

## COUNCIL MEETING AGENDA

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

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### Pages

#### 1. CALL TO ORDER

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

##### 1.1 Defer to Closed Meeting

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

AND THAT the basis of the Special Closed Meeting relates to Section 90 (1) (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.

#### 2. ADOPTION OF MINUTES

2.1	<u>Special Meeting - January 23, 2023</u>	7
2.2	<u>Committee of the Whole - January 23, 2023</u>	9
2.3	<u>Regular Meeting - January 23, 2023</u>	11
2.4	<u>Special Meeting - January 24, 2023</u>	17
2.5	<u>Special Meeting - January 30, 2023</u>	19

#### 3. INTRODUCTION OF LATE ITEMS

#### 4. ADOPTION OF AGENDA

THAT the Agenda be adopted as presented.

## 5. PUBLIC COMMENTS AND QUESTIONS

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

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

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

## 6. PETITIONS AND DELEGATIONS

## 7. CORRESPONDENCE

THAT the Correspondence listed on the Agenda be received.

### 7.1 For Action:

#### 7.1.1 MCAC Letter of Support 22

THAT the District of Mackenzie supports the application to the Northern Development Initiative Trust from the Mackenzie Community Arts Council for their Project MackenzieCAC.

#### 7.1.2 Mackenzie Counselling Letter of Support 23

THAT the District of Mackenzie supports the application to the Northern Development Initiative Trust from Mackenzie Counselling Services for a grant to support their Expansion Project.

#### 7.1.3 Landmark Lighting 24

Request received from the BC Epilepsy Society to light up a local landmark in purple on March 26, 2023 on International Purple Day for Epilepsy Awareness.

### 7.2 For Consideration:

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

#### 7.2.1 EV Charging Stations 25

Email received from potential Mackenzie resident regarding the possibility of installing electric charging stations in Mackenzie.

#### 7.2.2 Mike Morris MLA - Charity Golf Tournament 28

Save the date received from Mike Morris, MLA, announcing the annual golf tournament on June 17, 2023 at the Mackenzie Golf and Country Club with proceeds going to Mackenzie Counselling Services.

7.2.3	2023 NCLGA Resolution Deadline The deadline to submit resolutions to be included in the NCLGA Annual Report and Resolutions Book is 5:00 pm on March 10, 2023.	29
7.2.4	Resource Municipalities Coalition Meeting Minutes - September 28, 2022	34
7.2.5	Northern Health News Release Text alerts for toxic drugs now available in the North.	37
7.2.6	Northern Health Healthy Communities E-Brief - February 2023	38
7.2.7	Decriminalization of Illegal Drugs Email and FAQ document received from the Liquor and Cannabis Regulation Branch providing an update on BC's decriminalization of people who use drugs, and what this means for liquor licensees.	44
7.2.8	ICBC Road Safety Letter received from Tracey Hoffman, ICBC Road Safety and Community Coordinator for Northern BC, inviting Mayor and Council to visit the ICBC booth at the 2023 NCLGA convention to discuss road safety in the community.	47
7.2.9	Appointment to the Order of British Columbia - Nominations Open Nominations are open to the Order of British Columbia. The Order of British Columbia is the Province's highest honour which recognizes individuals who have demonstrated outstanding achievement, excellence or distinction in a field of endeavor benefiting people of the province. The deadline for nominations is April 11, 2023.	48
7.2.10	NDIT - Grant Writing Support Letter received from the Northern Development Initiative Trust announcing that the District's application has been approved for a grant up to \$8,000 towards a community grant writing position in 2023.	49
7.2.11	NDIT - Business Façade Improvement Program Letter received from the Northern Development Initiative Trust announcing that the District's Business Façade Improvement application for the 2023 year has been approved up to \$20,000 from the Prince George Regional Development Account.	50

7.2.12	NDIT - Marketing Initiatives	51
	Letter received from the Northern Development Initiative Trust announcing that the Marketing Initiatives application from the District for the "Tourism Guide and Map Brochures" project was approved for a grant up to \$10,717 from the Prince George Regional Development Account.	

7.3	<u>Centre Table File</u>	
	BC Children's Hospital Progress Report - 2021/2022	
	BC Legion Military Service Recognition Book - 2022	
	Forest Enhancement Society of BC - 2022 Accomplishment Report	
	BC SPCA Animal Scense - Fall/Winter 2022	
	Infrastructures - December 2022/January 2023	
	BC Resources Coalition - 2022-2023	
	Truck Logger BC - Winter 2023	
	Resource Connector 2023	
	BC Forest Professional - Winter 2023	
	Heritage Week Poster - February 20-26, 2023	

## 8. ADMINISTRATIVE REPORTS

8.1	<u>Amending January 10, 2023 Public Hearing Minutes</u>	52
	THAT Council amends the Presentations from the Public section recorded in the January 10, 2023 Public Hearing minutes as noted in this report.	
8.2	<u>2023 Provisional Operating and Capital Budgets</u>	54
	THAT Council approves the 2023 Provisional Operating and Capital Budgets.	
8.3	<u>Fire Hall Update</u>	62
	THAT Council receives this report for information.	
8.4	<u>Visitor Centre Caboose Operations 2023</u>	64
	THAT Council approves the 2023 Visitor Services Agreement with the Mackenzie Chamber of Commerce;	
	AND THAT Council authorizes a \$20,000 contribution towards the service agreement;	
	AND THAT Council authorizes an increase of up to \$10,000 to the Caboose Visitor Centre general operating budget towards repairs to the entrance to the facility;	
	AND THAT the Chief Administrative Officer be authorized to execute the agreement and any related documentation.	



8.5 Development Variance Permit # 3090-20-23-01 - Final Consideration

77

THAT Council authorizes approval of a Development Variance Permit Application #3090-20-23-01 for Lot 4 District Lot 3765 Cariboo District Plan 33911 commonly known as 609 Babine Dr.

9. COUNCIL REPORTS

9.1 Mayor's Report

9.2 Council Reports

9.2.1 Councillor Brumovsky

84

9.2.2 Councillor Wright

85

10. UNFINISHED BUSINESS

11. NEW BUSINESS

12. BYLAWS

12.1 Board of Variance Bylaw No. 1494, 2023

86

THAT Bylaw No. 1494 cited as "Board of Variance Bylaw No. 1494, 2023" be given final reading and adopted.

13. NOTICE OF MOTION

14. COMING EVENTS

14.1 Mackenzie Accessibility and Inclusion Advisory Committee - Open House

92

February 21, 2023  
1-3pm and 6-8pm  
Mackenzie Legion

14.2 Mackenzie Accessibility and Inclusion Advisory Committee - Business Market

February 25, 2023  
11:00 am - 3:30 pm  
Mackenzie Recreation Centre

14.3 WinterQuest

February 24, 25, 26, 2023

14.4 Diverse Abilities - An Expo of Inclusion and Accessibility  
March 2, 2023  
1:00 pm - 4:00 pm  
CNC Event Centre

93

15. INQUIRIES

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

16. ADJOURNMENT

**Special Council Meeting  
Minutes**

**January 23, 2023, 6:00 p.m.  
Council Chambers of the Municipal Office  
1 Mackenzie Boulevard, Mackenzie, BC**

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

Council Absent: Councillor A. Hipkiss, Councillor R. McMeeken

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K.  
Borne, Fire Chief J. Guise, Finance Manager W. Peterson,  
Legislative Clerk/Executive Assistant C. Smirle

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**1. CALL TO ORDER**

CALLED TO ORDER AT 6:00 pm.

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

**1.1 Defer to Closed Meeting**

**Resolution: 32779**

**Moved by:** Councillor Barnes

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

AND THAT the basis of the Special Closed Meeting relates to Section 90  
(1) (k) negotiations and related discussions respecting the proposed  
provision of a municipal service that are at their preliminary stages and  
that, in the view of the council, could reasonably be expected to harm the  
interests of the municipality if they were held in public.

**CARRIED**

2. **ADJOURNMENT**

**Resolution: 32780**

**Moved by:** Councillor Wright

THAT the meeting be adjourned at 6:01 pm.

**CARRIED**

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Mayor

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Corporate Officer

DRAFT

**Committee of the Whole  
Minutes**

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

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

Council Absent: Councillor A. Hipkiss, Councillor R. McMeeken

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

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**1. CALL TO ORDER**

Called to order at 7:00 pm.

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

**2. REPORTS**

**2.1 Operations**

**Moved by:** Councillor Brumovsky

THAT the Operations reports for the months of November and December  
2022 be received.

**CARRIED**

**2.2 RCMP**

**Moved by:** Councillor Barnes

THAT the RCMP reports for the months of November and December 2022  
be received.

**CARRIED**

2.3 Fire

**Moved by:** Councillor Barnes

THAT the Fire reports for the months of November and December 2022 be received.

**CARRIED**

2.4 Recreation Services

**Moved by:** Councillor Brumovsky

THAT the Recreation Services reports for the months of November and December 2022 be received.

**CARRIED**

2.5 Finance

**Moved by:** Councillor Barnes

THAT the Finance reports for the months of November and December 2022 be received.

**CARRIED**

2.6 Council Strategic Priorities

**Moved by:** Councillor Wright

THAT the Council Strategic Priorities 2022 Fourth Quarter Report be received.

**CARRIED**

3. **OTHER BUSINESS**

Councillor Wright provided a verbal report received from School District No. 57 Mackenzie Rep., Rachael Weber.

4. **ADJOURNMENT**

THAT the meeting be adjourned at 7:12 pm.

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Mayor

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Corporate Officer

**Regular Council Meeting  
Minutes**

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

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

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

Council Absent: Councillor A. Hipkiss, Councillor R. McMeeken

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

Visitors Present: RCMP Cpl. Aird

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**1. CALL TO ORDER**

CALLED TO ORDER AT 7:15 PM.

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

**2. ADOPTION OF MINUTES**

**2.1 Regular Meeting - January 9, 2023**

The minutes of the Regular Meeting held on January 9, 2023 were adopted  
as presented.

**2.2 Public Hearing - January 10, 2023**

The minutes of the Public Hearing held on January 10, 2023 were adopted  
as presented.

**3. INTRODUCTION OF LATE ITEMS**

N/A

4. **ADOPTION OF AGENDA**

**Resolution: 32784**

**Moved by:** Councillor Tapper

THAT the Agenda be adopted as presented.

**CARRIED**

5. **PUBLIC COMMENTS AND QUESTIONS**

N/A

6. **PETITIONS AND DELEGATIONS**

6.1 Highland Dance Lessons

Karli Ralston appeared as a delegation to Mayor and Council to discuss her request for an in-kind grant to use space at the Recreation Centre to teach highland dance lessons to the community.

7. **CORRESPONDENCE**

**Resolution: 32785**

**Moved by:** Councillor Wright

THAT the Correspondence listed on the Agenda be received.

**CARRIED**

7.1 For Action:

7.1.1 Letter Re: Recreational Highland Dancing

Council received a letter from Karli Ralston, resident in Mackenzie, requesting an in-kind grant to use space at the Recreation Centre to provide highland dance lessons to the community. Mayor Atkinson advised Ms. Ralston that the Community Charter prohibits municipalities from providing assistance to private businesses, and suggested alternate avenues for Ms. Ralston with her dance classes. Council suggested putting up a poster at the Rec Centre to advertise the services being offered.



7.1.2 CivicInfo BC Membership Dues 2023

**Resolution: 32786**

**Moved by:** Councillor Barnes

THAT Council approves the annual membership dues in the amount of \$265.55 for the CivicInfo BC 2023 membership.

**CARRIED**

7.1.3 Proclamation Request

**Resolution: 32787**

**Moved by:** Councillor Wright

THAT the District of Mackenzie proclaim March 26th as International Purple Day for Epilepsy Awareness month.

**CARRIED**

**8. ADMINISTRATIVE REPORTS**

8.1 Consideration for Deconstruction and Demolition of the Existing Fire Hall

**Resolution: 32788**

**Moved by:** Councillor Brumovsky

That Council receive this report for information.

**CARRIED**

8.2 Development Variance Permit - #3090-20-23-01

**Resolution: 32789**

**Moved by:** Councillor Barnes

THAT Council authorizes approval in proceeding with Development Variance Permit # 3090-20-23-01.

**CARRIED**

8.3 RDFFG – Referral for Application for a Non-Farm Use in the ALR - 66416

**Resolution: 32790**

**Moved by:** Councillor Wright

THAT Council directs Administration to notify the Regional District of Fraser-Fort George that the District has no objection to the application received for a non-farm use in the Agricultural Land Registry adjacent to the southeast boundary of the District.

**CARRIED**

8.4 Policy 1.26 Taxi Saver Program Policy

**Resolution: 32791**

**Moved by:** Councillor Wright

THAT Council adopts Taxi Saver Program Policy 1.26.

Opposed (2): Councillor Brumovsky, and Councillor Tapper

Absent (2): Councillor Hipkiss, and Councillor McMeeken

**CARRIED (3 to 2)**

8.5 Board of Variance Establishment

**Resolution: 32792**

**Moved by:** Councillor Barnes

THAT Council receives this report for information.

**CARRIED**

8.6 OCP Amendment – Public Watershed Definition

**Resolution: 32793**

**Moved by:** Councillor Wright

THAT Council receives this report for information.

**CARRIED**

**9. COUNCIL REPORTS**

9.1 Mayor's Report

N/A

9.2 Council Reports

N/A

**10. UNFINISHED BUSINESS**

N/A

**11. NEW BUSINESS**

Councillor Tapper discussed creating a single hub where all events in Mackenzie can be published to ensure there is constant communication with residents of what is happening. Mayor Atkinson noted that staff are planning to set up a table at the Open Budget Meeting on January 30th with all upcoming events posted

and to request feedback from residents of how they would like to receive information.

Councillor Wright suggested that the District continue working on partnerships with Indigenous Communities and look for areas of improvement to strengthen the relationships.

**12. BYLAWS**

12.1 Official Community Plan Amendment Bylaw No. 1489, 2023

**Resolution: 32794**

**Moved by:** Councillor Brumovsky

THAT Bylaw No. 1489 cited as "Official Community Plan Amendment Bylaw No. 1489, 2023" be given third reading and adoption.

