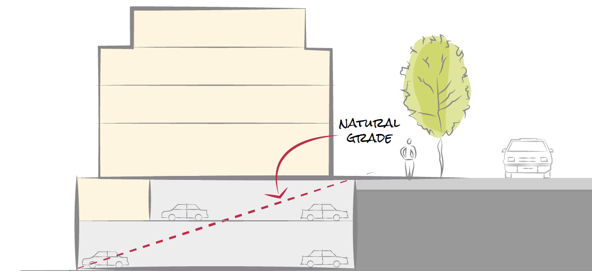


Figure 1: Use natural slope for under-building parking wherever possible (3.1.a).

## CONNECTIVITY

- d. Design internal circulation patterns (streets, sidewalks, pathways) to be integrated with and connected to the existing and planned future public street, bicycle and/or pedestrian network (see Figure 2).
- e. Incorporate easy-to-maintain traffic calming features, such as on-street parking bays and curb extensions, textured materials, and crosswalks.
- f. Apply universal accessibility principles to primary building entries, sidewalks, plazas, mid-block connections, lanes, and courtyards through the appropriate selection of materials, stairs, and ramps as necessary, and the provision of wayfinding and lighting elements.

## WINTER DESIGN

- g. Consider weather patterns and seasonal conditions when designing streets, buildings and open spaces, so that, for example, prevailing winds are impeded, public open spaces are sheltered by surrounding development, and solar access is maximized.
- h. Design the street network and pedestrian routes to support small blocks and/or mid-block pathways and crossings, offering multiple route choices and quality street frontages.
- i. Design developments that are compact, fine-grained (e.g. small blocks, narrow frontages, frequent storefronts), with uses that are street-oriented, to create a more invited public realm.
- j. Consider opportunities for mid-block connections with shops and services along the ground floor, to provide shelter and protection from the weather.
- k. Plan for smaller snow storage areas with solar access, rather than one large shaded area, as the snow will melt faster.
- l. Balance the need for local snow storage with other considerations, such as walkability, aesthetics and parking.
- m. Consider site drainage plans should account for the run-off during freeze-thaw cycles.
- n. Ensure grading directs snowmelt towards roadways, and away from building entries and pedestrian zones, to avoid slippery conditions during freeze-thaw cycles

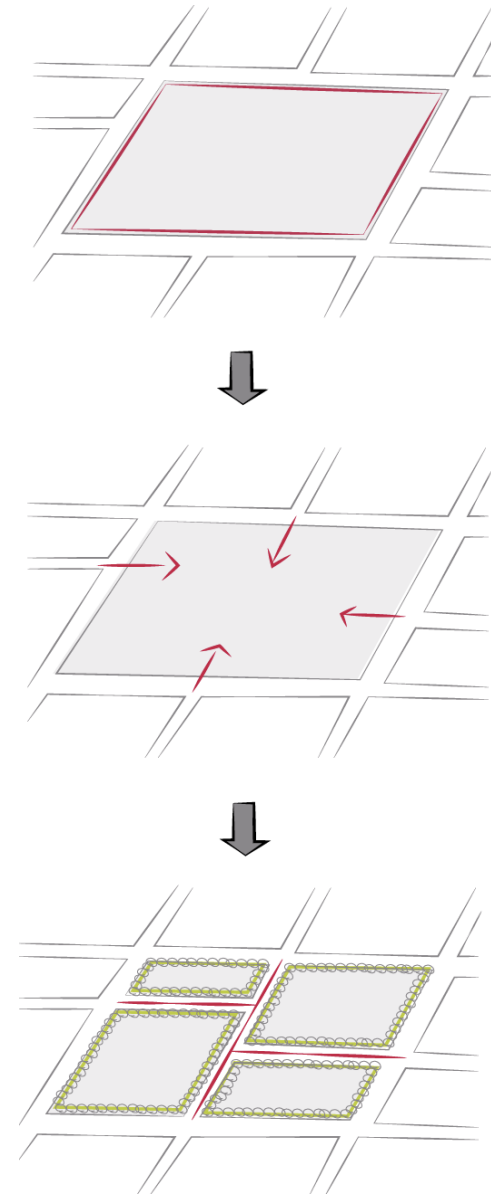


Figure 2: Design internal circulation patterns (streets, sidewalks, pathways) to be integrated with and connected to the existing and planned future public street, bicycle and/or pedestrian network (3.1.d)



## 3.2. RELATIONSHIP TO THE STREET

### DESIGN INTENT

To site and design buildings to positively frame and activate streets and public open spaces.

### GUIDELINES

- a. Orient primary building facades and entries to the fronting street or open space to create street edge definition and activity.
- b. On corner sites, orient building facades and entries to both fronting streets.
- c. Minimize the distance between the building and the sidewalk and establish a consistent street wall along street frontages to create street definition and a sense of enclosure (see Figure 3).
- d. Locate and design windows, balconies, and street-level uses to create active frontages and 'eyes on the street', with additional glazing and articulation on primary building facades.
- e. Ensure main building entries are clearly visible with direct sight lines from the fronting street.
- f. Avoid blank, windowless walls along streets or other public open spaces.

### WINTER DESIGN

- g. Locate major glazing areas and transitional indoor and outdoor spaces, including patios and porches, on the south-facing side of the building to benefit from the penetration of heat and sunlight.
  - i. Consider adding sun shades to balance winter warming, summer shading and daylighting potential.
- h. Determine suitable building setbacks and variations in building frontages to enhance the pedestrian experience.
  - i. Use setbacks to create sun traps and shelters from the wind.
  - ii. Reflected or radiated heat from surfaces within sun traps can provide year-round spaces for restaurant patios and retail.
- i. Provide a seamless-grade transition between commercial entrances and the sidewalk while incorporating barrier-free design principles and consideration for changing seasonal conditions, such as snow or ice accumulation.

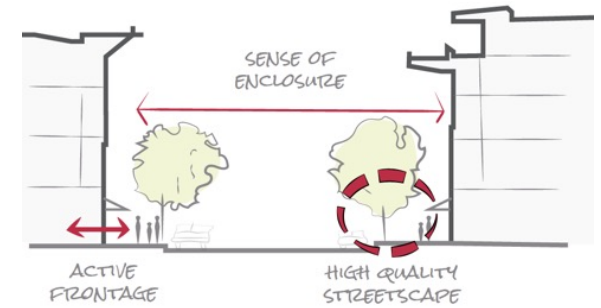


Figure 3: A sense of enclosure, transparent and active shop fronts, and high quality streetscape design are the key ingredients for great streets (3.1.c)

### 3.3. SCALE AND MASSING

#### DESIGN INTENT

To ensure buildings contribute positively to the neighbourhood context and provide a sensitive transition in scale to existing and future buildings, parks, and open spaces.

#### GUIDELINES

- a. Provide a transition in building height from taller to shorter buildings both within and adjacent to the site with consideration for future land use direction (see Figure 4).
- b. Minimize the perceived mass of large buildings by incorporating visual breaks in facades.
- c. Step back to the upper storeys of buildings and arrange the massing and siting of buildings to:
  - i. Minimize shadowing on adjacent buildings as well as public and open spaces such as sidewalks, plazas, and courtyards.
  - ii. Maximize sunlight onto outdoor spaces of ground floor units.

#### WINTER DESIGN

- d. Consider solar access in the placement of buildings and outdoor spaces.
  - i. Building massing and siting should create minimum shade onto open spaces that are, or could be, used in the wintertime.
- e. Accommodate taller structures on the north side of streets to avoid excess shadow-casting over sidewalks, patios and outdoor spaces.
- f. Determine optimal site orientation and massing to reduce wind speeds at the street level.
  - i. Vary building heights along a block length to reduce ground-level wind speeds.

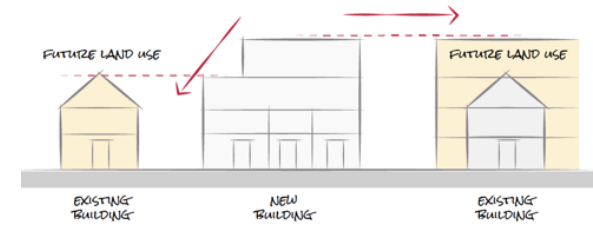


Figure 4: While considering future land use, stepping down building height can provide a sensitive transition in scale to adjacent buildings (3.3.a)

## 3.4. BUILDING ARTICULATION, FEATURES, AND MATERIALS

### DESIGN INTENT

To enhance liveability, visual interest, identity, and sense of place through building form, architectural composition and materials.

### GUIDELINES

- a. Express a unified architectural concept that incorporates variation in facade treatments, while considering the impact of massing and articulation on energy performance (see section 3.8 High-Performance Buildings). Strategies for achieving this include:
  - i. Articulating facades by stepping back or extending forward a portion of the facade to create a series of intervals or breaks.
  - ii. Repeating window patterns on each step-back and extension interval.
  - iii. Providing a porch, patio, deck, covered entry, balcony and/or bay window for each interval.
  - iv. Changing the roof line by alternating dormers, stepped roofs, gables, or other roof elements to reinforce each interval (*see Figure 5*).
- b. Incorporate a range of architectural features and details into building facades to create human scale and visual interest.
- c. Design buildings to ensure that adjacent residential properties have sufficient visual privacy (e.g. by locating windows and balconies to minimize overlook and direct sight lines into adjacent units), as well as protection from light trespass and noise.
- d. Design buildings such that their form and architectural character reflect the building's internal function and use.



Figure 5: Changing roof lines to reinforce intervals (3.4.a.iv)

## MATERIALS

- e. Incorporate high-quality, natural building materials such as wood, stone, and masonry into building facades and reflect Mackenzie's history as an industrial town (see Figure 6).
- f. Where possible, utilize materials that relate to and harmonize with the colours and tones of the natural landscape.
- g. Where possible, utilize low embodied carbon building materials (see section 3.8 High-Performance Buildings).
- h. Design building surfaces to help reduce wind speed by incorporating balconies, softened corners, tapered/stepped-back facades, and even porosity, openings and irregularities into a building's exterior.
- i. Use contrasting or saturated colour palettes on building facades to highlight pedestrian-scaled building massing and entrances, and to improve the visual interest of streets.
  - i. Consider incorporating dense materials, such as brick and stone, to absorb and retain heat.
- j. Design facades to sensitively reflect light onto streets, north-facing neighbouring buildings, and/or into open spaces (e.g., lighter colours on south-facing walls can passively reflect light).

