



COMMITTEE OF THE WHOLE
AGENDA

Date: Monday, January 27, 2025, 7:00 p.m.
Location: Council Chambers of the Municipal Office
1 Mackenzie Boulevard, Mackenzie, BC

Pages

1. CALL TO ORDER

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

2. 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?

3. REPORTS

3.1	<u>Operations</u> THAT the Operations reports for the months of November and December 2024 be received.	3
3.2	<u>RCMP</u> THAT the RCMP reports for the months of November and December 2024 be received.	13
3.3	<u>Fire</u> THAT the Fire reports for the months of November and December 2024 be received.	17
3.4	<u>Recreation Services</u> THAT the Recreation Services reports for the months of November and December 2024 be received.	26
3.5	<u>Finance</u> THAT the Finance reports for the months of November and December 2024 be received.	31
3.6	<u>Council Strategic Priorities</u> THAT the Council Strategic Priorities 2024 Fourth Quarter Report be received.	45

4. OTHER BUSINESS

5. ADJOURNMENT



COUNCIL REPORT

To: Mayor and Council
From: Public Works
Date: January 21, 2025
Subject: Public Works Month End Report for November 2024

WATER DISTRIBUTION:

Pumphouses delivered 10,056,493 US gallons of water into the water tower during the month of November, the equivalent of 335,216.44 gallons per day, which is approximately 252.80 gallons per water connection. Last year pumphouses delivered 12,153,059 US gallons of water into the water tower during the month of November, the equivalent of 405,101.95 gallons per day or 305.51 gallons per connection.

Gantahaz Water System: Pumphouse delivered 456,041 US gallons of water into the tower during the month of November, the equivalent of 14,711.01 gallons per day, which is approximately 165.29 gallons per water connection. We do not have last year's statistics for comparison.

SANITARY SEWER COLLECTION SYSTEMS:

There were 2 good neighbor sewer calls to report for the month of November.

GARBAGE COLLECTION SYSTEMS:

The total commercial garbage collected for the month of November was 55,530 kg. The total residential garbage collected was 45,290 kg, for a total of 100,820 kg. The total commercial garbage collected November 2024 was 58,400 kg. The total residential garbage collected for November 2024 was 53,590 kg, for a total of 111,990 kg.

SNOWFALL ACCUMULATION:

Snowfall accumulation for November was 49.5 inches



STREETS AND ROADS:

- Planned routes for snow removal at Industrial Site.
- Snow blowing
- Snow removal
- Sanding

PARKS:

All closed for the season.

PROJECTS:

- Christmas lights were installed on Mackenzie Blvd.
- Support Rec Center by doing a dig and repairing drainage line.
- Cold Patch on FFI Road.
- Plow Truck Training.
- Training on Equipment Routes.
- Backhoe at Lagoon clearing materials from Lagoon.
- Work is ongoing to complete refurbishing of wooden carvings.

EQUIPMENT & MAINTENANCE:

- Unit 42 (Commercial Garbage Truck) had winter tires installed.
- Unit 36 (Grader) had a snow gate installed.
- Unit 40 (Kenworth Dump Truck) converted to plow truck for winter.

BUILDINGS:

- Regular checks and Maintenance.
- All Points were on site to perform annual Inspections on all fire suppression systems.
- Disconnected water to Ernie Bodin Center.

SAFETY:

OH&S/Joint Health and Safety Committee meeting was held on November 19th, 2024

Public Works held a monthly safety meeting on November 21st, 2024.

Topics included: Safety talk on Mind on Task
 Safety Talk on Worker Responsibilities



BYLAW SERVICES:

Dog Licenses:

There were 7 dog licenses issued.

Impounds:

	DOGS	CATS
Remaining from last month	2	0
Impounds/strays for this month	1	0
At large dog miss	1	0
Owners request adoption	0	0
Claimed by owner	0	0
Adopted	0	0
HD	0	0
Transferred to PG Humane	0	0
Remaining in Pound	3	0

COMPLAINT/SERVICE FILES:

#76-2024 Bear attractants. Closed.

Complaint: Unsecured garbage. Talked to the property owner; they are working with the tenant to rectify the issue.

#78-2024 Complaint: Split or leaking oil, parking Commercial vehicle in a residential zone. Letter left on property. Open

#79-2024 Animal at large entering business. Open

#80-2024 Animal at large, abandoned or took a ride on a vehicle. Animal surrender. Concluded

2 - Garbage warnings, open or unsecure garbage

Bylaw violation warning notice:

#2714 Storing garbage unsecure

#2713 Dog at large

#2715 Parking in no park zone



Unsightly properties:

#77-2024 Unsightly complaint: Multiple vehicles and appliances in the front yard. A letter has been issued and left at the property. Concluded.

#80-2024 Unsightly complaint: Appliances and vehicle in the front yard. Verbal warning. Open

#74-2024 Unsightly complaint dilapidated structure. Structure taken down. Concluded.

There were no Municipal Ticket Information's written this month.

BUILDING PERMITTING – NOVEMBER 2024

2024	# of Permits This Month	\$ Value of Permits This Month	Total # of Permits to Date	Year to Date \$ Value of Permits
Recreational	0	0	0	0
Residential	0	0	13	\$165,300.00
Commercial	0	0	3	\$410,110.00
Industrial	1	0	3	\$4,200,000.00
Institutional	0	0	2	\$5,892,975.00
Totals	1	\$0	21	\$10,668,385.00

2023	# of Permits This Month	\$ Value of Permits This Month	Total # of Permits to Date	Year to Date \$ Value of Permits
Recreational	1	\$25,000.00	1	\$25,000.00
Residential	1	\$59,000.00	22	\$476,475.00
Commercial	0	0	5	\$2,659,582.00
Industrial	0	0	0	0
Institutional	0	0	0	0
Totals	2	\$84,000.00	28	\$3,161,057.00



PLUMBING PERMITS – November 2024

	2023	2024
Number of Plumbing Permits This Month	0	0
Dollar Value of Plumbing Permits This Month	0	0
Number of Plumbing Permits YTD	3	3
Dollar Value of Plumbing Permits YTD	\$150.00	\$214.00

BUSINESS LICENCES:

	Number
Active/Paid	268
Outstanding	9
New	2
Total	279

AIRPORT STATS:

Total fuel pumped for the month of November was 0.00 L of AV Gas, & 1106.93 L of Jet A. Total fuel sales for the month were \$2324.55 with net revenue of \$452.50.

November 2024	Fixed Wing	Helicopter	Fuel Purchase	Visit Town
Total				
7	3	4	3	n/a

RESPECTFULLY SUBMITTED:

Joe Murray, Director of Operations

Reviewed by: Corporate and Financial Services

Approved by: Chief Administrative Officer



COUNCIL REPORT

To: Mayor and Council
From: Public Works
Date: January 21, 2025
Subject: Public Works Month End Report for December 2024

WATER DISTRIBUTION:

Pumphouses delivered 11,649,075 US gallons of water into the water tower during the month of December, the equivalent of 375,776.60 gallons per day, which is approximately 283.39 gallons per water connection. Last year pumphouses delivered 12,142,769 US gallons of water into the water tower during the month of December, the equivalent of 391,702.23 gallons per day or 295.40 gallons per connection.

Gantahaz Water System: Pumphouse delivered 660,949 US gallons of water into the tower during the month of December, the equivalent of 21,320.95 gallons per day, which is approximately 239.56 gallons per water connection. We do not have last year's statistics for comparison.

SANITARY SEWER COLLECTION SYSTEMS:

There were 4 good neighbor sewer calls to report for the month of December.

GARBAGE COLLECTION SYSTEMS:

The total commercial garbage collected for the month of December was 61,900 kg. The total residential garbage collected was 49,640 kg, for a total of 111,540 kg. The total commercial garbage collected in December 2024 was 47,460 kg. The total residential garbage collected for December 2024 was 41,860 kg, a total of 89,320 kg.

SNOWFALL ACCUMULATION:

Snowfall accumulation for December was 16.25 inches



STREETS AND ROADS:

- Snow Removal
- Sanding
- Snow Blowing

PARKS:

All closed for the season.

PROJECTS:

- Commercial Garbage Truck Training
- Grader Training
- Plow Truck Training
- Hydrant Flushing throughout town completed
- Wooden Carvings rehabilitation. One is complete and the other is in progress...
- PW Training Project is Ongoing

EQUIPMENT & MAINTENANCE:

- Continuing to change cutting edge blades on Graders and Plow Trucks
- Miscellaneous Repairs on Snow Removal Equipment
- Unit 32 (Loader) down most of month awaiting parts

BUILDINGS:

- Regular checks and Maintenance

SAFETY:

OH&S/Joint Health and Safety Committee meeting was held on December 17th, 2024

BYLAW SERVICES:

Dog Licenses:

There were 7 dog licenses issued.



Impounds:

	DOGS	CATS
Remaining from last month	0	0
Impounds/strays for this month	0	0
At large dog miss	0	0
Owners request adoption	1	0
Claimed by owner	1	0
Adopted	1	0
HD	1	0
Transferred to PG Humane	0	0
Remaining in Pound	1	0

COMPLAINT/SERVICE FILES:

#81-2024 - Complaint: Parking. Written warning for parking over 24 hours.

#82-2024 - Dog Bite Incident: A resident inside the home was bitten by a dog that was being cared for by the resident on behalf of a friend. The dog's caretaker had surrendered the animal temporarily, and the owner covered the cost of consecutive days of animal care until they could retrieve their pet.

#83-2024 - Written warning, park in no park zone.

