

COUNCIL MEETING AGENDA

Date: Monday, December 11, 2023, 7:15 p.m.
Location: Council Chambers of the Municipal Office
1 Mackenzie Boulevard, Mackenzie, BC

Pages

1. CALL TO ORDER

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

1.1 Defer to Closed Meeting

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

AND THAT the basis of the Special Closed Meeting relates to Section 90 (c) labour relations or other employee relations.

2. ADOPTION OF MINUTES

2.1 COTW - November 27, 2023

6

2.2 Regular Meeting - November 27, 2023

8

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

A) Community Grant Presentations

- Mackenzie Golf and Country Club
- Mackenzie Autumn Lodge Society
- Mackenzie Chamber of Commerce

B) Mackenzie Public Library Budget Presentation

7. CORRESPONDENCE

THAT the Correspondence listed on the Agenda be received.

7.1 For Action:

- | | | |
|-------|--|----|
| 7.1.1 | Letter of Support - Hero Dirt Trail Ventures
Letter received from Hero Dirt Trail Ventures requesting a letter of support towards their grant application to the South Peace Mackenzie Trust to support their 'Ridgeline Shuttles' project. | 15 |
| 7.1.2 | Federation of Canadian Municipalities - Membership Dues
Federation of Canadian Municipalities membership dues for 2024-2025 in the amount of \$984.09. | 16 |

7.2 For Consideration:

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

- | | | |
|-------|--|----|
| 7.2.1 | Ministry of Mental Health and Addictions UBCM Follow Up Letter | 19 |
| 7.2.2 | Community Works Fund - Payment 2 | 21 |
| 7.2.3 | Northern Health Healthy Communities E-Brief - December 2023 | 22 |
| 7.2.4 | Service Canada Visit - December 2023 | 27 |

7.3 Centre Table File

- 2024 Janitorial Contract Proposals
- BCP VPA Principi(ed) Magazine - November 2023
- CHOA Journal - Fall 2023
- BC Forest Professional Magazine - Fall 2023

8. ADMINISTRATIVE REPORTS

- 8.1 Discounted Gym Memberships 28
- Move that resolution 31192 be amended to include the following: School District 57 staff, Northern Health employees including nurses and doctors, MCFD Social Workers, and volunteer fire fighters with the Mackenzie Fire Department;
- AND that it be moved that the discount be decreased from 75% to 50% of the rate.
- 8.2 Insurance – Contract Instructors 29
- THAT Council agrees to provide liability insurance for contract instructors who deliver our fitness and non-contact sports programming;
- AND THAT the District form a Recreation Instructors Group through the Municipal Insurance Association's Associate Member Program;
- AND THAT Council authorize the Director and Manager of Recreation to enter into Service Provider Agreements (SPA) with recreation instructors for the provision of liability insurance through the District's liability insurance held with the Municipal Insurance Association of British Columbia.
- 8.3 2024 Janitorial Contract – Municipal Hall, Public Works/Bylaw, Fire Hall 32
- THAT Council awards the one-year Janitorial Services contract for City Hall, Public Works and Firehall #1, to Skyblue Services Corp. for up to \$3,835.95 per month plus GST, with an optional one-year extension, by mutual agreement, at the same monthly rate;
- AND THAT Council authorizes the Chief Administrative Officer to award and execute the contract and any related documentation.
- 8.4 Resolution of Support – NDIT and SPMT Grants – New Shop Local 34
- THAT Council supports the District's application to NDIT's New Shop Local grant program for up to \$10,000 in funding towards a new Shop Local program;
- AND THAT Council supports the District's application to South Peace Mackenzie Trust grant program for up to \$10,000 in funding towards a New Shop Local program.
- 8.5 Grant Applications – Airport Master Plan 37
- Resolution #1***
- THAT Council approves the application to the BC Air Access Program for grant funds for an airport master plan;
- AND THAT Council commits to finance any unanticipated cost overruns,

ineligible expenses, and any ongoing maintenance and operating costs associated with the operations of the completed project;

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

Resolution #2

THAT Council approves the application to the South Peace Mackenzie Trust for grant funding towards an airport master plan;

AND THAT Council commits to finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance and operating costs associated with the operations of the completed project;

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

8.6	<u>Declaring a Climate Emergency</u>	40
	THAT Council receives this report for information.	
8.7	<u>Business Walks 2023 Results</u>	43
	THAT Council receives this report for information.	
8.8	<u>Council Remuneration and Expenses</u>	75
	THAT Council receives this report for information.	

9. COUNCIL REPORTS

9.1	<u>Mayor's Report</u>	
9.1.1	Mayor Atkinson - November 2023	80
9.2	<u>Council Reports</u>	
9.2.1	Councillor Brumovsky - November 2023	82
9.2.2	Councillor Wright - November 2023	83

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. BYLAWS

12.1 Bylaw No. 1509 Financial Plan Amendment

THAT Bylaw No. 1509 cited as "Bylaw No. 1509, 2023 Financial Plan Amendment" be given final reading and be adopted.

13. NOTICE OF MOTION

14. COMING EVENTS

14.1 Light up the Community Contest Vote between Dec. 7 - 17, 2023

Link to Contestants: <https://www.letschatmackenzie.ca/light-up-the-community-contest>

14.2 Parade of Lights December 9, 2023 at 5:00 pm

Parade Route: <https://districtofmackenzie.ca/2023-district-of-mackenzie-holiday-parade/>

14.3 2024 Budget Feedback Survey Survey closes January 5, 2024 Link to Survey: <https://www.letschatmackenzie.ca/2024-budget-feedback>

14.4 Dive-In Movie Nights (in the Pool) December 17th - How the Grinch Stole Christmas

December 24th - Elf

Time: 11:00 am

Drop in fees apply

14.5 Winter Wonderland Public Skate 10:00am - 4:00pm December 23 and 24th Lights, trees, holiday music, and more!

Drop in fees apply

15. INQUIRIES

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

16. ADJOURNMENT

**Committee of the Whole
Minutes**

November 27, 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 R. McMeeken, Councillor K. Tapper, Councillor J. Wright

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K. Borne, Director of Recreation Services T. Gilmer, Jody Murray, Deputy Fire Chief K. Carty, RCMP Detachment Commander C. Bezaire, Land and Environmental Programs Coordinator L. Thorne, Legislative Clerk/Executive Assistant C. Smirle, Local Government Intern R. Paulsen

1. CALL TO ORDER

Called to order at 7:03 pm..

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

2. PUBLIC COMMENTS AND QUESTIONS

N/A

3. REPORTS

3.1 Operations

Moved by: Councillor Hipkiss

THAT the Operations report for the month of October 2023 be received.

CARRIED

3.2 Building

Moved by: Councillor Wright

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

CARRIED

3.3 RCMP

Moved by: Councillor Barnes

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

CARRIED

3.4 Fire

Moved by: Mayor Atkinson

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

CARRIED

3.5 Recreation Services

Moved by: Councillor Brumovsky

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

CARRIED

3.6 Finance

Moved by: Councillor Barnes

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

CARRIED

4. **OTHER BUSINESS**

N/A

5. **ADJOURNMENT**

Moved by: Councillor Tapper

THAT the meeting be adjourned at 7:21 pm.

CARRIED

Mayor

Corporate Officer

Regular Council Meeting

Minutes

November 27, 2023, 7:15 p.m.

Council Chambers of the Municipal Office

1 Mackenzie Boulevard, Mackenzie, BC

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

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K. Borne, Director of Recreation Services T. Gilmer, Director of Operations J. Murray, Land and Environmental Programs Coordinator L. Thorne, Legislative Clerk/Executive Assistant C. Smirle, Local Government Intern R. Paulsen

1. CALL TO ORDER

CALLED TO ORDER AT 7:26 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 Closed Meeting

Resolution: 33159

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. ADOPTION OF MINUTES

2.1 Regular Meeting - November 13, 2023

The minutes of the Regular Meeting held on November 13, 2023 were adopted as presented.

3. INTRODUCTION OF LATE ITEMS

N/A

4. ADOPTION OF AGENDA

Resolution: 33160

Moved by: Councillor Hipkiss

THAT the Agenda be adopted as presented.

CARRIED

5. PUBLIC COMMENTS AND QUESTIONS

Shannon Bezo, a resident, highlighted a couple of agenda items she eagerly anticipated during the meeting. She expressed hope that item #7.1.2 would receive consideration and looked forward to the ensuing discussion and decision on agenda item #8.2. Ms. Bezo extended her gratitude to Mayor Atkinson and Councillor Wright for submitting their Council reports. Furthermore, she expressed enthusiasm for the upcoming discussion on agenda item # 13.1, scheduled for the December 11th meeting.

Janice Nelson, Publisher of the Macktown Buzzette, requested that the possibility of testing for asbestos in pipes be included in the discussion of the Water Report.

6. PETITIONS AND DELEGATIONS

6.1 Community Grants - Presentations

In 2020, Council adopted the Community Grants Policy 3.16 which requires all organizations approved for Fee-For-Service Agreements to provide an in-person presentation to Council at the end of each year highlighting accomplishments, goals and objectives, benefits provided to the community, and a financial statement outlining how the District's funding was utilized. The following groups provided presentations to Mayor and Council highlighting 2023 project and a "year in review"

- Mackenzie & District Museum - Jim Wiens, Curator
- The Mackenzie Community Arts Council - Michelle Bobrel, President
- Mackenzie Outdoor Route and Trail Association - Ross Hobbs, President

7. **CORRESPONDENCE**

Resolution: 33161

Moved by: Councillor McMeeken

THAT the Correspondence listed on the Agenda be received.

CARRIED

7.1 For Action:

7.1.1 Teaching Excellence Award

Resolution: 33162

Moved by: Councillor McMeeken

THAT the District of Mackenzie write a letter of support nominating Kyle Tapper for a Teaching Excellence Award in Science, Technology, Engineering and Mathematics for the Prime Ministers awards.

CARRIED

7.1.2 Letter of Support Request - Omineca Growers Society

Resolution: 33163

Moved by: Councillor Barnes

THAT the District of Mackenzie send a letter of support to the Omineca Growers Society towards their grant application to Northern Health Rural, Remote and Indigenous Food Action Grant for building a self-sustaining greenhouse in Mackenzie.

CARRIED

7.2 For Consideration:

7.2.1 Donation Request

Councillor Brumovsky declared a conflict on this item. (Councillor Brumovsky left the Chambers during the discussion and returned after the vote.)

Resolution: 33164

Moved by: Councillor Wright

THAT the District respond to the donation request letter from the Mackenzie Secondary School 2024 Graduating Class recommending they explore specific in-kind grants from Council to fulfill their needs.

CARRIED

8. **ADMINISTRATIVE REPORTS**

8.1 Remaining Council Travel Funds

Resolution: 33165

Moved by: Councillor Wright

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.

Opposed (4): Mayor Atkinson, Councillor Barnes, Councillor Brumovsky, and Councillor McMeeken

DEFEATED (3 to 4)

8.2 Regulation of Cats

Resolution: 33166

Moved by: Councillor Hipkiss

THAT Council chooses to make no changes the Animal Control and Licensing Bylaw No. 1354, 2016.

Opposed (2): Mayor Atkinson, and Councillor Brumovsky

CARRIED (5 to 2)

8.3 District of Mackenzie Water System Annual Report - 2022

Luke McDonald, L&M Engineering Ltd., was present to answer any questions from Mayor and Council regarding the 2022 Annual Water Report.

Resolution: 33167

Moved by: Councillor McMeeken

THAT Council receives this report for information.

CARRIED

8.4 2023-2027 Financial Plan Amendment

Resolution: 33168

Moved by: Councillor Tapper

THAT Council receives this report for information.

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.

10. UNFINISHED BUSINESS

Resolution: 33169

Moved by: Councillor Brumovsky

THAT the second reading of Official Community Plan Amendment Bylaw No. 1508, 2023 be rescinded so that the Environmental Development Permit Areas can be reviewed and adjusted.

CARRIED

11. NEW BUSINESS

N/A

12. BYLAWS

12.1 Bylaw No. 1509 Financial Plan Amendment

Resolution: 33170

Moved by: Councillor Wright

THAT Bylaw No. 1509 cited as "Bylaw No. 1509, 2023 Financial Plan Amendment" be given the first three readings.

CARRIED

13. NOTICE OF MOTION

13.1 Discounted Gym Memberships

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 December 11, 2023 Regular Council meeting for Council's consideration.

14. COMING EVENTS

- 14.1 Active Transportation and Community Spaces Open House
November 29, 2023
400 Skeena Drive - Recreation Centre
6:00 pm - 7:00 pm
- 14.2 MSS Senior Girls Volleyball Provincials
November 30 - December 2, 2023
Castlegar, BC
- 14.3 Finance Open House
December 5, 2023
Mackenzie Recreation Centre
6:00 pm - 7:00 pm
- 14.4 Light up the Community Contest
Three categories: Best lights, best theme and best business lights.
Nominations will be taken until December 6, 2023
To nominate a house or business email emily@districtofmackenzie.ca.
- 14.5 Parade of Lights
December 9, 2023
5:00 pm
- 14.6 2024 Budget Feedback Survey
Survey closes January 5, 2024
www.letschatmackenzie.ca -> 2024 Budget Feedback

15. INQUIRIES

Shannon Bezo, resident, expressed disappointment over the Council's decision to defeat the motion for agenda item #8.1, Remaining Council Travel Funds.

Ms. Bezo acknowledged the current absence of bylaw officers to regulate cats but expressed the wish that the process to amend the bylaw would have commenced, ensuring regulations are in place when the position is filled.

Ms. Bezo emphasized the importance of the upcoming Budget meeting on December 5th, expressing hope that it would be published online and mailed to residents to encourage their attendance.

16. ADJOURNMENT

Resolution: 33171

Moved by: Councillor Hipkiss

THAT the meeting be adjourned at 9:04 pm.

CARRIED

Mayor

Corporate Officer

Mayor & Council
District of Mackenzie
PO Bag 340
Mackenzie, BC V0J2C0

November 27, 2023

Dear Mayor Atkinson & Members of Council,

I am writing to seek the support of the District of Mackenzie in my endeavor to expand & diversify my business – Hero Dirt Trail Ventures. I am currently in the process of preparing an application to the South Peace Mackenzie Trust to assist me in funding my new venture.

With the recent development of the Morfee Mountain Ridgeline Trail, Mackenzie has gained the distinction of having the longest shuttle-accessed downhill mountain bike trail in the province. Plans are in place to expand the network, which we hope will increase the number of people using it, as well as help to elevate the sport and make it more popular in our own community. We do not however have any sort of service to get people & bikes up the mountain efficiently. I have provided such a service on several occasions since the grand opening of the Ridgeline Trail, to people from out of town who contacted me personally.

It is HDTV's intention to offer a scheduled service three days/week with extra days on long weekends, starting in the summer of 2024. Private bookings will be available. The service will cater to mountain bikers who only need a ride up, but will also accommodate hiking groups which may wish to save wear & tear on their vehicles and get a ride both ways. I have also communicated with several other local businesses with an eye towards promotional offers and special VIP visitor experiences.

I feel that this initiative dovetails nicely with the values & objectives of the District of Mackenzie. If successful, we will create local jobs, we will enhance recreation resources for local residents and we will be able to fully promote our trail system to tourists.

A letter of support from the District of Mackenzie, addressed to Hero Dirt Trail Ventures would be appreciated, as I move forward with securing the necessary funding and approvals needed to get the service – tentatively named 'Ridgeline Shuttles' rolling.

Thank you for considering this request. If you have questions, or need clarification or more detail, please reach out to me at 250-997-1939 or via email dirtheroaaron@gmail.com.

Sincerely,

Aaron Snively, Hero Dirt Trail Ventures



Renew your FCM membership today

Dear Diane Smith,

Now more than ever, Canadian municipalities are on the frontlines of our country's most pressing challenges. Our cities and communities are working hard to support rapid national population growth, tackle the housing crisis, grapple with aging infrastructure, and build resilience in the face of extreme weather events.

As the national voice of local governments, the **Federation of Canadian Municipalities (FCM)** plays a central role in supporting municipalities to address current challenges, seize new opportunities and prepare for the future.

Delivering results

An FCM membership is a valuable investment in your community, one that offers tangible results and [exclusive benefits](#).