## WEATHER PROTECTION

- k. Provide continuous weather protection along building frontages wherever possible, including ramps and stairs (e.g., canopies and arcades provide protection from the wind as well as falling snow and ice).
- l. Incorporate barrier-free design principles and consider changing seasonal conditions, such as snow or ice accumulation.
  - i. Cover and protect ramps and stairs from ice and snow to ensure safe movement for all pedestrians, including those who use wheelchairs, walkers, canes and strollers. Consider heating options, where appropriate.
  - ii. Incorporate barrier-free transition areas, arctic entries, vestibule enclosures and grate drains at building entrances for patrons to shed snow prior to entering the building.



Figure 6: Incorporate high-quality building materials to enforce Mackenzie's history (3.4.f)

## SIGNAGE

- m. Limit signage in number, location, and size to reduce visual clutter and make individual signs easier to see.
- n. Provide visible signage identifying building addresses at all entrances.
- o. Design building signage to promote building identity and wayfinding.
  - i. Illuminate signage after sunset and dim as the sky becomes dark.
  - ii. Use clear fonts and contrasting colours to increase visibility and interest.

## WINTER DESIGN

### ROOF

- p. Design roofs to prevent falling ice, snow, and discharge of roof leaders onto entrances and sidewalks.
- q. Design light wells and roof orientation to increase solar access to building interiors and covered outdoor spaces.
- r. Consider metal roofing as a durable cold-weather material (*see Figure 7*).
  - i. Consider the roof slope when snow shedding occurs. Snow guards help prevent snow and ice from overloading gutters and suddenly releasing from the roof.

### MATERIALS AND COLOUR

- s. Use high-quality materials that will withstand the freeze-thaw cycle and conserve energy.
- t. Assess areas where snow and ice can accumulate on facade surfaces and incorporate design features to minimize heat loss and the build-up of snow.
- u. Select paving materials that are durable enough to withstand the harsh impacts of winter snow management and the corrosive effects of salt, as well as freeze-thaw cycles, while still being safe, slip-proof and easy to maintain.
  - i. Apply colour and pattern variation or material to add visual interest and indicate circulation for pedestrians



Figure 7: Consider metal roofing as a durable cold-weather material (3.4.r).

## BUILDING ENTRIES

- v. Incorporate snow removal and storage considerations in the design of building entries (see Figure 8).
- w. Incorporate a grade separation between the sidewalk and residential units to avoid impacts from snow melt.
- x. Incorporate simple technologies for access to industrial and larger commercial buildings, such as bay door controls, air curtains and dock seals to prevent heat loss in winter.

## LIGHTING

- y. Provide decorative, pedestrian-scaled lighting that focuses illumination towards the ground to reduce light pollution and consider fully shielded fixtures to eliminate glare.
- z. Integrate fixtures into building facades for temporary or permanent specialty lighting, such as seasonal or creative lighting.
  - i. Design building lighting to enhance visibility, aesthetics and safety for building users and pedestrians.
  - ii. Lighting choices should minimize glare, uplighting, and light trespass, while still enhancing architectural details.
- aa. Include electrical outlets in tree wells and street lamp posts to allow for additional seasonal feature lighting, such as tree wrapping.
  - i. Consider controls to dim or turn off decorative and street lighting during off-peak times.



Figure 8 Incorporate snow removal and storage considerations in the design of building entries (3.4.v).



## 3.5. SITE SERVICING, ACCESS, AND PARKING

### DESIGN INTENT

To ensure the provision of adequate servicing, vehicle access, and parking while minimizing adverse impacts on the comfort, safety, and attractiveness of the public realm.

### GUIDELINES

#### SITE SERVICING

- a. Locate 'back-of-house' uses (such as loading, garbage collection, utilities, and parking access) away from public view and not in conflict with public circulation patterns.
- b. Ensure utility areas and pad-mounted transformers are clearly identified at the development permit stage and are located to not unnecessarily impact public open spaces or pedestrian pathways.
- c. Integrate mechanical equipment, vents, and service areas (e.g. for the collection of garbage or recycling) with the building design, and screen these areas with high-quality, durable finishes compatible with the architectural treatment of the building.
- d. Locate mechanical equipment, such as the outdoor components of heat pumps and air conditioners, vents, and service areas to minimize impacts on adjacent residential buildings by avoiding proximity to windows, doors, and usable outdoor spaces.
- e. Integrate gas and electrical metres, utility cabinets, as well as other mechanical or service apparatus, into building and site design to mitigate noise and view impacts.
- f. Screen gas and electrical meters and utility cabinets located on building frontages from public view.

#### VEHICLE PARKING

- g. Avoid locating off-street parking between the front facade of a building and the fronting public street (see Figure 10).
- h. In general, accommodate off-street parking in one of the following ways, in order of preference
  - i. Underground.
  - ii. Parking in a half-storey (where it is able to be accommodated to not negatively impact the street frontage).

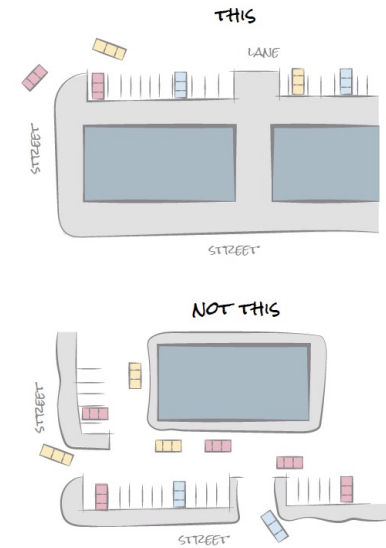


Figure 10. Avoid locating off-street parking between the front facade of a building and the fronting public street (3.5.g).



- iii. Garages or at-grade parking integrated into the building (located at the rear of the building).
- iv. Surface parking at the rear, with access from the secondary street wherever possible.
- i. Avoid parking structures that are partially above grade and result in blank walls along street frontages.
- j. In cases where publicly visible parking is unavoidable, screen parking using strategies such as (see *Figure 11*):
  - i. Landscaping and tree planting space.
  - ii. Trellises.
  - iii. Grillwork with climbing vines.
  - iv. Other attractive screening with some visual permeability.
  - v. Incorporating a buffer or setback from the public to adjacent neighbourhoods.
- k. Provide clear lines of site at access points to parking, site servicing, and utility areas to enable casual surveillance and safety.
- l. Consolidate driveway and laneway access points to minimize curb cuts and impacts on the pedestrian realm or common open spaces.
- m. Minimize negative impacts of parking ramps and entrances through treatments such as enclosure, screening, high-quality finishes, sensitive lighting, and landscaping.

### BICYCLE PARKING

- n. Provide bicycle parking at accessible locations on-site, including:
  - i. Covered short-term parking in well-lit and highly visible locations, such as near primary building entrances (see *Figure 12*).
  - ii. Secure long-term parking within the building, vehicular parking area, no lower than the first level of vehicular parking area.
- o. For additional guidance related to bicycle parking, see the BC Active Transportation Design Guide (BCATDG).



*Figure 11: When provided at grade, screen or enclose parking to minimize view and impact on the public realm (3.5.j).*



*Figure 12: Covered short-term parking near primary building entrance (3.5.n).*

## WINTER DESIGN

- p. Provide a landmark feature at the main entrance of parking lots to help guide drivers and pedestrians, especially when the ground is covered in snow.
- q. Design parking lots to facilitate snow removal and maneuverability of equipment and fleet vehicles.
  - i. Where possible, divide large parking lots into smaller areas, separated by planted islands (see *Figure 13*).
- r. Designate space in parking lots for on-site snow storage in areas that maximize sunlight and melting, while being mindful of drainage considerations.
- s. Reduce automobile lane widths where possible as narrow lanes result in less road surface to clear and extended sidewalks with shared-use paths accommodate a variety of active transportation modes.
  - i. Consider how reallocation of space or roadway redesign would best accommodate all modes safely in all weather conditions.
  - ii. Ensure the needs of municipal maintenance, operation and emergency vehicles are met.
- t. Provide mid-block crossings with curb extensions on long blocks to reduce the distances pedestrians must travel to reach their destinations.
  - i. Curb extensions that minimize pedestrian crossing distances are recommended where curbside parking lanes exist.



*Figure 13: Where possible, divide large parking lots into smaller areas, separated by planted islands (3.5.q).*

## 3.6. LANDSCAPE DESIGN AND PUBLIC REALM

### DESIGN INTENT

To ensure the design of streets and open spaces creates visual interest, comfort and safety for pedestrians, and positively contributes to urban ecology, habitat, and stormwater management.

### GUIDELINES

#### LANDSCAPE PLANNING

- a. Locate and design underground parkades, infrastructure, and other services to maximize soil volumes for in-ground plantings.
- b. Design attractive, engaging, and functional on-site open spaces with high-quality, durable, and contemporary materials, colours, lighting, furniture, and signage (see Figure 14).
- c. Create multi-functional landscape elements wherever possible, such as planting areas that also capture and filter stormwater or landscape features that users can interact with.
- d. Site trees, shrubs, and other landscaping appropriately to maintain sight lines and ensure that, at maturity, landscaping does not encroach on circulation routes.
- e. Use landscaping as a privacy buffer and define private, semi-private, common/shared, and public outdoor areas.
- f. Ensure site planning and design achieve favourable microclimate outcomes through strategies such as:
  - i. Locating outdoor spaces to maximize sunlight throughout the year.
  - ii. Using materials and colours that minimize heat absorption.
  - iii. Planting both evergreen and deciduous trees to provide a balance of shading in the summer and solar access in the winter.
  - iv. Using building mass, trees, and planting to buffer wind.



Figure 14: Design attractive, engaging, and functional on-site open spaces with high quality materials (3.6.b).