#84-2024 - Written warning, park in no park zone.

#85-2024 - Written warning, parking over 24 hours, parking interfering with snow removal.

#86-2024 - Written warning, park in no park zone.

#87-2024 - Complaint, dog at large and off leash. The animal owner was given written and verbal warning

Bylaw violation warning notice:

#2627 - Parking more the 24hrs.

#2718 - Parking in no park zone.

#2717 - Parking in no park zone.

#2716 - Parking in no park zone.

#3103 - Parked on side walk



Municipal Ticket Information written this month:

- #83-2024 - Written warning
- #0088 - Parking in a no parking zone.

BUILDING PERMITTING – OCTOBER 2024

2024	# of Permits This Month	\$ Value of Permits This Month	Total # of Permits to Date	Year to Date \$ Value of Permits
Recreational	0	0	0	0
Residential	1	\$15,000.00	14	\$180,300.00
Commercial	0	0	3	\$410,110.00
Industrial	0	0	3	\$4,200,000.00
Institutional	0	0	2	\$5,892,975.00
Totals	1	\$15,000.00	22	\$10,683,385.00

2023	# of Permits This Month	\$ Value of Permits This Month	Total # of Permits to Date	Year to Date \$ Value of Permits
Recreational	0	0	1	\$25,000.00
Residential	0	0	22	\$476,475.00
Commercial	0	0	5	\$2,659,582.00
Industrial	0	0	0	0
Institutional	0	0	0	0
Totals	0	0	28	\$3,161,057.00

PLUMBING PERMITS – October 2024

	2023	2024
Number of Plumbing Permits This Month	0	0
Dollar Value of Plumbing Permits This Month	0	0
Number of Plumbing Permits YTD	3	3
Dollar Value of Plumbing Permits YTD	\$150.00	\$214.00



BUSINESS LICENCES:

	Number
Active/Paid	267
Outstanding	9
New	0
Total	276

AIRPORT STATS:

Total fuel pumped for the month of December was 200.25 L of AV Gas, & 883.16 L of Jet A. Total fuel sales for the month were \$2561.79 with net revenue of \$1031.82.

December 2024	Fixed Wing	Helicopter	Fuel Purchase	Visit Town
Total				
10	6	4	4	n/a

RESPECTFULLY SUBMITTED:

Jody Murray, Director of Operations

Reviewed by: Corporate and Financial Services

Approved by: Chief Administrative Officer



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

Your File

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

Our File

December 5th, 2024

Dear Mayor and Council

Mayors Report for November, 2024:

Detachment Case Load:

November, 2024 the Mackenzie RCMP investigated 120 Files (170 files for November, 2023)
Majority of case load as follows:

- 5 - Assaults
- 0- Break and Enter(Rural
- 0- Thefts
- 1- Breach of Conditions
- 4- Mischief/Cause disturbance
- 14- Check well being
- 12- False Alarms
- 15- Vehicle Collisions
- 11- Mental Health
- 7- Driving complaints, speeding and quads
- 1- Missing Person, Alice CHINGEE
- 5- Suspicious Vehicles/Persons
- 1- Fraud/Scams

Mackenzie RCMP were very busy in November with Motor Vehicle Collisions and Mental Health

Traffic Enforcement: -November 2024 Traffic Stats:

13 violation tickets issued
14 warnings issued.

Majority of traffic offences for the month of November were Speed against Highway sign and fail to produce drivers license.

Impaired Driving / Immediate Roadside Prohibitions - November 2024:

0 Impaired operation investigations.

CHECKSTOP PROGRAM - ROAD SAFETY

0 checkstop for this period.

Community Policing:

In line with the Annual Performance Plan initiative for Crime Prevention through Curfew Compliance checks, the Mackenzie RCMP members conducted curfew and house arrest checks on 2 offenders. 49 Compliance checks were completed which resulted in one breach of Conditions. Mackenzie RCMP participated in Remembrance Day Celebrations at both schools and the Legion. Mackenzie RCMP assisted in Mackenzie Secondary School's food drive.

Victim Services:

Victim service position has recently been filled.

ONLINE CRIME REPORTING

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

This concludes the Mayors report for the month of November 2024.


Sgt. Christopher BEZAIRE
Detachment Commander
(250) 997-3288 phone (250) 997-3240 fax



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

Your File

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

Our File

January 16th, 2025

Dear Mayor and Council

Mayors Report for December, 2024:

Detachment Case Load:

December, 2024 the Mackenzie RCMP investigated 138 Files(141 files for December, 2023)
Majority of case load as follows:

- 1 - Assaults
- 0- Break and Enter
- 1- Thefts
- 2- Breach of Conditions
- 10- Mischief/Cause disturbance
- 15- Check well being
- 5- False Alarms
- 9- Vehicle Collisions
- 5- Mental Health
- 6- Driving complaints, speeding and quads
- 2- Missing Person,
- 7- Suspicious Vehicles/Persons
- 5- Fraud/Scams

Mackenzie RCMP were very busy in December with a suspicious death that required assistance from the North District Major Crime and Forensics Units.

Traffic Enforcement: -December 2024 Traffic Stats:

9 violation tickets issued
10 warnings issued.

Majority of traffic offences for the month of December were Speed against Highway sign and fail to stop for School Bus.

Impaired Driving / Immediate Roadside Prohibitions - December 2024:

0 Impaired operation investigations.

CHECKSTOP PROGRAM - ROAD SAFETY

2 checkstop for this period.

Community Policing:

In line with the Annual Performance Plan initiative for Crime Prevention through Curfew Compliance checks, the Mackenzie RCMP members conducted curfew and house arrest checks on 3 offenders. 51 Compliance checks were completed which resulted in one breach of Conditions. Mackenzie RCMP participated in the Morfee Elementary School Santa Helicopter drop and has been active in School Zone speed enforcement.

Victim Services:

Victim service position has recently been filled.

ONLINE CRIME REPORTING

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

This concludes the Mayors report for the month of December 2024.



Sgt. Christopher BEZAIRE
Detachment Commander
(250) 997-3288 phone (250) 997-3240 fax

COUNCIL REPORT

To: Mayor and Council

From: Fire Chief, Jamie Guise

Date: December 16, 2024

Subject: Fire Department Month End Report, November 2024

FIRE DEPARTMENT RESPONSES:

Code	Description	Number of Calls this Period	Year to Date
AOA	Assist other Agency	4	30
BC	Burning Complaint		14
CO	Carbon Monoxide Alarm		1
FAL	False Alarm	3	27
FRC	Chimney Fire		1
FRD	Dumpster Fire		1
FRS	Structure Fire	1	7
FRV	Vehicle Fire		4
FRR	Rubbish Fire		1
FRW	Fire Wildland		5
FRU	Fire Unclassified		1
MVI	Motor Vehicle Incident	8	45
INV	Investigation no Fire		1
PS	Public Service	1	13
EH	Electrical Hazard	1	3
TOTALS		18	154

MVI - 4 November @ 17:54 – Report of an MVI on Hwy 39. When Chief 1 arrived on the scene, the patient was out of the vehicle and in the care of BCAS. The crew stood down and returned to the hall.

FRS - 9 November @ 22:41 – Report of a Structure Fire. Crews were required to extinguish the Fire before returning to the hall.

AOA - 11 November @ 09:30 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from their home and into an ambulance before returning to the hall.

- MVI - 14 November @ 08:00 – Chief 1 came across a truck in the ditch on Mackenzie Blvd. Lone occupant was out of the vehicle and waiting for a tow truck.
- MVI – 14 November @ 14:50 – Report of an MVI on Hwy 97, south of McLeod Lake. When crews arrived on scene, there were no occupants in the vehicle. The crew stood down and returned to hall.
- MVI – 14 November @ 21:24 – Report of an MVI on Hwy 97 north of the junction. While on route, crews were updated there was no entrapment. Crews stood down and returned to hall.
- MVI – 16 November @ 07:48 – Report of an MVI on Hwy 97 near Bear Lake. While on route, crews were updated there was no entrapment. The crew stood down and returned to hall.
- MVI – 18 November @ 13:29 – Report of an MVI on Hwy 97 north of the junction. When crews arrived on scene, there was no entrapment. The crew stood down and returned to hall.
- MVI – 21 November @ 11:43 – Report of an MVI on Hwy 97 North of the Junction. When crews arrived on scene, there was no entrapment. The crew stood down and returned to hall.
- EH – 22 November @ 19:52 – Report of downed power lines. Chief 1 & 2 located two separate incidents and waited on scene for BC Hydro to arrive, before clearing the scene.
- FAL – 23 November @ 00:44 – Report of Residential Fire Alarms Activated. Chief 2 investigated and determined it was a false alarm, before returning to the hall.
- AOA – 23 November @ 04:15 – BCAS requested assistance with gaining access to a residence. Crews assisted with access and moving the patient down the stairs to a waiting ambulance before returning to the hall.
- AOA – 23 November @ 08:00 – BCAS requested a Class 4 Driver to drive the ambulance for a couple of hours.
- PS – 23 November @ 11:45 – Chief 1 received a call about a tree that fell on a house. No one was trapped or injured, and the homeowner was advised that the fire department was not able to remove the tree.
- MVI – 26 November @ 10:29 – Report of an MVI on Hwy 97 north of the Junction. Crews did not respond as there was no entrapment.