Nearly 2,100 municipalities representing 92% of Canadians—including the **District of Mackenzie**—know the level of influence FCM has in Ottawa. Together, we are influencing the national agenda by advocating for local priorities and fostering a strong partnership with the federal government, resulting in more shovel-ready projects, more jobs and more opportunities in cities and communities across Canada.

FCM is here to make sure that British Columbia local governments' unique priorities—ranging from housing and homelessness to infrastructure and climate adaptation—are heard at the federal level. Together, we can make sure BC municipalities of all sizes are strong, resilient and prepared for the challenges of the future.

Shaping our future, together

We know that our actions today have a profound impact on tomorrow. Our voice grows stronger with each member, amplifying our influence and driving much-needed change. **In this unique moment where FCM is championing a new Municipal Growth Framework—an approach that will reshape intergovernmental collaboration and usher in a new way to fund local governments—the strength of our collective voice has never been so important.**

Through our united membership, we are actively ***shaping our future*** for the better—for our cities and communities and for the residents we serve.

Renew your FCM membership today. Please find attached your invoice for 2024-2025.

To learn more about how being an FCM member makes your community stronger, visit fcm.ca/membership.

Sincerely,

Your FCM team



Lynn Hall

Member Relations Advisor | Policy and Public Affairs

Conseillère des Relations avec les membres | Politiques et affaires publiques

T. 1-613-907-6273



As we move forward with our commitment to reconciliation, FCM acknowledges that our head offices are located on the unceded, unsundered territory of the Anishinaabe Algonquin Nation whose presence here reaches back to time immemorial. We recognize and honour the historic and ongoing contributions of Indigenous peoples across the country. [Full Statement](#)

Dans le cadre de son engagement pour favoriser la réconciliation, la FCM tient à reconnaître que ses sièges sociaux sont situés sur le territoire non cédé de la Nation anichinabée algonquine, présente en ces lieux depuis des temps immémoriaux. Nous reconnaissons également les contributions passées et présentes des peuples autochtones au pays. [Déclaration complète](#)

**Membership Invoice
2024-2025
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221

Diane Smith
District of Mackenzie
Bag 340 1 Mackenzie Boulevard
Mackenzie, BC, V0J 2C0
Attn: Chief Administrative Officer

INVOICE / FACTURE: INV-38145-F9Q5F9
DATE: 11/14/2023
ACCOUNT / COMPTE: 160
DUE DATE / DATE LIMITE: 03/31/2024

ITEM / DESCRIPTION	QTY / QTE	RATE / TAUX	SUB-TOTAL / SOUS-TOTAL	GST / TPS	TOTAL
Base fee per your population / Taux de base selon votre population	1	\$220.00	\$220.00	\$11.00	\$231.00
Per capita dues calculated per your population / Frais de cotisation calculés selon votre population	3,281	\$0.2186	\$717.23	\$35.86	\$753.09
TOTAL			\$937.23	\$46.86	\$984.09

PAID AMOUNT / MONTANT PAYÉ: \$0.00
BALANCE DUE / MONTANT DÛ: \$984.09

PAYMENT / PAIEMENT

Cheque payable to / Chèque à l'ordre de

Federation of Canadian Municipalities
Fédération canadienne des municipalités

Electronic Funds Transfer / Transfert électronique de fonds

Royal Bank of Canada (RBC)/Banque Royale du Canada
Institution Number/Numéro de l'institution: 003
Transit Number/Numéro de transit: 00006
Account Number / Numéro de compte: **1113307**

accountsreceivable@fcm.ca/comptesrecevables@fcm.ca

**Your FCM membership empowers local leaders to
strengthen their communities and shape a brighter future
for all Canadians.**
Learn more at <https://fcm.ca/membership>.



November 30, 2023

1268162

Via email: joan@districtofmackenzie.ca

Their Worship Joan Atkinson
and Members of Council
District of Mackenzie
PO Box 340, 1 Mackenzie Blvd
Mackenzie BC V0J 2C0

Dear Mayor Atkinson and Councillors:

Thank you to your delegation for meeting with me at the Union of British Columbia Municipalities Convention in Vancouver.

I appreciated hearing about issues in your community and I'm grateful for your advocacy. Topics raised during the meeting included the challenges northern rural communities face in providing adequate mental health support to residents, and particularly children and youth, and the desire for a Foundry Centre within your community.

The Ministry is working hard across government to create an accessible, robust, and culturally safe system of mental health and addictions care that provides the right care at the right time and place for people.

The Province is investing in the expansion of the Foundry network of services for young people ages 12-24 and their families. Once complete, there will be 35 Foundry centres across British Columbia, in addition to the virtual services available province-wide through Foundry Virtual. More information is available [here](#). My office recently provided information on the Foundry application process to McKenzie Counselling Services to ensure they are aware of the callout and encourage them to submit an application.

As committed during our meeting, ministry staff reached out to the Ministry of Education and Child Care's Learning Division for the best contact information within School District 57, and will provide that to Chief Administrative Officer Smith as soon as possible.

...2

- 2 -

Thank you again for your leadership. I appreciate these important opportunities to exchange ideas and share information. Meetings like this help me better understand the challenges people and communities across BC face on a daily basis. Through a continued partnership, I am confident we can work together to improve mental health and substance use care in the District of Mackenzie and for all British Columbians.

Thank you again to your delegation for taking the time to meet with me.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Whiteside". The signature is fluid and cursive, with the first name "Jennifer" written in a larger, more prominent script than the last name "Whiteside".

Jennifer Whiteside
Minister

pc: Francesca Wheler, Assistant Deputy Minister, CYMHP
Diane Smith, Chief Administrative Officer, District of Mackenzie

November 28, 2023

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

Dear Mayor Joan Atkinson and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2023/2024**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2023/2024. An electronic transfer of \$115,670.54 is expected to occur in December 2023. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

This payment marks the final CWF disbursement of the current 10-year Canada Community-Building Fund agreement. Spanning from 2014 to 2024, this agreement has successfully allocated over \$1.25 billion in CWF funding to local governments in British Columbia. Looking ahead, UBCM anticipates the implementation of a new agreement in April 2024. Information on a renewed program will be communicated in the following months.

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Kerri Borne, Chief Financial Officer

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.

For your information

PlanH Healthy Community Grant recipients

Learn more about the [Age-friendly Communities program](#) and the successful communities in Northern BC that received funding for their projects. Congratulations to the District of Houston, District of Kitimat, District of Stewart, District of Taylor, River of the Peace Métis Society, Town of Smithers, and Village of Pouce Coupe.

Resources (toolkits, reports, websites)

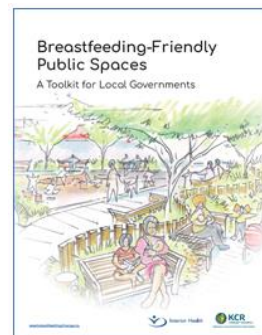
Activate Your Neighbourhood (Canadian Parks and Recreation Association)

Use this [guide](#) to help re-imagine, re-think and re-purpose the spaces in your neighbourhood to support and encourage physical activity and social connections.



Breastfeeding-friendly Public Spaces: A Toolkit for Local Governments (Interior Health)

Breastfeeding is linked to a strong economy, food security, sustainability, equity, truth and reconciliation, and health across the lifespan. Local governments can positively influence breastfeeding rates by creating spaces where parents feel safe and welcome to breastfeed in public. Get inspired by examples of [tools](#) that other local governments have implemented to make their communities more breastfeeding-friendly.



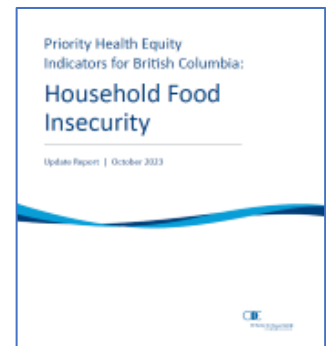
Promoting Physical Activity for Older People: A Toolkit for Action (World Health Organization)

Use this new [toolkit](#) to help develop and implement policy actions to increase participation in physical activity. The toolkit focuses on three key activities: "educating and encouraging" – communicating why physical activity is important; "engaging and supporting" – ensuring physical activity programs and services meet the needs of older people; and "enabling every day" – ensuring that environments where older people live, work, and socialize support physical activity.



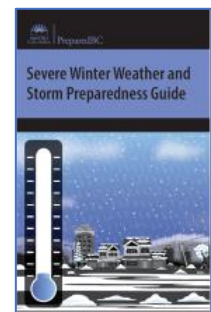
Priority Health Equity Indicators for British Columbia: Household Food Insecurity (BC Centre for Disease Control)

Reporting on the rates of household food insecurity (HFI) is one way to monitor food security in BC. According to this [new report](#), the Northern Health (NH) region continues to have the highest rates of household food insecurity in the province. HFI is more common in households with children, especially lone-parent households, and people who receive income assistance. People and communities living with HFI face additional barriers to physical and mental health and social well-being and are best supported through strategies that include [healthy public policy and systems change](#).



Severe Winter Weather and Storm Preparedness Guide (PreparedBC)

This guide is a must-read for everyone living in and visiting BC through the winter months. It will help you prepare and know what to do when severe winter weather and storms arrive.



Events and learning opportunities

Increasing Affordability Through Municipal Climate Action - Food Security (Climate Caucus)

Date: January 15, 2024

Are you passionate about making a positive impact on your community and taking action on climate change? Are you eager to learn more about how municipalities can play a crucial role in addressing climate change while increasing affordability? Join this [webinar](#) to more about how food programs and policies can support the planet while tackling the affordability crisis.

Outside and risky play online workshop (Appetite to Play)

Date: January 20, 2024

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

Building Communities That Create a Sense of Belonging (Tamarack Institute)

Date: January 31, 2024

Join this [webinar](#) about the structures (social, physical, and relational) that create belonging. Learn about these structures and how to move from a collective basis from isolation to belonging.

Food and physical activity online workshop (Appetite to Play)

Date: February 15, 2024

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

Funding opportunities

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, 2023

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. Priority areas include, but are not limited to, food security, social and cultural supports, employment, education and training, families, children and youth, mental health, and transportation.

Complete Communities (Union of BC Municipalities)

Deadline: January 12, 2024

Apply to the [Complete Communities program](#) to advance identified community goals. The program supports communities in undertaking assessments to inform land use decision-making, considering housing need, supply, and location; providing transportation options including increased walkability; and making connections to infrastructure investment and servicing decisions.

National Anti-Racism Fund Event and Youth Initiative Grants (Canadian Race Relations Foundation)

Deadline: January 15, 2024

Interested in planning a community-based event (conference, workshop, festival, intercultural activities, etc.) to combat racism and discrimination? Apply to the [National Anti-Racism Fund Event and Youth Initiative Grant](#) for up to \$10,000.

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 and application.

Disaster Risk Reduction – Climate Adaptation (Union of BC Municipalities)

Deadline: March 28, 2024

Apply for [Disaster Reduction-Climate Adaptation funding](#) to support initiatives that reduce disaster risks from natural hazards and climate-related events. First Nations and local governments are encouraged to apply.

Anti-Hate Community Support Fund

Deadline: March 31, 2024

Apply to the [Anti-Hate Community Support Fund](#) for up to \$10,000. This fund is intended to support organizations, such as places of worship or cultural community centres, that have sustained damages to their site(s) or are seeking to enhance security measures in and around their site(s).

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.

#GreenMyCity Program (Green Cities Foundation)

Deadline: Ongoing

Apply for a [#GreenMyCity grant](#) to support the restoration and revitalization of any publicly owned land, including parks, community gardens, sports fields, playgrounds, and public open spaces. Garden clubs, associations, neighbourhood groups, service clubs, and school/youth groups are encouraged to apply.

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.

Northern Health Stories

Holiday giving: Thinking outside the (gift)box

How do you feel about giving and receiving gifts during the winter holidays?

For some, gift giving means extra costs, stress, unwanted stuff, and more impact on the planet. In fact, some people opt out of gifts altogether. But for others, gift-giving is a valued tradition that's tied to happy memories. They find it exciting and rewarding, and a way to show others they care – a “love language.”

How about you? Maybe you like to give and receive gifts, but want to spend less, cut clutter, and reduce consumption. What kind of gifts align with your values?

I reached out to a few Northern Health colleagues working in Population and Public Health and they shared a wealth of ideas. Looking for inspiration this holiday season? ...[continue reading](#).

This NH Story by: Lise Luppens

See the latest stories at 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 with “subscribe” in the subject line.

To unsubscribe, send a blank email to 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.





**SERVICE CANADA WILL BE IN YOUR
COMMUNITY ON**

Dec 12th - 13th 2023

From: Dec 12th 1:00 pm to 4:30 pm
Dec 13th 9:00 am to 12:00 pm

At: Mackenzie Service BC Centre
64 Centennial Drive
Mackenzie, BC

We will be able to help you with:

Employment Insurance
Canadian Pension Plan / Old Age Security /
Guaranteed Income Supplement
Social Insurance Number
Passport application intake



You can access our online services at
Canada.ca/service-canada-e-service

**SERVICE CANADA SERA DANS VOTRE
COLLECTIVITÉ LE**

12-13 décembre, 2023

De: 12 décembre, 13h00 à 16h30
13 décembre, 9h00 à 12h00

À: Centre de service C.-B. Mackenzie
64, promenade Centennial
Mackenzie, BC

Nous pourrions vous aider avec :

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vieillesse / supplément de revenu garanti
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-électroniques](https://canada.ca/service-canada-services-électroniques)**

NOTICE OF MOTION

To: Mayor and Council
From: Councillor Wright
Date: November 21, 2023
Subject: Discounted Gym Memberships

The date for this motion to be considered is at the December 11, 2023 Regular Council Meeting.

RECOMMENDATION:

Move that resolution 31192 be amended to include the following: School District 57 staff, Northern Health employees including nurses and doctors, MCFD Social Workers, and volunteer fire fighters with the Mackenzie Fire Department;

AND that it be moved that the discount be decreased from 75% to 50% of the rate.

BACKGROUND:

Rationale:

1. Mackenzie has had issues recruiting and retaining professionals. We as a municipality need to get creative in ways to help combat this challenge.
2. The council already established the precedent in 2019 by passing resolution 31192.

RESPECTFULLY SUBMITTED:

Councillor Jesse Wright

COUNCIL REPORT

To: Mayor and Council

From: Recreation Services

Date: December 6, 2023

Subject: Insurance – Contract Activity Instructors

RECOMMENDATION:

THAT Council agrees to provide liability insurance for contract instructors who deliver our fitness and non-contact sports programming;

AND THAT the District form a Recreation Instructors Group through the Municipal Insurance Association's Associate Member Program;

AND THAT Council authorize the Director and Manager of Recreation to enter into Service Provider Agreements (SPA) with recreation instructors for the provision of liability insurance through the District's liability insurance held with the Municipal Insurance Association of British Columbia.

BACKGROUND:

Staff would like to offer skiing, snowboarding, martial arts, gymnastics, and other related activities to the public through Recreation Services. We have asked our instructors to provide their own insurance, however, we have instructors that do not qualify to get their own insurance, or the costs are too substantial for the instructor.

SUMMARY:

The intent of the Associate Member program is to provide coverage to those service providers who are stepping into the shoes of local government to provide services on our behalf to the community and are unable to obtain the insurance we require them to have. This is not a separate insurance policy but rather we are adding these service providers to our own insurance coverage, up to a limit of \$5M. There are risks associated with adding groups or individuals as Associate Members to our policy, including:

- Our local government would be responsible for paying any amount incurred under its deductible if a claim arises against the service provider(s);

- Any claims may count against our local government's experience rating which could adversely impact future insurance premiums;
- Adding a service provider to our policy as an Associate Member does not transfer the risk from our local government. By adding an Associate Member, our local government is assuming the liability of the service provider's work specified in an agreement; and
- Additional premiums apply for each Associate Member and the amount varies depending on the type of service provider and risk level.

OPTIONS

Adding individual instructors:

The premium would be \$150 per instructor per calendar year. We will need to enter a SPA with each instructor that includes their name, the type of instruction they will be providing and term. A council resolution is required for each contractor.

Adding a group of instructors:

Sometimes it makes sense to save time and money by adding recreation instructors as an informal group to your policy. The cost is \$350 per calendar year. For this option we would enter a main SPA that:

- Indicates the various types of instruction provided i.e. instruction for fitness, non-contact sports, arts, leisure and community education programs.
- Is signed by the District only. In the area asking for the signature of the Service Provider it would indicate that individual Service Provider Agreements are kept on file.