## LANDSCAPE MATERIALS

- g. Use landscaping materials that soften development and enhance the public realm (see *Figure 15*).
- h. Plant native and/or drought-tolerant trees and plants suitable for the local climate (see Winter Design below for more considerations).
  - i. Select trees for long-term durability, climate and soil suitability, and compatibility with the site's specific urban and climatic conditions.
- i. Select materials and furnishings that reduce maintenance requirements and use materials and site furnishings that are sustainably sourced, re-purposed, local, or 100% recycled (see Winter Design below for more information).

## STORMWATER MANAGEMENT & WATER USAGE

- j. Design sites and landscapes to maintain pre-development flows through capture, infiltration, and filtration strategies, such as the use of rain gardens, swales, and permeable surfacing.
- k. Design sites to minimize water use for irrigation by using strategies such as:
  - i. Planting drought-tolerant tree and plant species that are resilient to future climate projections and that maximize ecosystem services.
  - ii. Designing planting areas and tree pits to passively capture rainwater and stormwater run-off.
- l. Design parking areas to maximize rainwater infiltration through the use of permeable materials such as paving blocks, permeable concrete, driveway planting strips, and rain gardens.

## FOREST

- m. Site buildings to protect mature trees, significant vegetation, rock outcrops, and ecological features.
- n. Plant new street trees along public rights of way and ensure adequate soil volumes to optimize tree health while maximizing the tree canopy (see Winter Design below for more information).
- o. Consider species that provide high ecological and urban habitat values (e.g., for pollinators).



*Figure 15: Use landscaping materials that soften development and enhance the public realm (3.6.g).*



## LIGHTING AND WAYFINDING

- p. Use exterior lighting to complement the building and landscape design, while:
  - i. Minimizing light trespass onto adjacent properties.
  - ii. Using full cut-off lighting fixtures to minimize light pollution.
  - iii. Maintaining lighting levels necessary for safety and visibility.
- q. Employ on-site wayfinding strategies that create attractive and appropriate signage for pedestrians, cyclists, and motorists using a 'family' of similar elements.
- r. Provide pedestrian lighting and direct pathways between parking lots and connect paths to the main entrances of buildings (*see Figure 16*).

## PUBLIC ART

- s. Where applicable, integrate public art on-site to generate interest and activity and reflect the unique natural, Indigenous, industrial, or settler history of Mackenzie.
- t. Provide adequate building setbacks and space to accommodate the pedestrian view and experience of public art installations.
- u. Site artwork at key pedestrian spaces such as courtyards, mid-block connections, lanes, and plazas.



Figure 16: Provide pedestrian lighting to main building entrances (3.6.r).

## WINTER DESIGN

- v. Account for snow removal and storage in the design of streetscapes and open spaces.
  - i. Where appropriate, consider the use of moveable planters for trees and other landscaping that protects plantings from salting and snow clearing.
  - ii. Select appropriate landscaping for snow-storage areas. Grassed or landscaped areas that are used for snow storage are subject to damage and poor growth due to compaction and pollutants, and possibly poor drainage.
  - iii. Consider the flexible use of parking lanes for snow storage.
- w. Provide comfortable, protected and, preferably, south-facing areas for outdoor seating and dining. These areas could include overhead protection, decorative boxes with coniferous plants, and architectural and snow walls (see *Figure 17*).
  - i. Consider ease of snow-clearing maintenance, particularly for benches. (e.g., easier to clear snow from around a bench with a central pedestal than from around a traditional bench with four legs).
  - ii. Select materials that are durable, comfortable and aesthetically pleasing (e.g., metal can get very cold or hot, and neither extreme is particularly comfortable)
  - iii. Provide a variety of styles of both fixed and flexible street furniture to improve comfort.
  - iv. Incorporate windscreens, lighting, gas fire pits and other heating features to improve comfort in seating and dining areas.
- x. Provide landscaped and permeable surface areas on or near roadways to provide a natural filter for snowmelt and heavy rainfall, reducing pressure on the drainage and water network.
- y. Use the natural topography and playground elements to create winter activity for the community (e.g., slopes and hills for tobogganing, flat fields for snow furrows, snow sculptures and fort buildings, and pathways for running and sliding between garden beds)
- z. Select plant species that offer attractive or useful winter characteristics such as colour, fruit or tolerance to salt.
  - i. Choose native or non-invasive species that will create interesting landscapes year-round, including tall grasses and hardy greens.
  - ii. Trees that have colourful bark or retain their fruit in winter will attract winter birds and add additional colour and texture.



Figure 17: Provide comfortable and protected outdoor seating and dining (3.6.w).

## 3.7. ACCESSIBLE DESIGN

### DESIGN INTENT

To encourage a high standard of accessibility in site, building and landscape design to be more inclusive of all users.

### GUIDELINES

- a. When provided, access ramps, exterior lifts, and related elements should be visually integrated with the overall building design and site plan so as to not appear disjointed from the building facade.
- b. Use firm, slip-resistant, and even circulation surfaces and facilitate continuous and uninterrupted travel.
- c. Vertical disruptions along pedestrian routes should be avoided for ease of use by people with wheeled mobility devices, strollers, and bicycles.
- d. Ensure exterior accessible paths of travel:
  - i. In general, have a minimum clear width of 1.8 m, to allow room for mobility devices and service animals going both ways along a path, while accounting for use.
  - ii. Have a minimum headroom clearance of 2.1 m, to ensure paths are free of obstacles overhead that mobility canes cannot detect.
  - iii. Have firm, stable, and slip-resistant surfaces that canes, crutches, or the
  - iv. Be free of stairs or other barriers to mobility aids.
- e. Gratings or grills should be located on one side of accessible paths of travel.
- f. Benches, bike racks, bins and other furnishings should be located to one side of accessible entryways and pathways (see *Figure 18*).
- g. Primary entrances should be accessible and provide basic protection from the weather and include doors and vestibules that are usable autonomously by persons with varying disabilities.
- h. Outdoor common spaces (e.g. areas for seating, gardening, etc.) should be generally accessible for people with varying levels of ability and mobility and protected from the elements.
- i. Where stairs are located at the elevator lobby and at the end of corridors, design stairs to be visible, open and larger than the minimum to encourage walking.
- j. Where exit stairs and lobbies have exterior walls, incorporate windows for daylighting.



*Figure 18: Benches and bike racks should be located to one side of accessible pathways (3.7.f).*



## 3.8. HIGH-PERFORMANCE BUILDINGS

### Energy Step Code and Building Form and Character

The BC Energy Step Code is a performance-based standard for new construction that sets specific energy thresholds to be met while allowing building designers to identify how best to meet these thresholds for a given project.

While lower levels of the Energy Step Code can generally be achieved by making modest improvements to building design, achieving compliance with the highest requirements requires that the building be designed from the start with energy performance as a priority objective, and this may result in some implications with regard to building form and character. **The guidelines in this section are meant to provide guidance and flexibility so that designers are able to achieve high-performance design alongside urban design best practices.**

For more details on designing buildings to meet Energy Step Code performance requirements, including mechanical design, air tightness strategies, envelope details and other strategies that do not impact form and character, please see BC Housing's *BC Energy Step Code Design Guide*.

### DESIGN INTENT

To design buildings to reduce energy demand and maximize occupant health and comfort, while ensuring visual interest.

### GUIDELINES

#### SIMPLIFIED MASSING

- a. Consider the impact of massing and articulation on energy performance, including consideration for strategies such as:
  - i. Designing buildings with a pure form, simplified massing and fewer complex junctions to minimize building envelope heat loss; and
  - ii. Using articulation strategies for the building facade that are able to be done outside of the building thermal envelope.



*Figure 19: An example of a high-performance townhouse with a simplified building form to minimize building envelope heat loss, while also achieving many form and character objectives.*

- b. Use simple shifts in massing and changes in exterior colours and textures to articulate facades.
- c. For larger buildings, consider targeting an overall window-to-wall ratio (WWR) of 40% to reduce heat gain and loss through the building envelope by increasing the area of insulated walls. Additional considerations include:
  - i. Higher WWR ratios can be accommodated at grade to promote at-grade transparency while accommodating the 40% WWR in the building overall.
  - ii. Lower WWR ratios can be accommodated on north-facing facades to account for lower solar gain potential.

### SITE PLANNING AND ORIENTATION

- d. Orient buildings to maximize solar access to adjacent streets and public spaces, while also considering optimizing for solar orientation to improve energy performance and occupant comfort.
- e. Use appropriately designed exterior shading devices to block unwanted solar gains in warmer months while welcoming solar gains from lower winter sunlight. Additional considerations include:
  - i. Their use should be prioritized on southern elevations.
  - ii. Shading is not necessary on north-facing facades.
  - iii. Vertical fins are a good strategy to use for blocking incoming summer sun on western elevations.

### HIGH-PERFORMANCE BUILDING ENVELOPE

- f. Use insulating materials and/or thermally broken building products to reduce building heat loss from thermal bridges such as concrete balconies and beams that run from the building's interior to the exterior.

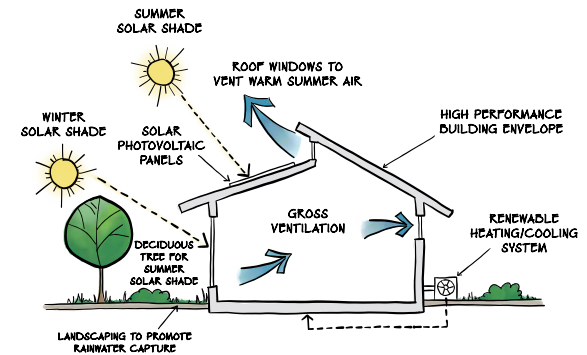


Figure 20: Concept diagram illustrating several high-performance design strategies, including passive cooling strategies.