- FAL – 27 November @ 14:03 – Report of Commercial Fire Alarms Activated. This was a false alarm due to testing on the system.
- FAL – 28 November @ 08:04 – Report of Commercial Fire Alarms Activated. This was a false alarm due to testing.
- AOA – 29 November @ 09:53 – BCAS requested crews for a Lift Assist. Crews were required to move a patient from their residence and into a waiting ambulance before returning to the hall.

VOLUNTEER FIRE FIGHTERS TRAINING NIGHTS SCHEDULE:

5 November – Planning and Meeting Night

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

12 November – Firefighter Skills Development

- a. Probationary members participated in Forcible Entry training.
- b. Senior members participated in Rope Rescue Training.
- c. New Probationary members participated in Self Contained Breathing Apparatus training.

19 November – Firefighter Skills Development

- a. Senior members participated in Rope Rescue training.
- b. Probationary members participated in Scene Illumination and Hydrant Hookup training.
- c. New Probationary participated in Utility control and Accountability training.

26 November – Firefighter Skills Development

- a. Senior members participated in a Rope Rescue Scenario.

- b. Probationary members participated in Chainsaw Operations and Hydrant Hookup training.
- a. New Probationary conducted Scene Illumination and Traffic Control training.

FIRE & LIFE SAFETY INSPECTIONS:

1 fire safety inspection was conducted in the month of November.

FIRE FIGHTERS SCHEDULE:

November 11 – Fire Department members participated in Remembrance Day Parade and ceremony

November 22 – Members helped flood the outdoor ice rink at the Recreation Center

November 25 – Members helped flood the outdoor ice rink at the Recreation Center

November 27 – Members helped flood the outdoor ice rink at the Recreation Center

FIRE SMART

November 7 – Fire Smart Coordinator meet with BC Wildfire about clean-up work around townsite

November 12/13 – BC Wildfire Service Crews conducted minor cleanup of woody debris around Fraser Blvd, Centennial Drive, and the Tree Crusher.

November 18 – Fire Smart Coordinator and Fire Chief met with BC Wildfire Service for CRI Post-Grant approval meeting

November 20 – Fire Smart Coordinator and Fire Chief attended Asset Management Meeting

November 26 – Ordered Structure Protection Trailer and Fire Pumps under the 2025 Fire Smart Grant

November 27 – Fire Smart Coordinator Attended online Home Partners Program session for the transition to the New Fire smart Assessment Program

FIRE DEPARTMENT MEMBERSHIP:

Position	Allocation	Actual
Fire Chief	1	1
Deputy Fire Chief	1	0
Assistant Chiefs	2	1
Training Officers	2	2
Captains	4	2
Lieutenants	4	2
Engineers	4	2
Fire Fighters	20	9
Total Fire Fighting Force	38	20
Fire Fighters (Probationary)		6
Fire Fighter (Junior)	4	4
Leave of Absence		

RESPECTFULLY SUBMITTED:

Jamie Guise, Fire Chief

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Fire Chief, Jamie Guise

Date: January 3, 2024

Subject: Fire Department Month End Report, December 2024

FIRE DEPARTMENT RESPONSES:

Code	Description	Number of Calls this Period	Year to Date
AOA	Assist other Agency	7	37
BC	Burning Complaint		14
CO	Carbon Monoxide Alarm		1
FAL	False Alarm	1	28
FRC	Chimney Fire		1
FRD	Dumpster Fire		1
FRS	Structure Fire	1	8
FRV	Vehicle Fire		4
FRR	Rubbish Fire		1
FRW	Fire Wildland		5
FRU	Fire Unclassified		1
MVI	Motor Vehicle Incident	3	48
INV	Investigation no Fire		1
PS	Public Service	2	15
EH	Electrical Hazard		3
TOTALS		14	168

- AOA - 1 December @ 17:40 – Requested by BCAS for a Lift Assist. Crews were required to move a patient into an ambulance before returning to the hall.
- AOA - 2 December @ 15:15 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from their home and into an ambulance before returning to the hall.
- MVI - 3 December @ 17:14 – Report of an MVI on Hwy 39. Crews did not respond due to no entrapment.

- FRS – 6 December @ 14:37 – Report of a Residential Structure Fire. Crews were required to extinguish fire and ventilate residence before returning to hall.
- MVI – 8 December @ 18:26 – Report of an MVI on Hwy 97 north of the junction. When crews arrived on scene, there was no entrapment. Crews stood down and returned to hall.
- MVI – 10 December @ 19:04 – Report of an MVI on Hwy 97 south of McLeod Lake. While on route, crews were updated there was no entrapment. Crews stood down and Returned to hall.
- PS – 12 December @ 15:20 – Received complaints about a Natural Gas smell. C2 investigated but could not smell or see signs of Natural Gas in the area and returned to hall.
- AOA – 13 December @ 13:56 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from their home and into an ambulance before returning to the hall.
- PS – 13 December @ 19:35 – Received complaints of a propane smell outside a business. C2 investigated but could not smell propane and returned to hall.
- AOA – 16 December @ 18:42 – BCAS requested a member to be on call for a couple of hours to drive the Ambulance.
- AOA – 24 December @ 09:45 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from an ambulance and into their home before returning to the hall.
- AOA – 27 December @ 11:53 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from their home and into an ambulance before returning to the hall.
- AOA – 27 December @ 18:17 – BCAS requested a member to be on call for a couple of hours to drive the Ambulance.
- FAL – 29 December @ 17:08 – Report of a residential structure fire. Chief 1 arrived on scene and could not find signs of fire. Crews stood down and returned to hall.

VOLUNTEER FIRE FIGHTERS TRAINING NIGHTS SCHEDULE:

3 December – Planning and Meeting Night

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

10 December – Fit Testing & Hall Clean Up

- a. All Members participated in Respirator Fit Testing
- b. All Members assisted in cleaning the hall and trucks.

17 December – Chiefs Night

- a. All Firefighters participated in team building games and year end event.

24 & 31 December – No Practice

- a. Christmas Eve & New Years Eve

FIRE & LIFE SAFETY INSPECTIONS:

0 fire safety inspection was conducted in the month of December.

FIRE FIGHTERS SCHEDULE:

December 7 - Fire Department members participated in Christmas Parade

EMERGENCY MANAGEMENT

December 10 – Assistant Emergency Program Coordinator attended an online Disaster Net Information Session.

FIRE SMART

December 4 - Fire Smart Coordinator attended MWAC Meeting

December 5 – Fire Smart Coordinator had TEAMS meeting with other Coordinators in the Area

December 9 – Fire Smart Coordinator met with BC Wildfire about planned Fuel Mitigation projects

December 11 – Fire Smart Coordinator met with Frontera Forest Solutions about Fuel Mitigation Project

December 19 – Fuel Mitigation Project for 2025 was approved under the CRI grant.

FIRE DEPARTMENT MEMBERSHIP:

Position	Allocation	Actual
Fire Chief	1	1
Deputy Fire Chief	1	0
Assistant Chiefs	2	1
Training Officers	2	2
Captains	4	2
Lieutenants	4	2
Engineers	4	2
Fire Fighters	20	9
Total Fire Fighting Force	38	20
Fire Fighters (Probationary)		6
Fire Fighter (Junior)	4	4
Leave of Absence		

RESPECTFULLY SUBMITTED:

Jamie Guise, Fire Chief

Reviewed By: Corporate and Financial Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Recreation Services

Date: January 21, 2025

Subject: Recreation Services Month End Report – November, 2024

Pool:

- Staff documented 902 pool and 69 aquafit visits for the month.
- Staff got pools online and balanced for the re-opening after the floor replacement project.
- Staff cleaned and reorganized pool deck items for the re-opening.
- Staff installed starting blocks for the re-opening.
- MacDunn was on site due to Servesco pool dehumidification system not operating properly. It was found to have a failed exhaust motor. They will replace the parts once they arrive.
- Staff mounted heaters in the changerooms, so when it gets colder and our HVAC unit can't keep up, they are still at a reasonable temperature for our users.
- The last set of Fall Swimming Lessons started on November 20 with a total of 20 participants.
- Staff ran the weekly Swim to Survive session with a class from Morfee Elementary School.

Arena:

- Staff documented 46 skating and 7 curling visits for the month.
- Staff took four totes of our old brine to GFL in Prince George for proper disposal.
- Staff repaired sink drain in dressing room 5.
- Staff pumped out Olympia pit, so PW could do repairs on broken drain lines outside near Fry Daddies.
- Staff picked up Olympia from PW, cleaned, and greased for on ice use.
- Arena project contractors all left site, so we are working on a final deficiencies list:
 - The heat pump is operating, and we are noticing some positive changes already i.e. all heat from refrigeration plant is being reused inside the facility.
 - Solar panel got the green light from BC Hydro, so just waiting on training now but it is online.
 - Ice programming started, however, brine line issue will have to be addressed in the spring unless there's a major hiccup during the season. Currently we aren't using heaters as it slows down the already slow freezing process in the areas without refrigeration/brine lines.

- Here is a link to the Arena Slab Upgrade Project – Construction timelapse video: [Arena Slab Upgrade Project - Construction Time-Lapse](#)

Fitness Area:

- Staff documented 1194 fitness centre visits for the month.

Sport Courts/Climbing Wall:

- Staff documented 88 multi-court, 56 pickleball and 57 climbing wall visits for the month.

Ski Hill:

- Staff completed cable cleaning on the ski lift preparing for inspection.
- Staff completed de-tensioning and installation of pommels.
- Staff grabbed groomer from PW and addressed downed trees on the JD trail.