**CARRIED**

12.2 Board of Variance Bylaw No. 1494, 2023

**Resolution: 32795**

**Moved by:** Councillor Barnes

THAT Bylaw No. 1494 cited as "Board of Variance Bylaw No. 1494, 2023" be given the first three readings.

**CARRIED**

**13. NOTICE OF MOTION**

N/A

**14. COMING EVENTS**

14.1 Community Budget Consultation - Open Forum

14.2 Shop Local Survey

**15. INQUIRIES**

Janice Nelson, publisher of the Macktown Buzette, asked if we currently have a formal Community Watershed under the Forest & Range Practices Act? Joan replied no.

Ms. Nelson advised that the Public Notice mailed to residents regarding the Public Hearing to discuss the Official Community Plan Amendment was misleading and did not invite residents to submit concerns and only referred people to contact the District if they had questions.

Ms. Nelson requested that her comments listed in the minutes of the Public Hearing be changed as they were not reflected correctly. Mayor Atkinson advised that staff would reach out to Ms. Nelson to correct her comments.

Ms. Nelson further added that as a business owner she appreciates Councillor Tapper's comments regarding improving communication with residents in Mackenzie.

**16. ADJOURNMENT**

**Resolution: 37296**

**Moved by:** Councillor Barnes

THAT the meeting be adjourned at 8:25 pm.

**CARRIED**

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Mayor

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Corporate Officer

**Special Council Meeting  
Minutes**

**January 24, 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 K. Tapper, Councillor J. Wright

Council Absent: Councillor A. Hipkiss, Councillor R. McMeeken

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K.  
Borne, Economic Development Clerk R. Dumoulin, Director of  
Corporate Services E. Kaehn

Visitors Present: Chamber of Commerce Executive Committee - Shannon Bezo,  
Judy Close, Jan Hegel, Stephanie Killam, Janey Morgan

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**1. CALL TO ORDER**

CALLED TO ORDER AT 7:00 PM.

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

**1.1 Defer to Closed Meeting**

**Resolution: 32799**

**Moved by:** Councillor Barnes

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

AND THAT the basis of the Special Closed Meeting relates to Section 90  
(1) (k) negotiations and related discussions respecting the proposed  
provision of a municipal service that are at their preliminary stages and  
that, in the view of the council, could reasonably be expected to harm the  
interests of the municipality if they were held in public.

**CARRIED**

2. **ADJOURNMENT**

**Resolution: 32800**

**Moved by:** Councillor Wright

THAT the meeting be adjourned at 7:04 pm.

**CARRIED**

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Mayor

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Corporate Officer

DRAFT

**Special Council Meeting  
Minutes**

**January 30, 2023, 6:00 p.m.  
Mackenzie Recreation Centre  
400 Skeena Drive, Mackenzie, BC**

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

Council Absent: Councillor R. McMeeken, Councillor J. Wright

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K.  
Borne, Director of Recreation Services T. Gilmer, Fire Chief J.  
Guise, Finance Manager W. Peterson, Economic Development  
Clerk R. Dumoulin, Director of Corporate Services E. Kaehn

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**1. CALL TO ORDER**

CALLED TO ORDER AT 6:00 pm.

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

**2. ADOPTION OF AGENDA**

**Resolution: 32805**

**Moved by:** Councillor Barnes

THAT the Agenda be adopted as presented.

**CARRIED**

**3. OPENING REMARKS**

*Mayor Atkinson opened the meeting by welcoming members of the public,  
introducing members of Council, and sharing a few opening remarks before the  
budget session began. Diane Smith, Chief Administrative Officer, shared a few  
words and introduced District staff attending the event.*

**4. BUDGET PRESENTATION**

Kerri Borne, Chief Financial Officer, provided a brief presentation and answered  
questions from the public about the 2023 Budget.

**5. PUBLIC COMMENTS AND QUESTIONS**

Shannon Bezo, resident, asked which projects weren't funded or moved forward due to a lower transfer to the Capital Renewal Reserve in 2022? Kerri Borne, Chief Financial Officer, said she did not have that information available, but could follow-up. She explained that originally there was a total of \$350,000 that was transferred to the Capital Renewal Reserve. In 2022, due to the revenue loss, the District reduced this to \$250,000 and only allocated \$50,000 towards new projects. New projects are defined as anything that isn't already a tangible capital asset or something we own - for example, new builds. The thought was that any new projects would need to look for grant funding and also be brought forward to Council to prioritize which to move forward on.

Jim Atkinson, resident, asked where the funding from the McLeod Lake Mackenzie Community Forest dividends were going to. He said over the last decade the dividends to the District have been upwards of \$450,000 per year. Kerri Borne, Chief Financial Officer, said the first three years of funding was allocated to the Mackenzie Recreation Centre upgrades. The last few years, the funding has been allocated to reserves, and the 2022 and 2023 dividends are still to be allocated. Staff will be bringing a report forward for Council to consider how this funding should be allocated. The funding itself can be used for operating or capital expenditures.

Shannon Bezo asked if it is possible to tell from the budget survey results, how many people left the survey at the slide where they had to put in their property information? Kerri Borne, Chief Financial Officer, said she did not have that information available at this time, but will ask the programmer if this is possible. Shannon further mentioned that it would be interesting to know if that was a barrier, as of the 600 that visited the site, only 171 finished the survey. Mayor Atkinson noted that it was not a requirement to share your property information to complete the survey and you only had to share your assessed value.

Shannon Bezo further asked if the District has any influence or sway on the property assessments in the community as some neighbourhoods have been impacted by unusually high sales. Kerri Borne said no the District's doesn't any influence or ability to change property assessments.

Shannon Bezo further asked whether the 2023-2027 Financial Plan being adopted in May means that taxes will have to be retroactively collected at the new rates? Kerri Borne said no, the Financial Plan is a projection, usually set at a 5% increase per year, however the current year property tax is set by a different bylaw



annually in May. Taxes are only established one year at a time as there are outside influences or emergency situations that could change whether we can follow the Financial Plan projections or not.

Carmen Schalles and Ross Hobbs, residents, commented that they liked the survey and felt it was very informative. They liked how it showed how your feedback changed the outcome.

Shannon Bezo commented further that she thought the survey was well put together. She asked how residents would know what Mayor and Council and the District decides to do with the feedback received. Kerri Borne responded that staff and Council only received the results last week and that at either the Feb. 13th or April 24th Council meetings a report will be brought forward connecting the information received and what decisions were made for the budget. Shannon suggested sharing the "What we Heard" document and then later a "This Is What We Did" document, so residents would see the value in participating in the survey.

**6. ADJOURNMENT**

**Resolution: 32806**

**Moved by:** Councillor Hipkiss

THAT the meeting be adjourned at 6:46 pm.

**CARRIED**

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Mayor

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Corporate Officer



## Mackenzie Community Arts Council

86 Centennial Dr. Mackenzie, BC

Dear Mayor and Council of the District of Mackenzie,

Mackenzie Community Arts Council is preparing a proposal to Northern Development Initiative Trust and we require a letter of support in regards to Project: MackenzieCAC.

Project MackenzieCAC is the creation of a website, an online store, and the development of social media marketing strategy.

Mackenzie Community Arts Centre recognizes the importance of a digital presence to engage with our current community and to attract new members - both locally and beyond our remote region. Utilizing the digital space for community building and an online store, advertising, communication, and virtual classes will allow MCAC to reach an audience beyond our remote town. This will benefit MCAC, local artists and artisans, as well as our community as a whole by creating an online showcase of the talent our town has to offer.

Is it possible to get your assistance with this?

[Here is a sample of what they are requiring:](#)

THAT, the <b>District of Mackenzie</b> supports the application to Northern Development Initiative Trust from the <b>Mackenzie Community Arts Council</b> for <b>Project MackenzieCAC</b> .
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Thank you,

-Michelle Bobrel

President/Chair

Mackenzie Community Arts Council



## **Mackenzie Counselling Services**

*P.O. Box 790  
Mackenzie, BC V0J 2C0  
Phone (250) 997-6595  
Fax (250) 997-3903*

February 8, 2023

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

Dear Mayor and Council:

### **Re: Mackenzie Counselling Services Expansion Project**

Mackenzie Counselling Services (MCS) is applying for a grant from NDIT for the creation of three new positions and the expansion of programs available for the agency to better provide services in the Mackenzie region. This Expansion Project includes the request for (1) another clinical counsellor so we can expand services in harm reduction, mental health for seniors and caregivers, and grief and loss; (2) IT support for the agency and the clients we serve; (3) childcare funding for an ECE worker to provide in-house childcare for clients to attend groups and other services; and (4) funding to expand group workshops and services available to the region.

We are seeking a District resolution of support for the grant application. The resolution we are requesting is: "The District of Mackenzie supports the application to the Northern Development Initiative Trust from Mackenzie Counselling Services for a grant to support the Expansion Project."

Thank you for your consideration of this request. Your support for MCS and the services we provide are greatly appreciated.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Lyse Tremblay', is written over a light blue circular stamp.

Lyse Tremblay  
Executive Director

## District Information

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**From:** Erin Turton <erin@bcepilepsy.com>  
**Sent:** Tuesday, February 7, 2023 11:15 AM  
**To:** District Information  
**Subject:** Landmark Lighting

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

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support the over 50,000 people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2023.

International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world wear purple and take part in events and activities to raise much-needed awareness of epilepsy.

Additionally, because International PURPLE DAY® for Epilepsy Awareness is also a time when many buildings and landmarks in countries around the world are lit with purple lights to raise awareness of epilepsy, the BC Epilepsy Society would like to request that Mackenzie Municipal Office be lit with purple lights on March 26th, 2023, in honour of epilepsy awareness.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2023, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy in the community.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2023, and in the future. Please feel free to contact me via email at [deirdre@bcepilepsy.com](mailto:deirdre@bcepilepsy.com) or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,  
Deirdre Syms  
Executive Director  
BC Epilepsy Society

The BC Epilepsy Society empowers, educates, and supports British Columbians living with epilepsy.



-----Original Message-----

From: Patricia Wray <[p.wray1953@gmail.com](mailto:p.wray1953@gmail.com)>

Sent: Tuesday, February 7, 2023 6:15 PM

To: Joan Atkinson <[joan@districtofmackenzie.ca](mailto:joan@districtofmackenzie.ca)>

Subject: Electric Vehicle Charger

Dear Ms Atkinson:

I have been researching the possibility of moving to Mackenzie next winter in order to ski at Powder King for the season. Unfortunately, I'm unable to do so because I have an electric car and there's no place to charge it. There is a charger at Macleod Lake, and I'm thankful for that as it serves skiers heading to and fro the ski resort and Prince George where I currently live.

Please consider the installation of a charger in Mackenzie. You might just get some electric car owners moving to town in the future! A level two charger would allow people to get to Macleod Lake fast chargers enroute to Prince George and a couple of level two chargers would allow people to overnight charge giving them enough juice for a couple of trips to Powder King. Fast chargers would be even better!

Powder King is the future of the ski industry with climate change nipping at our heels.

Regards,

Tricia Wray

# In B.C., the government will now pay for 75% of an EV charging station



[Stefan Labbé](#)

May 18, 2022 10:59 AM



*EV chargers at Richmond Hospital, B.C. Individuals, condos and municipalities can now receive up to a 75% rebate to install a new charger. | Vancouver Coastal Health*

The B.C. and federal governments will increase funding to help individuals, businesses and municipalities install electric vehicle charging stations in a rebate program that now covers up to 75 per cent of the cost of installation.

## Recommended reads for you:

- [Opinion: Carbon tax gets jacked up again this year](#)
- ['A scientific sin': 16 Canadian salmon scientists claim DFO sea lice report was manipulated](#)

That coverage is up from 50 per cent, according to an announcement made by the B.C. government Wednesday.

"With electric vehicles representing 13 per cent of all new light-duty vehicles sold in B.C. last year, our province has the strongest adoption rate of electric vehicles in Canada," said B.C.'s Minister of Energy, Mines and Low Carbon Innovation Bruce Ralston in a prepared statement.

"We're positioning ourselves to become leaders in the EV industry."

Ralston added that the latest rebate is meant to encourage more British Columbians to make the switch to an electric vehicle.

The funding for the bolstered rebate program comes from a \$2-million investment from Natural Resources Canada's and will supplement the B.C. government's rebate program.

The result: workplaces, condos and apartments can get up to a [75 per cent rebate](#) for a Level 2 charging station up to a maximum of \$5,000. Using the same voltage as a clothes drier, an hour charge at a Level 2 station will give an EV roughly 30 kilometres of range, according to the ministry.

Those interested in installing a direct current, fast-charging station can receive up to \$75,000. Fast-charging stations allow EVs to recharge in 30 minutes, offering up to 300 kilometres of range in less time.

But the limited investment means a limited number of chargers will be funded. The federal and provincial governments estimate the additional funding will add up to between 360 and 450 EV charging stations to the province's inventory.

The B.C. government's climate targets include a requirement that all new light-duty vehicles sold in the province be zero-emission by 2035.

B.C. currently has more than 3,000 public EV charging stations, according to the government.





LEGISLATIVE ASSEMBLY  
of British Columbia



Date: January 20, 2023

Re: Golf Tournament

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I am thrilled to announce the return of my annual golf tournament in Mackenzie. The tournament will run June 17, 2023 and be hosted at the Mackenzie Golf and Country Club. Proceeds for the tournament will go the Mackenzie Counselling Services, to support their important work in Mackenzie.

So please save the date, June 17<sup>th</sup>. More details about registration and sponsorship opportunities will be forthcoming. If you have any questions/inquiries in the meantime, do not hesitate to reach out to my Mackenzie office at 124-403 Mackenzie Boulevard. You can call them at 250-997-5281 or email [jesse.wright@leg.bc.ca](mailto:jesse.wright@leg.bc.ca)

Sincerely,

**MIKE MORRIS MLA**  
**Prince George-Mackenzie**



## Resolution Submission Guidelines

### 2023 Deadline for Submitting Resolutions

For resolutions to be included in the Annual Report and Resolutions Book, they must be submitted to NCLGA Staff no later than **5:00 PM on Friday, March 10, 2023**.