## 4. GROUND-ORIENTED HOUSING GUIDELINES

*The term "Ground-oriented Housing" in the District refers to intensive residential units, such as duplexes, triplexes, townhouses, row housing and small apartments, that are built near or adjacent to existing single-family homes, low-rise residential, and mixed-use development. This type of housing is characterized by shared side walls with neighbouring units and ground-oriented access to streets and open spaces.*

## 4.1. SITE DESIGN AND PLANNING

### DESIGN INTENT

To site buildings to respond sensitively to topography and environmental features; to enhance privacy, livability, safety and accessibility; and to increase connectivity to the surrounding open space network.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

#### CONNECTIVITY

- a. Provide pedestrian pathways on-site to connect (*see Figure 21*):
  - i. Primary unit entrances to public sidewalks and open spaces.
  - ii. Visitor parking areas to building entrances.
  - iii. From the site to adjacent pedestrian/trail/cycling networks (where applicable).
  - iv. Public sidewalks and open spaces to secondary building or storage entries (e.g., to garage door entries for bicycle storage, where applicable).
- b. When pedestrian through-connections are provided on-site, frame them with an active edge – with entrances and windows facing the path or lane.
- c. Large mature trees and environmentally sensitive areas located on the street fronting perimeter of sites should be retained through strategic site planning and alternative construction methods.

#### FACING DISTANCES AND SETBACKS

- d. Locate and design buildings to maintain access to sunlight, and reduce overlook between buildings and neighbouring properties.
- e. Separate facing buildings on site a minimum of 10-12 m to provide ample spatial separation and access to sunlight.



Figure 21: Provide pedestrian pathways on-site to connect to public sidewalks (4.1.a).



## 4.2. RELATIONSHIP TO THE STREET

### DESIGN INTENT

To site and design buildings to positively frame and activate streets and public open spaces, while providing a clearly defined public-private transition zone.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Design primary unit entrances to provide:
  - i. A clearly visible front door directly accessible from a public street or publicly accessible pathway via a walkway, porch and/or stoop.
  - ii. Architectural entrance features such as stoops, porches, shared landings, patios, recessed entries, and canopies.
  - iii. A sense of transition from the public to the private realm by utilizing strategies such as changes in grade, decorative railings, and planters.
  - iv. Locate semi-private outdoor areas along the street frontage to activate the street and provide 'eyes on the street' (see Figure 22).
- b. Set back residential buildings on the ground floor between 4-6 m from the property line to create a semi-private entry or transition zone to individual units and to allow for an elevated front entryway or raised patio.
  - i. A maximum 1.2 m height (e.g., 5-6 steps) is desired for front entryways.
- c. In the case of shared landings that provide access to multiple units, avoid having more than two doors in a row facing outward.
- d. For buildings oriented perpendicularly to the street, ensure a strong relationship to the street with the end unit by using strategies such as:
  - i. Having a primary entry directly accessible from the fronting street.
  - ii. Placing windows to address the street.
  - iii. Creating a front yard condition adjacent to the fronting street through, for example, landscaping and/or plantings along an entry path.

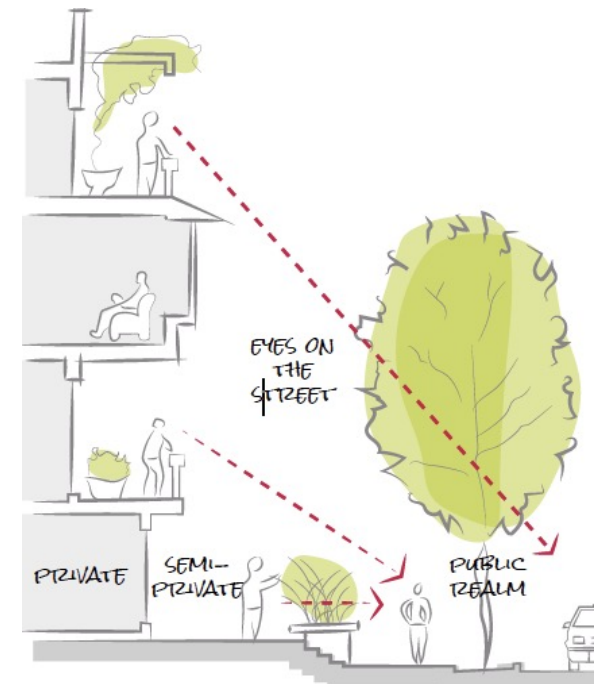


Figure 22: Locate and design windows, balconies, and street level uses to create active frontages and 'eyes on the street' (4.2.a.iv).

## 4.3. SCALE AND MASSING

### DESIGN INTENT

To ensure buildings contribute positively to the neighbourhood context and provide a sensitive transition in scale to existing and future buildings, parks, and open spaces.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Scale and site buildings to establish a consistent rhythm along the street by, for example, articulating individual units through the integration of recessed entries, balconies, a change in materials and slight projection/recess in the facade (see *Figure 23*).
- b. Consider compatible changes in materials and colours to identify housing blocks in large townhouse developments.
- c. In larger townhouse developments, limit the number of connected townhouse units to a maximum of 6 units before splitting into multiple buildings.



*Figure 23: Scale and site buildings to establish consistent rhythm along the street (4.3.a).*



## 4.4. BUILDING ARTICULATION, FEATURES, AND MATERIALS

### DESIGN INTENT

To enhance livability, visual interest, and sense of place through building form, architectural composition, and materials.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Design facades to articulate individual units while reflecting positive attributes of neighbourhood character. Strategies for achieving this include (see *Figure 24*):
  - i. Recessing or projecting facades to highlight the identity of individual units.
  - ii. Using entrance features, roofline features, or other architectural elements.
- b. To maximize integration with the existing neighbourhood, design townhouses to:
  - i. Incorporate design elements, proportions, and other characteristics found within the neighbourhood.
  - ii. Use durable, quality materials similar or complementary to those found within the neighbourhood.
- c. To maximize livability, primary living spaces be designed to:
  - i. Have access to daylight and natural ventilation.
  - ii. Not be located more than 1.2 m below adjacent grade (will not be supported).
  - iii. Have operable windows strategically located, at high and low elevations, to maximize natural ventilation.
- d. Maintain the privacy of units on site and on adjacent properties by minimizing overlook and direct sight lines from the building using strategies such as:
  - i. Off-setting the location of windows in facing walls and locating doors and patios to minimize privacy concerns from direct sight lines.
  - ii. Use of clerestory windows.
  - iii. Use of landscaping or screening.
  - iv. Use of setbacks and articulation of the building.

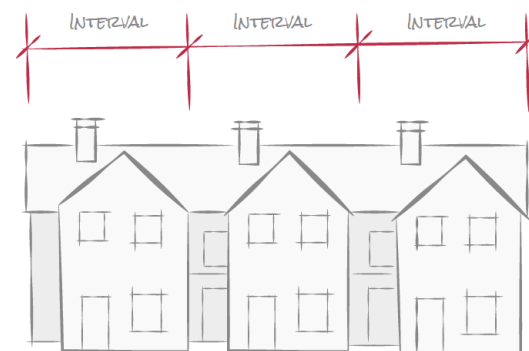


Figure 24: Design facades to articulate individual building entrances (4.4.a).

## 4.5. SITE SERVICING, ACCESS, AND PARKING

### DESIGN INTENT

To ensure the provision of adequate servicing, vehicle access, and parking while minimizing adverse impacts on the comfort, safety, and attractiveness of streets, sidewalks, and open spaces.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Locate 'back of house' uses (such as loading, garbage collection, utilities) with surface parking, in an enclosed space, away from public view.

### PARKING

- b. Rear-access garage, not visible from the street, or integrated tuck-under parking is preferred in townhouses (see Figure 25).
- c. Front garages and driveway parking are acceptable in townhouses facing internal strata roads, with the following considerations:
  - i. Architecturally integrate the parking into the building and provide weather protection to building entries.
  - ii. Design garage doors to limit visual impact, using strategies such as recessing the garage from the rest of the facade.
- d. There should be a minimum of 1 m landscape setback from a shared property line and a driveway.
- e. If bike parking is to be provided in individual parking garages, ensure adequate space for both vehicles and bikes.

### VEHICLE ACCESS

- f. Ensure that vehicle internal circulation is designed to accommodate necessary turning radii and provides logical and safe access and egress.
- g. Locate access points to minimize the impact of headlights on building interiors.
- h. At points of egress, ensure clear sight lines to adjacent sidewalks and/or roads.

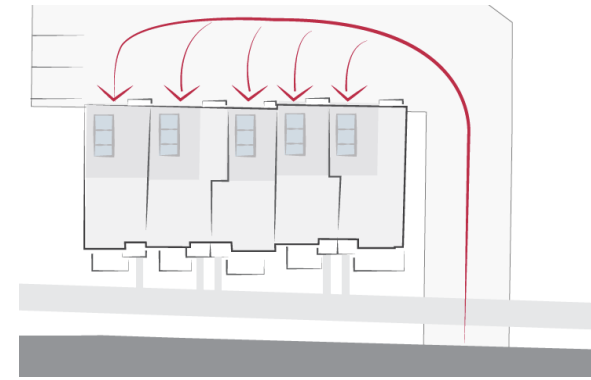


Figure 25: Rear-access garage, not visible from the street, is preferred in townhouses (4.5.b).

## 4.6. LANDSCAPE DESIGN AND PUBLIC REALM

### DESIGN INTENT

To design landscapes and open spaces that provide integrated, flexible, and accessible open space.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Design all units to have easy access to usable private or semi-private outdoor amenity space.
- b. Design front yards to include a path from the fronting street to the primary entry, landscaping, and semi-private outdoor amenity space (see *Figure 26*).
- c. Design private outdoor amenity spaces to:
  - i. Be usable (e.g., have direct access from the unit and be at least 9 m<sup>2</sup>).
  - ii. Have access to sunlight.
  - iii. Have railing and/or fencing to help increase privacy.
  - iv. Have landscaped areas to soften the interface with the street or open spaces.
- d. Design front patios to:
  - i. Provide an entrance to the unit.
  - ii. Where adjacent to a public street, be potentially raised (a maximum of 1.2 m) to create a semi-private transition zone.
- e. Design rooftop patios to:
  - i. Have parapets with railings.
  - ii. Minimize direct sight lines into nearby units.
  - iii. Have access away from primary facades.