Programs:

- Staff documented 307 SD57 student visits for the month.
- Recreation Attendants completed their High Five Principles of Healthy Child Development course on Tuesday, November 19.
- Recreation Attendants completed Skate Patrol training on Tuesday, November 19.
- Rec Attendants completed in house climbing wall training on Friday, November 29.

Events:

- Staff met about WinterQuest to decide on main events for this year's edition.
- We launched an online survey to the public on November 20, asking for their help selecting this year's WinterQuest theme.
- We held our grand re-opening of the pool and arena on Friday, November 29 and it ran until Sunday, December 1. Conuma Resources sponsored this event which offered free skating and swimming to the community.

Other:

- We added the live caribou channel to one of the TV's in the community living area, which was a huge hit – especially with the kids.
- Staff installed a liner for the Outdoor Rink and started filling with water. Fire Department also assisted with the filling, delivering water to accelerate the process.
- Building Operators and Customer Service Representatives did Emergency Procedures Annual Review Training on Tuesday, November 19.
- Unfortunately, a windstorm set us back on providing some of our favorite winter recreational services:
 - John Dahl Trail: It knocked down a large number of trees, which staff have now cleaned up enough to groom a loop on the John Dahl Trail.
 - Outdoor Rink: It knocked down the boards, which then froze into the ice. They have been removed and we repaired the ice.
 - Ski Hill: It swept most of the snow off Little Mac, setting the opening back.



RESPECTFULLY SUBMITTED:

Terry Gilmer, Director of Recreation Services

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council

From: Recreation Services

Date: January 21, 2025

Subject: Recreation Services Month End Report – December, 2024

Pool:

- Staff documented 902 pool and 72 aquafit visits for the month.
- New aquatics staff completed in-house training.
- Our electrician was onsite installing new lighting in men's and women's changerooms.
- We held a free swim, movie, and skate night on Friday, December 20.
- Staff finished installing new shower heads in the changerooms.

Arena:

- Staff documented 316 skating and 17 curling visits for the month.
- Staff fixed arena dehumidifier issue.
- Fraser Valley was onsite fixing heat pump and completing some of their deficiencies.
- We hosted our first minor hockey tournament of the year in December, and it was successful.
- We hosted an adult 4vs4 hockey tournament with 27 participants on December 28.
- Arena was setup as a winter wonderland over the holidays for public skating.

Fitness Area:

- Staff documented 958 fitness centre visits for the month.

Sport Courts/Climbing Wall:

- Staff documented 130 multi-court, 57 pickleball and 26 climbing wall visits for the month.

Ski Hill:

- Staff documented 199 ski hill visits for the month.
- Ski hill lift operator training was conducted by Evan Atkinson.
- Ski hill was opened on December 15 and lift passes went on sale prior to the opening.

Programs:

- Staff documented 476 SD57 student visits for the month.

Events:

- Staff organized District Christmas Party.
- Online voting for Light up the Community opened on Friday, December 20.

Other:

- All staff completed Bullying and Harassment Training.
- Recreation Attendants and CSR's completed safety training.
- ODR is now open.
- Staff picked up old Olympia from PW for ODR.
- Holiday schedule was launched on December 16.

RESPECTFULLY SUBMITTED:

Terry Gilmer, Director of Recreation Services

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer

COUNCIL REPORT

To: Mayor and Council
From: Finance
Date: November 19, 2024
Subject: Month End Report at October 31, 2024

Attached are the following month-end reports as at October 31, 2024

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

RESPECTFULLY SUBMITTED:

Kerri Borne, Chief Financial Officer

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer

Revenue and Expenses
November 30, 2024

DESCRIPTION	2024 FINAL BUDGET	2024 YTD NOV	REMAINING BUDGET	% OF BUDGET REMAINING
GENERAL OPERATING REVENUE				
<u>GENERAL REVENUE</u>				
PROPERTY TAXES	5,876,927	5,876,538	389	0.0%
1% UTILITIES TAX, GRANTS IN LIEU AND OTHER ASSESSMENTS	2,647,488	2,644,823	2,665	0.1%
PENALTIES AND INTEREST ON TAXES	42,000	333,370	(291,370)	(693.7%)
SALES OF SERVICE/USER FEES	107,812	117,939	(10,127)	(9.4%)
TRANSFERS FROM OTHER GOVERNMENTS	1,331,335	1,040,666	290,669	21.8%
INVESTMENT/GOVERNMENT BUSINESS INCOME	782,377	1,630,136	(847,759)	(108.4%)
OTHER REVENUE	2,700	17,002	(14,302)	(529.7%)
	10,790,639	11,660,475	(869,836)	(8.1%)
<u>PROTECTIVE SERVICES</u>				
JUSTICE CENTRE SALES OF SERVICE/USER FEES	105,458	63,192	42,266	40.1%
FIRE DEPARTMENT SALES OF SERVICE/USER FEES	1,000	450	550	55.0%
FIRE DEPARTMENT TRANSFERS FROM OTHER GOVERNMENTS	15,000	19,033	(4,033)	(26.9%)
EMERGENCY MANAGEMENT SALES OF SERVICE/USER FEES	-	165,697	(165,697)	0.0%
BUILDING INSPECTION SALES OF SERVICE/USER FEES	61,000	85,598	(24,598)	(40.3%)
BYLAW ENFORCEMENT SALES OF SERVICE/USER FEES	25,125	13,097	12,028	47.9%
	207,583	347,066	(139,483)	(67.2%)
<u>TRANSPORTATION SERVICES</u>				
PUBLIC WORKS SALES OF SERVICE/USER FEES	6,000	6,567	(567)	(9.4%)
ROADS SALES OF SERVICE/USER FEES	48,000	43,823	4,177	8.7%
AIRPORT SALES OF SERVICE/USER FEES	103,000	101,085	1,915	1.9%
	157,000	151,475	5,525	3.5%
<u>SOLID WASTE</u>				
RESIDENTIAL GARBAGE SALES OF SERVICE/USER FEES	244,994	242,766	2,229	0.9%
COMMERCIAL GARBAGE SALES OF SERVICE/USER FEES	245,605	199,295	46,310	18.9%
	490,599	442,061	48,538	9.9%
<u>HEALTH, SOCIAL SERVICES & HOUSING</u>				
PUBLIC HEALTH SALES OF SERVICE/USER FEES	2,000	5,125	(3,125)	(156.3%)
PUBLIC HEALTH TRANSFERS FROM OTHER GOVERNMENTS	48,523	(14,421)	62,944	129.7%
	50,523	(9,296)	59,819	118.4%
<u>DEVELOPMENT SERVICES</u>				
PLANNING & DEVELOPMENT SALES OF SERVICE/USER FEES	1,200	15	1,185	98.8%
	1,200	15	1,185	98.8%
<u>PARKS, RECREATION & CULTURE</u>				
PARKS SALES OF SERVICE/USER FEES	65,000	78,575	(13,575)	(20.9%)
PARKS TRANSFERS FROM OTHER GOVERNMENTS	5,000	5,000	-	0.0%
LITTLE MAC SKI HILL SALES OF SERVICE/USER FEES	6,000	1,555	4,445	74.1%

Revenue and Expenses
November 30, 2024

DESCRIPTION	2024 FINAL BUDGET	2024 YTD NOV	REMAINING BUDGET	% OF BUDGET REMAINING
RECREATION CENTRE SALES OF SERVICE/USER FEES	294,566	232,701	61,865	21.0%
RECREATION CENTRE TRANSFER FROM OTHER GOVERNMENTS	5,000	8,170	(3,170)	(63.4%)
RECREATION CENTRE OTHER REVENUE	10,000	9,000	1,000	0.0%
	385,566	335,001	50,565	13.1%
<u>FISCAL SERVICES</u>				
FISCAL SERVICES TRANSFERS	1,994,364	1,577,541	416,823	20.9%
	1,994,364	1,577,541	416,823	20.9%
TOTAL REVENUE	14,077,474	14,504,337	(426,863)	(3.03%)
GENERAL OPERATING EXPENSES				
<u>GENERAL GOVERNMENT</u>				
COUNCIL	229,200	157,585	71,615	31.2%
ADMINISTRATION	773,568	689,725	83,843	10.8%
ECONOMIC DEVELOPMENT	125,656	51,069	74,587	59.4%
GRANTS IN AID & FEE FOR SERVICE	202,000	168,320	33,680	16.7%
FINANCE	708,294	617,428	90,865	12.8%
CLIMATE ACTION	36,441	16,820	19,621	53.8%
COMMON SERVICES	186,928	183,962	2,966	1.6%
COMPUTER SERVICES	170,750	150,325	20,425	12.0%
BUILDING	45,959	48,962	(3,003)	(6.53%)
CABOOSE	45,098	8,493	36,605	81.2%
DEPRECIATION - General Government	68,160	62,480	5,680	8.3%
	2,592,053	2,155,170	436,883	16.9%
<u>PROTECTIVE SERVICES</u>				
JUSTICE CENTRE	105,458	137,610	(32,152)	(30.49%)
FIRE DEPARTMENT	580,815	564,052	16,764	2.9%
EMERGENCY MANAGEMENT	24,621	114,612	(89,991)	(365.5%)
BUILDING INSPECTIONS	165,417	52,224	113,193	68.4%
BYLAW ENFORCEMENT	226,462	116,614	109,848	48.5%
FUEL MITIGATION	153,324	114,666	38,658	25.2%
DEPRECIATION - Protective Service	190,936	175,025	15,911	8.3%
	1,447,034	1,274,802	172,232	11.9%
<u>TRANSPORTATION SERVICES</u>				
PUBLIC WORKS	1,149,126	1,154,792	(5,667)	(0.49%)
ROADS	856,316	587,677	268,639	31.4%
AIRPORT	213,730	202,123	11,607	5.4%
DEPRECIATION - Transportation Services	697,966	639,802	58,164	8.3%
	2,917,137	2,584,394	332,743	11.4%