BUDGETARY IMPACT:

\$350 would be allocated from the Recreation Services Operating Budget.

COUNCIL PRIORITIES:

Community and Social Development

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

Strong Governance and Finances

- As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make

our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

RESPECTFULLY SUBMITTED:

Terry Gilmer, Director of Recreation Services

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: December 4, 2023

Subject: 2024 Janitorial Contract – Municipal Hall, Public Works/Bylaw, Fire Hall

RECOMMENDATION:

THAT Council awards the one-year Janitorial Services contract for City Hall, Public Works and Firehall #1, to Skyblue Services Corp. for up to \$3,835.95 per month plus GST, with an optional one-year extension, by mutual agreement, at the same monthly rate;

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

BACKGROUND:

In alignment with Policy 3.1 – Purchasing Procurement Procedures and Guidelines, the District of Mackenzie posted a Tender for Janitorial Services at City Hall, the Public Works Building and Firehall #1 for the 2024 calendar year. The tender was posted from November 15, 2023 until December 4, 2023. The District received three bid forms. Bid tenders were scored on:

1. Budget – 75 points
2. Past Performance/References – 25 points

Tenders could be awarded a potential maximum of 100 total points based on the criteria. Skyblue Services scored the overall highest points by having the lowest bid price and positive previous experience. Copies of the bid documents are available for review in the Center Table file.

	Budget	Past Performance	Total
1402289 BC Ltd.	38	15	53
Evergreen Building Maintenance Inc.	57	25	82
Sky Blue Services	75	25	100
TOTAL POINTS	75	25	100

BUDGETARY IMPACT:

\$3,835.95 would be allocated from the General Government Operating Budget to support the recommendation.

COUNCIL PRIORITIES:

Strong Governance and Finances

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

RESPECTFULLY SUBMITTED:

Emily Kaehn, Director of Corporate Services

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: December 4, 2023

Subject: Resolution of Support – NDI and SPMT Grants – New Shop Local

RECOMMENDATION:

THAT Council supports the District's application to NDI's New Shop Local grant program for up to \$10,000 in funding towards a new Shop Local program;

AND THAT Council supports the District's application to South Peace Mackenzie Trust grant program for up to \$10,000 in funding towards a New Shop Local program.

BACKGROUND:

Northern Development Initiative Trust (NDIT) officially announced the discontinuation of the Love Northern BC program in 2022. NDIT is no longer taking applications, as the program will no longer be in operation as of December 31, 2024.

Since the announcement, NDIT has given participating communities a choice of two options.

Option 1: NDIT would transfer the Love Mackenzie website and branding materials to the District. The District would not receive any further funding for the program or future website maintenance.

Option 2: NDIT will accept applications from communities for a one-time grant of \$10,000 towards a new shop local community initiative.

Staff surveyed business owners to get a better understanding as to what types of support businesses would like to see as part of a shop local initiative, and provided the opportunity for businesses to express their wants during the Business Walk interviews on October 18, 2023. The survey information given, discussions with the Mackenzie Chamber of Commerce, along with research from other communities has helped us decide that option 2 would be the best choice for our community.

Key insights from the Shop Local Business Survey, featuring responses from 17 business owners, include:

Reasons for non-membership in Love Mackenzie:

- Some businesses cited a lack of need for professional photography sessions.
- Others indicated that they did not meet the criteria for being considered a small business.

Perceived benefits of the current Love Mackenzie program:

- Respondents identified social media marketing/sharing and creative marketing as the most valuable services offered by the Love Mackenzie program.
- The online webpage service was considered the least beneficial among respondents.

E-commerce website demand:

- Approximately 65% of respondents either did not feel the need for an e-commerce website or were uncertain about its necessity for their businesses.

In the concluding section of the Shop Local survey, business owners were invited to share their thoughts on what they envisioned for a new Shop Local initiative. The prevalent themes in the responses revolved around two key aspects:

Emphasis on business marketing:

- A predominant concern among business owners was the desire for heightened marketing efforts to promote their establishments. Increased visibility and promotional activities were identified as critical components for their businesses' success.

Educational initiatives on local support:

- Respondents expressed a strong interest in receiving further education about the benefits of supporting local businesses. This included a call for initiatives aimed at educating both potential customers and fellow businesses on the advantages of choosing local options, indicating a collective aspiration for a more informed and supportive community.

The upcoming shop-local project encompasses a comprehensive rebrand, incorporating a new name, tagline, logo, and a design guide for brand style. This initiative aims to seamlessly align the District's brand with the unique identity of our community in Mackenzie, BC.

To guarantee a strong and captivating launch of the upcoming shop-local initiative, the District staff suggest promoting public awareness through dynamic engagement strategies. This project will include the development of a strategic online communications and marketing plan. The goal is to communicate the new brand, logo and the name of the initiative and gain brand recognition among the community.

The plan will include:

- Research
- Analysis

- Recommended Communications Tactics
- Timeline Recommendations
- Budget Spending Suggestions
- Suggested Evaluation

Moreover, this project would involve a comprehensive makeover of our public engagement/marketing materials and promotional items, aligning all facets of our outreach with the lively and modern identity we aim to create.

Through these endeavours, our goal is not only to communicate the rebrand to the community, but also to cultivate a feeling of ownership, pride, and enthusiasm among residents. This ensures that the new shop-local initiative authentically connects with the essence of Mackenzie.

Project Budget and Funding

The cost of the project is approximately \$13,404. Staff have applied and have been approved for the Northern Development Initiatives Trust New Shop Local grant program for \$10,000 to cover 75% of the required project costs. To release the funds, NDIT requires a Resolution of Support to do so. Staff are also looking to apply to the South Peace Mackenzie Trust for the remaining cost of the project, thus eliminating any cost to the District.

BUDGETARY IMPACT:

\$13,404 will be allocated from the General Government Operating Budget. If the grant applications are unsuccessful, staff will re-evaluate the scope of the project.

COUNCIL PRIORITY:

Economic Vitality

- The District is a leader in 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:

Rachelle Dumoulin, Economic Development Clerk

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Corporate Services

Date: December 11, 2023

Subject: Grant Applications – Airport Master Plan

RECOMMENDATION:

Resolution #1

THAT Council approves the application to the BC Air Access Program for grant funds for an airport master plan;

AND THAT Council commits to finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance and operating costs associated with the operations of the completed project;

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

Resolution #2

THAT Council approves the application to the South Peace Mackenzie Trust for grant funding towards an airport master plan;

AND THAT Council commits to finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance and operating costs associated with the operations of the completed project;

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

BACKGROUND:

With funding from the BC Air Access Program and Northern Development Initiative Trust (NDIT) approved in 2019, the District completed the Mackenzie Airport Improvement Project in 2021. This project included the purchase and installation of de-icing equipment and friction

measurement instruments; construction of a terminal building; the installation of a fuel distribution system and upgrades to Firehall #2.

Further improvements are being considered, such as building an addition to the current terminal to house our equipment, update the lighting system, and cut perimeter trees to reduce our approach height requirements as part of Nav Canada Attestation.

Staff have identified a need for an airport master plan, which will identify, organize, and prioritize future actions taken to develop the airport. Once completed, this master plan will be a useful addition to future grant applications with programs such as the provincial BC Air Access Program (BCAAP) and the federal Airport Capital Assistance Program (ACAP). A master plan can also provide important information on the airport, such as its regional context of the airport, a business case, documentation of asset lifespan, and recommendations for future expansions.

The BCAAP funding available for Master Plans is \$35,000, which sets an expectation for an appropriate cost for an airport master plan. However, additional work could be contracted to survey the pavement and complete a building assessment on the airport terminal building, which would then be incorporated into the master plan after the information is collected. This information would be helpful in further developing the District's asset management and long-term financial planning. For additional work that would expand the master plan to this scope, staff will apply to the South Peace Mackenzie Trust to attain the additional funding.

GRANT FUNDING:

The BC Air Access Program offers up to \$35,000 funding for airport master plans for 100% of the cost. The BC Air Access Program encourages funding partnerships with local and regional governments as well as agencies and private sector organizations. If additional funding is required for the Airport Master Plan, the District could leverage this funding in an application to the South Peace Mackenzie Trust. If the BCAAP grant application is successful it could be used for the SPMT trust matching funding requirements and support a grant application of up to \$38,129.

PROPOSED BUDGET

Proposed Budget: \$73,129

Potential BCAAP Airport Master Plan Program Funding: \$35,000

Potential SPMT match funding: \$38,129.

BUDGETARY CONSIDERATIONS:

In 2024, staff would aim to find grant funding to cover 100% of project costs. If unsuccessful, staff would consider scope changes, phasing the project over several years, or find funding in 2025 for the additional scope of work.

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.

Strong Governance and Finances

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

RESPECTFULLY SUBMITTED:

Rowan Paulsen, Local Government Intern

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: December 4, 2023

Subject: Declaring a Climate Emergency

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

At the regular meeting of September 25, 2023 Council asked Administration to bring back a report detailing what declaring climate change as an emergency implies. Staff reviewed declarations from various municipalities and have compiled the considerations below. Additionally, the Intergovernmental Panel on Climate Change (IPCC) summary report for policymakers, referenced in numerous declarations, has been included in the central table file for Council's further information.

DECLARING CLIMATE CHANGE AS AN EMERGENCY

The declaration of a climate change emergency by a British Columbia municipality signifies a commitment to address the urgent and critical challenges posed by climate change. This report explores the various implications and potential actions that follow such a declaration.

Policy and Legislative Changes: Upon declaring a climate change emergency, municipalities often prioritize the development and implementation of policies that align with climate action goals. This may involve revising existing regulations, setting emission reduction targets, and integrating climate considerations into municipal planning processes.

Community Engagement and Education: A crucial aspect of addressing climate change is fostering community awareness and engagement. Municipalities may launch educational campaigns, workshops, and initiatives to inform residents about the impacts of climate change and encourage sustainable practices.

Infrastructure and Resilience Planning: Municipalities may invest in infrastructure improvements to enhance resilience against climate-related risks. This could include upgrading

stormwater management systems, implementing green infrastructure, and developing strategies to adapt to changing weather patterns.

Economic Transition: The declaration of a climate change emergency often prompts municipalities to explore sustainable economic practices. This may involve supporting green businesses, incentivizing renewable energy projects, and transitioning away from environmentally harmful industries.

Collaboration and Partnerships: Municipalities are more likely to collaborate with regional, national, and international entities to share knowledge, resources, and best practices. Partnerships with non-governmental organizations, research institutions, and other municipalities can amplify the impact of climate change mitigation and adaptation efforts.

Monitoring and Reporting: Municipalities declaring a climate change emergency typically establish mechanisms for ongoing monitoring and reporting on progress. Regular updates on emission reductions, climate adaptation measures, and other key indicators ensure transparency and accountability.

Budget Allocation and Funding Opportunities: A commitment to addressing climate change may lead to changes in budget priorities, with funds allocated for projects that contribute to sustainability and resilience. Municipalities may also seek external funding opportunities, grants, and partnerships to support ambitious climate action initiatives.

Legal Implications: Some municipalities may explore the legal aspects of their climate change emergency declaration, considering how it may impact land use planning, environmental regulations, and potential legal challenges from stakeholders.

SUMMARY

Declaring a climate change emergency in a British Columbia municipality is a way communities signify a proactive approach to addressing this issue. The implications outlined in this report highlight the multifaceted nature of municipal responses, emphasizing the need for comprehensive and collaborative efforts to create a sustainable and resilient future.

If Council decides not to pursue a declaration at this time, it's important to highlight that such a decision will not have an immediate impact on our current climate action funding received by the Province. The existing funding we've secured remains unaffected by this choice, emphasizing the autonomy and strategic approach the council can take in determining the best course of action. This declaration does not come with any additional financial support or access to resources not otherwise available at this time.

This decision, though independent, should be made with a long-term perspective, considering potential future opportunities and aligning with the overarching goals of our climate initiatives

outlined in documents such as the Official Community Plan and the Corporate Energy and Emissions Plan.

EXAMPLE MOTION

Therefore, be it resolved, that the District of Mackenzie officially declares a climate emergency for the purposes of identifying and deepening our commitment to protecting our economy, our ecosystems, and our community from global warming.

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

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: December 11, 2023

Subject: Business Walks 2023 Results

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

The District of Mackenzie has developed a roadmap for creating a diverse, vibrant local economy. The Community Economic Development Strategy, created in 2021, outlines actions and strategies towards building an environmentally and financially sustainable local economy centred on diversity and inclusion. A key part of moving the strategy forward is ongoing community engagement; hearing from local businesses is an important part of this.

This year, in partnership with WorkBC, Northern Development Initiative Trust, the Mackenzie Chamber of Commerce, the College of New Caledonia, as well as Community Futures Fraser-Fort George, the District completed the annual Business Walks exercise by meeting with local business to facilitate the exchange of business support resources and enhance communication between the District of Mackenzie and the local business community. The results of the 2023 Business Walks have been attached to this report.

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:

Rachelle Dumoulin, Economic Development Clerk

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

District of Mackenzie

BUSINESS WALK REPORT

2023



EXECUTIVE SUMMARY

The District of Mackenzie completed the 2023 Annual Business Walk on Wednesday, October 18, 2023.

47 Businesses across various industries were surveyed by the District of Mackenzie Council, staff, and business support organizations.



The District of Mackenzie has developed a roadmap for creating a diverse, vibrant local economy. The Community Economic Development Strategy outlines actions and strategies towards building an environmentally and financially sustainable local economy centred on diversity and inclusion.

A key part of moving the strategy forward is ongoing community engagement; hearing from local businesses is an important part of this. We'd like to understand what's working well and what could be improved for current and potential businesses in Mackenzie.

The District of Mackenzie Business Walk Program occurs annually, aiming to facilitate the exchange of business support resources and enhance communication between the District of Mackenzie and the local business community. Insights collected during the Business Walk play a crucial role in shaping the District of Mackenzie's bylaws, policies, grant applications, and the development of new business support initiatives.



ACKNOWLEDGEMENTS

The annual Business Walk Report depended on the involvement of many community members and organizations, the business community, District of Mackenzie staff, and Mayor and Council. We thank all of those who contributed their time, knowledge, and ideas.

We would like to especially acknowledge the contribution of the following organizations who helped guide this project as a Steering Committee:

- The College of New Caledonia
- WorkBC - Mackenzie
- Province of BC - Ministry of Jobs, Economic Development, and Innovation (JEDI)
- Northern Development Initiative Trust
- Community Futures - Fraser-Fort George
- Mackenzie Chamber of Commerce

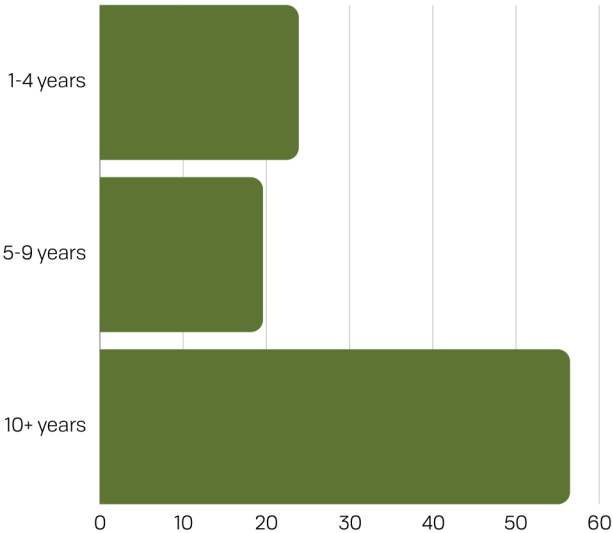
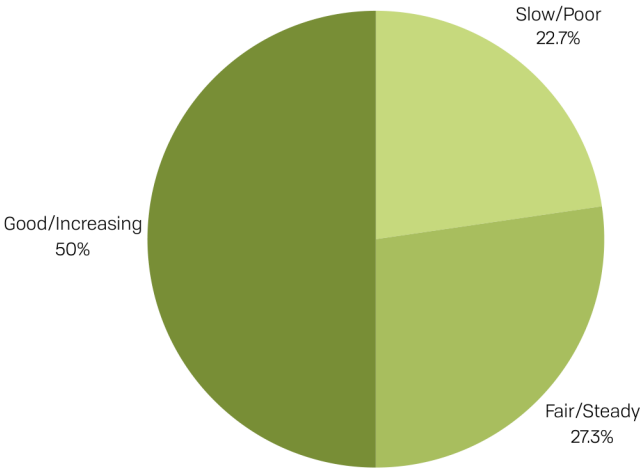
The District of Mackenzie acknowledges that we live, work, and play on the traditional lands of the Tse'khene People of the McLeod Lake Indian Band.