### Resolutions Submitted After the Deadline

Resolutions received after the submission deadline of March 10 might not be printed in the Annual Report and Resolutions Book and may only be admitted for debate by special motion during the AGM & Convention. The process for handling resolutions received after the deadline is outlined below:

#### Late Resolutions

- Late resolutions will be accepted until **noon on April 14, 2023** but the topic must have arisen since the March 10 deadline.
- 2/3 majority of voting delegates in attendance must vote in favour of considering late resolutions. These resolutions will not be considered until all emergency and regular resolutions have been considered.
- NCLGA will ensure that copies of late resolution(s) are circulated to all delegates.

#### Emergency Resolutions

- A resolution may be deemed emergency in nature only if the topic has arisen since the March 10 deadline. Emergency resolutions will be accepted until **noon on April 14, 2023**.
- The Board has the ability to ensure it is considered with the regular resolution session.
- NCLGA will ensure that copies of emergency resolution(s) are circulated to all delegates.

#### Off-the-Floor Resolutions

- A sponsor may put forth resolutions from the floor during the Resolutions Debate; however, they will only be discussed after all regular, late, and emergency resolutions have been debated.
- It is the responsibility of the sponsor to ensure that a copy of the resolution is sent to NCLGA staff prior to debating the resolution.
- 2/3 majority of voting delegates in attendance must vote in favour of considering off-the-floor resolutions.

### How to Submit Your Resolutions

Please submit your resolutions via email in a Word document to [admin@nclga.ca](mailto:admin@nclga.ca). You will receive a confirmation email that your resolution was received. NCLGA staff are available to answer any questions about the resolution process.

## Resolutions Electronic Submission Checklist

- ✓ Does the resolution address a **local government/provincial issue** and clearly identify a **lead agency** for whom action should be directed? (i.e. NCLGA/UBCM/Province of BC)
- ✓ Does the operative clause state a **specific action** for NCLGA to take? (i.e. “Be it resolved that NCLGA urge/endorse/petition/lobby....”)
- ✓ Does the submission include **endorsement** from the sponsoring local government?
- ✓ Does the resolution have a **title**?
- ✓ Optional: Does the submission include **background information** (2 pages max.), such as a Council or Board report that explains the rationale for the resolution?
- ✓ Is it ready to submit **electronically** to [admin@nclga.ca](mailto:admin@nclga.ca)?

**Resolutions that do not meet the above criteria may not be admitted for debate at the Annual General Meeting.**

## Resolution Writing Guidelines

### The Structure of a Resolution

All resolutions contain a preamble and enactment clause. The **preamble** *describes the issue* and the **enactment** clause *outlines the action* being requested. A resolution should answer three questions:

- (a) What is the problem?
- (b) What is causing the problem?
- (c) What is the best way to solve the problem?

#### **The Preamble:**

The **preamble** commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain **no more than two** "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

#### **Enactment Clause:**

The **enactment clause** begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a **specific action** for the NCLGA that is within our jurisdiction.

Keep the enactment clause as short as possible and clearly describe the action being requested. Please limit the enactment clause to **one** "THEREFORE BE IT RESOLVED" and state which organization is responsible for taking action (e.g. NCLGA and/or UBCM).

### Tips for Writing a Resolution

#### **1. Address one specific subject in the text of the resolution**

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

#### **2. Use simple, action-oriented language and avoid ambiguous terms.**

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to analyze complicated text or vague concepts.

## Resolution Writing Guidelines, Continued

### **3. Construct a brief, descriptive title.**

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

### **4. Check legislative references for accuracy.**

Where necessary, identify:

- the correct jurisdictional responsibility (e.g. Ministry or department within the provincial or federal government)
- the correct legislation, including the name of the Act.

### **5. Focus on issues that are province-wide.**

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist the NCLGA in representing your concern effectively to the provincial or federal government on behalf of the municipalities and regional districts.

### **6. Recommendation: Provide factual background information.**

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood. The background information should be two pages maximum.

Two types of background information help to clarify the "intent" of a resolution:

#### **i. Supplementary Memo:**

A brief, one-page memo from the author, which outlines the background that led to the presentation and adoption of the resolution by the local government.

#### **ii. Council/Board Report:**

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

## Examples of Well-written Resolutions

### Medical Transportation in Rural BC

### District of Stewart

WHEREAS the current lack of adequate medical transportation for people who need access to regular specialized medical services located in hub communities throughout the NCLGA Region;

AND WHEREAS accessible transportation is key to the effective treatment and recovery of British Columbians in small rural and remote communities;

THEREFORE BE IT RESOLVED that NCLGA and UBCM lobby the Provincial Government to further support the development of medical transportation services that meet the needs of all rural British Columbians.

### Wireless High Speed Internet

### District of Hudson's Hope

WHEREAS the lack of access to high-speed internet adversely affects the economic wellbeing of communities;

AND WHEREAS the unused spectrum formerly needed by stations transmitting analog television signals could be used to transmit internet service;

THEREFORE BE IT RESOLVED that NCLGA and UBCM petition the federal government (Industry Canada) to approve a portion of the unlicensed spectrum for use as wireless regional area networks at the earliest possible date.

**Resource Municipalities Coalition  
Meeting Minutes  
September 28th, 2022  
City of Fort St John, Council Committee Meeting Room  
&  
Via Zoom  
1:00 pm (MST)**

**Present:**

**Executive Members**

Mayor Atkinson	Mayor Fraser (virtual)
Mayor Foster (virtual)	Mayor Ackerman

**CAOs**

Moira Green (virtual)	Diane Smith
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**Others**

Bob Brash – truck Loggers Association  
Mike Whalley – Executive Director  
Recording Notes: Mike Whalley

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**1. Call to order**

The meeting was called to order at 1:09 pm (MST) by acting chair Mayor Fraser.

**2. Additions to the Agenda**

**3. Adoption of the agenda**

The agenda for September 28<sup>th</sup>, 2022.

*“THAT, the amended Agenda of September 28<sup>th</sup>, 2022, be approved as presented.”*

Moved/seconded,  
Carried

**4. Adoption of Minutes**

August 10<sup>th</sup>, 2022 RMC meeting minutes.

*“THAT, the minutes of the August 10<sup>th</sup>, 2022 Resource Municipalities Coalition meeting be adopted as received.”*

Moved/Seconded  
Carried

**5. Financial Statement**

The YTD financial snapshot review.

*“THAT, the YTD financial report for the Resource Municipalities Coalition of September 28” be accepted as presented.”*

*Moved/Seconded*

*Carried*

## **6. Presentation**

Due to technical difficulties, a presentation on immigration was unable to take place. This will be rescheduled in the new year or at the next scheduled RMC meeting following the October 15<sup>th</sup> municipal elections.

## **7. Work in Progress and Old Business**

a.

- i. Northern BC Rail Analysis – Discussion on potential opportunity for the North Peace Rural Roads Coalition to advance the Planning and Advocacy recommendation of the Rail Analysis. This meeting between Executive Directors took place with a proposal presented to the RMC. The view of the majority was that our Executive Director should continue to champion the work rather than contracting another body to do so.

The Executive further discussed releasing the document to the Ministry of Energy, Mines and Low Carbon Innovation, Ministry of Jobs, Economic Recovery, and Innovation, as well as forward the document to all NDIT communities.

Further discussion on the release of the document noted that the province of BC was interested in the work as it moved forward with the Goods Movement Strategy in the new year as well as a review by Chris Hoff of Transport Canada. This led to a motion to distribute the information to the Business Council of British Columbia, BC Chamber of Commerce, Geoscience BC, COFI and CAPP.

*“THAT, the Executive Director provide a copy of the Northern BC Rail Analysis to various organizations that influence industry within the province for use to improve rail service within the prescribed area of the Analysis.”*

*Mover/Seconded*

*Carried*

- ii. Northern Health – The Executive Director was able to schedule a meeting with Northern Health Board of Directors for October 17<sup>th</sup> in Prince George and is awaiting confirmation and particulars associated to the meeting.
- iii. Discussion I n regard to our Employment Challenges piece of the Works in Progress was discussed and Mayor Ackerman noted a report from NDIT to soon be released and the Executive discussed that once released, the Executive Director should review the report and cross reference the material with material developed by the Northern Lights College on the same topic.

**8. Correspondence**

The was no correspondence for September 28<sup>th</sup>, 2022.

**9. Reports**

- a. Is there enough space for renewables article was provided for information only.

**10. New Business**

The was no new business for September 28<sup>th</sup>, 2022.

**11. Upcoming Events**

- a) Municipal Elections – October 15, 2022, BC
- b) FNMPC “The Values Driven Economy Conference – April 24-25, 2023, Vancouver, BC

Next RMC November 15<sup>th</sup>, 2022 in partnership with a Truck Loggers Association networking event in Fort St John.

Meeting was adjourned at 2:36 pm (MST).



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Mayor Rob Fraser  
District of Taylor  
Acting Chair Resource Municipalities Coalition





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# NEWS RELEASE

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**For Immediate Release**

**February 2, 2023**

## **Text alerts for toxic drugs now available in the North**

In response to the toxic drug emergency, a new text health alert system has been launched across Northern Health.

The system uses text messaging to send alerts as a public health measure to prevent drug poisonings and deaths and provides timely information and up-to-date resources to people who use drugs and community members.

“As the toxic drug crisis continues to take lives, we need every tool in the toolbox to keep people safer,” said Jennifer Whiteside, Minister of Mental Health and Addictions. “Drug alerts in Northern communities means that more people will be able to take advantage of this critical tool to reduce their risk of drug poisonings and death.”

Drug alerts play an important role in empowering people who use drugs to do so more safely. People who use drugs, those who support them, and community members are encouraged to opt-in for toxic drug alerts by texting the keyword JOIN to ALERTS (253787). They will receive toxic drug and drug poisoning alerts and public health alerts.

The Toxic Drug and Health Alerts system also allows subscribers to anonymously submit information that Harm Reduction teams can use to make alerts as informative as possible. This includes information such as the dates and locations of drug overdoses, physical descriptions of the drug and packaging, where the substance was purchased, and what it is believed to be – and can be submitted by texting using the keyword OD.

“The ability to incorporate the firsthand and witnessed knowledge of peers and partners, first responders and system subscribers is key to ensuring alerts are timely, and informative,” said Dr. Jong Kim, NH Chief Medical Health Officer. “It is our hope that this tool will further empower people who use substances to do so more safely, as part of the ongoing effort to reduce the rates of drug poisonings from an increasingly toxic supply of illicit drugs.”

Northern Health joins Interior, Fraser and Island Health in offering the new system, which health authorities have used to issue over 30 alerts since it was first launched by Interior Health in May 2022. Over 2300 subscribers are already using the system, developed by the BC Centre for Disease Control and the Office of Virtual Health at Provincial Health Services Authority in partnership with regional health authorities.

**Media contact:** NH Media Line – 877-961-7724

## Let's Talk about Food Affordability in Our Communities

Food costs are rising. How does this impact health? To answer this question, we need to think about the relationship between food costs, other fixed costs of living (e.g., housing), and household income. Household income is not keeping up with inflation rates and those lowest on the income spectrum are most affected.



Source: [Adobe Stock](#)

Everyone should have access to enough food that is nutritious, safe, and meaningful to them, but this is not the case. “Household food insecurity” is defined as worrying about having enough food or not having sufficient food due to financial constraints. Inadequate incomes force people to make difficult decisions, for example, between heating their home and buying healthy food.

The North reports both [high food costs](#) and [higher rates of household food insecurity](#) than other areas of BC. Many northern communities, especially those that are rural and remote, have added [costs and barriers to food access](#) as well. Every few years, the BC Center for Disease Control (BCCDC) monitors and reports on food prices. To do this, they randomly select full-service grocery stores across the province and capture the costs of a specific list of foods. The 2022 report, Food Costing in BC, is expected to be released soon. This report, and new, more comprehensive [definitions for food security and food insecurity](#), can support community-level food security work.

### Key messages:

- Poverty is the root cause of household food insecurity.
- Food-based initiatives and charities (e.g., community gardens, food banks) can provide benefits such as social connectedness and emergency relief but are unable to fix the root cause of food insecurity.
- Community-level planning and action focused on poverty reduction and improving equity are needed:
  - Consider how decisions and actions made will affect poverty and consider what other supports could help to improve local poverty or equity issues ([a social planning approach](#)).
    - Actions like public transportation subsidies may not directly affect food, but they do allow community members to have more money to spend on healthy food, or other health needs.
  - Connect with others working to reduce poverty in your community.
- Learn about and promote poverty-reducing and food security strategies such as:
  - [TogetherBC: British Columbia's Poverty Reduction Strategy](#)
  - [The Living Wage Campaign](#)
  - [Universal Healthy School Food Programs](#)

## Resources (toolkits, reports, websites)

### A Compendium of Poverty Reduction Strategies and Frameworks

This [resource](#) describes community-based strategies and initiatives to reduce poverty, including measures related to poverty and low income and strategies directed at early childhood development.

### Organizational Assessment Tool for Substance Use and Stigma

This [tool](#) was developed in partnership with Community Addictions Peer Support Association (CASPSA) to help organizations identify policies, along with environmental and cultural factors that contribute to substance use stigma and discrimination. It can assist organizations in developing strategies for reducing stigma to create safer, more supportive environments and build policies and practices that are supportive and inclusive for staff, volunteers and individuals seeking care.

### Respiratory Illness Resource for Indigenous Communities

The new resource “[Feeling Sick with Cold, Flu or COVID-19](#)” has tips to help stop the spread of respiratory illness and is located on the BC Centre for Disease Control (BCCDC) [Indigenous Community Resources](#) page.

### Roundtable on Climate Change and Health with Dr. Theresa Tam

The BC Centre for Disease Control (BCCDC) and the Public Health Agency (PHAC) co-hosted a roundtable event with Dr. Theresa Tam, the Chief Public Health Officer of Canada, and speakers that are doing climate change work in BC. The [webinar recording](#) features Tea Creek, an award-winning Indigenous-led, culturally safe, land-based Indigenous food sovereignty and trades training initiative in Northwest BC.