Revenue and Expenses
November 30, 2024

DESCRIPTION	2024 FINAL BUDGET	2024 YTD NOV	REMAINING BUDGET	% OF BUDGET REMAINING
<u>SOLID WASTE</u>				
RESIDENTIAL GARBAGE	141,463	128,444	13,019	9.2%
COMMERCIAL GARBAGE	282,299	274,524	7,775	2.8%
	423,762	402,968	20,794	4.9%
<u>HEALTH, SOCIAL SERVICES & HOUSING</u>				
PUBLIC HEALTH	101,264	58,855	42,409	41.9%
DEPRECIATION - Health, Social Services & Housing	42,193	38,677	3,516	8.3%
	143,457	97,532	45,925	32.0%
<u>PARKS, RECREATION & CULTURE</u>				
PARKS	254,830	306,761	(51,931)	(20.4%)
LITTLE MAC SKI HILL	137,333	59,845	77,488	56.4%
RECREATION CENTRE	2,834,619	2,494,762	339,857	12.0%
DEPRECIATION - Parks, Recreation & Culture	721,699	661,557	60,142	8.3%
	3,948,481	3,522,926	425,555	10.8%
<u>FISCAL SERVICES</u>				
FISCAL EXPENSES	2,605,550	1,915,356	690,193	26.5%
	2,605,550	1,915,356	690,193	26.5%
TOTAL GENERAL EXPENSES	14,077,474	11,953,150	2,124,325	15.1%
REVENUE LESS EXPENSES				
NET SURPLUS (DEFICIENCY)	-	2,551,187		
<u>WATER OPERATIONS</u>				
REVENUE	980,388	835,560	144,828	14.8%
EXPENDITURES	980,388	792,936	187,452	19.1%
NET SURPLUS (DEFICIENCY)	-	42,624		
<u>SEWER OPERATIONS</u>				
REVENUE	706,851	623,336	83,515	11.8%
EXPENDITURES	706,851	660,786	46,064	6.5%
NET SURPLUS (DEFICIENCY)	-	(37,450)		

District of Mackenzie
Accounts Payable - Payment Listing
Nov 30, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
07/11/24	071016	A0350	A PLUS AUTOMATIC DOORS & STORE FRONT	9,297.81
07/11/24	071017	B3890	BEE-CLEAN BUILDING MAINTENANCE	7,699.00
07/11/24	071018	E4466	ELECTION SYSTEMS & SOFTWARE CANADA	3,885.28
07/11/24	071019	E6805	ENVIRO JET SERVICES LTD.	21,539.71
07/11/24	071020	G6791	GREGG DISTRIBUTORS LP	505.97
07/11/24	071021	I2226	ISLAND EXHAUST	1,837.50
07/11/24	071022	K5930	KODE CONTRACTING LTD.	12,191.10
07/11/24	071023	M4505	MINISTER OF FINANCE	33,167.44
07/11/24	071024	M9004	DEBAAT FEDO	80.00
07/11/24	071025	M9004	DENTON DENA	80.00
07/11/24	071026	M9004	DISTRICT OF CHETWYND	836.85
07/11/24	071027	M9904	SEI SOFTWARE EMPORIUM INC.	1,176.05
07/11/24	071028	N6566	NORTHERN HEALTH AUTHORITY	344.00
07/11/24	071029	P3555	PITNEY WORKS	5,000.00
07/11/24	071030	P4686	PRAXIS IMPLEMENTATION SOLUTIONS LTD.	7,327.50
07/11/24	071031	Q5000	QUADRA INDUSTRIAL GROUP	476.00
07/11/24	071032	R2655	ROAD KING ASPHALT & AGGREGATE	5,958.75
07/11/24	071033	R8009	ROYAL CANADIAN LEGION	150.00
07/11/24	071034	S7493	STRATA CORP PG79	1,107.27
07/11/24	071035	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	3,586.46
07/11/24	071036	U9000	UAP INC.	297.81
14/11/24	071037	A5778	AON CANADA INC	197,087.00 *
14/11/24	071038	C4839	CIVIC LEGAL LLP	975.79 *
14/11/24	071039	C8092	C.U.P.E. NATIONAL OFFICE	3,024.29 *
14/11/24	071040	D4760	DISTRICT OF MACKENZIE - PUBLIC WORKS P/C	132.25
14/11/24	071041	D4800	DISTRICT OF MACKENZIE - MAIN OFFICE P/C	97.35
14/11/24	071042	H1009	HAGEN'S HOME HARDWARE	731.40
14/11/24	071043	H7999	HUB INTERNATIONAL BARTON LTD	607.00 *
14/11/24	071044	I0790	IGI RESOURCES INC	4,199.97 *
14/11/24	071045	I1539	INTER-MTN. TESTING LTD.	2,852.85 *
14/11/24	071046	R2097	RFS CANADA	166.88 *
14/11/24	071047	R2655	ROAD KING ASPHALT & AGGREGATE	58,499.46 *
14/11/24	071048	S7537	STARLIGHT FX LTD	200.00 *
14/11/24	071049	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	412.07 *
21/11/24	071050	A9550	AZU HEALTH LTD	688.00
21/11/24	071051	M2870	MACKENZIE COMMUNITY ARTS COUNCIL	400.00
21/11/24	071052	M3950	MGN PROJECT MANAGEMENT INC.	209,690.78
21/11/24	071053	V1560	0714701 BC LTD.	825.51
29/11/24	071054	H1009	HAGEN'S HOME HARDWARE	387.39
29/11/24	071055	Q5000	QUADRA INDUSTRIAL GROUP	159.61
29/11/24	071056	U9000	UAP INC.	514.99
29/11/24	071057	W5562	WILDWOOD DESIGN CO.	324.80
29/11/24	071058	I0650	I.C.B.C	52,961.00
DIRECT DEPOSITS				
01/11/24	002641	A5733	ANDREW SHERET LIMITED	79.23
01/11/24	002642	B4003	BLAZE HEATING & GAS	411.52
01/11/24	002643	B5620	BROGAN FIRE & SAFETY	36,119.80
01/11/24	002644	B7353	BULL DOG DIESEL LTD	13,273.38

District of Mackenzie
Accounts Payable - Payment Listing
Nov 30, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
01/11/24	002645	C3171	CARSCADDEN STOKES MCDONALD ARCHITECT INC	7,790.37
01/11/24	002646	C4811	CHRYSALID TECH	477.06
01/11/24	002647	F6863	FRONTLINE INDUSTRIES LTD	399.00
01/11/24	002648	H4015	HESSKI CONTRACTING LTD.	33,778.42
01/11/24	002649	K1000	KAL TIRE	4,765.08
01/11/24	002650	M2857	MACKENZIE GRAVEL	24,166.27
01/11/24	002651	M3325	MAMADOU CONTRACTING	18,459.00
01/11/24	002652	M3481	MARMAK INFORMATION SERVICES	582.40
01/11/24	002653	M4015	MIDWAY PURNEL	37.97
01/11/24	002654	M4991	MERIDIAN ONECAP CREDIT CORP.	313.21
01/11/24	002655	M6688	MURRAY JODY	600.97
01/11/24	002656	N6725	NORTHERN LEGENDARY CONSTRUCTION LTD	349,713.17
01/11/24	002657	N8115	NORTHLANDS WATER & SEWER SUPPLIES	3,130.40
01/11/24	002658	P3810	PACIFIC BLUE CROSS	68,758.46
01/11/24	002659	R2500	R.D. OF FRASER-FORT GEORGE	10,698.90
01/11/24	002660	S4966	STEDFORD RON	163.00
01/11/24	002661	S6109	SPOTLESS UNIFORM LTD	230.73
01/11/24	002662	T8000	TRICO INDUSTRIES LTD	618.47
01/11/24	002663	U1060	UNITED LIBRARY SERVICE	242.02
08/11/24	002664	A1098	ADT SECURITY SERVICES CANADA INC	1,354.95
08/11/24	002665	B1110	BC ONE CALL LTD	175.30
08/11/24	002666	C0190	CKJ TRUCKIN	195.50
08/11/24	002667	C9899	CHRYSALID TECH	79.51
08/11/24	002668	G1073	GERVAIS BRIAN	45.00
08/11/24	002669	K2040	KS2 MANAGEMENT LTD.	10,132.50
08/11/24	002670	L1189	LES ENTERPRISES AMILIA INC.	942.35
08/11/24	002671	M0900	MACKENZIE CO-OP	4.49
08/11/24	002672	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	5,534.00
08/11/24	002673	M3325	MAMADOU CONTRACTING	23,415.00
08/11/24	002674	M3485	MANN MELISSA	112.50
08/11/24	002675	S6109	SPOTLESS UNIFORM LTD	195.94
08/11/24	002676	S7530	STEWART MCDANNOLD STUART	10,126.44
08/11/24	002677	S7950	SWEETLAND HELEN	150.00
08/11/24	002678	T8000	TRICO INDUSTRIES LTD	1,966.73
08/11/24	002679	U1060	UNITED LIBRARY SERVICE	339.79
08/11/24	002680	U9011	URBAN SYSTEMS	4,735.11
18/11/24	002681	D1076	DB PERKS & ASSOCIATES LTD.	1,057.30
18/11/24	002682	D3010	DIGGERS IMPACT ENTERPRISES LTD	1,176.00
18/11/24	002683	H2902	HARRIS & COMPANY LLP	658.56
18/11/24	002684	M1200	MACKENZIE HOSE & FITTINGS	1,669.87
18/11/24	002685	M2857	MACKENZIE GRAVEL	58,854.43
18/11/24	002686	M3434	MCELHANNEY ASSOCIATES LAND SURVEYING LTD	25,003.03
18/11/24	002687	M4015	MIDWAY PURNEL	1,951.96
18/11/24	002688	R2500	R.D. OF FRASER-FORT GEORGE	1,755.00
18/11/24	002689	S6109	SPOTLESS UNIFORM LTD	230.73
18/11/24	002690	T8000	TRICO INDUSTRIES LTD	771.70
18/11/24	002691	U1060	UNITED LIBRARY SERVICE	194.67
22/11/24	002692	A1098	ADT SECURITY SERVICES CANADA INC	768.67