HIGHLIGHTS

Total Businesses Surveyed: 47

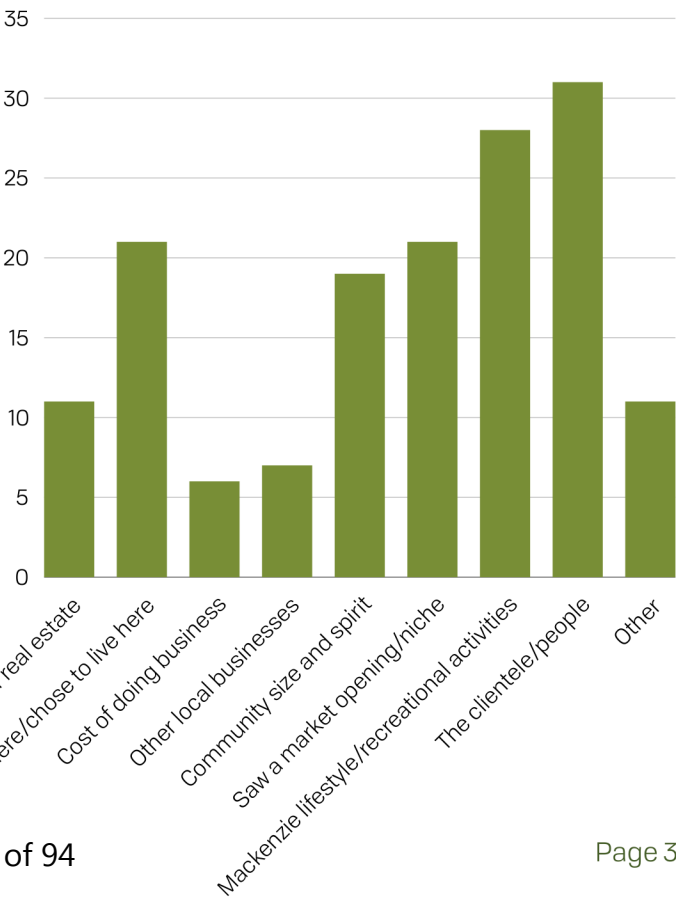
Over 50% of businesses surveyed have been in business for 10+ years!

50% of respondents reported an increase in levels of business



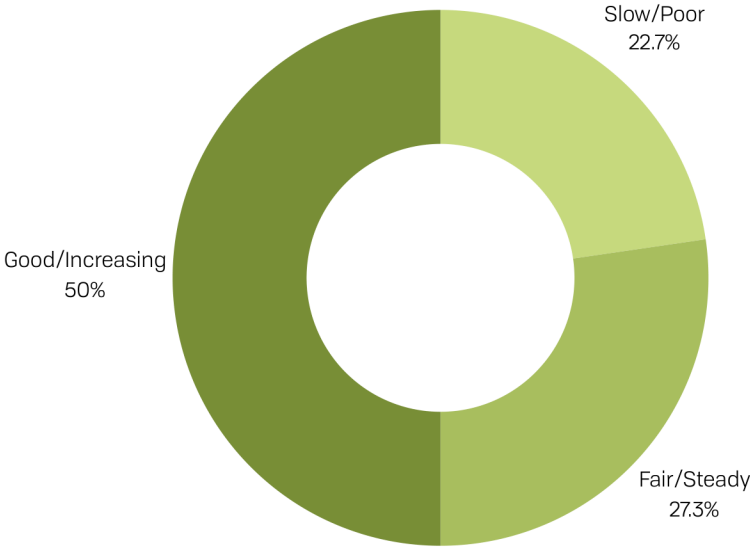
Why Mackenzie?

The people/clientele was the main reason stated for establishing a business in Mackenzie.



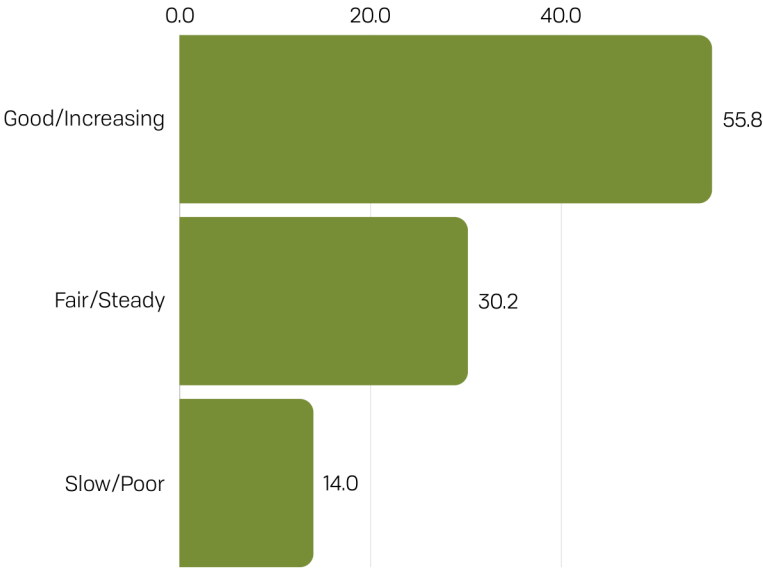
HOW HAS BUSINESS BEEN? —————

...AND FUTURE EXPECTATIONS



Almost 1/4 of the respondents state business has been slow the last two years.

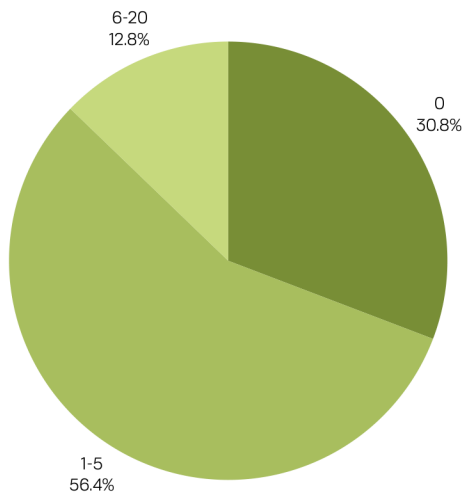
While over 56% of the respondents expect an increase in revenue in the next two years.



EMPLOYMENT

"A big business starts small." — Richard Branson

Full Time Employees

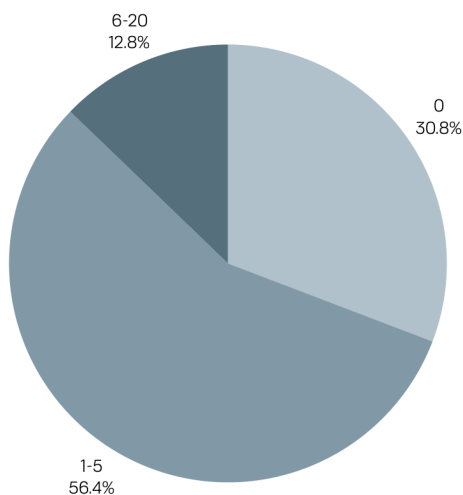


Over half of the businesses that responded to this question employ 5 or less full-time employees. While over 30% are considered sole-proprietors.



Over 10% of the respondents employ contract or temporary employees.

Part Time Employees



Over 75% do NOT employ seasonal employees.



BUSINESS ECOSYSTEM

“Your network is your net worth.” —Porter Gale

If we were to recruit a new business to town, what would benefit your operations?

Top Answers:

- A Business Hub (where space can be rented by the hour or by the day)
- Electronic Repair Shop
- Tourism Accommodations
- Dollar Store
- Indoor Greenhouse
- Grocery Store, Butcher, Food Supplier
- Construction Company
- Niche Shops
- Microbrewery
- Hospital Supports, Medical/Optical/Dental Professionals
- Daycare services
- Fine Dining Restaurant
- Hand Tool Rentals
- Transit service

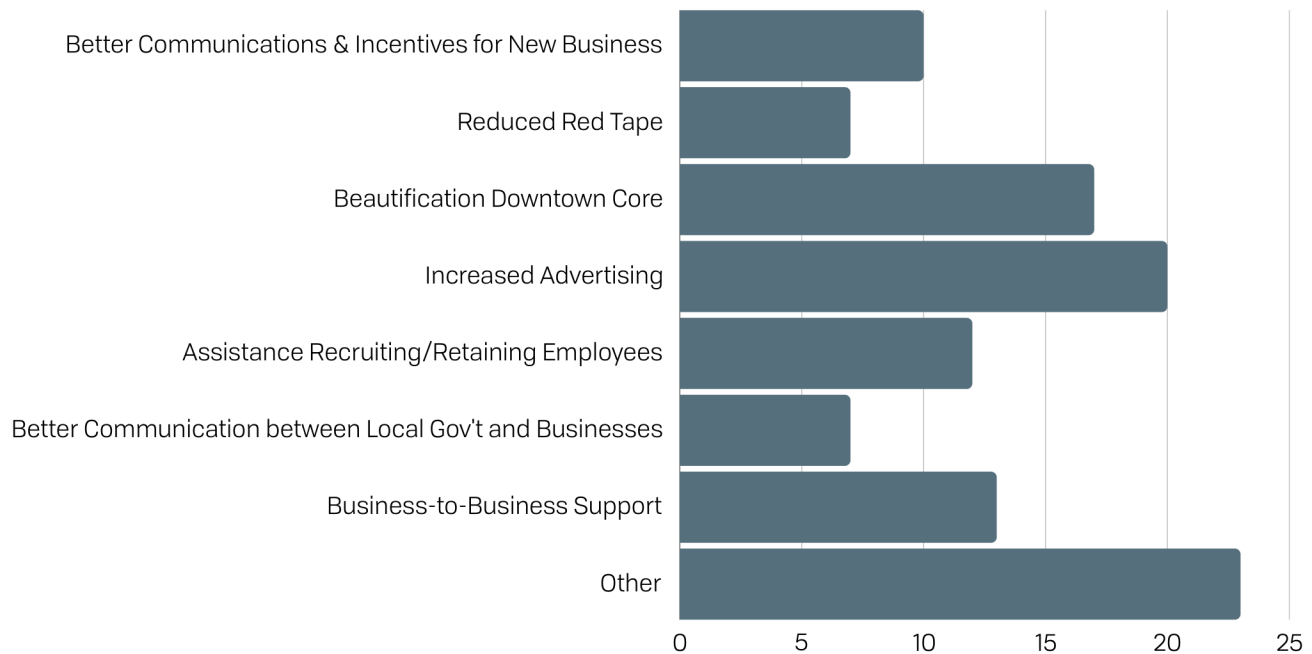
“Industry Diversification” —Survey Respondent



BUILDING A THRIVING BUSINESS

"It is impossible to progress without change, and those who do not change their minds cannot change anything." – George Bernard Shaw

What can be done to help your business thrive?



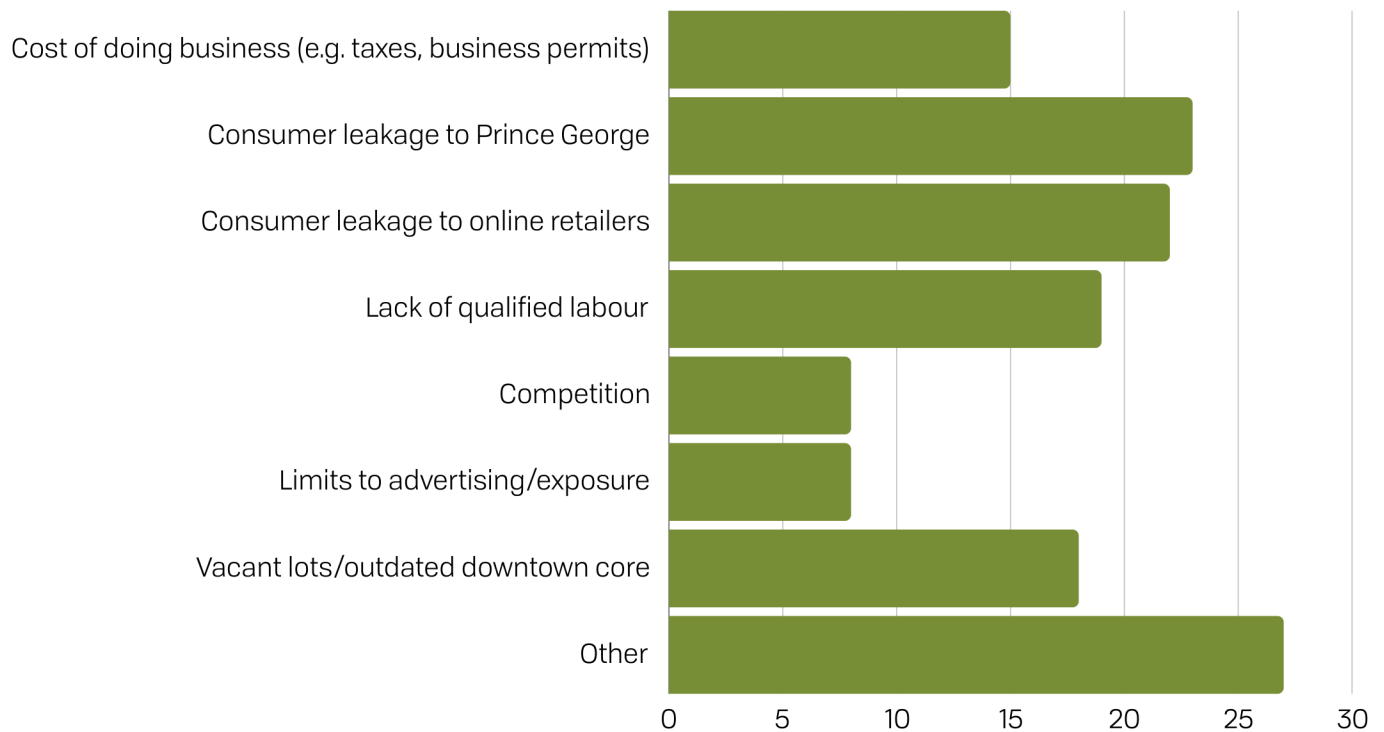
'Other' included the following:

- Grant Funding
- Resident Attraction
- Tourism Retail (including Bike Shop)
- Advertising local businesses abroad
- New signage/advertising
- Industry Diversification
- Customer Service Training
- Education on why to support local businesses
- Policy change in raw log export
- Formal assistance with Labour Market Impact Assessment (LMIA) applications



CHALLENGES

Survey respondents identified consumer leakage to Prince George and online retailers as the top challenges facing businesses today.



'Other' included the following:

- Inflation (supplier price increase)
- Cost of Living (customers having to choose needs over wants)
- Located off the main highway (Hwy 97)
- Low economic activity
- Entrenched community habits
- Lack of support from fellow business owners
- Perceived notion that Mackenzie is a dying town
- Lack of rental housing
- Weather (staying indoors during unfavourable weather conditions)
- Lack of high speed internet
- Lack of health supports, medical/optical/dental professionals

WHAT CAN BE DONE?

Respondents provided the following ideas to address challenges and/or support local economic development in Mackenzie.

Collaborate with a builder to construct speculative homes on vacant lots and find a solution to generate income while adding new homes to the community.

Embrace tourism.

Secure fiber optic and/or high speed internet.

Enforce derelict building by-law.

Eliminate the tax burden on the Old Age Pension for retirees who own a business.

Advertise Mackenzie outside of our district, with more regional and national marketing.

Business Gathering:
A place where local business owners can meet each other without intimidation.

Extend highway 39 to meet back up with highway 97.

Encourage businesses to have regular hours as posted, rather than close because it is a long weekend.

Continue following through with the Downtown Vision Action Plan and work towards beautification of businesses and our downtown core.

Encourage businesses to support one another.

Develop and market a map highlighting where businesses are located, including small home based businesses.

Engage in initiatives to attract residents.