## Events & Learning Opportunities

### School Garden Mentorship Program

**Dates: February 2 to October 12, 2023**

Farm to School BC is offering a series of free monthly after-school [online workshops](#) to support K-12 educators in BC with planning, creating, or revitalizing a school garden.

## **ISPARC Engagement and Education Webinar Series**

**Dates: February 6 to 9, 2023**

The Indigenous Sport, Physical Activity & Recreation Council (ISPARC) Engagement & Education Project [webinar series](#) will cover topics that affect young women and girls in their participation in sport and physical activity and provide tools to address the safety and well-being of female participants within programs.

## **BCRPA Strategic Snapshot Session: Equity, Diversity & Inclusion (EDI)**

**Date: February 8, 2023**

BC Recreation and Parks Association (BCRPA) is hosting a free [webinar](#) with short presentations on promising practices and lessons learned from projects designed to support equity, diversity, and inclusion. Gather information to help inform recreation and parks planning, projects, facilities, or staffing in your community.

## **Northern Indigenous Food Ways: Learning Circle Series for K-12 Educators**

**Date: February 15, 2023**

Farm to School BC is hosting a free [webinar series](#) for educators, led by local Indigenous Knowledge Holders, to support educators with learning about Indigenous food ways and teachings. The next session is hosted by Dr. Daniel Sims, University of BC Associate Professor, who will share how contact and colonialism have affected Indigenous food ways.

## **Farm to School BC Planting the Seed Conference: Call for Proposals**

**Deadline: February 15, 2023**

Farm to School BC welcomes [proposals](#) for their first conference, Planting the Seed, on May 17 to 19 at the University of British Columbia. All individuals or groups that support food literacy for K-12 school communities are invited to submit ideas for a workshop, poster, short talk or story, or original research oral presentation by February 15. Bursaries may be available to help cover travel costs and accommodations.

## **BCRPA Strategic Snapshot Session: Reconciliation**

**Date: March 1, 2023**

BC Recreation and Parks Association (BCRPA) is hosting a free [webinar](#) with short presentations about the process of reconciliation in BCRPA member communities throughout BC. Gather information to help inform your community's unique approach to reconciliation through recreation and parks projects, initiatives, services, and facilities.

## Funding Opportunities

### **Connecting Communities BC**

**Deadline: February 15, 2023**

The [Connectivity Funding Program](#) supports expanding high-speed internet services to under-served rural, remote, and Indigenous communities.

### **2023 First Nations Harm Reduction Grants**

**Deadline: February 17, 2023**

First Nations communities, First Nations health service organizations, and peer/drug user groups may be eligible for [funding](#) to provide a community-driven harm reduction event or initiative. To be eligible, the event or initiative must be held before March 31, 2024.

### **Access to Action: Increasing Access to Physical Activity for Canadian Students**

**Deadline: February 28, 2023**

The [Access to Action Grant Program](#) supports schools and equity-deserving children and youth in delivering and accessing high quality sport and physical activity programming before, during, and after school. Schools, school divisions, and community sport organizations working with schools are eligible to apply for grants of up to \$20,000 for projects in the 2022 to 2023 school year.

### **Whole Kids Foundation Garden Grants**

**Deadline: March 1, 2023**

The [Garden Grants](#) program provides a \$3000 grant to support new or existing edible educational gardens. All Canadian K-12 school or non-profit organizations that serve school-age children can apply.

### **Imagine Community Grants**

**Deadline: March 3, 2023**

The Northern Health [Imagine Community Grant](#) supports community-based projects with a focus on mental wellness, community diversity, harm reduction, climate health action, food security, active living, and/or community safety. Northern BC community organizations, schools, Indigenous organizations, and local government are eligible to apply for grants of up to \$10,000.

## **Indigenous Centre for Cumulative Effects Community Funding Program**

**Deadline: March 6, 2023**

The Indigenous Centre for Cumulative Effects (ICCE) invites Indigenous communities and organizations to apply for funding to support cumulative effects initiatives. The main objective of ICCE's [Community Funding Program](#) (CFP) is to support community-led projects to help build and enhance the capacity of Indigenous communities for cumulative effects management, monitoring, and assessment in their territories, using a Two-Eyed Seeing approach.

## **Rapid Housing Initiative Funding**

**Deadline: March 15, 2023**

The [Rapid Housing Initiative](#) provides funding for local governments looking to build new housing and/or purchase existing buildings that will be rehabilitated or converted into permanent affordable housing.

## **Poverty Reduction Planning & Action program**

**Deadline: March 17, 2023**

The intent of the [Poverty Reduction Planning & Action program](#) is to support local governments in reducing poverty at the local level and to support the Province's poverty reduction strategy, TogetherBC.

## **Community Gaming Grants**

**Deadline: April 30, 2023**

[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. This page includes information about these grants, including eligibility criteria, grant amounts, how and when to apply and more.

## **Reclaiming My Language: A Course for Silent Speakers**

**Deadline: May 31, 2023**

[Reclaiming my Language: A Course for Silent Speakers](#) is an Indigenous-developed program to support Silent Speakers to reclaim their language and begin speaking again. First Peoples' Cultural Council provides funding of up to \$35,000. BC First Nations communities and Indigenous organizations are eligible to apply.

## **Climate Fund Finder**

**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. If you're still looking for project ideas, the Funding Finder can show you a range of possibilities to help spark your imagination.

## **Northern Healthy Communities Fund**

**Deadline: Ongoing**

Local governments, Indigenous communities, and non-profit organizations that provide supports and services to people in expanding communities near the Coastal Gaslink and LNG Canada projects can apply for project funding through the [Northern Healthy Communities Fund](#).

## **Northern Health Stories**

### **Attaining a work permit in Canada as a healthcare worker**

One of the privileges I have working as a recruiter with Northern Health is that I get to see the exciting journeys people take when choosing to work in rural healthcare. Some of the most compelling examples have been assisting healthcare workers join Northern Health from areas outside Canada...[continue reading](#).

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

## **E-Brief Information**

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

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

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

**To share information, articles, or resources of interest to northern BC communities**, send an email to [healthycommunities@northernhealth.ca](mailto:healthycommunities@northernhealth.ca). If you have any questions about our list and your privacy, please phone (250) 637-1615.





## District Information

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**From:** LCRB Liquor Policy LCRB:EX <LCRBLiquorPolicy@gov.bc.ca>  
**Sent:** Thursday, January 26, 2023 2:21 PM  
**Subject:** Decriminalization and what this means for licensees  
**Attachments:** FAQ - Decriminalization FINAL.pdf

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

Hello,

I am writing today with an update on B.C.'s decriminalization of people who use drugs, and what this means for liquor licensees.

As you may know, B.C. is preparing to decriminalize the personal possession of small amounts of certain drugs. This means that starting **January 31, 2023**, adults will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs, and the drugs will not be seized. The decriminalization of people who possess illegal drugs for personal use is a critical step in B.C.'s fight against the toxic drug crisis. Further information is available at: <https://www2.gov.bc.ca/gov/content/overdose/decriminalization>

To inform liquor licensees and answer any questions they may have, we have sent them the attached FAQ.

If you have any questions, please email [LCRBLiquorPolicy@gov.bc.ca](mailto:LCRBLiquorPolicy@gov.bc.ca).

Sincerely,

David Hume  
General Manager and Assistant Deputy Minister  
Liquor and Cannabis Regulation Branch  
Ministry of Public Safety and Solicitor General





## FAQ – Decriminalization

### Overview

#### **What does '[decriminalization](#)' mean?**

Health Canada has granted the Province of B.C. an exemption from s. 4(1) of the Controlled Drugs and Substances Act until January 31, 2026.

This means that starting January 31, 2023, adults in B.C. will not be subject to criminal charges for the personal possession of small amounts of certain illegal drugs.

The total amount of illegal drugs must be 2.5 grams or less. This includes opioids, crack and powder cocaine, methamphetamine and MDMA.

The trafficking of these drugs or the possession of quantities above these limits remains illegal and subject to criminal charges.

This exemption from prosecution for possession does not mean that the possession of narcotics is permitted in all contexts or that the consumption of drugs cannot be regulated or controlled under other legal authority (including provincial legislation or municipal by-laws).

#### **Why is B.C. decriminalizing the possession of certain illegal drugs?**

The decriminalization of people who possess illegal drugs for personal use is a critical step in B.C.'s fight against the toxic drug crisis.

It will help reduce the barriers and stigma that prevent people from accessing lifesaving supports and services. Substance use is a public health matter, not a criminal justice issue.

### Licensed Establishments

#### **What does this mean for licensees?**

As restaurants, bars and liquor manufacturers are private businesses, licensees retain the right to refuse service and set house rules governing their establishments. This

includes prohibiting patrons from possessing or consuming any illegal drugs within their premises.

Further, the Liquor Control and Licensing Act continues to prohibit licensees from admitting intoxicated patrons, allowing patrons to become intoxicated, and allowing intoxicated patrons to remain in the licensed establishment. This includes intoxication from narcotics.

### **What if an individual is found using drugs on a business' property?**

If a licensee observes drug use, the licensee may request that the individual(s) leave the premises. Additionally, police retain legal authority, under the Trespass Act, to remove people from these premises where the latter have not complied with an establishment's request that they leave. Public intoxication – whether by drugs or alcohol – remains illegal.

Under the Liquor Control and Licensing Act (LCLA), police may issue a ticket to a person who is intoxicated, including by the effect of illegal drugs, in a public place (which includes a bar or restaurant).

### **What resources are available if patrons possess/use illegal drugs?**

If open drug use is occurring in an establishment or if unlawful activities are taking place, you may ask the person to cease the activity or to depart. If they do not comply, police can remove people from the establishment under the authority of the provincial Trespass Act.

Trespass laws allow licensees to refuse entry, or require patrons to leave their establishments, including when the licensee determines it is necessary to maintain the safe operation of the establishment and to comply with licence terms and conditions.

However, adults who are removed by police and found in personal possession of illegal drugs that add up to a combined total of 2.5 grams or less will not be subject to criminal charges, and the drugs will not be seized. Instead, they will be offered information about health and social supports, including local treatment and recovery services, if requested.



February 1, 2023

District of Mackenzie  
1 Mackenzie Blvd  
Mackenzie, BC V0J 2C0

Mayor Joan Atkinson and Council,

I would like to introduce myself as the new ICBC Road Safety & Community Coordinator for Northern BC.

ICBC invests in safer roads and crime prevention in communities all over B.C. Our role is to work closely with our community partners – local police, stakeholders, school districts, community groups and the local business community – to help make our roads safer.

ICBC will have a booth at the North Central Local Government Association in Dawson Creek from May 9-12, 2023. I'd like to personally invite you to stop by and have a discussion about road safety in your community. If you aren't present at the meeting, please feel free to reach out to me.

We all want British Columbians to be safe on the road — whether it's a short city drive for groceries or a long-distance highway journey in our beautiful province. Reducing crashes means fewer injuries and fatalities, safer communities, and also helps to reduce our claims costs.

I look forward to working in partnership with you to deliver coordinated community-based solutions to road safety issues.

Tracey Hoffman  
ICBC Road Safety & Community Coordinator  
Northern British Columbia  
Direct: (250) 561-5073  
Cell: (250) 961-0120  
[Tracey.hoffman@icbc.com](mailto:Tracey.hoffman@icbc.com)

*I acknowledge my privileged place on the traditional and unceded territories of the Lheidli T'enneh, the People from the Confluence of the River, where I am fortunate to be able to work, live and play on this beautiful land. It is with deep respect that I am committed to both learning and unlearning as I work to support the path to truth and reconciliation*



Councillor Jesse Wright  
District of Fraser-Fort George

Dear Councillor:

**Order of British Columbia ~ 2023 Call for Nominations**

“It’s important to celebrate and recognize individuals who are making a profound difference in the lives of British Columbians. If you know someone who is deserving of the province’s highest honour, nominate them today.”

-Premier David Eby

Nominations for the province’s highest honour, the Order of British Columbia, are now being accepted. This prestigious honour recognizes individuals who have demonstrated outstanding achievement, excellence or distinction in a field of endeavour benefiting the people of the province or elsewhere. I would be grateful if you could please share information about the Order widely in your community and with stakeholder groups.

Nomination forms for the Order are available [online](#) or by emailing the Honours and Awards Secretariat at [bchonoursandawards@gov.bc.ca](mailto:bchonoursandawards@gov.bc.ca). The nomination deadline has been extended to **Tuesday, April 11, 2023**. Submissions received after this date will be considered in 2024.

Nominations are reviewed by an independent Advisory Council chaired by the Chief Justice of British Columbia. The Council also includes the President of the Union of British Columbia Municipalities. To date, 475 distinguished British Columbians have been appointed to the Order.

In addition to the Order of B.C., you may also nominate individuals for the province’s other honour, the Medal of Good Citizenship. This medal recognizes citizens for their exceptional long-term service, and contributions to their **communities** without expectation of remuneration or reward. The medal reflects their generosity, service, acts of selflessness and contributions to community life. With the recent wildfire and flooding events in this last year there may be people in your community whom you wish to nominate for this honour. Nominations are accepted year-round and the nomination form can be found [here](#).

Your leadership in recognizing deserving citizens in your community and promoting the Order of B.C. and Medal of Good Citizenship are very much appreciated.

Yours sincerely,

Lucy Lobmeier  
Honours and Awards Secretariat





301 - 1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Tel: 250-561-2525  
Fax: 250-561-2563

info@northerndevelopment.bc.ca  
www.northerndevelopment.bc.ca

January 31, 2023

District of Mackenzie  
PO Bag 340  
Mackenzie, BC V0J 2C0

**Attention:**     **Joan Atkinson**  
                  **Mayor**

**Subject:**       **2023 Grant Writing Support**  
                  **Northern Development Project Number 8380 20**

The Northern Development Initiative Trust board appreciates your interest and application to the 2023 Grant Writing Support program. The purpose of this funding is to provide grant writing support for priority community projects and to provide assistance to non-profits and First Nations located in or near your community. We are pleased to advise you that your application has been approved for a rebate grant up to \$8,000 toward a community grant writing position during the 2023 calendar year. Northern Development is flexible as to when you contract or hire these services during 2023.