District of Mackenzie
Accounts Payable - Payment Listing
Nov 30, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
22/11/24	002693	A2870	ALPHA-ONE MOBILE RADIO	156.80
22/11/24	002694	B4520	BRANDT TRACTOR LTD	791.52
22/11/24	002695	C0190	CKJ TRUCKIN	50.32
22/11/24	002696	D4089	RICHMAN RACHELLE	165.00 *
22/11/24	002697	G6779	GREEN PHOENIX RECYCLING	85.72
22/11/24	002698	G9900	GREEN PHOENIX RECYCLING	88.26
22/11/24	002699	H4015	HESSKI CONTRACTING LTD.	30,091.22
22/11/24	002700	I4950	IRWIN'S SAFETY & INDUSTRIAL LABOUR SERV	2,420.25
22/11/24	002701	J0708	JEPSON PETROLEUM LTD	767.34
22/11/24	002702	L0700	L & M ENGINEERING LIMITED	29,158.88
22/11/24	002703	L4506	LIFESAVING SOCIETY BC & YUKON	67.00
22/11/24	002704	M0900	MACKENZIE CO-OP	90.26
22/11/24	002705	M1200	MACKENZIE HOSE & FITTINGS	2,930.16
22/11/24	002706	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
22/11/24	002707	P3081	PETERBILT PACIFIC INC	172.00
22/11/24	002708	P6280	PRINCE GEORGE OFFICE SYSTEMS	2,008.77
22/11/24	002709	S4530	SKYBLUE CLEANING CORP	4,083.45
22/11/24	002710	S6109	SPOTLESS UNIFORM LTD	237.67
22/11/24	002711	S7530	STEWART MCDANNOLD STUART	1,476.66
22/11/24	002712	T8000	TRICO INDUSTRIES LTD	1,307.21
22/11/24	002713	U1060	UNITED LIBRARY SERVICE	107.42
22/11/24	002714	V1540	VEROOM'S BROOMS CLEANING CO	927.50
22/11/24	002715	W8050	WRIGHT JESSE	404.00
29/11/24	002716	24584	2458453 ALBERTA INC.	13,112.25
29/11/24	002717	A5778	AON CANADA INC	197,087.00
29/11/24	002718	A9105	AQUAM AQUATIC SPECIALIST INC.	1,368.09
29/11/24	002719	B3890	BEE-CLEAN BUILDING MAINTENANCE	3,849.50
29/11/24	002720	C2558	CANADIAN WESTERN MECHANICAL LTD	86,562.00
29/11/24	002721	C3014	CENTRAL TIRE EQUIPMENT SUPPLY	161.12
29/11/24	002722	C3171	CARSCADDEN STOKES MCDONALD ARCHITECT INC	11,685.56
29/11/24	002723	C4839	CIVIC LEGAL LLP	3,286.08
29/11/24	002724	E6805	ENVIRO JET SERVICES LTD.	9,649.50
29/11/24	002725	F1500	FINNING CANADA	499.45
29/11/24	002726	F4127	FLOCOR INC	232.06
29/11/24	002727	G1073	GERVAIS BRIAN	90.00
29/11/24	002728	I0790	IGI RESOURCES INC	4,199.97
29/11/24	002729	I1539	INTER-MTN. TESTING LTD.	2,852.85
29/11/24	002730	I2224	INLAND CONTROL & SERVICES INC.	5,453.18
29/11/24	002731	K1000	KAL TIRE	2,084.07
29/11/24	002732	K2050	K GRAPHIC DESIGN	5,250.00
29/11/24	002733	K7045	KLEIN KURTIS	626.29
29/11/24	002734	L4506	LIFESAVING SOCIETY BC & YUKON	84.00
29/11/24	002735	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
29/11/24	002736	M3481	MARMAK INFORMATION SERVICES	582.40
29/11/24	002737	M3485	MANN MELISSA	225.00
29/11/24	002738	M4991	MERIDIAN ONECAP CREDIT CORP.	313.21
29/11/24	002739	P4717	POTVIN PAUL	225.00
29/11/24	002740	R2500	R.D. OF FRASER-FORT GEORGE	29,977.61

District of Mackenzie
Accounts Payable - Payment Listing
Nov 30, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
29/11/24	002741	R2655	ROAD KING ASPHALT & AGGREGATE	58,499.46
29/11/24	002742	R7000	ROLLINS MACHINERY LIMITED	4,049.49
29/11/24	002743	R7320	ROTH IAMS LTD	9,717.43
29/11/24	002744	S4104	SIGNTEK INDUSTRIES INC	234.04
29/11/24	002745	S6109	SPOTLESS UNIFORM LTD	231.22
29/11/24	002746	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	4,604.58
29/11/24	002747	T8000	TRICO INDUSTRIES LTD	520.45
29/11/24	002748	U1060	UNITED LIBRARY SERVICE	74.94
29/11/24	002749	W8050	WRIGHT JESSE	731.48
EFT PAYMENTS				
04/11/24	OCT2024	U9100	US BANK	18,879.84
07/11/24	RBC-69201-1024	B1206	BC HYDRO	106.04
07/11/24	RBC-00256-1024	F5499	FORTISBC - NATURAL GAS	575.46
07/11/24	RBC-12505-1024	T6000	TELUS	90.01
07/11/24	RBC-12667-1024	T6000	TELUS	90.01
07/11/24	RBC-13023-1024	T6000	TELUS	90.01
07/11/24	RBC-26256-1024	T6000	TELUS	218.75
07/11/24	RBC-35507-1024	T6000	TELUS	90.01
07/11/24	RBC-35525-1024	T6000	TELUS	117.60
07/11/24	RBC-77439-1024	T6000	TELUS	90.01
07/11/24	RBC-78992-1024	T6000	TELUS	5,197.97
07/11/24	TBC-35419-1024	T6000	TELUS	90.01
08/11/24	RBCW000464929	M6650	MUNICIPAL PENSION PLAN	26,950.74
12/11/24	RBC4886064	R1800	RECEIVER GENERAL - 10702 1339 RP0002	15,980.24
15/11/24	RBC6971239	R1500	RECEIVER GENERAL - 10702 1339 RP0001	46,246.49
21/11/24	RBC-47001-1124	B1206	BC HYDRO	15,246.50
21/11/24	RBC-98226-1124	F5499	FORTISBC - NATURAL GAS	29.14
21/11/24	RBC-59203-1124	F5499	FORTISBC - NATURAL GAS	133.21
21/11/24	RBC-07350-1124	F5499	FORTISBC - NATURAL GAS	284.41
21/11/24	RBC-98990-1124	F5499	FORTISBC - NATURAL GAS	326.28
21/11/24	RBC-99007-1124	F5499	FORTISBC - NATURAL GAS	110.26
21/11/24	RBC-99015-1124	F5499	FORTISBC - NATURAL GAS	34.63
21/11/24	RBC-99087-1124	F5499	FORTISBC - NATURAL GAS	48.39
21/11/24	RBC-99258-1124	F5499	FORTISBC - NATURAL GAS	144.14
21/11/24	RBC-99712-1124	F5499	FORTISBC - NATURAL GAS	2,049.13
21/11/24	RBC-99804-1124	F5499	FORTISBC - NATURAL GAS	878.48
21/11/24	RBC-88729-1124	T6000	TELUS	12.12
22/11/24	RBCW000466351	M6650	MUNICIPAL PENSION PLAN	26,307.86
25/11/24	RBC2511224	H7999	HUB INTERNATIONAL BARTON LTD	607.00
28/11/24	RBC-79425-1124	B1206	BC HYDRO	933.31
28/11/24	RBC-00256-1124	F5499	FORTISBC - NATURAL GAS	81.03
28/11/24	RBC-78369-1124	F5499	FORTISBC - NATURAL GAS	3,238.25
28/11/24	RBC-144257-1124	T5010	TELUS COMMUNICATIONS INC	856.80
28/11/24	RBC-62326-1124	T6000	TELUS	302.40
29/11/24	RBC1173081	R1500	RECEIVER GENERAL - 10702 1339 RP0001	48,420.71
				2,131,502.68