*Figure 26: Design front yards to include a path from the fronting street to the primary entry (4.6.b).*

- f. Provide common outdoor amenity spaces that:
  - i. Incorporate landscaping, seating, play space, urban agriculture, and other elements that encourage gathering or recreation.
  - ii. Avoid isolated, irregularly shaped areas or areas impacted by parking, mechanical equipment, or servicing areas.
- g. Design internal roadways to serve as additional shared space (e.g., vehicle access, pedestrian and bicycle access, open space) using strategies such as:
  - i. High-quality pavement materials (e.g., permeable pavers).
  - ii. Providing usable spaces for sitting, gathering and playing.
  - iii. On-site pedestrian circulation that is distinct, identified through paving pattern, from car circulation.





## 5. LOW-RISE RESIDENTIAL & MIXED-USE GUIDELINES

*Low-rise Residential and mixed-use buildings may become a common building typology in Mackenzie over time. Common design challenges include addressing the street with active uses and ground-oriented units and reducing the bulk and massing of larger buildings. To address these challenges, projects should have a strong relationship to the street with a clear front-to-back orientation and provide vertical and horizontal articulation.*

## 5.1. SITE DESIGN AND PLANNING

### DESIGN INTENT

To site buildings to respond sensitively to topography and environmental features; to enhance privacy, livability, safety and accessibility; and to increase connectivity to the surrounding street and open space network.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Site buildings to be parallel to the street and to have a distinct front-to-back orientation to the public street and open spaces and to rear yards, parking, and/or interior courtyards:
  - i. Building sides that interface with streets, mid-block connections, and other open spaces (building fronts) should positively frame and activate streets and open spaces and support pedestrian activity.
  - ii. Building sides that are located away from open spaces (building backs) should be designed for private/shared outdoor spaces and vehicle access.

### CONNECTIVITY

- b. Break up large buildings with mid-block connections which should be publicly accessible wherever possible (*see Figure 27*).
- c. Ground floors adjacent to mid-block connections should have entrances and windows facing the mid-block connection.



Figure 27: Break up large building with mid-block connections. (5.1.b).



## 5.2. RELATIONSHIP TO THE STREET

### DESIGN INTENT

To site and design buildings to positively frame and activate streets and public open spaces.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Ensure lobbies and main building entries are clearly visible from the fronting street.
- b. Avoid blank walls at grade wherever possible by:
  - i. Locating enclosed parking garages away from street frontages or public open spaces.
  - ii. Using ground-oriented units and entries or glazing to avoid creating dead frontages.
  - iii. When unavoidable, screen blank walls with landscaping or incorporate a patio cafe or special materials to make them more visually interesting.

### COMMERCIAL AND MIXED-USE BUILDINGS

- c. Ensure buildings have a continuous active and transparent retail frontage at grade to provide a visual connection between the public and private realms.
- d. Site buildings using a common 'build to' line at or near the front property line so that a continuous street frontage is maintained (*see Figure 28*).
  - i. Some variations can be accommodated in ground level setbacks to support pedestrian and retail activity by, for example, incorporating a recessed entryway, small entry plaza, or sidewalk cafe.
- e. Incorporate frequent entrances (every 15 m maximum) into commercial street frontages to create punctuation and rhythm along the street, visual interest, and support pedestrian activity.
- f. On a sloping site, commercial frontages should step along with the grade. Sunken commercial areas are not supported.

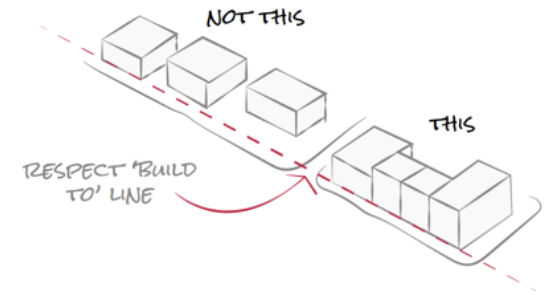


Figure 28: Site buildings to a common 'build to' line at or near the property line (5.2.d).

## RESIDENTIAL AND MIXED-USE BUILDINGS

- g. Set back residential buildings on the ground floor between 4-6 m from the property line to create a semi-private entry or transition zone to individual units and to allow for an elevated front entryway or raised patio (see Figure 29).
  - i. A maximum 1.2 m height (e.g., 5-6 steps) is desired for front entryways.
- h. Incorporate individual entrances to ground floor units with direct connection to the street or public open spaces.
- i. Site and orient buildings so that windows and balconies overlook public streets, parks, walkways, and shared amenity spaces while minimizing views into private residences.



Figure 29: Set back residential buildings on the ground floor between 4-6 m to create a semi-private entry or transition zone (4.2.g).

## 5.3. SCALE AND MASSING

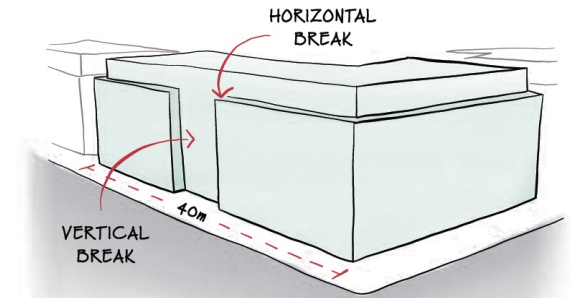
### DESIGN INTENT

To ensure buildings contribute positively to the neighbourhood context and provide a sensitive transition in scale to existing and future buildings, parks, and open spaces.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Residential building facades should have a maximum length of 50 m. A length of 40 m is preferred.
- b. Residential buildings should have a maximum depth of 24 m.
- c. Buildings with facades over 40 m in length should incorporate a significant horizontal and vertical break in the facade (see *Figure 30*).
  - i. For commercial facades, in addition to incorporating frequent entrances, incorporate a significant break at intervals of approximately 35 m.



*Figure 30: Building over 40 m in length should incorporate significant horizontal and vertical break in the facade (5.3.c).*

## 5.4. BUILDING ARTICULATION, FEATURES, AND MATERIALS

### DESIGN INTENT

To enhance livability, visual interest, identity, and sense of place through building form, architectural composition, and materials.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Articulate building facades into intervals that are a maximum of 15 m wide for mixed-use buildings and 20 m wide for residential buildings. Strategies for articulating buildings should consider the potential impacts on energy performance.
- b. Proportion the massing by incorporating elements that define a building's base, middle, and top (see Figure 31).
- c. Use an integrated, consistent range of materials and colours and provide variety by, for example, using accent colours.
- d. Select materials and accent colours with consideration for long-term performance and colour fastness.
- e. Articulate the facade using design elements that are inherent to the building as opposed to being decorative. For example, create depth in building facades by recessing window frames or partially recessing balconies to allow shadows to add detail and variety as a byproduct of massing.
- f. Incorporate distinct architectural treatments for corner sites and highly visible buildings such as varying the roofline, articulating the facade, adding pedestrian space, increasing the number and size of windows, and adding awnings and canopies.
- g. Provide continuous weather protection (e.g. awnings, canopies, overhangs, etc.) along all commercial streets and plazas, with particular attention to the following locations:
  - i. Primary building entrances.
  - ii. Over storefronts and display windows; and
  - iii. Any other areas where significant waiting or browsing by people occurs.

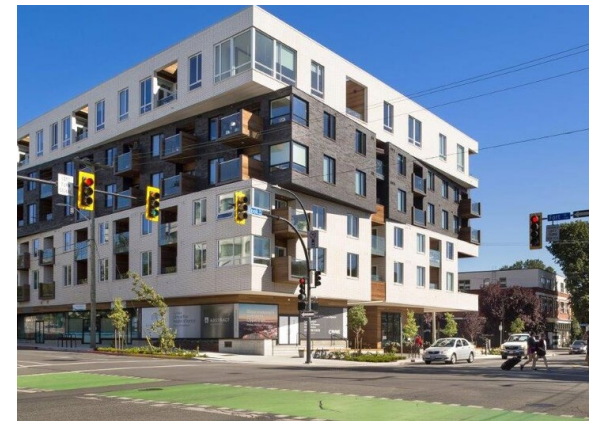


Figure 31: Proportion the massing by incorporating elements that define the building's base, middle, and top (5.4.b).

- h. Place and locate awnings and canopies to reflect the building's architecture and fenestration pattern.
- i. Place awnings and canopies to balance weather protection with daylight penetration. Avoid continuous opaque canopies that run the full length of facades.
- j. Manage drainage from awnings in order to prevent snow and rain from dropping onto pedestrians or bike parking.
- k. Provide attractive signage on commercial buildings that identify uses and shops clearly but is scaled to the pedestrian rather than the motorist. Exceptions can be made for buildings located on highways and/or major arterials.
- l. Avoid the following types of signage:
  - i. Internally lit plastic box signs.
  - ii. Pylon (stand-alone) signs.
  - iii. Rooftop signs.

## 5.5. SITE SERVICING, ACCESS, AND PARKING

### DESIGN INTENT

To ensure the provision of adequate servicing, vehicle access, and parking while minimizing adverse impacts on the comfort, safety and attractiveness of the public realm.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Integrate 'back of house' uses (such as loading, garbage collection, utilities) into:
  - i. Underground parking.
  - ii. Another enclosed or fully-screened space (in projects with surface parking).
- b. Vehicular access should be:
  - i. From a secondary street, where possible, or from the long face of the block (see Figure 32).
  - ii. Designed in a way that minimizes impacts on pedestrians and the streetscape.
  - iii. Designed so there is no more than one curb cut per property.
- c. Buildings with ground floor residential may integrate half-storey underground parking to a maximum of 1.2 m above grade, with the following considerations:
  - i. Semi-private spaces should be located above to soften the edge and be at a comfortable distance from street activity.



Figure 32: Vehicular access should be from a secondary street where possible (5.5.b.i).



## 5.6. LANDSCAPE DESIGN AND PUBLICLY-ACCESSIBLE AND PRIVATE OPEN SPACES

### DESIGN INTENT

To design landscapes and open spaces to respond to an open space program that relates to its users and provides flexible, accessible open space.

### GUIDELINES

In addition to the strategies outlined in the General Guidelines:

- a. Integrate publicly accessible private spaces (e.g., private courtyards accessible and available to the public) with public open areas to create seamless, contiguous spaces.
- b. Locate semi-private open spaces to maximize sunlight penetration, minimize noise disruptions, and minimize 'overlook' from adjacent units (see *Figure 33*).
- c. Design all units to have easy access to usable private or semi-private outdoor amenity space.