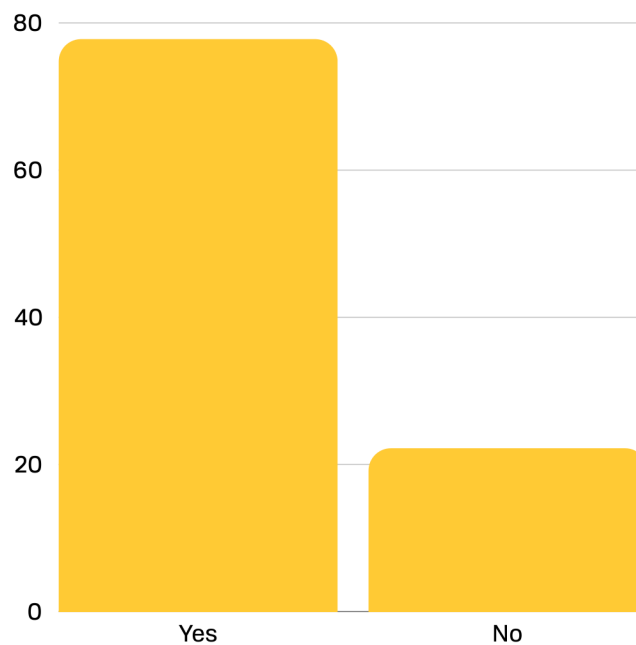
Place a map at the Tree Crusher marking where all the businesses are located

Advocate for a full 100% Northern Living Allowance for the residents of Mackenzie.

Advocate to have Co-op Grocery Store provide bulk product at a competitive price.

WE ARE HERE TO HELP

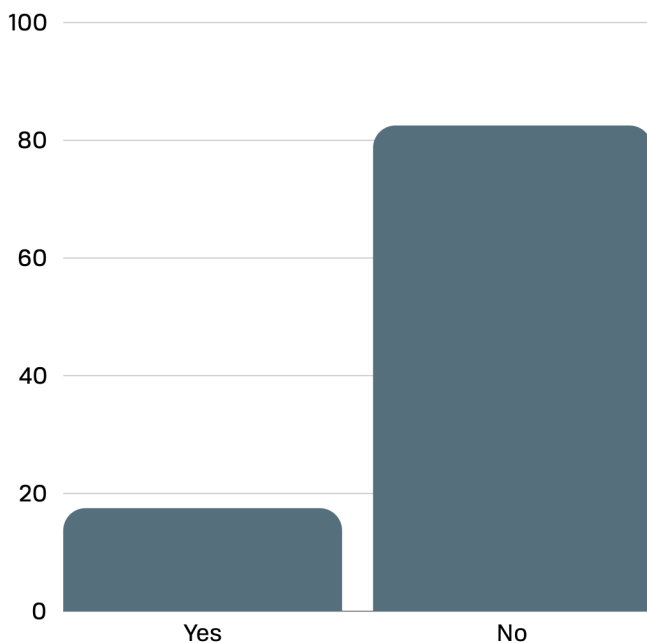
Out of the businesses surveyed, over 77% of the respondents stated they were interested in being part of the implementation of solution based initiatives.



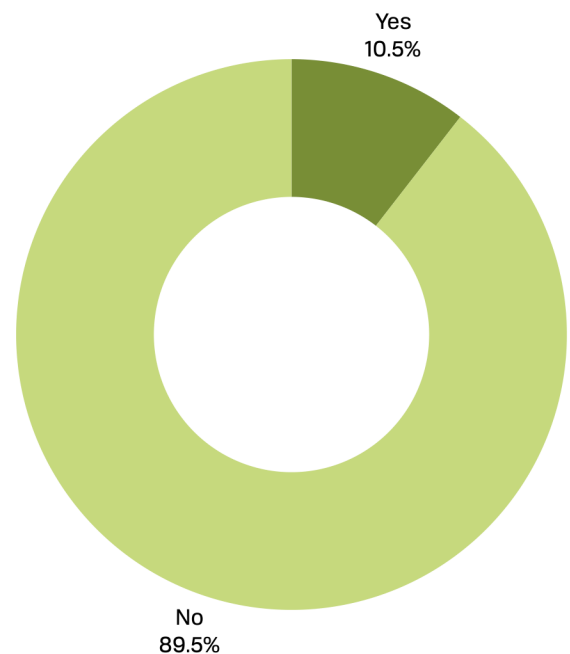
SUCCESSION PLANNING

"A leader's lasting value is measured by succession." - John C. Maxwell

Out of the businesses surveyed, 17.5% of the respondents stated they were planning to retire or sell their business in the next 5 years.



Of those that answered yes, more than 80% DO NOT have a succession plan in place.



COMMUNITY FUTURES FRASER FORT GEORGE

Looking for help with succession planning?

Business owners planning for transition can get the info they need to plan and prepare for selling a business. Understand your exit options, ensure your business gets exposed to the right market, and maximize your business value when you sell.

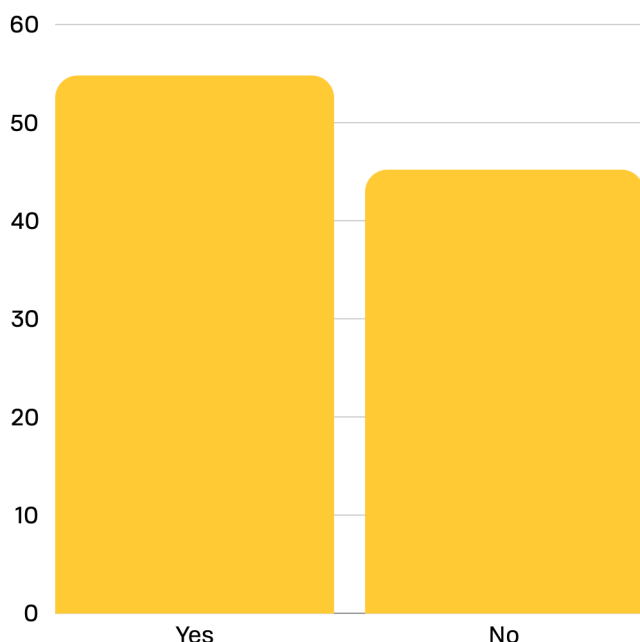
<https://cfdc.bc.ca/sell-for-businesses/>



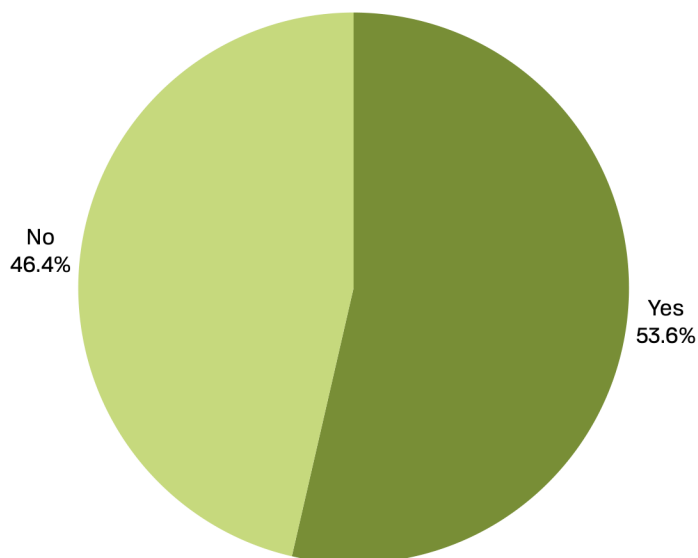
BUSINESS GROWTH

"Without continual growth and progress, such words as improvement, achievement and success have no meaning." — Benjamin Franklin

Out of the businesses surveyed, over 50% of the respondents stated they plan to grow or expand their business in the next year.



Of those that answered yes, nearly half do not have a growth plan in place.



Looking to grow your business?

Since 1986, Community Futures has been helping small businesses throughout the Fraser-Fort George Region.

Supports include the following:

- Coaching & planning
- Business lending
- Workshops
- Exporting beyond your local market

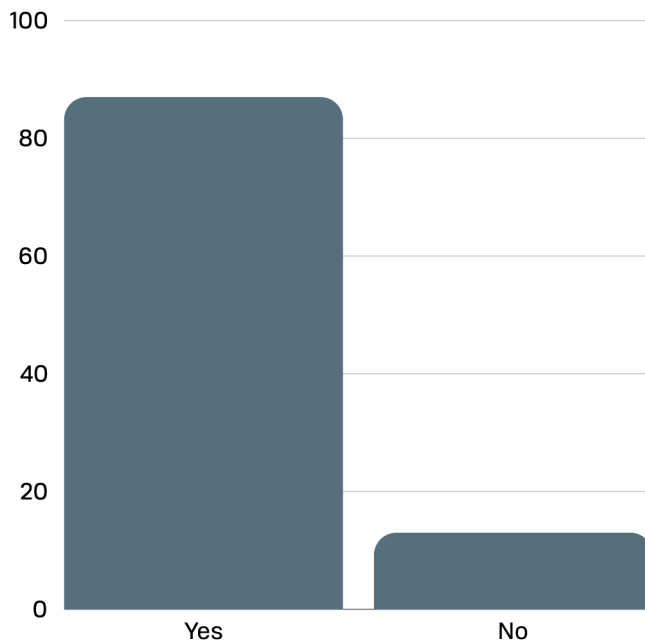
<https://cfdc.bc.ca/grow-for-businesses/>



WORKBC SERVICES

More employers in British Columbia are recognizing the benefits of inclusive hiring practices. Hiring from a diverse population strengthens your business, increases your impact in the community and brings in new knowledge and fresh viewpoints. -WorkBC

Out of the businesses surveyed, 87% are aware of the services that WorkBC can provide to an employer.



Access Employer Resources at WorkBC

Learn how to grow your business and discover resources to help you hire, train, support and keep employees.

Contact Information:

540 Mackenzie Blvd.

Mackenzie BC V0J 2C0

250-997-7208

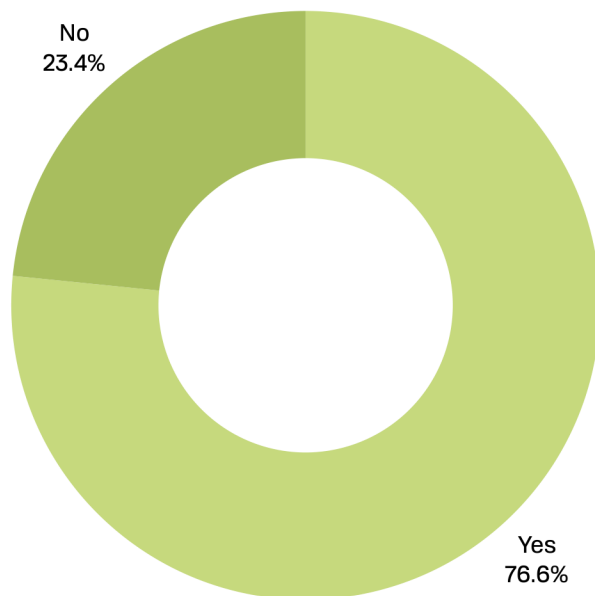
Email: workbc@cnc.bc.ca

<https://workbccentre-mackenzie.ca/>

ACCESS TO EMPLOYMENT

“The untapped power of hiring workers with disabilities. One study showed that workers who have disabilities were five times more likely to stay on the job.” -CBC Journalist Rubina Ahmed-Haq

Out of the businesses surveyed, over 75% of the respondents stated they have considered hiring a person with a disability.

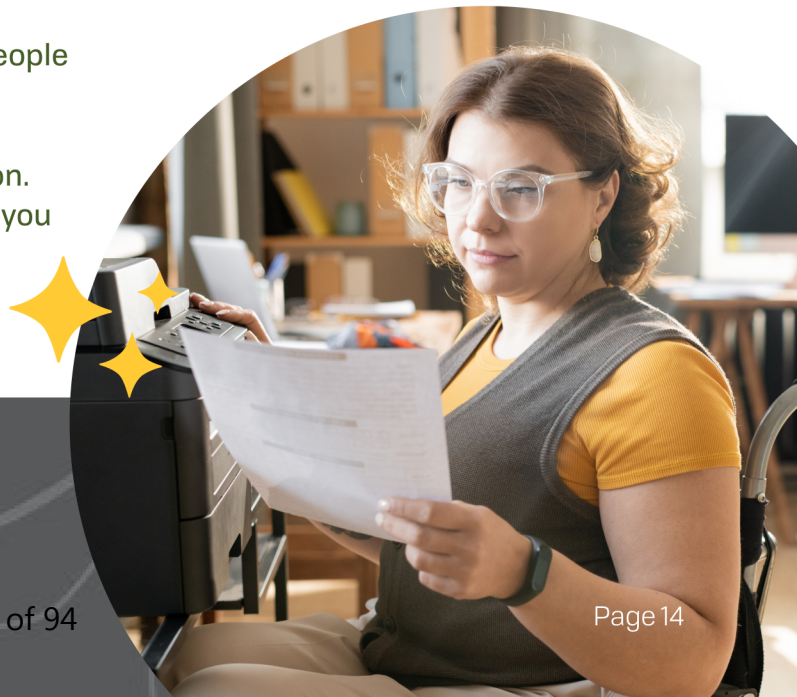


WorkBC

Discover job options and services designed to support people with disabilities and build your career here:

- Pursue post-secondary education.
- Get funding or assistive adaptations for your education.
- Gain the work experience, job skills and technologies you need to do the job.
- Create or expand your own business.

<https://www.workbc.ca/plan-career/resources/people-disabilities>

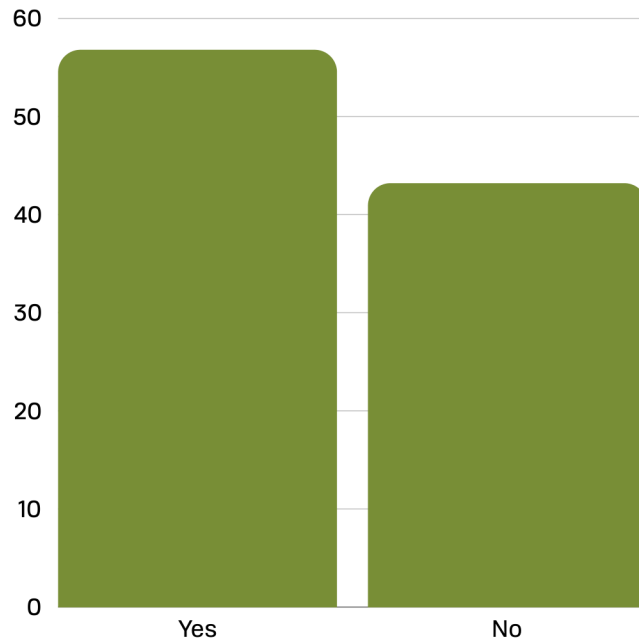


PROFESSIONAL DEVELOPMENT



Most of the respondents chose group classroom discussion as the best format for their organization and staff.

Out of the businesses surveyed, just over half of the respondents stated they would consider having staff attend professional development training.



Respondents provided the following courses/training of interest:

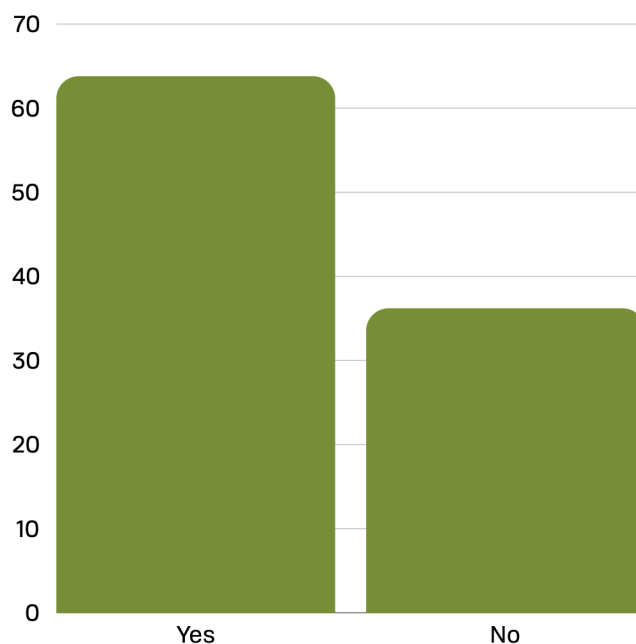
- Super Host
- Marketing/advertising
- Website development
- Occupational First Aid
- Food Safe
- Office 365
- Esthetics
- Leadership/management
- Workplace Safety

College of New Caledonia
Mackenzie Campus
540 Mackenzie Boulevard
PO Box 2110
Mackenzie, BC, V0J 2C0
Tel: +1 250 997 7200
[Get Directions](#)
cncmackenzie@cnc.bc.ca



CHAMBER OF COMMERCE

Out of the businesses surveyed, 63.8% of the respondents are a member of the Chamber of Commerce.