(*) voided cheques

District of Mackenzie
Capital Projects
As at Nov 30, 2024

DESCRIPTION	2024 BUDGET	ACTUAL YTD November 30, 2024	REMAINING BUDGET
GENERAL GOVERNMENT			
AUDIO VISUAL UPGRADES (carry-on)	31,496	3,150	28,346
COMMUNITY SIGNAGE	41,426	351	41,075
COMPUTER HARDWARE REPLACEMENT	10,850	2,545	8,305
TOTAL GENERAL GOVERNMENT	83,772	6,045	77,727
FIRE DEPARTMENT			
FIRE HALL PROJECT (carry-on)	966,016	564,522	401,494
PIERCE LADDER TRUCK EQUIPMENT (carry-on)	25,492	18,872	6,620
STRUCTURAL PROTECTION UNIT (SPU) #3 (carry-on)	23,650	23,212	438
TURN OUT GEAR	45,000	33,905	11,095
SPU EQUIPMENT REPLACEMENT	70,000	52,084	17,916
SMART BOARD	13,080	13,079	1
WILDLAND FIRE TRUCK	250,000	25,758	224,242
PAGERS	19,500	19,090	410
TOTAL FIRE DEPARTMENT	1,412,738	750,522	662,216
PUBLIC WORKS			
2023/2024 ROAD PAVING	1,661,440	1,444,920	216,520
COMMERCIAL GARBAGE TRUCK (carry-on)	500,000	499,077	923
PAVING PLAN (carry-on)	32,527	13,777	18,750
STREET SWEEPER REPLACEMENT (carry-on)	422,740	422,740	0
COMMERCIAL GARBAGE BINS	338,527	338,527	0
GRADER REPLACEMENT	644,755	646,071	(1,316)
TOTAL PUBLIC WORKS	3,599,989	3,365,111	234,878
RECREATION SERVICES			
ENERGY REDUCTIONS PROJECT (carry-on)	3,503,435	3,078,137	425,298
AUDIO VISUAL UPGRADES (carry-on)	31,000	36,587	(5,587)
ACTIVE TRANSPORTATION PLAN (carry-on)	31,511	14,841	16,670
SKI HILL GAZEBO (carry-on)	15,196	3,872	11,324
BIKE PARK LANDSCAPING	34,675	32,722	1,953
POOL SLIDE REPLACEMENT	368,713	-	368,713
POOL FLOOR REPLACEMENT	119,628	128,331	(8,703)
UPGRADE MAIN BATHROOMS	15,000	-	15,000
TOTAL RECREATION SERVICES	4,119,158	3,294,491	824,667
TOTAL GENERAL CAPITAL	9,215,657	7,416,170	1,799,487
WATER SERVICES			
PRESSURING REDUCING VAULTS - CRYSDALE (carry-on)	155,743	67,276	88,468
GANTHAZ WATER TREATMENT (carry-on)	842,470	130,335	712,135
PRESSURE REDUCING VAULTS - CENTENNIAL/SELWYN	736,800	182,071	554,729
TOTAL WATER	1,735,013	379,681	1,355,332
SEWER SERVICES			
LAGOON OUTFALL CHAMBER (carry-on)	83,200	-	83,200
TOTAL SEWER	83,200	-	83,200
TOTAL CAPITAL BUDGET SUMMARY	11,033,870	7,795,851	3,238,019

COUNCIL REPORT

To: Mayor and Council
From: Finance
Date: January 23, 2025
Subject: Month End Report at December 31, 2024

Attached is the Accounts Payable Payment Listing to December 31, 2024.

The District of Mackenzie's fiscal year end is December 31st. Finance is currently working on year-end financial transactions that will not be completed until March 2025 when the external auditors are on site. Therefore; revenue and expenses as well as capital expenditures as of December 31, 2024 will form part of the 2024 audited Financial Statements to be presented in April 2025.

RESPECTFULLY SUBMITTED:

Kerri Borne, Chief Financial Officer

Reviewed By: Corporate Services

Approved By: Chief Administrative Officer

District of Mackenzie
Accounts Payable - Payment Listing
Dec 31, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
05/12/24	071059	H1009	HAGEN'S HOME HARDWARE	1,251.52
05/12/24	071060	I0650	I.C.B.C	50.00
05/12/24	071061	V1560	0714701 BC LTD.	806.12
05/12/24	071062	W5562	WILDWOOD DESIGN CO.	875.84
12/12/24	071063	H1009	HAGEN'S HOME HARDWARE	47.22
12/12/24	071064	M3950	MGN PROJECT MANAGEMENT INC.	176,852.02
12/12/24	071065	M9004	HUSEBY CHRISTINA	180.00
12/12/24	071066	M9004	WALKER NICOLE	180.00
12/12/24	071067	U9000	UAP INC.	261.44
19/12/24	071068	A1048	ACCESS ENGINEERING CONSULTANTS LTD.	1,051.31
19/12/24	071069	A6534	ALS CANADA LTD	912.14
19/12/24	071070	A8310	ATHABASKA LOCK AND SECURITY LTD.	334.66
19/12/24	071071	B1995	BGE INDOOR AIR QUALITY SOLUTIONS LTD	304.15
19/12/24	071072	C2000	CANADIAN ASSOCIATION OF FIRE CHIEFS	325.50
19/12/24	071073	C4840	CIVICINFO BC	357.00
19/12/24	071074	C6044	COMPANY 68	17.64
19/12/24	071075	D4850	MACKENZIE PUBLIC LIBRARY P/C	149.05
19/12/24	071076	E0360	EECOL ELECTRIC CORP	1,898.75
19/12/24	071077	E6810	ENVIRONMENTAL OPERATORS	375.90
19/12/24	071078	G0650	GARY YOUNG AGENCIES LTD	1,516.58
19/12/24	071079	H1009	HAGEN'S HOME HARDWARE	1,479.67
19/12/24	071080	H9900	HAGEN'S HOME HARDWARE	15.76
19/12/24	071081	I0709	IC EXPERT PAINTING LTD.	26,984.15
19/12/24	071082	J4000	JIBC - JUSTICE INSTITUTE OF BC	2,761.59
19/12/24	071083	L4050	LIDSTONE & COMPANY	1,839.61
19/12/24	071084	M9004	HUESBY CHRISTINA	28.00
19/12/24	071085	M9004	ADAIR JOHN	400.00
19/12/24	071086	M9904	CASTLEGAR & DISTRICT PUBLIC LIBRARY	40.95
19/12/24	071087	N5248	NORLITE FURNACES LTD	702.89
19/12/24	071088	N6835	NORTHERN ROCKIES REGIONAL MUNICIPALITY	5,000.00
19/12/24	071089	P4679	POLAR ENGINEERING	5,797.17
19/12/24	071090	P6250	PRINCE GEORGE FORD	882.09
19/12/24	071091	P9600	PUROLATOR INC.	75.79
19/12/24	071092	R8009	ROYAL CANADIAN LEGION	5,000.00
19/12/24	071093	S2851	SEI SOFTWARE EMPORIUM INC.	1,242.03
19/12/24	071094	S5100	SOILTECH CONSULTING LTD	7,400.00
19/12/24	071095	U9000	UAP INC.	831.29
19/12/24	071096	V1200	VAN HORLICK'S TROPHY & GIFT HOUSE	143.63
19/12/24	071097	V1560	0714701 BC LTD.	575.70
19/12/24	071098	W1015	WESTCANA ELECTRIC INC	1,470.00
19/12/24	071099	W2180	WESTWINDS MOBILE VETERINARY SERVICES	262.50
19/12/24	071100	W2570	WILLIAMS MACHINERY LP	5,141.33
19/12/24	071101	Y2050	YETI REFRIGERATION INC	2,504.88
DIRECT DEPOSITS				
06/12/24	002750	A1098	ADT SECURITY SERVICES CANADA INC	201.97
06/12/24	002751	B7353	BULL DOG DIESEL LTD	1,169.28
06/12/24	002752	C0190	CKJ TRUCKIN	50.32
06/12/24	002753	G1073	GERVAIS BRIAN	135.00