### GROUND-ORIENTED UNITS

- d. Design front yards to include a path from the fronting street to the primary entry, landscaping, and semi-private outdoor amenity space.
- e. Design private outdoor amenity spaces to:
  - i. Be usable (e.g., have direct access from the unit and be at least 9 m<sup>2</sup>).
  - ii. Have access to sunlight.
  - iii. Have railing and/or fencing to help increase privacy.
  - iv. Have landscaped areas to soften the interface with the street or open spaces.
- f. Design front patios to:
  - i. Provide an entrance to the unit.
  - ii. Where adjacent to a public street, be potentially raised (a maximum of 1.2 m) to create a semi-private transition zone.

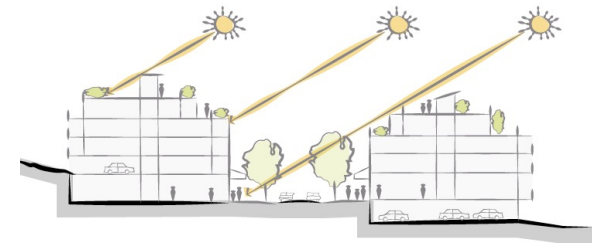


Figure 33: Located semi-private open spaces to maximize sunlight penetration (5.6.b).

- g. Design rooftop patios to:
  - i. Have parapets with railings.
  - ii. Minimize direct sight lines into nearby units.
  - iii. Have access away from primary facades.

### **PUBLIC OUTDOOR AMENITY AREAS**

- h. Design plazas and urban parks to:
  - i. Be located along a street frontage.
  - ii. Be animated with active uses at the ground level.
  - iii. Be located in sunny, south-facing areas.
- i. Design internal courtyards to:
  - i. Provide amenities such as play areas, barbecues, urban agriculture, and outdoor seating where appropriate.
  - ii. Provide a balance of hardscape and softscape areas to meet the specific needs of surrounding residents and/or users.
- j. Design mid-block connections to include active frontages, seating and landscaping.
- k. CPTED principles outlined in General Guidelines should be followed in the design of outdoor amenity areas.

### **COMMON OUTDOOR AMENITY AREAS**

- l. Provide common outdoor amenity spaces that:
  - i. Incorporate landscaping, seating, play space, urban agriculture, and other elements that encourage gathering or recreation (see Figure 34).
  - ii. Avoid isolated, irregularly shaped areas or areas impacted by parking, mechanical equipment, or servicing areas.



*Figure 34: Provide outdoor common spaces that incorporate landscaping and urban agriculture, and other elements that encourage gathering or recreation (5.6.l.i).*

## ROOFTOP AMENITY SPACES

- m. Design shared rooftop amenity spaces to be accessible to residents and to ensure a balance of amenity and privacy by:
  - i. Limiting sight lines from overlooking residential units to outdoor amenity space areas through the use of pergolas or covered areas where privacy is desired (see Figure 35).
  - ii. Controlling sight lines from the outdoor amenity space into adjacent or nearby residential units by using fencing, landscaping, or architectural screening.
- n. Reduce the heat island effect by including plants or designing a green roof, with the following considerations:
  - i. Secure trees and tall shrubs to the roof deck.
  - ii. Ensure soil depths and types are appropriate for proposed plants and ensure drainage is accommodated.
  - iii. Opportunities for urban agriculture.



Figure 35: Design shared rooftop amenity spaces that limit sight lines through the use of covered areas (5.6.m.i).



## 6. COMMERCIAL RETAIL GUIDELINES

*Commercial retail developments are often designed for convenient access by motorists with large areas of surface parking separating building entries from public sidewalks. They present many opportunities for improving design and functionality to become more pedestrian-oriented.*



## 6.1. SITE PLANNING AND LANDSCAPING

### DESIGN INTENT

To site buildings and utilize landscaping to respond sensitively to topography; to enhance environmental performance; to enhance safety and accessibility; and to increase connectivity to surrounding public sidewalks and paths.

### GUIDELINES

- Provide site furnishings (e.g., seating, bike racks and shelters) at building entrances and amenity areas.
- Provide landscaping and trees along frontages and in parking areas to soften lot frontages.
- Locate buildings to ensure good sight lines for vehicular and pedestrian traffic.
- Provide direct, safe, continuous, and clearly defined pedestrian access from public sidewalks, and parking areas to building entrances (see *Figure 36*).
- Base new development on an internal circulation pattern that allows logical movement throughout the site and that will accommodate, and not preclude, intensification over time (see *Figure 37*).

### LANDSCAPE AND OPEN SPACE

- Use large canopy trees to define the public realm (e.g., at the sidewalk and property edge facing the street)
- Distribute trees and landscaping throughout the site in order to:
  - Define property edges facing the street.
  - Define internal roads, pedestrian routes, and open spaces.
  - Create pleasant pedestrian conditions
  - Screen parking, loading, service, and utility areas
  - Maximize shade, especially in parking areas
  - Manage stormwater on-site.
  - Break up large rows of parking by substituting a parking stall with a canopy tree in a planter every 8-10 parking stalls.

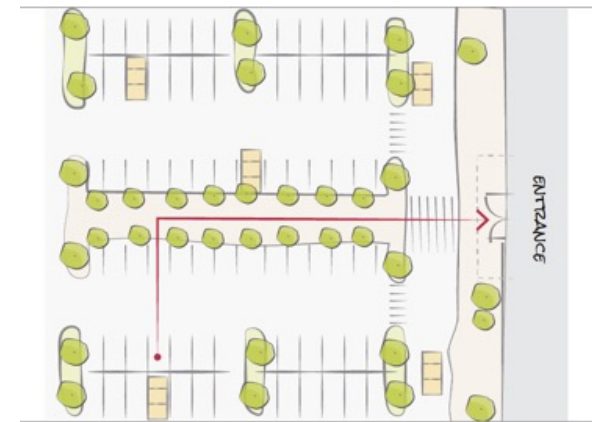


Figure 36: Provide direct, safe, continuous, and clearly defined pedestrian access from parking areas to building entrances (6.1.d).



Figure 37: Base new retail, commercial and industrial development on an internal circulation pattern that can easily accommodate redevelopment and future intensification (6.1.e).

- h. Provide on-site bio-retention facilities (e.g., bioswales, rain gardens) to collect, store, and filter stormwater from parking areas (see Figure 38).
- i. Use permeable materials such as paving blocks or permeable concrete in parking areas to maximize rainwater infiltration.
- j. Provide separation between vehicular routes (especially truck access/loading) and pedestrian routes on-site to avoid conflict and distinguish pedestrian routes from driving surfaces by using varied paving treatments and/or raising walkways to curb level.
- k. Base new development on an internal circulation pattern that allows logical movement throughout the site and that will accommodate, and not preclude, intensification over time.



Figure 38: Provide on-site bio-retention facilities to collect, store, and filter stormwater from parking areas (6.1.h).



## 6.2. RELATIONSHIP TO THE STREET

### DESIGN INTENT

To site and design buildings to positively frame and, where possible, activate streets and public open spaces.

### GUIDELINES

- a. Buildings on a corner parcel should orient frontages towards both streets if possible and include distinct architectural features, such as (see *Figure 39*):
  - i. Special or decorative canopies.
  - ii. Bay windows, balconies, turrets, or articulated roofline features.
  - iii. A corner entrance.
- b. Avoid blank walls adjacent to the highway, streets, lanes, walkways, parks, or other amenity spaces.



Figure 39: Building on a corner parcel should orient frontages to both streets (6.2.a).

## 6.3. BUILDING ARTICULATION, FEATURES, AND MATERIALS

### DESIGN INTENT

To enhance visual interest, identity, and sense of place through building form, architectural composition, and materials.

### GUIDELINES

- a. Design the facade of buildings with multiple storefronts so that each is defined through individual signage, entrances, canopies and/or materiality.
- b. Create transparent frontages with visual access to the interior of stores or commercial spaces, and avoid the use of (see *Figure 40*):
  - i. Materials such as blackout advertising panels.
  - ii. Dark and/or reflective glass.



Figure 40: Create transparent frontages with visual access into the interior or stores or commercial spaces (6.3.b).

## 6.4. SITE SERVICING, ACCESS, AND PARKING

### DESIGN INTENT

To ensure the provision of adequate servicing, vehicle access, and parking while minimizing adverse impacts on pedestrians and neighbouring properties.

### GUIDELINES

#### ACCESS

- a. Design site accesses to provide the potential for future shared access with neighbours and to minimize curb cuts.
- b. Where practical, link access drives and parking lots of adjacent properties in order to allow for the circulation of vehicles between sites.

#### PARKING

- c. The preferred location for main parking areas is at the rear and/or side of the building. Avoid locating large parking areas between the building and the street.
- d. Where parking areas are visible from the street, screen them using strategies such as tree planting, berming, low walls, decorative fencing and/or hedging.
- e. Break parking areas into smaller blocks defined by landscaping in order to minimize the amount of paved areas.
- f. Provide covered bicycle parking in visible and well-lit locations near building entrances and pedestrian walkways.

#### STORAGE, SERVICING, UTILITIES, LOADING AND GARBAGE

- g. Locate loading, utilities, mechanical equipment and garbage collection areas away from public view by:
  - i. Integrating these facilities into the footprint of the building.
  - ii. Screening using fencing, walls and/or landscaping (see Figure 41).
- h. Provide areas for temporary snow storage that do not conflict with site circulation, landscaping and access to utility boxes. For example, by providing access via a lane away from public view.



Figure 41: Screen mechanical equipment and garbage areas using fencing and/or landscaping (6.4.g.ii).