The District of Mackenzie must submit a completed Grant Writing Support program reporting form which can be found on Northern Development's website at [www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/](http://www.northerndevelopment.bc.ca/funding-programs/capacity-building/grant-writing-support/). This report must verify a minimum of \$10,500 in wages or contract payments and a minimum of \$200,000 of grant applications during the approved calendar year. The minimum requirements must be met in order to receive the full \$8,000 rebate. Complete reporting is due by February 28, 2024.

The Northern Development Board wants to see the District of Mackenzie reach its economic potential and we look forward to being a partner in that endeavor.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel McKay", written over a white background.

Joel McKay  
Chief Executive Officer

c: Diane Smith, Chief Administrative Officer, District of Mackenzie  
Rachelle Dumoulin, Economic Development Clerk, District of Mackenzie

Building a  
**Stronger North**





301 - 1268 Fifth Avenue  
Prince George, BC V2L 3L2  
Tel: 250-561-2525  
Fax: 250-561-2563

info@northernddevelopment.bc.ca  
www.northernddevelopment.bc.ca

January 17, 2023

District of Mackenzie  
PO Bag 340  
Mackenzie, BC V0J 2C0

**Attention:**     **Joan Atkinson**  
                      **Mayor**

**Subject:**       **2023 Business Façade Improvement Program**  
                      **Northern Development Project Number 8268 70**

Northern Development Initiative Trust was created by the Province to be a catalyst for central and northern B.C. to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

I am pleased to advise you that the District of Mackenzie's Business Façade Improvement application for the 2023 year has been approved up to \$20,000 from the Prince George Regional Development Account on January 16, 2023.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by January 31, 2024. Reporting materials can be found on Northern Development's website at [www.northernddevelopment.bc.ca/funding-programs/community-development/business-facade-improvement/](http://www.northernddevelopment.bc.ca/funding-programs/community-development/business-facade-improvement/).

We wish you every success with your project. We are excited to see how your Business Façade Improvement projects will stimulate economic growth and strengthen our region.

Sincerely,

Joel McKay  
Chief Executive Officer

- c: Diane Smith, Chief Administrative Officer, District of Mackenzie  
Rachelle Dumoulin, Economic Development Clerk, District of Mackenzie

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**Stronger North**



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Prince George, BC V2L 3L2  
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www.northernddevelopment.bc.ca

January 17, 2023

District of Mackenzie  
PO Bag 340  
Mackenzie, BC V0J 2C0

**Attention:**      **Joan Atkinson**  
                         **Mayor**

**Subject:**        **Tourism Guide and Map Brochures**  
                         **Marketing Initiatives Program**  
                         **Northern Development Project Number 8266 70**

Northern Development Initiative Trust was created by the Province to be a catalyst for central and northern B.C. to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

I am pleased to advise you that the Marketing Initiatives application from the District of Mackenzie for the 'Tourism Guide and Map Brochures' project was approved for a grant up to \$10,717 from the Prince George Regional Development Account on January 16, 2023.

This approval is open for a period of twelve months from the date of approval, during which we expect a funding agreement signed with Northern Development and the project commenced. Our staff will be in touch with you regarding the funding agreement. It is important to note that the agreement must be signed prior to starting the project and expenses incurred prior to signing the agreement will not be reimbursed. Grant funds must be used in accordance with the budget in the signed agreement. No changes in the budget or scope of the project may be made without prior written approval from Northern Development.

We wish you every success and look forward to seeing the positive impact your project has on the local economy.

Sincerely,

**Joel McKay**  
Chief Executive Officer

- c:    Diane Smith, Chief Administrative Officer, District of Mackenzie  
      Rachelle Dumoulin, Economic Development Clerk, District of Mackenzie

Building a  
**Stronger North**

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** February 6, 2023

**Subject:** Amending January 10, 2023 Public Hearing Minutes

---

### **RECOMMENDATION:**

THAT Council amends the Presentations from the Public section recorded in the January 10, 2023 Public Hearing minutes as noted in this report.

### **BACKGROUND:**

The District of Mackenzie Council Procedure Bylaw No. 1470 requires that staff maintain and make public a record of the proceedings during any Regular, Committee, or Special meetings of Council. After final review, these recorded minutes are adopted at the subsequent Council meeting.

At the Regular meeting of January 23, 2023, Ms. Nelson, resident, requested Council amend the January 10, 2023 Public Hearing Meeting minutes to capture her question more accurately to Council. As the January 10, 2023, Public Hearing minutes have already been adopted, a Council resolution to amend the minutes is required. The recommended alterations are as follows:

### **Current Minutes Recorded:**

Ms. Nelson also inquired about why the development permits are necessary and why there is no framework to review development referrals currently.

### **Proposed Change:**

Ms. Nelson stated that many in the community don't understand the proposed amendment or how it resolves the stated problem. She inquired about the current process for development permits and mentioned problems other communities are having with resource development in their watersheds.

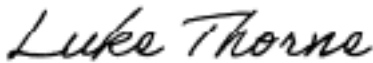


**COUNCIL PRIORITIES:**


**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,



Luke Thorne  
Land and Environmental Coordinator



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** February 8, 2023

**Subject:** 2023 Provisional Operating and Capital Budgets

### **RECOMMENDATION:**

THAT Council approves the 2023 Provisional Operating and Capital Budgets.

### **BACKGROUND:**

The provisional operating and capital budgets will be effective immediately until the 2023-2027 Financial Plan is adopted, by bylaw, no later than May 12, 2023. Any revisions from the provisional budgets will be reflected in the Financial Plan.

The following table shows the proposed overall municipal tax revenue per property class:

<b>Class</b>	<b>2023 Proposed Tax Revenue</b>	<b>2022 Tax Revenue</b>	<b>Proposed Tax Increase per Property Class</b>	<b>% of Increase</b>
1- Residential	1,806,453	1,703,602	102,851	6.04%
2- Utilities	873,474	856,348	17,126	2.00%
4 - Major Industry	1,889,461	1,808,097	81,364	4.50%
5 - Light Industry	272,222	258,030	14,192	5.50%
6 - Business & Other	556,716	444,234	112,482	25.32%
8 - Recreation Property, Non Profit	196	185	11	6.00%
	<b>5,398,522</b>	<b>5,070,496</b>	<b>328,026</b>	<b>6.47%</b>

\*Class 6 – Business & Other had an increased assessment value of \$9.7M for new construction which equals an additional tax revenue of \$81,000 before any tax revenue increases were considered. Not including the additional tax revenue for new construction, the overall tax revenue increase is 5.6%

The BC Assessment 2023 completed assessment roll showed an overall increase to property assessments in Mackenzie. The following table provides a breakdown of the assessment changes per property class:

<b>Class</b>	<b>2023 Completed Roll Assessed Value</b>	<b>2022 Assessed Value</b>	<b>Increase/Decrease in Assessed Value</b>	<b>% of Increase</b>
1- Residential	260,666,100	250,323,500	10,342,600	4.13%
2- Utilities	22,351,035	21,691,650	659,385	3.04%
4 - Major Industry	38,248,800	37,389,900	858,900	2.30%
5 - Light Industry	11,175,100	10,726,000	449,100	4.19%
6 - Business & Other	62,973,650	51,301,550	11,672,100	22.75%
8 - Recreation Property, Non Profit	34,500	32,300	2,200	6.81%
	<b>395,449,185</b>	<b>371,464,900</b>	<b>23,984,285</b>	<b>6.46%</b>

As assessment values increase, tax rates will decrease to collect the same amount of taxes as the prior year. If a tax increase is proposed, the tax rate will increase but not at the same percentage of additional tax revenue collected. The following table shows the proposed increase/decrease municipal tax rate per property class:

<b>Class</b>	<b>2023 Proposed Tax Rate</b>	<b>2022 Tax Rate</b>	<b>Proposed Tax Rate Increase/Decrease</b>
1- Residential	6.9301	6.8056	1.83%
2- Utilities	39.0798	39.4782	(1.01)%
4 - Major Industry	49.3992	48.3579	2.15%
5 - Light Industry	24.3597	24.0565	1.26%
6 - Business & Other	8.8405	8.6593	2.09%
8 - Recreation Property, Non Profit	5.6923	5.7359	(0.76)%

## **PUBLIC ENGAGEMENT:**

As part of the budget process, and to engage residents, two special meetings were held regarding the proposed 2023 provisional operating and capital budget. The two meetings took place on November 28, 2022 and again on January 30, 2023. These meetings gave the public an opportunity to provide comments, concepts, provide feedback or ask questions regarding the development of the 2023 Provisional Budget. This year a Budget Survey was introduced to residents in an attempt to gather more input and engage the residents.

The 2023 municipal budget book and the survey "what we heard" report is available on the District of Mackenzie website for further information on the proposed budgets. Proposed 2023 operating and capital budgets are attached.

**COUNCIL PRIORITY:**

**Strong Governance and Finances**

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

Respectfully submitted,



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## 2023 Proposed Revenue and Expenses

DESCRIPTION	2023 PROVISIONAL BUDGET	2022 FINAL BUDGET	2023-2022 BUDGET VARIANCE	% OF BUDGET INCREASE/DECREASE
<b>GENERAL OPERATING REVENUE</b>				
<b><u>TAXATION</u></b>				
TAXATION	5,398,522	5,068,457	330,065	6.5%
616 AREA	14,000	14,000	-	0.0%
1% UTILITIES TAX AND GRANTS IN LIEU	2,714,369	2,620,050	94,319	3.6%
	<b>8,126,891</b>	<b>7,702,507</b>	<b>424,384</b>	<b>5.5%</b>
SALES OF SERVICE	440,743	440,943	(200)	(0.0%)
RECREATION AND CULTURE	272,641	280,055	(7,414)	(2.6%)
	<b>713,384</b>	<b>720,998</b>	<b>(7,615)</b>	<b>(1.1%)</b>
<b><u>LICENCES AND PERMITS</u></b>				
BUSINESS LICENSE	42,500	40,000	2,500	6.3%
BUILDING/PLUMBING PERMIT REVENUE	17,000	17,000	-	0.0%
OTHER PERMITS/APPLICATIONS	1,225	1,225	-	0.0%
ANIMAL LICENSES	17,000	17,000	-	0.0%
	<b>77,725</b>	<b>75,225</b>	<b>2,500</b>	<b>3.3%</b>
<b><u>OTHER REVENUES</u></b>				
FINES	3,500	3,500	-	0.0%
RENTALS	214,214	243,753	(29,539)	(12.1%)
FRANCHISE FEES (FORTIS BC)	81,186	81,186	-	0.0%
RETURN ON INVESTMENTS	322,924	258,500	64,424	24.9%
TAXES PENALTIES AND INTEREST	42,100	42,500	(400)	(0.9%)
COMMUNITY FOREST	-	-	-	0.0%
MISCELLANEOUS	108,230	77,440	30,790	39.8%
DEPRECIATION	1,602,015	1,602,015	-	0.0%
TRANSFER FROM RESERVES & ACCUMULATED SURPLUS	297,284	433,326	(136,042)	(31.4%)
	<b>2,671,453</b>	<b>2,742,220</b>	<b>(70,767)</b>	<b>(2.6%)</b>
<b><u>GRANTS</u></b>				
PROVINCIAL GRANTS - UNCONDITIONAL	593,582	526,000	67,582	12.8%
PROVINCIAL GRANTS - CONDITIONAL	110,508	131,742	(21,234)	(16.1%)
REGIONAL DISTRICT GRANTS	5,000	5,000	-	0.0%
OTHER FUNDERS	570,206	559,709	10,497	1.9%
	<b>1,279,296</b>	<b>1,222,450</b>	<b>56,846</b>	<b>4.7%</b>
<b>TOTAL REVENUE</b>	<b>12,868,748</b>	<b>12,463,400</b>	<b>405,348</b>	<b>3.3%</b>

## 2023 Proposed Revenue and Expenses

DESCRIPTION	2023 PROVISIONAL BUDGET	2022 FINAL BUDGET	2023-2022 BUDGET VARIANCE	% OF BUDGET INCREASE/DECREASE
<b>GENERAL OPERATING EXPENSES</b>				
<b><u>GENERAL GOVERNMENT</u></b>				
COUNCIL	219,822	211,951	7,871	3.7%
GRANTS & CHAMBER OF COMMERCE	212,100	217,150	(5,050)	(2.3%)
ADMINISTRATION	899,837	811,710	88,127	10.9%
FINANCE	660,389	658,290	2,099	0.3%
COMMON SERVICES/COMPUTER/MTCE	440,937	405,624	35,313	8.7%
ECONOMIC DEVELOPMENT	88,300	138,400	(50,100)	(36.2%)
ALLOCATION WATER/SEWER	(84,000)	(84,000)	-	0.0%
DEPRECIATION - General Government	52,000	52,000	-	0.0%
	<b>2,489,384</b>	<b>2,411,125</b>	<b>78,259</b>	<b>3.2%</b>
<b><u>PROTECTIVE SERVICE</u></b>				
FIRE DEPARTMENT	502,010	501,918	92	0.0%
FUEL MITIGATION	186,778	167,501	19,277	11.5%
INDUSTRIAL AREA FIRE BUILDING	10,460	9,200	1,260	13.7%
BUILDING INSPECTIONS	159,480	160,743	(1,263)	(0.8%)
BYLAW SERVICES	219,403	214,939	4,464	2.1%
EMERGENCY MANAGEMENT	7,700	7,700	-	0.0%
EMERGENCY SERVICES BLDG	57,328	57,311	17	0.0%
OTHER PROTECTIVE SERVICES	150,910	146,707	4,203	2.9%
DEPRECIATION - Protective Service	150,000	150,000	-	0.0%
	<b>1,444,069</b>	<b>1,416,019</b>	<b>28,050</b>	<b>2.0%</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
TRANSPORTATION SERVICES	2,097,899	1,921,666.00	176,233	9.2%
DEPRECIATION - Transportation Services	654,500	654,500	-	0.0%
GARBAGE COLLECTION	329,152	329,152	-	0.0%
PUBLIC HEALTH	46,311	94,346	(48,035)	(50.9%)
DEPRECIATION - Public Health	48,765	48,765	-	0.0%
BEACHES AND PARKS	232,744	262,664	(29,920)	(11.4%)
	<b>3,409,371</b>	<b>3,311,093</b>	<b>98,278</b>	<b>3.0%</b>