Chamber of Commerce - Mackenzie

Office Manager: Janey Morgan

Address:

PO Box 880

#11 - 600 Mackenzie Blvd

Mackenzie, B.C.

VOJ 2C0

Phone: 250-997-5459

Fax: 250-997-6117

Email: office@mackenziechamber.bc.ca

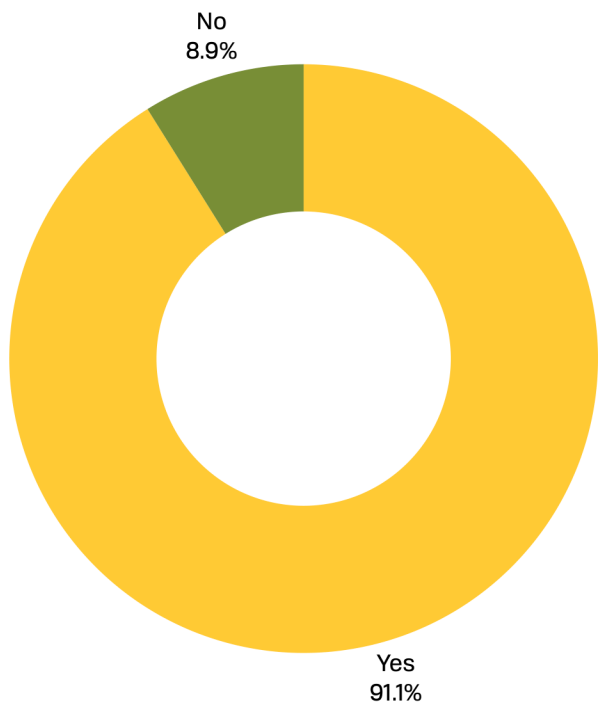
MACKENZIE
—CHAMBER OF COMMERCE—
MOVING BUSINESS FORWARD



BUSINESS FACADE

“What a difference in the look of the building prior and after the building’s facelift. Without your help in this program, the improvements would not have happened this year.” -Sylvain Laferriere

Out of the businesses surveyed, over 90% of the respondents are aware of the Business Façade Improvement program.



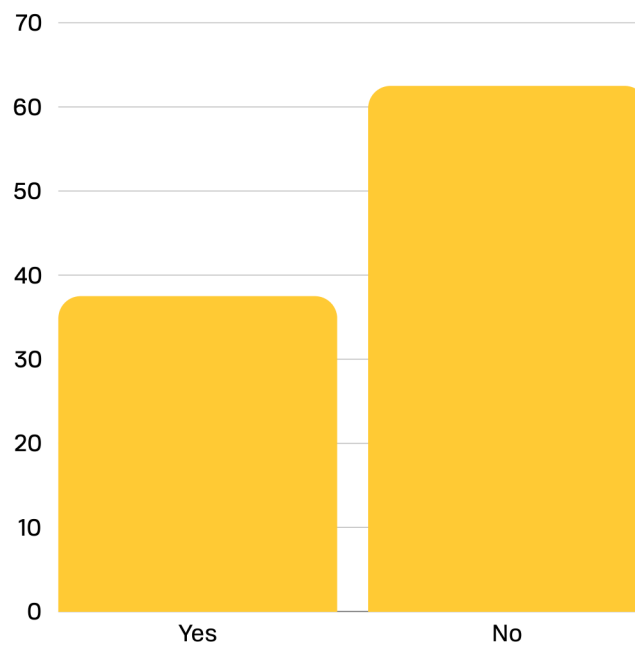
Respondents provided the following suggestions for improving the program:

- Include flowers and outdoor seating
- Eligible improvements too restricted
- Extend completion of work timeline



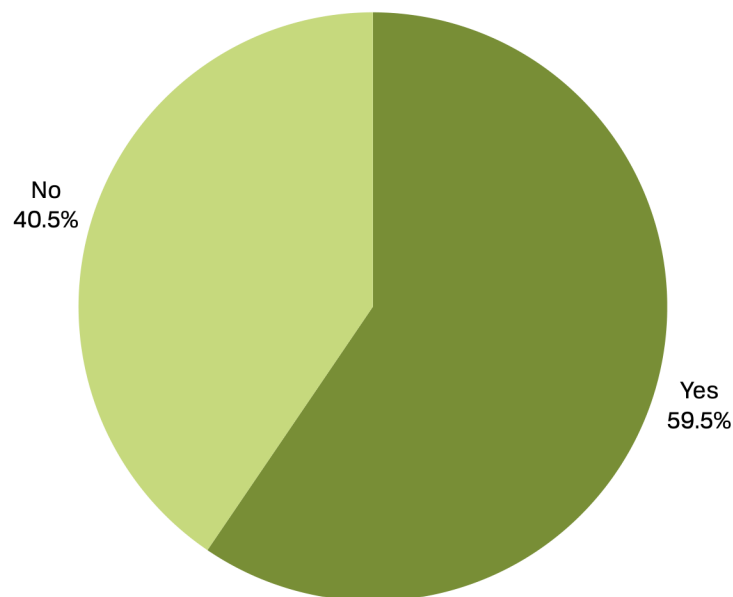
REVITALIZATION TAX EXEMPTION

Out of the businesses surveyed, 37.5% of the respondents were aware of the Revitalization Tax Exemption program.



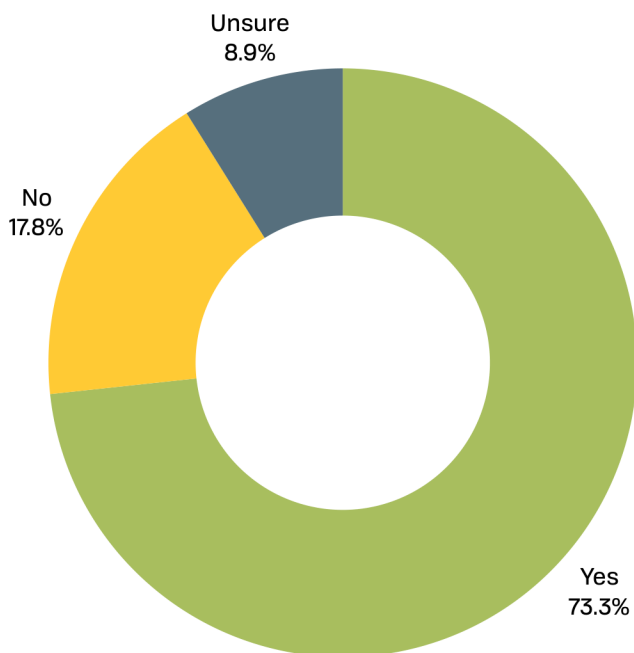
E-COMMERCE

Out of the businesses surveyed, almost 60% of the respondents were interested in an e-commerce website for Mackenzie.

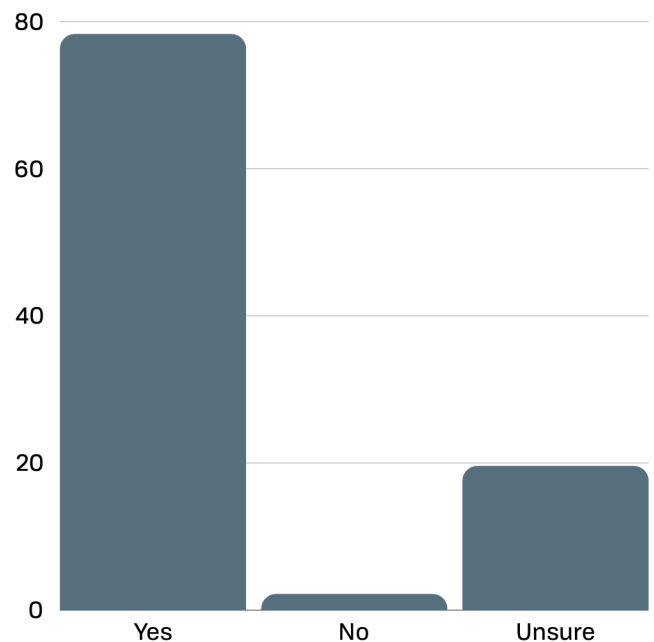


CONNECTIVITY

Out of the businesses surveyed, 73% of the respondents believe the current internet connectivity hinders their business in expansion and/or attraction



Out of the businesses surveyed, 78% of the respondents believe the current internet connectivity in Mackenzie impedes other investors from investing.



SHOP LOCAL

Respondents to the business walk survey provided ideas on what they would like to see in a new shop local initiative. They are as follows:

- Coupon Book
- Education on the benefits of shopping local, including business-to-business)
- Social media presence/sharing
- More Bruce the Moose
- Include all local businesses
- More marketing/advertising
- Digital sign boards for advertising
- Video production marketing
- Contest for Mackenzie Bucks
- More signage
- More 'Plaid Friday' like events



RESOURCES AND SUPPORTS —

While there may not always be a definitive solution, exploring available resources is always worthwhile for business owners, offering valuable insights and potential solutions to their challenges.

Resources

Northern Development Initiative Trust - Business Development Funding Programs

<https://www.northerndevelopment.bc.ca/>

Competitiveness Consulting Rebate

The Competitiveness Consulting Rebate program provides a rebate to small and medium sized businesses in eligible industries for customized consulting services.

Small Business Recovery (SBR) Consulting Rebate

This program is designed to help businesses reduce the barrier to accessing professional expertise and recover the costs of third-party consulting projects.

Northern Industries Innovation Fund (NIIF)

This program provides incremental funding to support innovation projects that increase the competitiveness of local businesses in traditional industries across Northern B.C. The program is also intended to support economic diversification and/or viability of businesses to mitigate the economic impact of the pine beetle epidemic.

Community Futures Fraser-Fort George - Business Services

<https://cfdc.bc.ca/>

Community Futures provides business support to entrepreneurs in Prince George, Mackenzie, McBride, Valemount and the surrounding rural areas. Supports include business loans, business coaching, business start-up services, business growth services, and succession planning services.

Small Business BC

<https://smallbusinessbc.ca/>

Small Business BC offers business resources and guides to help support and grow small businesses. Whether you are starting a business, or looking for new growth strategies, use their business startup checklists, expert programs, and specialized bookstore to build your business.



RESOURCES AND SUPPORTS —

Business Benefits Finder

https://innovation.ised-isde.canada.ca/innovation/s/?language=en_CA

Whether you're an entrepreneur, a business, or a not-for-profit organization, this site will assist in tailoring a list of programs and services, including funding opportunities to help your business grow.

Funding Opportunities

Canada Digital Adoption Program (CDAP)

<https://ised-isde.canada.ca/site/canada-digital-adoption-program/en>

Grow Your Business Online Grant

Get up to \$2,400 to grow your business online and help with the costs related to adopting digital technologies.

Boost Your Business Technology Grant

Get up to \$15,000 to boost your business technology, includes software consolidation, and security tools.

South Peace Mackenzie Trust

<https://spmtrust.ca/>

The purpose of the SPMTrust is to encourage and support economic development, diversification and stabilization in the Specified Area by creating new income-earning positions that are consistent with the recovery of the Southern Mountain Caribou herds.

Regional District of Fraser-Fort George Grants

<https://www.rdffg.bc.ca/services/community/grants>

The Regional District of Fraser Fort George offers a selection of grants to support various community initiatives and projects within its jurisdiction.

Northern Health - IMAGINE Grants

<https://www.northernhealth.ca/services/healthy-living-in-communities/imagine-grants#who-can-apply>
IMAGINE Community Grants exist to support projects that address community-led health and wellness initiatives while improving the well-being of all Northern BC residents. Grants are available for a maximum of \$10,000.



RESOURCES AND SUPPORTS —

Funding Opportunities Continued

McLeod Lake – Mackenzie Community Forest Grants

<http://mlmcf.ca/call-for-project-proposals/>

Two Funding Streams:

MLMCF Tenure Enhancement Stream

Funding supports for research, physical works, and other applied projects that are relevant to and enhance the Community Forest area, and support sound environmental and cultural stewardship, social values, and economic growth.

MLMCF Community Benefits Stream

Provides funding supports for local projects and services that benefit the communities of McLeod Lake Indian Band and Mackenzie.

Iris Energy - Mackenzie Community Grants Program

<https://irisenergy.co/community-grants-program>

The Program will provide funding for local initiatives that benefit the community in the areas of community participation, sustainability, safety, technology and learning. Up to CAD\$100,000 of grant funding will be available each year.

Community Gaming Grants

<https://www2.gov.bc.ca/gov/content/sports-culture/gambling-fundraising/gaming-grants/community-gaming-grants>

Community Gaming Grants provide \$140 million annually to not-for-profit organizations throughout B.C., to support their delivery of ongoing programs and services that meet the needs of their communities.

Grant Amounts:

- Local Organizations- up to \$125,000 per year
- Regional Organizations- up to \$225,000 per year
- Provincial Organizations- up to \$250,000 per year



RESOURCES AND SUPPORTS —

Funding Opportunities Continued

Northern Development Initiative Trust - Other Grant Opportunities

<https://www.northerndevelopment.bc.ca/>

Fabulous Festivals and Events Grant

<https://www.northerndevelopment.bc.ca/funding-programs/community-development/fabulous-festivals-and-events/>

The Fabulous Festivals and Events program provides annual grant funding to support unique festivals and events throughout the region that contribute to service sector revenues in the local economy. The program supports festivals and events that promote Northern B.C. as a destination for tourism. Projects undertaken through this program aim to improve the sustainability and expansion of hosting capacity of festivals and events throughout the region, increase tourism revenues and improve community quality of life.

WorkBC - B.C. Employer Training Grant

<https://www.workbc.ca/find-loans-and-grants/industry-and-employers/bc-employer-training-grant>

The B.C. Employer Training Grant provides funding to small, medium and large enterprises to support skills training for their workforces, including prospective new hires. The intent of this program is to help British Columbians access the skills training required to adapt to the labour market's changing job requirements, while also encouraging employer involvement in skills training. The Employer Training Grant helps employers pay for training, which in turn helps employees experience increased job security or move into better jobs. Employers can apply as often as they need and receive 80 per cent of the cost of training up to \$10,000 per employee, with a maximum annual amount per employer of \$300,000.

CanExport SMEs

<https://www.tradecommissioner.gc.ca/funding-financement/canexport/sme-pme/applicant-guide-requerant.aspx?lang=eng>

CanExport SMEs provides up to \$50,000 to small and medium-sized enterprises (SMEs) registered in Canada for international business development activities. The program helps develop export opportunities for products and services in new international markets.

CanExport SMEs is not currently receiving applications. Please continue to consult their webpage for information on the next opening.



RESOURCES AND SUPPORTS —

District of Mackenzie - Business Support Programs

Business Façade Improvement Program

<https://districtofmackenzie.ca/business-development/business-support-programs/business-facade-improvement-program/>

The Business Façade Improvement Program was developed in partnership with the Northern Development Initiative Trust to support local businesses with renovating, refurbishing and improving their business exteriors. The improvements may include accessibility improvements to the front entrance.

Revitalization Tax Exemption

<https://districtofmackenzie.ca/business-development/building-development/revitalization-tax-exemption/>

The District of Mackenzie's Revitalization Tax Exemption program provides tax incentives to encourage the revitalization and development of properties within the district.

Love Mackenzie

<https://districtofmackenzie.ca/business-development/love-mackenzie-program/>

In partnership with Love Northern BC , Love Mackenzie is our community shop local initiative supporting independently owned, non-franchise businesses. These companies are provided with an online presence, which includes a professionally written and designed web profile, professional photography sessions, free local and regional advertising opportunities, as well as numerous networking, business and professional development opportunities.

Grant Writing Support Services

<https://districtofmackenzie.ca/government-town-hall/budget-finance/grant-funding/>

The grant writing support program is designed to help non-profit groups in Mackenzie apply for grant funding to enhance or support their service offerings in the community.



RESOURCES AND SUPPORTS —

District of Mackenzie - Grant-in-Aid Programs

Permissive Tax Exemptions

<https://districtofmackenzie.ca/government-town-hall/budget-finance/grant-funding/>

The purpose of the District of Mackenzie's tax exemption bylaws are to excuse certain properties from paying all or a portion of municipal property taxes.