## 7. INDUSTRIAL & SERVICE COMMERCIAL GUIDELINES

*Industrial and service commercial buildings play an important role in the function and economy of Mackenzie and are oriented primarily towards providing convenient and safe access for commercial vehicles. They also present many opportunities to improve design and functionality, including enhancing the pedestrian environment once motorists get out of their vehicles, and are oriented primarily towards providing convenient and safe access for commercial vehicles; improving landscaping in order to mitigate environmental and visual impact of parking areas and buildings; and designing to mitigate negative impacts on neighbouring uses.*

## 7.1. SITE PLANNING AND LANDSCAPING

### GUIDELINES

- a. Pedestrian pathways should provide clear sight lines and connect the building to outdoor amenity spaces.
- b. Consider providing landscaped green roofs to manage runoff, add visual appeal, improve energy efficiency, reduce the heat island effect, and provide amenity value.

## 7.2. RELATIONSHIP TO THE STREET

### GUIDELINES

- c. Design primary entries to be clearly visible and accessible from the street.
- d. Where possible, design buildings to have frontages with multiple, smaller storefronts, and an elevated level of materials (see *Figure 42*)
- e. Site the building's primary facade parallel to the street and close to the minimum setback to establish a defined street edge and create larger common areas away from the street – using the building as a buffer against noise impacts.
  - i. Variances should be considered to support this.
- f. Include glazing as a major component of street-facing facades.
- g. Maintain and enhance street edge definition by preserving or incorporating street trees.
- h. Locate the office, reception, or sales component of the building closer to the street than the plant or warehouse component.
- i. Do not locate service doors (e.g., an overhead loading door) facing the street.

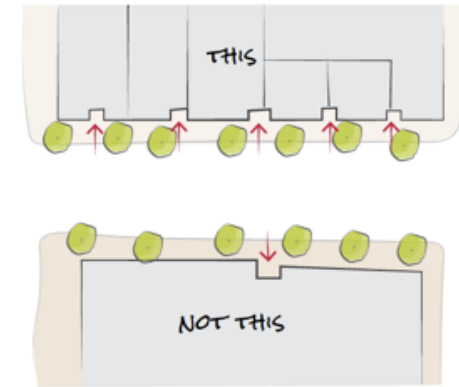


Figure 42: Design buildings to have multiple, smaller storefronts (7.2.d).

## 7.3. BUILDING ARTICULATION, FEATURES, AND MATERIALS

### GUIDELINES

- a. Avoid facing unarticulated facades to the street and use projections, recesses, plantings, awnings, colour and texture to reduce the visual size of any unglazed walls.
- b. Use different exterior materials to distinguish between the plant/warehouse component of a building from the office/sales component, such as by using an elevated level of materials for the latter (see Figure 43).
- c. Incorporate simple technologies for access to industrial and larger commercial buildings, such as bay door controls, air curtains and dock seals to prevent heat loss in winter.

### CO-EXISTING WITH RESIDENTIAL

- d. Building design should mitigate noise impacts by, for example, selecting wall, siding, and window materials that have strong sound insulation/absorption capacity.
- e. Design multi-storey buildings (for example, those which mix industrial and commercial or residential uses) to maintain and accommodate industrial uses on the ground floor by providing a first-floor height of 5.5 m.

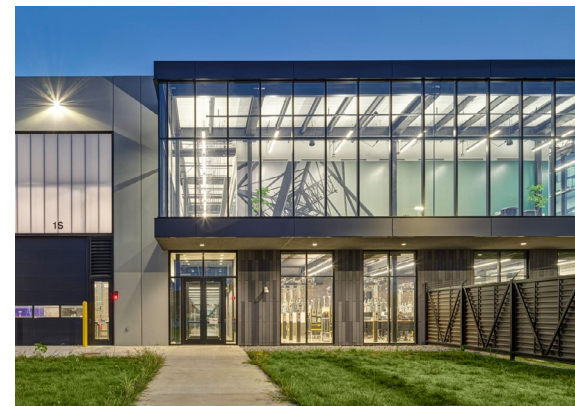


Figure 43: Use different exterior materials to distinguish between the plant/warehouse components (7.3.b).



## 7.4. SITE SERVICING, ACCESS, AND PARKING

### GUIDELINES

#### PARKING

- a. The preferred location for main parking areas is at the rear and/or side of the building while avoiding large parking areas between the building and the street (*see Figure 44*).
  - i. A single loaded row of visitor parking and passenger drop-off areas may be located between the building and the street where necessary.
- b. Where parking areas are visible from the street, screen it using strategies such as tree planting, berming, low walls, decorative fencing and/or hedging.
- c. Break parking areas into smaller blocks defined by landscaping in order to minimize the amount of paved areas.

#### STORAGE, LOADING, AND GARBAGE

- d. Locate outdoor storage areas within rear yards and/or interior side yards and screened from street view.

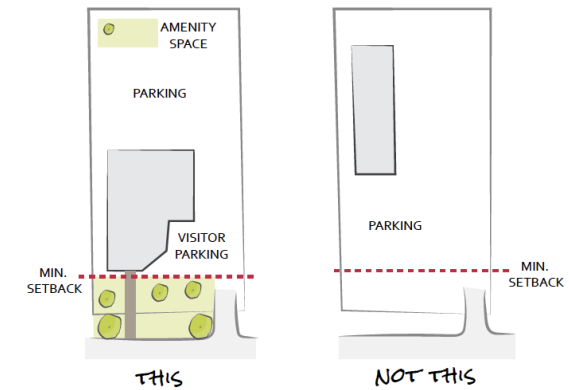


Figure 44: Avoid large parking areas between the building and street (7.4.a).





## 8. INSTITUTIONAL GUIDELINES

*A master planning process is encouraged for institutional development projects to ensure a comprehensive and cohesive design that contributes, connects well to and expands on the existing and/or planned future context; responds sensitively to natural and ecological features; and supports liveability and sustainability, informed by the Design Foundations and General Guidelines of this document.*

### 8.1. GENERAL GUIDELINES

- a. Design institutional buildings to respond to the Design Foundations (2.0) and General Guidelines (3.0), while respecting the need for functional (e.g., access or parking) or site-specific design solutions.
- b. Key institutional buildings may incorporate landmarks or emblematic design features, such as prominent vertical elements, significant corner treatments, and entry plazas or large extensions of the public realm.
- c. In large-scale projects, demonstrate variety in massing and materiality.
- d. Design buildings such that their form and architectural character reflect the building's internal function and use (e.g., a school, a hospital, a museum).

# 9. APPENDIX

## 9.1. GLOSSARY OF TERMS

### **Active Uses**

Uses that generate many visits, in particular pedestrian visits, over an extended period of the day. Active uses may be shops, cafes, and other social uses.

### **Active Transportation**

Describes all human-powered forms of travel, such as walking, cycling, in-line skating, skateboarding, skiing, canoeing, and more.

### **Building Envelope (Enclosure)**

The elements that make up the outer shell of a building that separate indoor from outdoor spaces. A building's envelope prevents or controls the entry of heat, water, air, noise, and light from entering or leaving.

### **CPTED (Crime Prevention Through Environmental Design)**

Refers to a group of strategies and concepts (including the design of buildings and landscaping) intended to reduce the fear of crime and opportunities to commit crimes.

### **Eyes on the Street**

Casual observation, from the street or from adjacent buildings, provided by people as they go about their daily activities.

### **Facade Articulation**

Design elements, both horizontal and vertical, that help create an interesting and welcoming building elevation. These include building materials, special ground-floor design treatments, facade modulation, corner treatments, building setbacks for upper stories, and facade elements such as window treatments, building entries, and other architectural details.

### **Facade**

The exterior of a building face.

### **Fenestration**

The arrangement of windows and doors on the elevations of a building.

### **Ground-oriented**

Buildings that have direct access to the street or ground level.

### **Human Scale**

Human Scale refers to the use of architectural features, details, and site design elements that are human proportioned and clearly oriented towards pedestrian activity to allow people to feel comfortable using and approaching it.

### **Private Open Space / Amenity Space**

An open area or place that is privately owned and exclusively occupied, usually attached to a private dwelling or unit. Some privately owned open space can be made available for the public to access and use (privately owned public space).

### **Private Realm**

Spaces owned by a private person or group and kept for their exclusive use.

### **Public Realm**

Spaces that are open and freely accessible to everyone, regardless of their economic or social conditions. These spaces can include streets, laneways and roads, parks, public plazas, waterways and foreshores.

### **Street frontage**

Refers to where there is an active visual engagement between those in the street and those on the ground and upper floors of buildings.

**Street Wall**

The vertical elements of buildings that define the edges of public streets.

**Streetscape**

The visual elements of a street, including the road, adjoining buildings, sidewalks, street furniture, trees and open spaces, etc, that combine to form the street's character.

**Thermal Bridging**

The transfer of heat through materials and structures that interrupt the building's continuous insulation layer, causing heat to escape the interior of the building to the outside air. Thermal bridges lower overall building energy efficiency.

**Turret**

A small tower that projects vertically from the wall of a building.

**Universal Accessibility**

The ability of all users to safely negotiate spaces and is a key factor in ensuring the usability buildings and the public realm.

**WWR (Window to Wall Ratio)**

The percentage of a building's facade that is made up of glazing.