## 2023 Proposed Revenue and Expenses

DESCRIPTION	2023 PROVISIONAL BUDGET	2022 FINAL BUDGET	2023-2022 BUDGET VARIANCE	% OF BUDGET INCREASE/DECREASE
<b><u>PARKS AND RECREATION SERVICES</u></b>				
PARKS AND PLAYGROUNDS	15,788	83,300	(67,512)	(81.0%)
RECREATION FACILITIES	2,785,244	2,776,985	8,259	0.3%
DEPRECIATION - Parks and Recreation Services	696,750	696,750	-	0.0%
TRANSFER TO MACKENZIE PUBLIC LIBRARY	278,881	278,881	-	0.0%
	<b>3,776,663</b>	<b>3,835,916</b>	<b>(59,253)</b>	<b>(1.5%)</b>
<b><u>FISCAL SERVICES</u></b>				
FISCAL EXPENSES	10,250	10,250	-	0.0%
TRANSFER TO RESERVES	1,685,707	1,427,291	258,415	18.1%
TRANSFER TO OWN FUNDS	53,304	51,707	1,597	0.0%
	<b>1,749,261</b>	<b>1,489,248</b>	<b>260,013</b>	<b>17.5%</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>12,868,748</b>	<b>12,463,400</b>	<b>405,348</b>	<b>3.3%</b>
<b>REVENUE LESS EXPENSES</b>				
<b>NET SURPLUS (DEFICIENCY)</b>	<b>(0)</b>			
<b>WATER OPERATIONS</b>				
REVENUE	787,622	787,622	-	0.0%
EXPENDITURES	787,622	787,622	-	0.0%
<b>NET SURPLUS (DEFICIENCY)</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SEWER OPERATIONS</b>				
REVENUE	623,278	623,278	-	0.0%
EXPENDITURES	623,278	623,278	-	0.0%
<b>NET SURPLUS (DEFICIENCY)</b>	<b>-</b>	<b>-</b>	<b>-</b>	

2.0% of potential property tax revenue directly transferred to  
Capital Renewal Reserve (\$103,041)

3.6% of potential property tax revenue for operational costs (\$143,985)

## 2023 Proposed Capital Budget

2023 Status	Year	Projects	BUDGET	From Reserves/ Funds	Reserve Fund	Grants/ Others	Comments
<b>GENERAL GOVERNMENT</b>							
carry over	2022	Audio Visual Upgrades	56,767			56,767	Prior Year Surplus
carry over	2022	Community Signage	91,403	91,403	\$42,367 General Capital \$49,036 Capital Renewal		
			<b>148,170</b>	<b>91,403</b>		<b>56,767</b>	
<b>PROTECTIVE SERVICES</b>							
carry over	2020	Fire Hall Project	1,034,336	1,007,443	NCPG	26,893	UBCM, private donations
carry over	2022	Superior Fire Truck #2 Replacement	1,633,826	1,500,000	Fire Vehicle/Equip	133,826	Prior Year Surplus
NEW	2023	Pierce Ladder Truck Equipment	150,000	135,000	Fire Vehicle/Equip	15,000	Regional District of Fraser Fort George
			<b>2,818,162</b>	<b>2,642,443</b>		<b>175,719</b>	
<b>TRANSPORTATION SERVICES</b>							
carry over	2022	Road Paving	822,010	822,010	General Capital		
carry over	2022	Commercial Garbage Truck	500,000	500,000	Vehicle & Equip		
carry over	2022	Air Compressor	9,968	9,968	Vehicle & Equip		
carry over	2022	Hot Patch Paver	92,000	92,000	Vehicle & Equip		
carry over	2022	Active Transportation Plan	50,000			50,000	Federal Government
carry over	2022	All Terrain Vehicle	45,000	45,000	Vehicle & Equip		
NEW	2023	Paving Plan	95,000	95,000	General Capital		
			<b>1,613,978</b>	<b>1,563,978</b>		<b>50,000</b>	
<b>PARKS AND RECREATION SERVICES</b>							
carry over	2021	Recreation Roof Replacement	183,000	183,000	Capital Renewal		
carry over	2021	Signature Trail Project	330,000			330,000	FLINRO, NDIT, CNC, South Peace Mackenzie Trust, Deferred Revenue
carry over	2022	Energy Reductions Project	25,260	5,052	Capital Renewal	20,208	Government of Canada Green and Inclusive Community Buildings
carry over	2022	Audio Visual Upgrades	79,500			79,500	Prior Year Surplus
			<b>617,760</b>	<b>188,052</b>		<b>429,708</b>	
<b>Total General Funds</b>			<b>5,198,070</b>	<b>4,485,876</b>		<b>712,194</b>	
<b>WATER</b>							
carry over	2022	Pressure Reducing Valves Replacement	342,000	342,000	Water		
carry over	2022	Gantahaz Pipe & Meter Replacement	56,000	56,000	Water		
carry over	2022	Gantahaz Well #4 Rehabilitation	73,500	73,500	Water		
NEW	2023	Gantahaz Water Treatment	590,000	157,353	Water	432,647	Investing in Canada Infrastructure Program (pending)
			<b>1,061,500</b>	<b>628,853</b>		<b>432,647</b>	
<b>SEWER</b>							



2023 Status	Year	Projects	BUDGET	From Reserves/ Funds	Reserve Fund	Grants/ Others	Comments
carry over	2022	Lagoon Outfall Chamber	83,200	83,200	Sewer		
NEW	2023	Sewer Flusher	100,000	100,000	Sewer		
			183,200	183,200		-	
Total Water and Sewer Funds			1,244,700	812,053		432,647	
PROPOSED 2022 CAPITAL BUDGET			6,442,770	5,297,929		1,144,841	

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Fire Department

**Date:** February 7, 2023

**Subject:** Fire Hall Update

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

The current critical path item for the Fire Hall, is energizing the building by BC Hydro. BC Hydro was on site January 31, 2023 and discovered the ducts from the junction box to the transformer were full of ice. In order to clear this ice to continue work, the junction box has to be de-energized which will cause a power outage to a number of commercial buildings in the area.

BC Hydro must provide fourteen business days' notice for a power outage. The notification was sent out February 1, 2023 and BC Hydro has noted they are scheduled to be back on-site February 21 and 22. Once the building is energized, there remains approximately 8 weeks of work left until substantial completion of the building. Southwest has left the site until BC Hydro returns.

This delay puts the projected building substantial completion date to the week of April 24, 2023. The exterior work will follow, currently planned for May 1, 2023 including exterior paving, concrete curbs, landscaping, existing building demolition and any final project deficiencies.

At this time, it is projected by Southwest Construction that the overall project will be substantially complete June 1, 2023.

### **BUDGETARY IMPACT:**

These delays have no impact to the overall project budget at this time.

**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,



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Jamie Guise  
Fire Chief



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Kerri Borne  
Chief Financial Officer



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Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** January 25, 2023

**Subject:** Visitor Centre Caboose Operations 2023

---

### **RECOMMENDATION:**

THAT Council approves the 2023 Visitor Services Agreement with the Mackenzie Chamber of Commerce;

AND THAT Council authorizes a \$20,000 contribution towards the service agreement;

AND THAT Council authorizes an increase of up to \$10,000 to the Caboose Visitor Centre general operating budget towards repairs to the entrance to the facility;

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

### **BACKGROUND:**

The District has historically contracted visitor services in Mackenzie to the Mackenzie Chamber of Commerce. They have operated the seasonal Caboose Visitor Centre facility at the junction of Hwy 39 and 97 as well as welcomed visitors year-round at their Chamber Office. The service agreement has come up for renewal for 2023. A copy of the draft agreement has been attached for Council's consideration.

### **Operating Budget**

The typical operating budget funded by the District is \$27,400 and is allocated as follows:

\$20,000	Service Agreement w/Chamber
<u>\$ 7,400</u>	<u>Maintenance/Insurance</u>
\$27,400	TOTAL

The District also receives a grant of \$15,000 towards the operations of the visitor centre from Destination BC. This funding is given directly to the Mackenzie Chamber of Commerce as our operator of the facility.

### **Request for Further Funding**

In December, an unknown vehicle drove into the Caboose Visitor Centre deck/ramp. The extent of the damage resulted in the removal of the deck and ramp due to safety concerns. For the 2023 season, the District would be required to build new access to continue operation. If Council wishes to open the facility and continue the service agreement, a simpler set of stairs would be recommended. The cost is not expected to exceed \$10,000 including materials and labour.

If approved, the general operating budget would be increased to \$37,400 for 2023.

### **BUDGETARY IMPACT:**

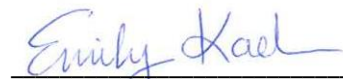
\$37,400 would be allocated from the General Government Operating Budget.

### **COUNCIL PRIORITIES:**

#### **Economic Vitality**

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

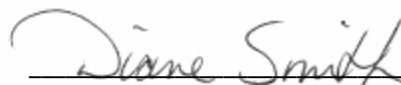
Respectfully Submitted,



Emily Kaehn  
Director of Corporate Services



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council



## **AGREEMENT FOR SERVICES**

**THIS AGREEMENT** dated for reference this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

BETWEEN:

### **DISTRICT OF MACKENZIE**

Bag 340  
1 Mackenzie Boulevard  
Mackenzie, BC V0J 2C0

(the "**District**")

OF THE FIRST PART

AND:

### **Mackenzie Chamber of Commerce**

P.O. Box 880  
#11-600 Mackenzie Blvd  
Mackenzie BC, V0J 2C0

(the "**Contractor**")

OF THE SECOND PART

### **W H E R E A S:**

- A. The District has agreed to engage the Contractor and the Contractor has agreed to provide the services described in Schedule "A" to this Agreement (the "**Services**") to the District on the terms and conditions set out in this Agreement and the facility expectations set out in Schedule "A" to this Agreement.
- B. The intent of this Agreement and the funding commitment herein are specifically for supporting the operations of the Contractor and no other activities within the District.

**NOW THEREFORE** the District and the Contractor, in consideration of their mutual duties and responsibilities and in consideration of the payment to be made by the District to the Contractor agree as follows:

## **1.0 DEFINITIONS**

### **1.1 In this Agreement:**

- (a) **"Services"** means the services to be provided by the Contractor, as described in Schedule "A" to this Agreement.
- (b) **"Chamber"** means Mackenzie Chamber of Commerce

## **2.0 TERM**

- 2.1 The term of this Agreement is for the period commencing February 1, 2023 and terminating on December 31, 2023 (the **"Term"**), subject to earlier termination as provided in section 7 of this Agreement.
- 2.2 Upon expiry of the term, the District's Corporate Services Department will conduct another information request and review of information in accordance with the guideline and criteria approved by the District and provide recommendations for amendments and renewal of the Agreement to the District. Upon agreement by both parties in writing, this Agreement may remain in effect after its expiration date to facilitate ongoing negotiations for successful renewal.
- 2.3 The District's Corporate Services Department will review this Agreement three (3) months prior to expiration.

## **3.0 CONTRACTOR'S DUTIES AND RESPONSIBILITIES**

### **3.1 The Contractor must:**

- (a) provide the District with the Services throughout the Term, in accordance with the specifications and requirements set out in Schedule "A" to this Agreement, and to the satisfaction of the District;
- (b) supply all labour, equipment and material, and do all things necessary for the provision of the Services;
- (c) perform the Services for the District with that degree of care, skill and diligence normally utilized by contractors having similar qualifications and performing duties similar to the Services;
- (d) charge only the fees which the Contractor is entitled to under this Agreement for the provision of the Services;
- (e) obtain and maintain in force throughout the Term the insurance required under Schedule "B" to this Agreement;

- (f) be registered as an employer with WorkSafe BC, and maintain workers compensation coverage with WorkSafe BC for the Contractor and its employees;
- (g) provide satisfactory proof of the Contractor's WorkSafe BC coverage upon request by the District;
- (h) not commit or purport to commit the District to the payment of any money to any person, firm or corporation, without the District's prior written consent;
- (i) keep proper and accurate books of account and records of any and all monies received and disbursed in the provision of the Services and make the books of account and records available for inspection and audit by the District or its authorized representatives upon request;
- (j) provide the Services in compliance with all applicable health and safety standards, rules, regulations, requirements and codes of practice prescribed under any federal, provincial or local government statute, regulation, bylaw or permit relating in any respect to the Contractor's provision of the Services; and
- (k) follow all Destination BC visitor centre operation protocols and funding requirements, and entering and reporting on all associated Destination BC data collection and annual reporting;
- (l) during the Term, not perform a service for or provide advice to any person, firm or corporation which gives rise to a conflict of interest with the duties and obligations of the Contractor to the District under this Agreement.
- (m) acknowledge the District and Destination BC as a funding source in its advertisements and promotional materials for the duration of this Agreement; and
- (n) following the issuance of funds, submit an annual activity report to the District by **October 31<sup>st</sup>** of each year and provide an in-person presentation to Council in November or December of each year of the Agreement, highlighting accomplishments, goals and objectives, benefits provided to the community and a financial statement outlining how the District's funding was utilized.

#### **4.0 DISTRICT RESPONSIBILITIES & CABOOSE FACILITIES EXPECTATIONS**

- 4.1 The Caboose Visitor Information Centre, owned by the District, is the main Visitor Information Centre during the summer months. Daily and as needed sweeping/mopping of the floors, emptying of garbage and general cleaning, and tidying of the Caboose, the grounds around the Caboose and public washroom facilities is the responsibility of Mackenzie Chamber of Commerce.