Community Grants

<https://districtofmackenzie.ca/government-town-hall/budget-finance/grant-funding/>

Council has adopted a Community Grants Policy to provide financial and in-kind support to community associations and other community organizations. This support is in recognition of these groups as a valuable resource in assisting the municipality to provide a strong community focus.



NEXT STEPS

1. Communicate Report Results

This report will be sent out to participating businesses, stakeholders, community organizations, and will be available on the District of Mackenzie website and Facebook page.

2. Follow Up

Businesses who requested further information on programs and supports mentioned in the survey will be contacted.

3. 2024 Budget Considerations

The data collected will be considered in the creation of the District of Mackenzie 2024 Budget.



WHAT'S
NEXT?

ACKNOWLEDGEMENTS

The District of Mackenzie would like to thank the businesses in our community for participating in the 2023 Business Walk.

This project was made possible by:



The District of Mackenzie

1 Mackenzie Blvd, PO Bag 340
Mackenzie, BC V0J 2C0
<https://districtofmackenzie.ca>
ecdev@districtofmackenzie.ca
205-997-3221

COUNCIL REPORT

To: Mayor and Council

From: Corporate Services

Date: December 11, 2023

Subject: Council Remuneration and Expenses

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

Council has brought forward inquiries over the last year about Council remuneration, expense reimbursement, and travel/conference/professional development budgets. Staff have brought forward this report to provide information about the Council member remuneration and expense reimbursement in other communities.

Staff has chosen the following communities for comparison in this report for their geographical proximity and population size:

- Fort St. John
- Houston
- Tumbler Ridge
- Valemount

Staff has also chosen the following communities for comparison in this report as outliers due to their difference in remuneration amount, geographical distance, and population difference:

- Kitimat
- Lake Cowichan
- Lantzville
- Pouce Coupe
- Hudson's Hope

For the following tables, information from some municipalities was not able to be collected, and they have not been included.

ANNUAL REMUNERATION

Annual Mayor and Councillor Remuneration and Expenses Bylaw No. 1338, 2015 is the bylaw that establishes Council Member Remuneration and Expenses. It set remunerations in 2015 and percentages at which the remunerations would increase every year. The bylaw was amended in 2020 by "Council Remuneration and Expenses Amendment Bylaw No. 1446, 2020", which determined the percentages at which the remuneration would increase from 2019 to 2023.

Year	Mayoral Remuneration	Councillor Remuneration
2015	\$21,885	\$9,276
2016	\$22,322.70	\$9,461.52
2017	\$22,880.77	\$9,698.06
2018	\$23,567.19	\$9,989.00
2019	\$24,038.53	\$10,188.78
2020	\$24,639.49	\$10,433.50
2021	\$25,255.48	\$10,694.34
2022	\$25,886.87	\$10,961.70
2023	\$26,598.76	\$11,263.15

The Statement of Financial Information (SOFI) report will differ from the amount determined in the Council Remuneration and Expenses Bylaw, as the salary reported includes "any form of salary, wages, bonuses, gratuities, taxable benefits, payment into trust or any form of income deferral paid by the corporation to the employee or on behalf of the employee during the fiscal year being reported upon, whether or not such remuneration is reported under the Income Tax Act (Canada), but does not include anything payable under a severance agreement." For example, in Mackenzie, a Councillor acting as Deputy Mayor receives a higher remuneration.

Below is a table of the annual remuneration for Mayor and council in similar communities. The data on this table was taken from a CBC online news article¹ which collected salaries from the 2021 SOFI report or by staff email.

Municipality	Population Size (2021)	Mayor Remuneration (2021)	Councillor Remuneration (2021)
Mackenzie	3,281	\$28,315	\$12,001
Fort St. John	21,465	\$95,980	\$38,020
Houston	3,052	\$18,850	\$9,290
Tumbler Ridge	2,399	\$31,487	\$16,347
Valemount	1,052	\$19,888	\$8,950
Hudson's Hope	841	\$23,772	\$9,929
Kitimat	8,236	\$47,732	\$25,931

¹ <https://www.cbc.ca/news/canada/british-columbia/bc-mayors-councillors-salaries-2021-1.6518877>

Lake Cowichan	3,325	\$24,331	\$14,559
Lantzville	3,817	\$25,000	\$13,350
Pouce Coupe	742	\$21,000	\$10,500

The Union of BC Municipalities Council and Board Remuneration Guide provides multiple ways to determine an appropriate remuneration amount. One approach is to first determine the Mayor remuneration by finding the median amount from a set of comparable communities. Then, the Councillor remuneration is set at 40% of the Mayor remuneration. In Mackenzie, the Councillor remuneration is currently 42% of the Mayor remuneration.

In comparison with nearby communities, Mackenzie's council remuneration is lower when considering their relative population. In other communities throughout the province, such as Lantzville and the Town of Lake Cowichan, the population and remuneration amounts are more comparable.

Houston, Tumbler Ridge and Hudson's Hope increase their annual remuneration amount by the Consumer Price Index (CPI). A negative CPI will be red circled, and the negative percentage is deducted from a future raise when the CPI is positive.

Expense Reimbursement

The Expense Account Regulations Policy (ADM-1.1) sets guidelines for the reimbursement of expenses for authorized travel by Council, Appointed Officials, and Staff members.

Reimbursement is available for Transportation, Accommodation, full per diem expenses (or a casual meal allowance), Registration Fees, Spousal Expenses, and Automobile Business Insurance.

Many other communities have policies or bylaws which address these expenses, with variations such as mandatory reports to council (Quesnel), ferry travel, expenses incurred when hosting dignitaries and senior staff from other organizations (District of Taylor), and Meeting Fee Attendance (District of Taylor). Some policies and bylaws of this kind do not reimburse expenses such as registration fees or automobile business insurance.

Convention Attendance

In general, an important use of the a travel expense policy is to facilitate travelling to conventions or conferences. Which conventions or conferences a council member is allowed or selected to attend is more commonly determined in policy and not in a bylaw.

The City of Fort St. John states in Council Policy 20/20 which conferences that Council are permitted and determines that Council members require Council's approval to attend conferences not mentioned in the policy. The City of Fort St. John authorizes all of Council to attend the Union of BC Municipalities Convention, North Central Local Government Association,

the Peace River Local Government Association, and the Federation of Canadian Municipalities conferences, if funds are available and in the approved annual budget.

The District of Taylor Policy No. 08 determines which conferences that Council members may receive meeting fees for attending. These are the BC Natural Resources Forum, Council of Forest Industries Conventions, Federation of Canadian Municipalities Conferences (FCM), North Central Local Government Association Conventions, and the Union of BC Municipalities Convention.

Per Diem and Casual Meals

To cover costs for incidental purchases, meals and lost wages, municipalities provide a per diem payment and/or a casual meals allowance. The District of Mackenzie along with other municipalities only provide the per diem for meals and incidentals.

Municipality	Per Diem	Casual Meals		
		Breakfast	Lunch	Dinner
Mackenzie	\$100.00	\$20.00	\$25.00	\$35.00
Fort St. John	\$55 part day/\$110 full day	-	-	-
Houston	\$82.50 part day/\$165 full day	-	-	-
Tumbler Ridge	\$50 for up to 4 hours of travel/\$100 for 4 or more hours.	\$20.00	\$25.00	\$35.00
Valemount	\$75 half day/\$150 full day	-	-	-
Hudson's Hope	\$100 a day for a function up to 4 hours/ \$200 a day for 4-8 hours/ 300 a day for over 8 hours. Travel time included.*	-	-	-
Kitimat	\$80.00	-	-	-
Lake Cowichan	-	\$20.00	\$25.00	\$40.00
Lantzville	-	\$15.00	\$20.00	\$35.00
Village of Pouce Coupe	\$62.50-125.00	-	-	-

* Not defined as a Per Diem in Council Remuneration and Reimbursement of Expenses Bylaw No. 939, 2023.

Summary

Council remuneration, travel, and expense reimbursement varies with every municipality. Based on this information, Council has the following options going forward:

- Receive this report for information, leaving everything as is;
- Make motion for staff to bring forward bylaw or policy amendments with desired updates; or
- Request further information.

It should be noted that Council remuneration rates will stay at the 2023 rates going forward unless Council wishes to make a bylaw amendment.

It would be staff's recommendation that, at minimum, amending the bylaw to allow indexing the increase of annual remuneration to the Consumer Price Index would avoid the need to amend the annual remuneration bylaw for the upcoming set of years.

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:

Rowan Paulsen, Local Government Intern

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL MEMBER ACTIVITY REPORT

To: Mayor and Council

From: Mayor Joan Atkinson

Date: December 11, 2023

Subject: Activity for month of November 2023

Date:	Activity:
Nov 4	Met with representative from Sekani Biofuels and received update regarding establishment of biofuel plant in Mackenzie.
Nov 9	Received phone call from Health Minister Adian Dix to let me know announcement about increased staffing for Mackenzie Ambulance Service would be released today. I also received congratulatory note from Troy Clifford (past President of BC Paramedics) on Mackenzie receiving full time Alpha Model coverage.
Nov 10	Participated in Remembrance Day Assembly at Morfee Elementary School. Children were amazingly well behaved and attentive.
Nov 11	On behalf of the District of Mackenzie, I laid a wreath at the Remembrance Day Ceremony hosted by Royal Canadian Legion and attended the reception following.
Nov 12	Reached out to Three 4 th year Northern Medical Program students who were completing a rural elective rotation in Mackenzie. These students are recipients of funding from the Northern Medical Program Trust (Mackenzie is a partner and contributor) I received very positive feedback including " Mackenzie was a great place to do a rotation, everyone was friendly, the team at the medical center is great ". " The docs in Mackenzie have an excellent reputation for teaching and my 2 weeks there certainly lived up to it - thanks for having us. "
Nov 14-15	Participated in interview process for new CAO for Regional District of Fraser-Fort George (RDFFG). Second stage for recruitment will occur on December 6 th in Prince George.
Nov 15	Attended RDFFG monthly meeting which included chairing Regional Hospital District Board meeting. Lara Beckett was re-elected as Chair of the RDFFG and Art Kaehn re-elected as Vice Chair for 2024. Very

	unfortunate news from Bear Lake Volunteer Fire Department who have announced they will be suspending emergency response services effective December 1, 2023 due to not having sufficient qualified volunteer firefighters.
November 20	Participated in a Zoom meeting with representatives from BC Hydro. There is a strong possibility Williston Reservoir will have to be lowered due to drought conditions. Hydro will hold an information session in Mackenzie in January 2024 to bring an update to the community. Refill levels will depend on snow load, but it is too early to predict the outcome at this point.
November 24	Participated in Plaid Friday event at Mackenzie Centre Mall.
November 24	Attended Charity Hockey Game at Mackenzie Rec Centre. All proceeds were shared by Mackenzie Care and Share and St. Peter's Pantry. Huge shout out to Kyle Pacheco who organized this fun community event.
November 24	Participated in Peace Williston Advisory Committee meeting. BC Hydro is currently looking for "Call for Power" projects to support ongoing demand for electricity.
November 29	Attended Active Transportation and Community Spaces Open House at the Rec Centre. Consultant provided a concept plan to those attending

Respectfully Submitted,
Mayor Joan Atkinson

COUNCIL MEMBER ACTIVITY REPORT

To: Mayor and Council

From: Councillor Viktor Brumovsky

Date: December 2, 2023

Subject: Report for the Month of November 2023

Date:	Activity:
November 3	Completed the District's Active Transportation Plan survey and added a number of notes and pins to their interactive map.
November 11	Participated in the annual Remembrance Day Ceremony at the Cenotaph outside the Mackenzie Legion.
November 16	Attended the monthly Chamber of Commerce General Meeting and Luncheon. The speaker was Pam Hengeveld of Northern Health informing us of current efforts at our hospital.
November 20	Helped judge youth art submissions to commemorate Remembrance Day and the efforts of those who have and continue to serve in Canada's Armed Forces.
November 24	Visited the late night shopping event for Plaid Friday in the mall.
November 24	Attended the charity hockey game and food drive put on by local recreational hockey players in the Alexander Mackenzie Arena.
November 25	Attended the Mackenzie Chamber of Commerce's annual fundraising auction and Taste of Mackenzie event at the Legion Hall.
November 29	Attended the public session on the Active Transportation Plan in the Rec Centre to hear the public's views on the first draft.

Respectfully Submitted,
Councillor Brumovsky

COUNCIL MEMBER ACTIVITY REPORT

To: Mayor and Council
From: Councillor Wright
Date: December 2023
Subject: Report for December 2023

Councillor 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:

Date:	Activity
November 25, 2023	Participated in monthly Foundry meeting as Family and Youth Ambassador (FYAP). This month's topic was on Justice, Equity, Diversity, and Inclusion (JEDI)
December 1, 2023	Met with trustees of the Joint Use Agreement between District of Mackenzie and School District 57 to plan next steps in utilizing shared funds in joint use account.

New Horizons Liaison Activities:

Date:	Activity
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Alternate(s) Role Activities:

Date:	Activity
November 25 th , 2023	Chamber of Commerce Alternate: Attended the annual Chamber Auction at the Legion.
November 29-30, 2023	Indigenous Relations and Reconciliation Alternate: Participated in 2-Day Decolonization Workshop through my Union at Mackenzie Community Services.

Activities Not Related to a Council Appointment:

Date:	Activity
November 27, 2023	Participated in Mackenzie Community Collaborative Roundtable hosted by Northern Health. (Arrived Late)
November 29, 2023	Attended Open House at Rec Centre on Active Transportation and Community Spaces.
December 5, 2023	Attended Finance's Open House at the Rec Centre

Respectfully Submitted,

Councillor Wright

DISTRICT OF MACKENZIE

BYLAW NO. 1509

A bylaw of the District of Mackenzie to amend
the Financial Plan for the years 2023-2027

WHEREAS in accordance with the provisions of the Community Charter Council is required to prepare and adopt a Financial Plan for the municipality each year;

AND WHEREAS the Financial Plan may be amended by bylaw at any time;

NOW THEREFORE, the Council of the District of Mackenzie, in open meeting assembled
HEREBY ENACTS as follows:

1. Schedules "A", "B", "C" and "D" attached hereto and forming part of this bylaw are hereby adopted and is the Financial Plan of the District of Mackenzie for the period commencing January 1, 2023 and ending December 31, 2027.
2. This bylaw may be cited for all purposes as "Financial Plan Amendment Bylaw No.1509, 2023."

READ a first time this 27th day of November, 2023

READ a second time this 27th day of November, 2023

READ a third time this 27th day of November, 2023

ADOPTED this _____ day of _____, 2023

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1509 cited as "Financial
Plan Amendment Bylaw No.
1509, 2023".

Mayor

Corporate Officer

Corporate Officer

SCHEDULE “A”

DISTRICT OF MACKENZIE

2023 – 2027 Financial Plan Amendment

Statement of Objectives and Policies

Bylaw No. 1509

Section 165(3.1) of the *Community Charter* requires municipal five-year financial plans to include a more explicit form of revenue and tax policy disclosure. This requires municipalities to include in the five-year financial plan, the objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the *Community Charter*.
2. The distribution of property taxes among the property classes.
3. The use of permissive tax exemptions.

PURPOSE:

These revenue and tax policy disclosure requirements are intended to further enhance municipal accountability to the public by requiring all municipalities to develop and publicly disclose their objectives and policies in relation to their municipal taxes.

1. PROPORTION OF REVENUE

Proportion of Revenue that is generated by Property Taxes

- 7(a) The District’s property tax revenue includes a Municipal Tax increase of 7.2% in total. The decreased percentage varied per property classes as follows:

1 – Residential	8.13%
2 – Utilities	2.00%
4 – Major Industry	4.50%
5 – Minor Industry	5.50%
6 – Business	25.32%
8 – Rec Non-Profit	5.95%

For future years, any changes in tax rates will be determined during the budget process.

Other Revenue Sources Described in Section 165(7) of the *Community Charter*:

- 7(b) **Revenue from fees** – Sales of service and utility user fees for all municipal services (excluding Recreation and Culture) will continue to be set to recover the costs associated with providing these services.

Sales and Service (Recreation and Culture) – These areas recover on average 10% the expenses incurred to operate the facilities. The District will endeavour to raise rates annually by a reasonable percentage to ensure recovery is at least at 10 % - 15% of expenses annually.