# **FORM & CHARACTER**

## DEVELOPMENT PERMIT AREA GUIDELINES

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DISTRICT OF MACKENZIE

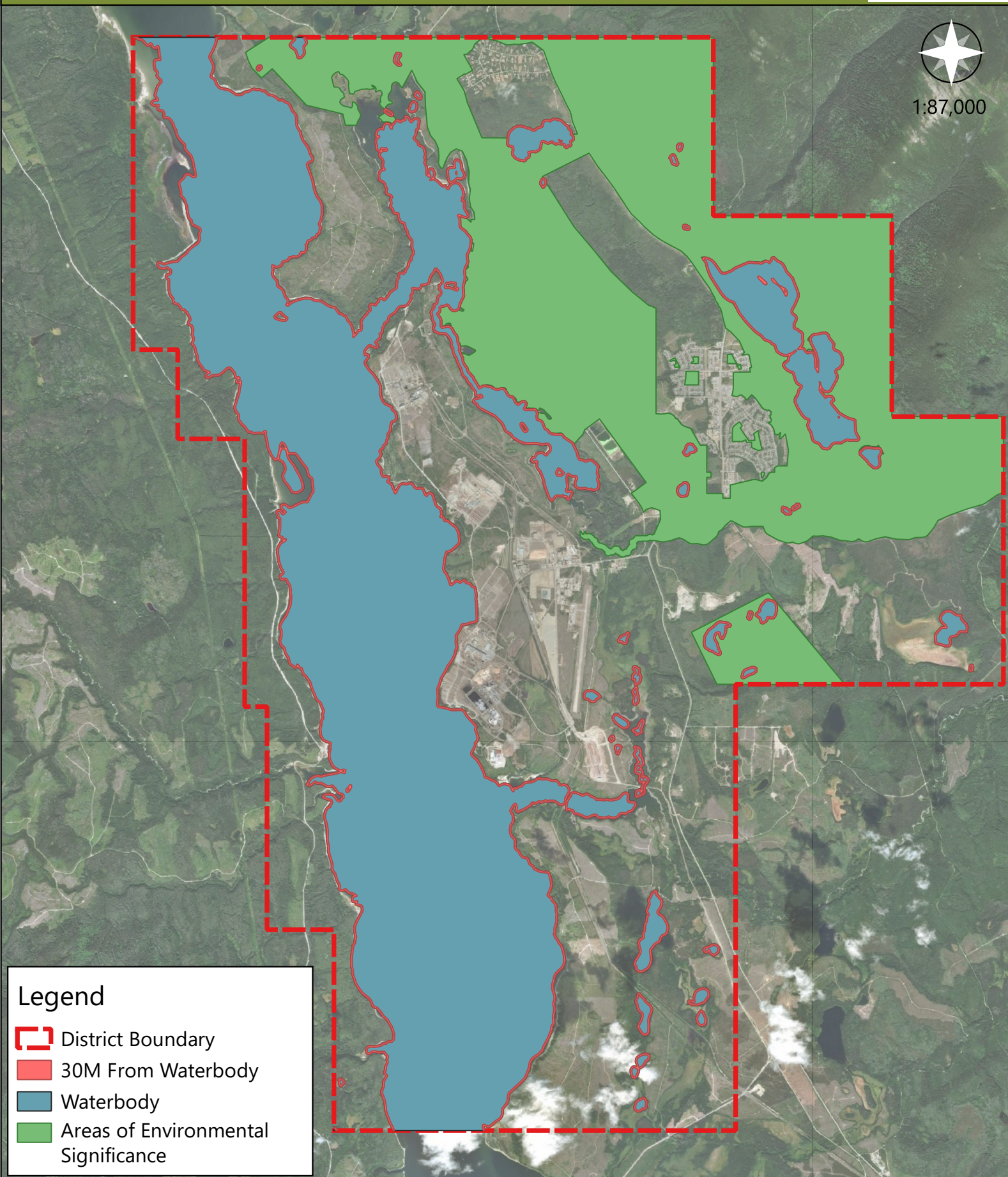
SEPTEMBER 2023







# MACKENZIE ENVIRONMENTAL DEVELOPMENT PERMIT AREA GUIDELINES



1:87,000



## Legend

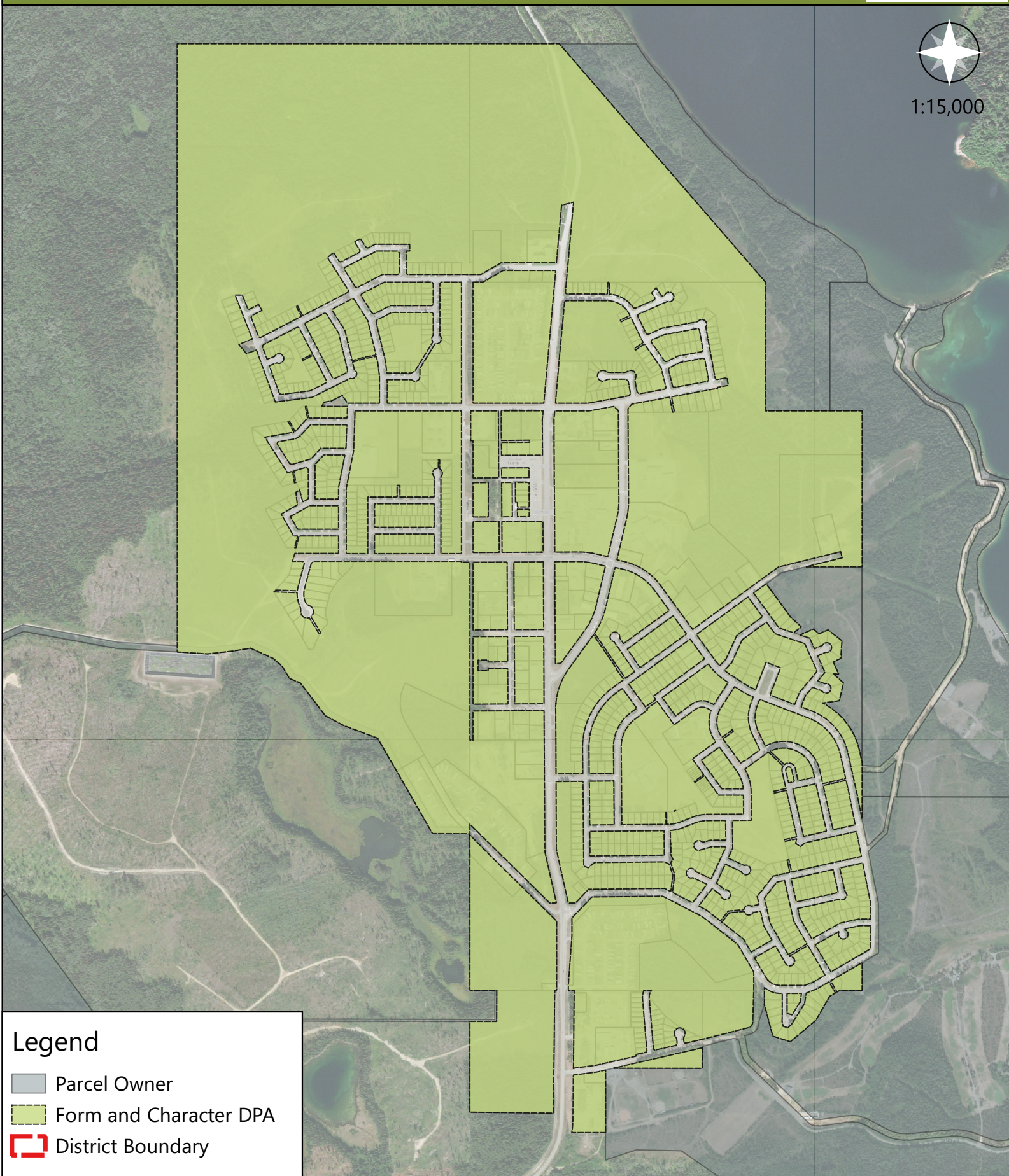
-  District Boundary
-  30M From Waterbody
-  Waterbody
-  Areas of Environmental Significance






# MACKENZIE FORM & CHARACTER DEVELOPMENT PERMIT AREA GUIDELINES



1:15,000



## Legend

-  Parcel Owner
-  Form and Character DPA
-  District Boundary





District of Mackenzie  
2024 Schedule of Meeting Dates

**Annual Conferences:**

BC Natural Resources Forum  
January 16 – 18, 2024, Prince George, BC

Association of Minerals Exploration  
January 22 – 25, 2024, Vancouver, BC

Local Government Leadership Academy  
January 31 – February 2, 2024 Vancouver, BC

BC Council of Forest Industries  
April 10 – 12, 2024, Vancouver, BC

Minerals North  
May 8 – 10, 2024, Kitimat, BC

North Central Local Government Association  
May 13 – 16, 2024, Smithers, BC

Federation of Canadian Municipalities  
June 6 - 9, 2024, Calgary, AB

British Columbia Community Forest Association  
June 11 – 13, 2024, Mackenzie, BC

Union of BC Municipalities  
September 16 – 20, 2024, Vancouver, BC

| JANUARY 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              | 1  | 2  | 3  | 4  | 5  | 6  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| FEBRUARY 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |

| MARCH 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            |    |    |    |    | 1  | 2  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| APRIL 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
|            | 1  | 2  | 3  | 4  | 5  | 6  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

| MAY 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| JUNE 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |

| JULY 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           | 1  | 2  | 3  | 4  | 5  | 6  |
| 7         | 8  | 9  | 10 | 11 | 12 | 13 |
| 14        | 15 | 16 | 17 | 18 | 19 | 20 |
| 21        | 22 | 23 | 24 | 25 | 26 | 27 |
| 28        | 29 | 30 | 31 |    |    |    |

| AUGUST 2024 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
|             |    |    |    | 1  | 2  | 3  |
| 4           | 5  | 6  | 7  | 8  | 9  | 10 |
| 11          | 12 | 13 | 14 | 15 | 16 | 17 |
| 18          | 19 | 20 | 21 | 22 | 23 | 24 |
| 25          | 26 | 27 | 28 | 29 | 30 | 31 |

| SEPTEMBER 2024 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 1              | 2  | 3  | 4  | 5  | 6  | 7  |
| 8              | 9  | 10 | 11 | 12 | 13 | 14 |
| 15             | 16 | 17 | 18 | 19 | 20 | 21 |
| 22             | 23 | 24 | 25 | 26 | 27 | 28 |
| 29             | 30 |    |    |    |    |    |

| OCTOBER 2024 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
|              |    | 1  | 2  | 3  | 4  | 5  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| NOVEMBER 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |

| DECEMBER 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 1             | 2  | 3  | 4  | 5  | 6  | 7  |
| 8             | 9  | 10 | 11 | 12 | 13 | 14 |
| 15            | 16 | 17 | 18 | 19 | 20 | 21 |
| 22            | 23 | 24 | 25 | 26 | 27 | 28 |
| 29            | 30 | 31 |    |    |    |    |

**Meeting Location:**

Council Chambers, 1 Mackenzie Boulevard  
Mackenzie, BC, V0J 2C0

**Start Time:**

Regular Meetings: 7:15 pm  
Committee of the Whole: 7:00 pm



**Regular Council Meeting**

**Committee of the Whole & Regular Council Meeting**



**Statutory Holiday**

**Conferences**