- 4.2 The District will handle general maintenance of the Caboose Visitor Information Centre grounds, outdoor empty garbage bins, and overview public washroom facilities. The District will conduct any repairs required at the facility.
- 4.3 The Chamber will be provided sets of keys to the Caboose Visitor Information Centre that they are the tenant of. Distribution of these keys will be the responsibility of the Chamber for its staff or other members that require afterhours access. Security of these keys is the responsibility of the Chamber.
- 4.4 It is the responsibility of the Chamber to ensure the Caboose Visitor Information Centre is locked at the end of daily operations and any afterhours meetings.
- 4.5 The District will be responsible for the annual seasonal opening of the facility in the spring and shutdown of the facility and grounds in the Fall.

## **5.0 CONTRACTOR REPRESENTATIONS AND WARRANTIES**

- 5.1 The Contractor represents and warrants to the District that:
- (a) if the Contractor is a not-for-profit society, it is duly organized, validly existing and legally entitled to carry on activities in British Columbia and is in good standing with respect to its registration with the Province of British Columbia and filings of annual reports in accordance with the *BC Societies Act*;
  - (b) the Contractor has sufficient trained staff, facilities, materials, and appropriate equipment in place and available to enable it to fully perform the Services.

## **6.0 FEES AND EXPENSES**

- 6.1 In consideration for the provision of the Services, the District shall pay to the Contractor the fee for all Services rendered under this Agreement according to the amounts and times of payment set out in Schedule "A" to this Agreement.
- 6.2 Unless stated otherwise in this Agreement, all sums of money are in Canadian Dollars.

## **7.0 INDEMNIFICATION**

- 7.1 The Contractor shall release, indemnify, and keep indemnified the District, its elected officials, officers, employees, agents and contractors of and from all claims, costs, losses, damages, actions, causes of action, expenses and costs arising from any error, omission or negligent act of the Contractor, or its officers, employees, agents or contractors, in the performance of the Services.

## **8.0 TERMINATION**

- 8.1 The District or the Contractor may terminate this Agreement, without cause, at any time by giving not less than thirty days (30) written notice to the Contractor.
- 8.2 If the Contractor is in default in the performance of any of its obligations under this Agreement, or if the Contractor becomes insolvent, is assigned into bankruptcy, or is no longer in good standing with requirements under the *BC Societies Act*, then the District may terminate this Agreement by written notice to the Contractor.
- 8.3 In the event that this Agreement is terminated, the District shall pay the Contractor for Services performed to the date of termination, less any amounts necessary to compensate the District for damages or costs incurred by the District or any of its elected officials, officers or employees or any person on behalf of the District arising from the Contractor's default. Upon payment of such amounts, no other payment will be owed by the District to the Contractor and no amount will be owing on account of any future expenditures or lost revenues relating to the Contractor's operations.

## **9.0 CONFIDENTIALITY**

- 9.1 The Contractor shall not disclose any information, data or confidential information of the District to any person, other than representatives of the District duly designated for that purpose in writing by the District, and shall not use for its own purposes or for any purpose other than for the purpose of providing the Services any such information, data or confidential information it may acquire as a result of its engagement under this Agreement.

## **10.0 NOTICE**

- 10.1 Any notice required to be given under this Agreement will be deemed to be sufficiently given:
- (a) if delivered by hand to the respective addresses in subclause 10.1(c), at the time of delivery;
  - (b) if delivered by email or fax to the email or fax numbers set out below, upon acknowledgement of receipt by the recipient; and
  - (c) if mailed from any government post office in the Province of British Columbia by prepaid registered mail addressed as follows:

if to the District:                      Bag 340  
   1 Mackenzie Boulevard  
   Mackenzie, BC V0J 2C0  
   Attention: Corporate Services  
   Email: [info@districtofmackenzie.ca](mailto:info@districtofmackenzie.ca)

if to the Contractor:

P.O. Box 880  
#11-600 Mackenzie Blvd  
Mackenzie BC, V0J 2C0  
Attention: Janey Morgan, Chamber Manager  
Email: [manager@mackenziechamber.bc.ca](mailto:manager@mackenziechamber.bc.ca)

## **11.0 TIME**

11.1 Time is of the essence of this Agreement.

## **12.0 BINDING EFFECT**

12.1 This Agreement will ensure to the benefit of and be binding upon the parties hereto and their respective heirs, administrators, executors, successors, and permitted assignees.

## **13.0 SURVIVAL OF CERTAIN COVENANTS**

13.1 The covenants and agreements contained in sections 3.1(l), 6.1, and 8.1 shall survive the expiry or earlier termination of this Agreement and those sections are severable for that purpose.

## **14.0 RELATIONSHIP**

14.1 The legal relationship between the Contractor and the District is that of an independent contractor and purchaser of services, and, in particular and without limiting the generality of the foregoing, nothing in this Agreement shall be construed so as to render the relationship between the Contractor and the District to be that of employee and employer.

## **15.0 ASSIGNMENT**

15.1 The Contractor shall not assign its interest in this Agreement or any right, benefit or obligation conferred or imposed hereunder, in whole or in part, whether by operation of law or otherwise, except with the prior written consent of the District, which may be withheld for any reason.

## **16.0 WAIVER**

16.1 The waiver by a party of any failure on the part of the other party to perform in accordance with any of the terms or conditions of this Agreement is not to be construed as a waiver of any future or continuing failure, whether similar or dissimilar.

## **17.0 ENTIRE AGREEMENT**

17.1 This Agreement, including the Schedules attached to it, constitutes the entire agreement between the parties with respect to the matters herein.

## **18.0 INVALIDITY**

- 18.1 If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

## **19.0 CONFLICT**

- 19.1 In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.

## **20.0 AMENDMENT**

- 20.1 This Agreement may not be modified or amended except by the written agreement of the parties.

## **21.0 LAW APPLICABLE**

- 21.1 This Agreement is to be construed in accordance with and governed by the laws applicable in the Province of British Columbia.

## **22.0 HEADINGS**

- 22.1 The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.

## **23.0 INTERPRETATION**

- 23.1 Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.

## **24.0 COUNTERPART**

- 24.1 This Agreement may be executed in counterpart with the same effect as if both parties had signed the same document. Each counterpart shall be deemed to be an original. All counterparts shall be construed together and shall constitute one and the same Agreement.

**Signatures on next page → → →**

**IN WITNESS HEREOF** the District and the Contractor have executed this Agreement as of the day, month and year first above written.

**DISTRICT OF MACKENZIE**, by its  
authorized signatory(ies):

\_\_\_\_\_  
Diane Smith, Chief Administrative Officer

**MACKENZIE CHAMBER OF COMMERCE**, by  
its authorized signatory(ies):

\_\_\_\_\_  
Name:

\_\_\_\_\_  
Name:

**SIGNED, SEALED AND DELIVERED by**  
**MACKENZIE CHAMBER OF COMMERCE**  
in the presence of

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Occupation

\_\_\_\_\_  
Mackenzie Chamber of Commerce

## **SCHEDULE A**

### **1. SERVICES**

- (a) The Mackenzie Chamber of Commerce take a leadership role in the Visitor Information Centre and will offer visitor information services that:
- i. Promote Mackenzie and encourage visitation to the area;
  - ii. Enhance visitor satisfaction and recommendations;
  - iii. Facilitate travel planning, booking, and navigation;
  - iv. Support the District of Mackenzie brand and marketing campaigns;
  - v. Increase visitor spending, length of stay, and repeat visits;
  - vi. Strengthen and enhance the well-being of our community;
  - vii. Meet the goals and objectives of the District's Official Community Plan, the District's Tourism Plan, the District's Community Economic Development Plan, as well as Destination BC's Corporate Strategy;
  - viii. Answering visitor information requests over email and organize mail out of brochures and map requests;
  - ix. Actively attend provincial and regional visitor information services meetings, and provide the District with highlights from the meetings;
  - x. Meet with the District on a regular basis to provide updates on hiring, training, beginning of season, mid-season, and end of season operations;
  - xi. Facilitate a comprehensive exemplary training to staff involved in providing visitor information services;
  - xii. Report monthly statistics and trends to the District by the 12<sup>th</sup> day of each month for the previous month;
  - xiii. Continuously update visitor services websites such as Hello BC and Mackenzie Chamber of Commerce tourism website to stay relevant to visitor services;
  - xiv. Report to the District on urgent matters such as, but not limited to, visitor services trends, staffing issues, and comments from the public;
  - xv. Assist in the publication and distribution of the Mackenzie Visitor Guide;
  - xvi. Liaise, strategize, and partner with the District's Economic Development Department.
- (b) Programs and activities of the Chamber must not:
- i. offer direct financial assistance to individuals or families;
  - ii. duplicate services that fall within the mandate of either a senior government or a local service agency;

### **FACILITY EXPECTATIONS**

- (a) The Caboose is the main Visitor Information Centre, operating from May until September. The Chamber of Commerce office will operate as a secondary Visitor Information Centre year-round.

- (b) Daily, and as needed, sweeping/mopping of the floors, emptying of garbage and general cleaning and tidying of the Caboose and the grounds around the Caboose.
- (c) Cleaning of public washroom facilities at the Caboose property is the responsibility of Mackenzie Chamber of Commerce.
- (d) Deep cleaning and maintenance of the washrooms at the Caboose property and provision of hand sanitizer is provided by the District.
- (e) The Caboose Visitor Information Centre is to be open seven days per week from mid-May until mid-September at a minimum of eight hours per day.
- (f) The In-town Visitor Centre is to be open during regular operating hours of the Mackenzie Chamber of Commerce.
- (g) Annual deep cleaning of common areas will be the responsibility of Mackenzie Chamber of Commerce.
- (h) The Mackenzie Chamber of Commerce will be provided sets of keys to the Caboose. Distribution and security of these keys will be the responsibility of the contractor.

## 2. **FEES**

In consideration for the provision of the Services, the District shall pay to the Mackenzie Chamber of Commerce, \$20,000 for all Services rendered under this Agreement. Destination BC has informed the District of Mackenzie that it will contributing \$15,000 towards the Visitor Centre operations in 2023.

Payment will be distributed according to the amounts and times as follows:

<b>Payment Schedule</b>	<b>DoM Service Fees</b>	<b>Destination BC Funding</b>
By April 15, 2023	\$6000	
By July 15, 2023	\$6000	\$15,000
By October 15, 2023	\$6000	
Within 30 days upon completion of final report	\$2000	
<i>Subtotal</i>	\$20,000	\$15,000
<b>TOTAL CONTRACT FUNDING</b>	<b>\$35,000</b>	

## **SCHEDULE B**

### **INSURANCE**

1. The Mackenzie Chamber of Commerce shall, at its own expense, provide and maintain throughout the Term the following insurance in a form acceptable to the District, with an insurer licensed in British Columbia:

(a) Commercial General Liability	\$2,000,000
----------------------------------	-------------

In all policies of insurance required under this Agreement the District shall be named as an additional insured and all such policies shall contain a provision that the insurance shall apply as though a separate policy had been issued to each named insured. All such policies shall provide that no cancellation or lapse of or material alteration in the policy shall become effective until 30 days after written notice of such cancellation, lapse or alteration has been given to the District.

Any deductible amounts in the foregoing insurance which are payable by the policyholder shall be in an amount acceptable to the District.

2. The Mackenzie Chamber of Commerce shall provide to the District at the commencement of the Term, and at any time during the Term upon request by the District, a certificate or certificates of insurance as evidence that the insurance required under this Agreement is in force.
3. Maintenance of such insurance and the performance by the Mackenzie Chamber of Commerce of its obligation under this Schedule "B" shall not relieve the Chamber of liability under the indemnity provisions under the Agreement.



## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** February 9, 2023

**Subject:** Development Variance Permit # 3090-20-23-01 - Final Consideration

---

### **RECOMMENDATION:**

THAT Council authorizes approval of a Development Variance Permit Application #3090-20-23-01 for Lot 4 District Lot 3765 Cariboo District Plan 33911 commonly known as 609 Babine Drive.

### **ALTERNATIVE OPTIONS:**

1. Deny the Development Variance Permit as presented
2. Amend and issue the Development Variance Permit
3. Table consideration of the application so additional information can be provided

### **BACKGROUND:**

At the Regular Council Meeting on January 23, 2023, Administration presented an application for a Development Variance Permit to vary height regulations in section 8.3 of Zoning Bylaw No.1368, 2017.

Administration commenced the Development Variance Permit process as outlined in the District of Mackenzie's Development Procedures. Staff conducted the following:

1. Technical and Policy Review
2. Technical Agency Referral
3. Notification of neighbouring properties within a 100-meter radius of the proposed development

#### **Technical and Policy Review**

Administration has conducted a thorough technical review as per the District of Mackenzie Development Procedures manual and included a review of:

- Applicable District of Mackenzie Bylaws

- Extent of the variance
- Possible precedents being set
- Rationale for the variance
- Safety and risk issues
- Urban design and aesthetic issues

A copy of the technical review is attached to this report.

#### Technical Agency Referral

Agency Name	Response
District of Mackenzie – Operations	"No concerns presently, will revisit during the building inspection."
District of Mackenzie - Fire Department	"No concerns with the proposed development."
RDFFG - Building Inspection	The Regional District of Fraser-Fort George will review this application upon receipt of building permit application.

#### Notification Neighbouring Properties

Properties within a 100-meter buffer of 609 Babine Drive were delivered a notice, indicating the purpose of the permit, lands subject to permit, and the time and date the permit is to be considered by Council. Administration has not received any comments or responses from neighbouring properties within a 100-meter radius of the proposed development. This report has been published prior to the deadline of February 10, 2023 at 4:30 pm and any additional feedback brought before this will be attached and brought to the regular meeting of February 13, 2023.

#### Recommendation

As a result of the technical agency and public reviews of this permit application, Administration is recommending its approval. A copy of the proposed Development Variance Permit has been attached for Council consideration.