Licences and Permits – The fees recover approximately 25% of the costs of the Building Department and Animal Control/Bylaw Enforcement Departments.

- 7(c) **Revenue from other sources** (Grants) – The majority of these revenue sources are established by legislation or are dependent on Crown Corporations or utility revenues. Future budgeting will correspond with any changes to these funds from year to year. For any grants that require the District to apply, both for operational and capital budget, this will remain a priority.

Other Revenue – For tax penalties, the recovery is set by legislation. For the return on investments the District will continue with short and long-term investments held in the Municipal Finance Authority and other investments authorized by Section 183 of the *Community Charter*.

Rentals and lease rates were initially set in 1993 and since the inception rates have been increased by the annual Consumer Price Index (CPI). This policy will be continued as this is incorporated into the District's long-term leases.

- 7(d) Water, Sewer and Garbage rates will be reviewed annually and set to effectively account for and manage the life cycle of water and sewer capital assets.

2. DISTRIBUTION OF TAXES AMONG PROPERTY CLASSES

In 2023, the District's proportion of taxes is as follows:

CLASS	DESCRIPTION	TOTAL % OF TAXES
1	Residential	34%
2	Utility	16%
4	Major Industry	35%
5	Light Industry	5%
6	Business	10%
8	Recreational Non-Profit	0%

As the District annually monitors its rates by property class the District will, subject to decreases or increases by property class due to new construction or changes in assessment classes, maintain the range of property taxes collected by class as:

CLASS	DESCRIPTION	TOTAL % OF TAXES
1	Residential	30% - 40%
2	Utility	10% - 20%
4	Major Industry	30% - 40%
5	Light Industry	5% - 10%
6	Business	5% - 10%
8	Recreational Non-Profit	0% - 5%

3. USE OF PERMISSIVE TAX EXEMPTIONS

Permissive tax exemptions enable municipalities to provide tax breaks to meet the social, economic, environmental or other needs of the community.

In 2016, the District of Mackenzie adopted a "Revitalization Tax Exemption Bylaw No. 1353, 2016" which includes specific tax exemption incentives for construction of new or existing buildings for all lots in the District, in the following eligible classes; Utility, Major Industry, Light Industry and Business and Other.

An amendment to the bylaw was adopted in September 2022 to amend the eligibility non-market change value to new construction or renovation of existing buildings that result in non-market change to the value of the lot within the District from \$500,000 to \$150,000 in an effort to increase program participation.

The exemption provided under this Bylaw is as follows:

- 100% exemption in the first year of Municipal Property Tax for the Non-Market Change in assessment of land and improvements.
- 50% exemption in the second year of Municipal Property Tax for the Non-Market Change in assessment of land and improvements.
- 25% exemption in the third year of Municipal Property Tax for the Non-Market Change in assessment of land and improvements.
- There will be no exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements in the fourth and succeeding years.

THE DISTRICT OF MACKENZIE
SCHEDULE "B"
 BYLAW NO. 1509 - Amendment
 2023 ANNUAL BUDGET
 CONSOLIDATED OPERATING REVENUES AND EXPENDITURES

REVENUE:

TAXATION	5,431,959
UTILITY USER FEES	1,699,933
GRANTS	5,291,936
LICENSES AND PERMITS	77,725
SALE OF SERVICE	1,484,837
OTHER REVENUE	1,776,058
TRANSFER EQUITY IN ASSETS	1,802,308
TRANSFER FROM FUNDS	368,703
ACCUMULATED SURPLUS	0
TOTAL REVENUE	17,933,459

EXPENDITURES:

GENERAL	
GENERAL GOVERNMENT SERVICES	2,652,611
PROTECTIVE SERVICES	1,665,422
TRANSPORTATION SERVICES	2,899,862
ENVIRONMENTAL HEALTH SERVICES	416,521
PUBLIC HEALTH AND WELFARE	150,099
RECREATION AND CULTURE	3,733,084
LESS: RECOVERY FROM UTILITIES	(182,700.00)
TOTAL GENERAL	11,334,899
WATER EXPENDITURE	570,865
SEWER EXPENDITURE	420,248
INTEREST, BANK CHARGES AND BAD DEBTS	10,250
LAND DEVELOPMENT	0
SUBTOTAL	12,336,262

EXCESS OPERATING REVENUE	5,597,197
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OTHER

DEBT INTEREST	0
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DEBT PRINCIPAL	0
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RESERVE FUNDS	5,265,013
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TRANSFER TO FUNDS	332,185
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CONTINGENCY FOR THE YEAR	0
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DISTRICT OF MACKENZIE
5-YEAR FINANCIAL PLAN - Amended
s. 165 COMMUNITY CHARTER

SCHEDULE "C"

	Sec. 165	2023	2024	2025	2026	2027
Revenues	4(b)					
Property Taxes	7(a)	5,431,959	5,703,557	5,988,735	6,288,172	6,602,580
Fees and Charges	7(c)					
Sale of Services		1,484,837	718,934	733,313	747,979	762,939
Utility User Fees		1,699,933	1,784,930	1,874,177	1,967,885	2,066,280
Licences and Permits		77,725	78,502	79,287	80,080	80,881
Other Sources	7(d)					
Grants		5,291,936	3,604,625	3,640,671	3,677,078	3,713,849
Other Capital Revenue		1,286,837	2,375,545	-	-	-
Other Revenue		1,776,058	870,678	879,385	888,179	897,061
Transfer Equity in Assets		1,802,308	1,820,331	1,838,534	1,856,920	1,875,489
Borrowing	7(e)	-	-	-	-	-
Transfers from Funds	4(c)	368,703	107,366	-	-	-
Reserve Funds	8(a)	5,943,946	2,344,813	2,560,000	1,057,000	689,000
Accumulated Surplus	8(b)	-	10,674	-	-	-
TOTAL		25,164,242	19,419,956	17,594,102	16,563,293	16,688,078
Expenditures						
Other Municipal:	6(d)					
General Government		2,652,611	2,695,320	2,776,180	2,859,465	2,945,249
Protective Services		1,665,422	1,412,457	1,454,830	1,498,475	1,543,429
Transportation Services		2,899,862	2,986,858	3,076,464	3,168,758	3,263,820
Environmental Health		416,521	359,584	370,372	381,483	392,928
Public Health & Welfare		150,099	154,602	159,240	164,017	168,938
Recreation & Culture		3,733,084	3,845,077	3,960,429	4,079,242	4,201,619
Less: Utilities Recovery		(182,700)	(188,181)	(193,826)	(199,641)	(205,630)
Sub total		11,334,899	11,265,717	11,603,688	11,951,799	12,310,353
Water expenditure		570,865	599,408	629,379	660,848	693,890
Sewer expenditure		420,248	441,260	463,323	486,489	510,814
Interest & Bank Charges		10,250	10,558	10,874	11,200	11,536
Land Development		-	-	-	-	-
Property Tax Appeals	6(d)	-	-	-	-	-
Debt Interest	6(a)	-	-	-	-	-
Debt Principal	6(a)	-	-	-	-	-
Capital Expenditure	6(b)	7,230,783	4,720,358	2,560,000	1,057,000	689,000
Reserve Funds	8(a)	5,265,013	2,107,656	2,051,838	2,120,957	2,197,485
Transfer to Funds	4(c)	332,185	275,000	275,000	275,000	275,000
Accumulated Surplus	8(b)	-	-	-	-	-
Deficiency	6(c)	-	-	-	-	-
TOTAL		25,164,242	19,419,956	17,594,102	16,563,293	16,688,078

DISTRICT OF MACKENZIE
NOTES TO ACCOMPANY 5-YEAR FINANCIAL PLAN
s. 165 COMMUNITY CHARTER

ASSUMPTIONS OF THE PLAN:

<u>RATES OF CHANGE</u>	
REVENUE:	
PROPERTY TAXES	5.00%
SALE OF SERVICES	2.00%
UTILITY USER FEES	5.00%
LICENCES AND PERMITS	1.00%
GRANTS	1.00%
OTHER REVENUE	1.00%
TRANSFER EQUITY IN ASSETS	1.00%
EXPENSES:	
MUNICIPAL PURPOSES	3.00%
WATER	5.00%
SEWER	5.00%

PROPORTIONS OF TOTAL REVENUE:

Revenue Source	% Total Revenue
Property taxes	22%
User fees and charges	13%
Other sources	40%
Proceeds from borrowing	0%
Transfer from Funds	1%
Reserve Funds	25%
Accumulated surplus	0%
TOTAL	100%

DISTRIBUTION OF PROPERTY TAXES AMONG THE PROPERTY CLASSES:

Property class	% Overall Taxes
Residential (1)	34%
Utilities (2)	16%
Major Industry (4)	35%
Light Industry (5)	5%
Business (6)	10%
Rec Non Profit (8)	0%
TOTAL	100%

PERMISSIVE TAX EXEMPTIONS:

The Annual Municipal Report for 2022 contains a list of permissive exemptions granted for the taxation year and the foregone revenue. Council grants exemptions to not-for-profit organizations that it deems provide a benefit to the residents of Mackenzie.

DISTRICT OF MACKENZIE

(Not Including Applicable Taxes)

"SCHEDULE D"

	2023	2024	2025	2026	2027	TOTAL	FUNDED RESERVES	RELATED RESERVE FUND	FUNDED GRANTS - OTHERS	FUNDER NAME
<u>GENERAL GOVERNMENT</u>										
Community Signage	56,767	41,426				98,193	98,193	General/Capital Renewal Reserve		
Audio Visual Upgrades	91,403					91,403			91,403	Prior Year Surplus
IT Upgrades			15,000			15,000	15,000	Capital Renewal Reserve		
TOTAL GENERAL GOVERNMENT	148,170	41,426	15,000	-	-	204,596	113,193		91,403	
<u>PROTECTIVE SERVICES</u>										
Fire Hall Project	1,034,336					1,034,336	1,007,443	NCPG	26,893	UBCM, private donations
Superior Fire Truck #2 Replacement	1,633,826					1,633,826	1,500,000	Firefighting Equipment Reserve	133,826	Prior Year Surplus
Pierce Ladder Truck Equipment	150,000					150,000	135,000	Firefighting Equipment Reserve	15,000	Regional District of Fraser Fort George
Structural Protection Unit #3 Equipment	45,000					45,000			45,000	UBCM
Turnout Gear		40,000	40,000			80,000	80,000	Firefighting Equipment Reserve		
Narrow Band Equipment		10,000				10,000	10,000	Firefighting Equipment Reserve		
Pagers		19,500				19,500	19,500	Firefighting Equipment Reserve		
Air Bag System			10,000			10,000	10,000	Firefighting Equipment Reserve		
TOTAL PROTECTIVE SERVICES	2,863,162	69,500	50,000	-	-	2,982,662	2,761,943		220,719	
<u>TRANSPORTATION SERVICES</u>										
Road paving	1,091,930					1,091,930	1,091,930	General Capital Reserve		
Commercial Garbage Truck	500,000					500,000	500,000	Vehicle and Equipment Reserve		
Hot Patch Paver	92,000					92,000	92,000	Vehicle and Equipment Reserve		
Air Compressor	9,968					9,968	9,968	Vehicle and Equipment Reserve		
All Terrain Vehicle	47,138					47,138	47,138	Vehicle and Equipment Reserve		
Active Transportation Master Plan	51,991					51,991	1,991	General Capital Reserve	50,000	Infrastructure Canada Grant
Paving Plan	48,500					48,500	48,500	General Capital Reserve		
Chevrolet Colorado	51,728					51,728	51,728	Vehicle and Equipment Reserve		
Street Sweeper Replacement	422,740					422,740	422,740	Vehicle and Equipment Reserve		
Inspections Pickup Replacement		50,000				50,000	50,000	Vehicle and Equipment Reserve		
Grader #2 Replacement		400,000				400,000	400,000	Vehicle and Equipment Reserve		
Airport Sweeper		60,000				60,000	60,000	Vehicle and Equipment Reserve		
Lawnmower Replacement			65,000			65,000	65,000	Vehicle and Equipment Reserve		
Olympia Resurfacer			150,000			150,000	150,000	Vehicle and Equipment Reserve		
Loader #2 Replacement			200,000			200,000	200,000	Vehicle and Equipment Reserve		
Tractor Replacement			65,000			65,000	65,000	Vehicle and Equipment Reserve		
Public Works Building Expansion			1,500,000			1,500,000	1,500,000	General Capital Reserve		
Mechanic Pickup Replacement			80,000			80,000	80,000	Vehicle and Equipment Reserve		
Loader #3 Replacement				305,000		305,000	305,000	Vehicle and Equipment Reserve		
Dump Truck Replacement				367,000		367,000	367,000	Vehicle and Equipment Reserve		
Snow Blower Attachment Replacement					140,000	140,000	140,000	Vehicle and Equipment Reserve		
Snow Groomer					184,000	184,000	184,000	Vehicle and Equipment Reserve		
PW Yard Pickup Replacement					40,000	40,000	40,000	Vehicle and Equipment Reserve		

DISTRICT OF MACKENZIE

(Not Including Applicable Taxes)

"SCHEDULE D"

	2023	2024	2025	2026	2027	TOTAL	FUNDED RESERVES	RELATED RESERVE FUND	FUNDED GRANTS - OTHERS	FUNDER NAME
Dump Truck Replacement					120,000	120,000	120,000	Vehicle and Equipment Reserve		
Administration Van Replacement					40,000	40,000	40,000	Vehicle and Equipment Reserve		
TOTAL PUBLIC WORKS	2,315,995	510,000	2,060,000	672,000	524,000	6,081,995	6,031,995		50,000	
<u>PARKS AND RECREATION SERVICES</u>										
Recreation building roof replacement	183,000					183,000	183,000	Capital Renewal Reserve		
Signature Trail Project	400,694					400,694			400,694	FLINRO, NDIT, South Peace Mackenzie Trust, Deferred Revenue
Energy Reductions Project	25,260	2,969,432				2,994,692	598,939	Capital Renewal Reserve	2,395,753	Community Buildings Program Grant (approval pending)
Audio Visual Upgrades	79,500					79,500			79,500	Prior Year Surplus
Ski Hill Gazebo	26,302					26,302			26,302	McLeod Lake Mackenzie Community Forest Dividends
Pool Upgrades		220,000	50,000			270,000	270,000	Capital Renewal Reserve		
Ice-edger		17,000				17,000	17,000	Capital Renewal Reserve		
Library Floor Replacement		45,000				45,000	45,000	Capital Renewal Reserve		
Rec Centre Upgrades		50,000	50,000	50,000		150,000	150,000	Capital Renewal Reserve		
Park/Beach Master Plan		25,000				25,000	25,000	General Capital Reserve		
Spirit Square Park Master Plan		20,000				20,000	20,000	General Capital Reserve		
TOTAL RECREATION SERVICES	714,756	3,346,432	100,000	50,000	-	4,211,188	1,308,939		2,902,249	
TOTAL GENERAL CAPITAL	6,042,083	3,967,358	2,225,000	722,000	524,000	13,480,441	10,216,070		3,264,371	
<u>WATER</u>										
Pressure Reducing Valves Replacement	342,000	335,000	335,000	335,000		1,347,000	1,347,000	Water Reserve		
Gantahaz Well #4 Rehabilitation	73,500					73,500	73,500	Water Reserve		
Gantahaz Water Treatment (pending grant approval)	590,000					590,000	157,353	Water Reserve	432,647	Investing in Canada Infrastructure Program (pending)
Brine Tank Water Station		18,000				18,000	18,000	Water Reserve		
Booster Station Controls and Energy Efficiency Upgrade		200,000				200,000	200,000	Water Reserve		
Fire Hydrants on Coquiwaldie		200,000				200,000	200,000	Water Reserve		
TOTAL WATER	1,005,500	753,000	335,000	335,000	-	2,428,500	1,995,853		432,647	
<u>SEWER</u>										
Lagoon Outfall Chamber Building Replacement	83,200					83,200	83,200	Sewer Reserve		
Sewer Flusher	100,000					100,000	100,000	Sewer Reserve		
Lagoon Outfall Chamer Structural Upgrade					165,000	165,000	165,000	Sewer Reserve		
TOTAL SEWER	183,200	-	-	-	165,000	348,200	348,200			
TOTAL CAPITAL	7,230,783	4,720,358	2,560,000	1,057,000	689,000	16,257,141	12,560,123		3,697,018	