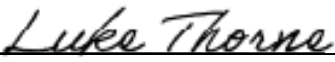
### **COUNCIL PRIORITIES:**

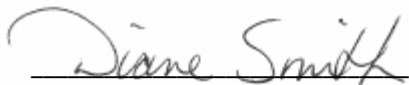
#### **Strong Governance and Finances**

- 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,

  
\_\_\_\_\_  
Luke Thorne  
Land & Environmental Coordinator

  
\_\_\_\_\_  
Approved for Submission to Council

To: Council  
From: Administration  
Date: February 7, 2023  
Subject: Technical Review – Development Variance Permit 3090-20-23-01

<b>Applicant</b>	Ernie Weber
<b>Owner</b>	Ernie and Karen Weber
<b>Location</b>	609 Babine Dr, Mackenzie, BC
<b>OCP/Zoning</b>	R1 – Single Family Dwelling
<b>Proposal Overview</b>	The proponent is looking build a garage to replace his current sheds and to accommodate a hoist that will be used for residential purposes.
<b>Rationale for the variance</b>	The hoist is 3.87m tall by 3.46m wide to accommodate the lift and have a peak with suitable slope for Mackenzie’s climate the proponent would need an additional metre of height.
<b>Variance Extent</b>	The extent of the variance being requested is an increase in the allowable height of an accessory building from 4.8 metres to 5.75 meters.
<b>Possible Precedents</b>	Building heights of accessory buildings.
<b>Safety Issues &amp; Risks</b>	There are no safety issues at this moment.
<b>Urban Design and Aesthetic Issues</b>	Accessory building is located in the north-west corner of a dead-end road adjacent to the greenbelt. Owner is building the door to fit only residential use vehicles. No urban design or aesthetic issues have been identified at this time.

**Alternative  
Siting  
Placement**

Applicant has sited the accessory building away from potential sightlines in the north-west corner of the property. The height is limited to account for a vehicle hoist for residential use as well as enough slope to deal with snow accumulation.

**Applicable DOM  
Bylaws &  
Relevant  
Legislation**

Section 8.3 of Zoning Bylaw No. 1368, 2017.

THE DISTRICT OF MACKENZIE

DEVELOPMENT VARIANCE PERMIT

NO. 3090-20-23-01

Issued to: Ernest and Kathleen Weber  
(Owner as defined in the Local Government Act,  
hereinafter referred to as the Permittee)

- 1) This Development Variance Permit is issued subject to compliance with all of the Bylaws of the Municipality applicable thereto, except as specifically varied by this Permit.
- 2) This Development Variance Permit applies to and only to those lands within the Municipality described below, and any and all buildings, structures and other development thereon:

Address: 609 Babine Dr

Legal Description: LOT 4 DISTRICT LOT 3765 CARIBOO DISTRICT PLAN 33911

P.I.D.: 014-504-073

- 3) "Zoning Bylaw No. 1368, 2017" is varied in accordance with the following:
  - a. Increasing the maximum accessory building height from 4.8m to 5.75m.
- 4) The land described herein shall be developed strictly in accordance with the terms and conditions and provisions of this permit and any plans and specifications attached to this permit, which shall form a part hereof.
- 5) This permit shall lapse if the Permittee does not substantially commence the construction permitted by this permit within two years of the (issuance) date of this permit.
- 6) The terms of this permit or any amendment to it, are binding on all persons who acquire an interest in the land affected by this permit.
- 7) This permit is not a building permit.

AUTHORIZING RESOLUTION PASSED BY THE MAYOR AND COUNCIL ON THE \_\_<sup>th</sup> DAY OF  
\_\_\_\_, 2023.

ISSUED THIS THE \_\_<sup>th</sup> DAY OF\_\_\_\_, 2023.

---

Chief Administrative Officer

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE TERMS AND  
CONDITIONS UPON WHICH THIS PERMIT IS ISSUED.

---

Applicant (or Authorized Agent or  
Representative of Applicant)

### **COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councillor Viktor Brumovsky

**Date:** February 6, 2022

**Subject:** Report for the Months of December 2022 and January 2023

<b>Date:</b>	<b>Activity:</b>
December 2	Attended the grand opening celebration for Evergreen Taxi, marking the return of a taxi service to our community.
December 6	Participated in the Chamber of Commerce's monthly Director's meeting.
December 15	Attended the Chamber of Commerce's monthly general meeting. The guest speaker was Tom Sparrow of Iris Energy who spoke about ongoing developments in their cryptocurrency mining facility in the industrial site.
January 10	Participated in the Chamber of Commerce's monthly Director's meeting.
January 26	Attended the Chamber of Commerce's monthly general meeting. The guest speaker was Graham Burrows who gave a presentation on his MBA research project about community resiliency in Mackenzie.
January 30	Attended a public presentation and input session for the 2023 District budget at the Community Hall.

Respectfully Submitted,  
Councillor Brumovsky



### **COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councilor Wright

**Date:** January 2023

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

<b>Date:</b>	<b>Activity:</b>
January 9	Attended meeting with MLA Mike Morris, Mayor Joan Atkinson and CAO Diane Smith in role as MLA Morris's Constituency Assistant.
January 9	Attended public stakeholders meeting with BC Ambulance Union Lead Troy Clifford in role as MLA Morris's Constituency Assistant.
January 11	Attended WorkBC Mackenzie Open House.
January 16-19	Attend the BC Natural Resources Forum. Met with many different municipal politicians, business leaders and community organizers. Also attended multiple panel discussions and keynote addresses, including one from Premier David Eby, and a Panel of Natural Resources Ministers. Also attended the Pre-Conference 'Low Carbon Tour' hosted by the City of Prince George/Tourism PG.
January 19	Attended 'Toward Collaborative Governance and Shared Innovation Series' webinar through the University of the Fraser Valley.

Respectfully Submitted,  
Councilor Wright

## **DISTRICT OF MACKENZIE**

### **Bylaw No. 1494**

#### **A bylaw to provide for the establishment of a Board of Variance.**

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**WHEREAS** having adopted a Zoning Bylaw, is required pursuant to Section 536 (1) of the *Local Government Act* to establish, by bylaw, a Board of Variance;

**AND WHEREAS** pursuant to section 539 (3) of the *Local Government Act* a bylaw establishing a Board of Variance must set out the procedures to be followed by the Board of Variance, including the manner by which appeals are to be brought and notices under section 541 are to be given.

**NOW THEREFORE BE IT RESOLVED**, the Council of the District of Mackenzie in open meeting assembled hereby enacts as follows:

#### **1. Citation**

This Bylaw may be cited as "Board of Variance Bylaw No. 1494, 2023".

#### **2. Interpretation**

(1) In this Bylaw:

- i. "Board" means the District of Mackenzie Board of Variance
- ii. "Chair" means the Chair of the Board of Variance
- iii. "District" means the District of Mackenzie
- iv. "Council" means the Municipal Council of the District of Mackenzie
- v. "Secretary" means the Secretary to the Board of Variance appointed under this bylaw.
- vi. "Corporate Officer" means the Corporate Officer of the District of Mackenzie
- vii. "Building Inspector" means the Building Inspector of the District of Mackenzie

### **3. Repeal**

- (1) Bylaw No. 559, "Board of Variance By-law No. 559, 1986" and all amendments to that bylaw are repealed upon adoption of this Bylaw.

### **4. Appointment of Board Members**

- (1) The Board shall consist of three members appointed by Council for a three-year term each.
- (2) The Board must elect one of their members as Chair and the Chair may appoint an acting Chair in absence of the Chair.
- (3) A person who is a Councillor, a member of the planning committee, or an officer or employee of the local government is not eligible to be appointed to the Board.

### **5. Vacancies**

- (1) In the event of the death, resignation or removal from office of any member of the Board, his successor shall be appointed by Council, and until his or her appointment the remaining members constitute the Board of Variance.

### **6. Secretary**

- (1) The Corporate Officer or their designate will be Secretary of the Board of Variance.
- (2) The Secretary will carry out the duties assigned under this Bylaw and by the Board of Variance.

### **7. Applications to the Board**

- (1) A person may apply to the Board of Variance by:
  - (a) submitting to the Secretary a written application that is signed by the applicant and that contains:
    - i. the legal description and civic address that is the subject of the application;
    - ii. a site plan indicating the requested variance;
    - iii. the evidence and arguments on which the application is based;

- iv. the relief sought;
- v. the address to which the notice of the hearing should be mailed;
- vi. any other information that the applicant intends to present to the Board at the hearing; and
- vii. paying the applicable fee prescribed in the "District of Mackenzie General Fees Amendment Bylaw No. 1351, 2016" as amended or substituted from time to time.
- viii. Upon receiving an application, the Secretary of the Board of Variance must notify the Chair of the Board of Variance of the application as soon as practicable.
- ix. The Chair must set a time, date, and place for the Board of Variance to conduct a hearing of the application.

## **8. Notices**

(1) At least 10 days before the date set for a hearing, the Board of Variance, through the Secretary, will mail or deliver a notice of the hearing to the last known address of the following persons:

- i. the applicant;
- ii. the owners and tenants occupying the land that is the subject of the application;
- iii. the owners and tenants occupying land that is adjacent to the land that is the subject of the application;
- iv. the District of Mackenzie's Corporate Services department;
- v. the Building Inspector or their designate; and
- vi. each member of the Board of Variance.

(2) A notice of hearing must state:

- i. the subject matter of the application;
- ii. the time, date and place the application will be heard; and

- iii. if the meeting at which the application is heard is conducted by means of electronic or other communication facilities, the way in which the meeting is to be conducted by those means.

## **9. Conduct of Hearing**

- (1) The quorum of the Board of Variance is two (2) of its members, one of whom may be the Chair.
- (2) If quorum is not present within 15 minutes after the scheduled time of a hearing, then the hearing will be deemed to have been cancelled and the Chair must set a new time, date, and place for the Board of Variance to conduct a hearing of the application.
- (3) The Board of Variance, in its discretion, may:
  - i. accept evidence that is unsworn, oral, written or hearsay; or
  - ii. before evidence is presented at a hearing, direct that:
    - (a) oral evidence must be given under oath or solemn affirmation administered by the Board of Variance; and
    - (b) written evidence must be verified by affidavit or statutory declaration.
- (4) The Board of Variance may receive written submissions and hear oral submissions with respect to an application only during the hearing at which the application is considered.
- (5) The Board of Variance will permit submissions to be presented at a hearing in the following order:
  - i. the applicant;
  - ii. the Corporate Officer or their designate;
  - iii. the Building Inspector or their designate; and
  - iv. all other parties with an interest in the application in the sequence directed by the Chair until all such parties have been given a reasonable opportunity to present their submissions.

- (6) The Board of Variance may view the land that is the subject of the application and any land that is adjacent to it.
- (7) The applicant may request an adjournment of the hearing, provided that the applicant notifies the Secretary of such request prior to the hearing.
- (8) The Board of Variance may adjourn a hearing from time to time at the applicant's request or if the Board of Variance requires further information or otherwise as the Board of Variance may deem advisable and the Board of Variance may reconvene the hearing without further published notice if the time, date, and place of reconvening are announced at the hearing before it is adjourned.
- (9) A person appearing before the Board of Variance may be represented by legal counsel.
  - i. The Secretary must record and keep minutes of the Board of Variance's proceedings.
  - ii. The minutes of the Board of Variance's proceedings must be signed by the Chair.

## **10. Decisions**

- (1) The Board of Variance may proceed to decide an application if the applicant fails to appear at the hearing.
- (2) The decision of the Board of Variance to either grant or deny an order must be made by a motion adopted by the majority of the Board of Variance members present at the hearing.
- (3) All members of the Board of Variance are voting members and any member of the Board of Variance who abstains from voting will be deemed to have voted in favour of the motion.
- (4) In the event that the members of the Board of Variance are equally divided in their votes for and against a motion, it will be disposed of in the negative.
- (5) Decisions of the Board of Variance will be filed with the Secretary and available for public inspection at the District of Mackenzie office located at 1 Mackenzie Boulevard, Mackenzie, during normal business hours.
- (6) The Secretary will mail or deliver a copy of the Board of Variance's decision to the last known address of those persons who were entitled to notice of the hearing

under section 5 (1) of this Bylaw and to any other person indicated by the Board of Variance.

## 11. Expenses

- (1) No member of a Board of Variance shall receive compensation for his or her services other than allowances for actual expenses necessarily incurred in the discharge of official duties.
- (2) The Council will include in its annual budget such sums that are necessary to cover the expenses of the Board.

## 12. Severability

- (1) If any part of this Bylaw is for any reason held to be invalid by a court of competent jurisdiction, the invalid portion will be severed, and the severance will not affect the validity of the remaining portions of the Bylaw.

**READ** a first time this 23 day of January, 2023.

**READ** a second time this 23 day of January, 2023.

**READ** a third time this 23 day of January, 2023.

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

I hereby certify the foregoing  
to be a true and correct copy  
of District of Mackenzie Bylaw  
No. 1494 cited as "Board of  
Variance Bylaw No.1494, 2023".

\_\_\_\_\_  
Mayor

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

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



# Accessibility and Inclusion

Share your input and help shape the District's Age-friendly Accessibility and Inclusion Plan

## Take our Survey or Book a Meeting

Visit

[www.letschatmackenzie.ca](http://www.letschatmackenzie.ca)

or scan the code



Paper copies of the survey are also available for download online and can be picked up and dropped off at the District Office, 1 Mackenzie Blvd or by email at [info@districtofmackenzie.ca](mailto:info@districtofmackenzie.ca) by March 10th. If you require further assistance, please contact Rachelle at 250-997-3221.

**Mackenzie Accessibility and Inclusion  
Advisory Committee invites you to...**

### Open House

Tuesday, February 21st  
1-3pm & 6-8pm  
Mackenzie Legion

### Business Market

Saturday, February 25, 2023  
11am-3:30pm  
Mackenzie  
Recreation Centre

### "Diverse Abilities" Expo

Thursday, March 2, 2023  
1-4pm  
CNC Event Space





## DIVERSE ABILITIES – AN EXPO OF INCLUSION AND ACCESSIBILITY

Join us at our Inclusion Expo as we showcase Inclusive Employers, Community Service Providers and Job Seekers.

- Snacks to be provided
- Job seekers are encouraged to bring their resume

Venue: CNC Event Centre