District of Mackenzie
Accounts Payable - Payment Listing
Dec 31, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
06/12/24	002754	G3206	GODFREY CRANSTON & HOPSON APPRAISALS LT	3,339.00
06/12/24	002755	G6791	GREGG DISTRIBUTORS LP	1,721.27
06/12/24	002756	K2040	KS2 MANAGEMENT LTD.	10,132.50
06/12/24	002757	L7010	LOOMIS EXPRESS	105.73
06/12/24	002758	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	6,218.00
06/12/24	002759	M3485	MANN MELISSA	225.00
06/12/24	002760	N8065	JEPSON DBA NORTHWEST FUELS LIMITED	24,685.28
06/12/24	002761	P3810	PACIFIC BLUE CROSS	37,141.23
06/12/24	002762	R2097	RFS CANADA	166.88
06/12/24	002763	R2500	R.D. OF FRASER-FORT GEORGE	14,621.72
06/12/24	002764	S6109	SPOTLESS UNIFORM LTD	193.72
06/12/24	002765	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	4,194.56
06/12/24	002766	T0999	TAYLOR MICAIAH	268.13
06/12/24	002767	U1060	UNITED LIBRARY SERVICE	277.92
06/12/24	002768	U9011	URBAN SYSTEMS	6,332.35
06/12/24	002769	W0480	WASP MANUFACTURING LTD	21,584.64
06/12/24	002770	W0519	WELLS FARGO EQUIPMENT FINANCE COMPANY	797.44
13/12/24	002771	A0380	A-MAIS TECHNOLOGIES INC	22,437.87
13/12/24	002772	A1051	ACUMEN HR SOLUTIONS LTD	1,267.88
13/12/24	002773	B4520	BRANDT TRACTOR LTD	247.97
13/12/24	002774	C0190	CKJ TRUCKIN	56.72
13/12/24	002775	D4089	RICHMAN RACHELLE	100.00
13/12/24	002776	G1073	GERVAIS BRIAN	90.00
13/12/24	002777	I0790	IGI RESOURCES INC	5,267.44
13/12/24	002778	J0708	JEPSON PETROLEUM LTD	606.68
13/12/24	002779	K1000	KAL TIRE	6,894.64
13/12/24	002780	K2802	KEERY CONSULTING LTD	5,210.00
13/12/24	002781	L1189	LES ENTERPRISES AMILIA INC.	846.67
13/12/24	002782	M1200	MACKENZIE HOSE & FITTINGS	4,946.47
13/12/24	002783	M3485	MANN MELISSA	97.50
13/12/24	002784	M4015	MIDWAY PURNEL	5,642.92
13/12/24	002785	N6725	NORTHERN LEGENDARY CONSTRUCTION LTD	823,123.58
13/12/24	002786	P1287	PRITCHETT ALICE	73.50
13/12/24	002787	P4686	PRAXIS IMPLEMENTATION SOLUTIONS LTD.	13,807.50
13/12/24	002788	P7850	PSE EQUIPMENT LTD.	238.60
13/12/24	002789	R2097	RFS CANADA	166.88
13/12/24	002790	S3470	SHAW'S ENTERPRISES LTD	6,995.37
13/12/24	002791	S6109	SPOTLESS UNIFORM LTD	228.51
13/12/24	002792	S7537	STARLIGHT FX LTD	9,107.90
13/12/24	002793	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	12,998.98
13/12/24	002794	T2330	THORNE LUKE	480.00
13/12/24	002795	T8000	TRICO INDUSTRIES LTD	1,502.72
13/12/24	002796	U1060	UNITED LIBRARY SERVICE	369.93
13/12/24	002797	U9011	URBAN SYSTEMS	392.76
13/12/24	002798	V1540	VEROOM'S BROOMS CLEANING CO	927.50
20/12/24	002799	A1098	ADT SECURITY SERVICES CANADA INC	201.97
20/12/24	002800	B3880	BORNE KERRI	811.14
20/12/24	002801	B3890	BEE-CLEAN BUILDING MAINTENANCE	3,849.50

District of Mackenzie
Accounts Payable - Payment Listing
Dec 31, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
20/12/24	002802	B4520	BRANDT TRACTOR LTD	326.16
20/12/24	002803	B5613	BCFED HEALTH & SAFETY CENTRE	813.75
20/12/24	002804	B7353	BULL DOG DIESEL LTD	386.40
20/12/24	002805	C0190	CKJ TRUCKIN	28.34
20/12/24	002806	C3171	CARSCADDEN STOKES MCDONALD ARCHITECT INC	8,636.87
20/12/24	002807	C8092	C.U.P.E. NATIONAL OFFICE	5,847.65
20/12/24	002808	D0099	D RIGO MEDIA	7,454.25
20/12/24	002809	D3010	DIGGERS IMPACT ENTERPRISES LTD	7,119.00
20/12/24	002810	F6863	FRONTLINE INDUSTRIES LTD	1,008.13
20/12/24	002811	G6779	GREEN PHOENIX RECYCLING	95.54
20/12/24	002812	G6791	GREGG DISTRIBUTORS LP	268.29
20/12/24	002813	G9900	GREEN PHOENIX RECYCLING	126.82
20/12/24	002814	H2902	HARRIS & COMPANY LLP	641.76
20/12/24	002815	I2110	INLAND KENWORTH PARTNERSHIP	227.07
20/12/24	002816	K1000	KAL TIRE	5,480.41
20/12/24	002817	K7045	KLEIN KURTIS	78.38
20/12/24	002818	M0100	MACKENZIE CHAMBER OF COMMERCE	100.00
20/12/24	002819	M0900	MACKENZIE CO-OP	42.41
20/12/24	002820	M1200	MACKENZIE HOSE & FITTINGS	9,219.20
20/12/24	002821	M3342	MCDONALD JESSE	111.04
20/12/24	002822	M3434	MCELHANNEY ASSOCIATES LAND SURVEYING LTD	7,723.38
20/12/24	002823	M3481	MARMAK INFORMATION SERVICES	582.40
20/12/24	002824	M4015	MIDWAY PURNEL	3,924.52
20/12/24	002825	P6280	PRINCE GEORGE OFFICE SYSTEMS	1,721.83
20/12/24	002826	R2500	R.D. OF FRASER-FORT GEORGE	1,289.54
20/12/24	002827	S4530	SKYBLUE CLEANING CORP	4,083.45
20/12/24	002828	S6109	SPOTLESS UNIFORM LTD	463.96
20/12/24	002829	S7530	STEWART MCDANNOLD STUART	826.56
20/12/24	002830	T8000	TRICO INDUSTRIES LTD	756.03
20/12/24	002831	U1060	UNITED LIBRARY SERVICE	344.55
20/12/24	002832	W0519	WELLS FARGO EQUIPMENT FINANCE COMPANY	797.44
20/12/24	002833	W0612	WALKER EMILY	24.50
20/12/24	002834	W5562	WILDWOOD DESIGN CO.	750.40
EFT PAYMENTS				
03/12/24	RBC-16429-1124	B1206	BC HYDRO	1,246.77
03/12/24	RBC-33271-1124	B1206	BC HYDRO	1,526.72
03/12/24	RBC-38104-1124	B1206	BC HYDRO	423.56
03/12/24	RBC-62897	B1206	BC HYDRO	408.39
03/12/24	RBC-67885-1124	B1206	BC HYDRO	2,706.21
03/12/24	RBC-12505-1124	T6000	TELUS	90.01
03/12/24	RBC-12667-1124	T6000	TELUS	90.01
03/12/24	RBC-13023-1124	T6000	TELUS	90.01
03/12/24	RBC-26256-1124	T6000	TELUS	218.75
03/12/24	RBC-35419-1124	T6000	TELUS	90.01
03/12/24	RBC-35507-1124	T6000	TELUS	90.01
03/12/24	RBC-35525-1124	T6000	TELUS	117.60
03/12/24	RBC-77439-1124	T6000	TELUS	90.01
03/12/24	RBC-78992-1124	T6000	TELUS	5,204.08

District of Mackenzie
Accounts Payable - Payment Listing
Dec 31, 2024

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
04/12/24	NOV2024	U9100	US BANK	37,198.51
06/12/24	RBCW000437620	M6650	MUNICIPAL PENSION PLAN	27,184.99
06/12/24	RBC5723752	R1800	RECEIVER GENERAL - 10702 1339 RP0002	52,504.62
06/12/24	RBC-144257-1224	T5010	TELUS COMMUNICATIONS INC	840.00
11/12/24	RBC1173987	R1800	RECEIVER GENERAL - 10702 1339 RP0002	8,926.07
19/12/24	RBC-47001-1224	B1206	BC HYDRO	37,985.93
19/12/24	RBC-64765-1224	B1206	BC HYDRO	347.46
19/12/24	RBC-69201-1224	B1206	BC HYDRO	286.78
19/12/24	rbc-07350-1224	F5499	FORTISBC - NATURAL GAS	803.94
19/12/24	RBC-00256-1224	F5499	FORTISBC - NATURAL GAS	2,260.93
19/12/24	RBC-59203-1224	F5499	FORTISBC - NATURAL GAS	186.89
19/12/24	RBC-78369-1224	F5499	FORTISBC - NATURAL GAS	3,385.27
19/12/24	RBC-98226-1224	F5499	FORTISBC - NATURAL GAS	38.49
19/12/24	RBC-98990-1224	F5499	FORTISBC - NATURAL GAS	664.72
19/12/24	RBC-99007-1224	F5499	FORTISBC - NATURAL GAS	133.62
19/12/24	RBC-99011-1224	F5499	FORTISBC - NATURAL GAS	326.10
19/12/24	RBC-99015-1224	F5499	FORTISBC - NATURAL GAS	34.35
19/12/24	RBC-99018-1224	F5499	FORTISBC - NATURAL GAS	52.37
19/12/24	RBC-99087-1224	F5499	FORTISBC - NATURAL GAS	193.76
19/12/24	RBC-99258-1224	F5499	FORTISBC - NATURAL GAS	1,072.83
19/12/24	RBC-99712-1224	F5499	FORTISBC - NATURAL GAS	4,194.64
19/12/24	RBC-99804-1224	F5499	FORTISBC - NATURAL GAS	1,728.81
19/12/24	RBC-35525-1224	T6000	TELUS	117.60
19/12/24	RBC-35507-1224	T6000	TELUS	90.01
19/12/24	RBC-35419-1224	T6000	TELUS	90.01
19/12/24	RBC-26256-1224	T6000	TELUS	218.75
19/12/24	RBC-13023-1224	T6000	TELUS	90.01
19/12/24	RBC-12667-1224	T6000	TELUS	90.01
19/12/24	RBC-12505-1224	T6000	TELUS	90.01
19/12/24	RBC-62326-1224	T6000	TELUS	302.40
19/12/24	RBC-77439-1224	T6000	TELUS	90.01
19/12/24	RBC-78992-1224	T6000	TELUS	5,188.95
19/12/24	RBC-88729-1224	T6000	TELUS	10.03
23/12/24	RBC9423694	R1500	RECEIVER GENERAL - 10702 1339 RP0001	47,522.34
				1,638,820.29

(*) voided cheques

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: January 27, 2025

Subject: Council Strategic Priorities 2024 Fourth Quarter Report

RECOMMENDATION:

THAT Council receives the 2024 fourth quarter department work plans for information.

BACKGROUND:

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

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

COUNCIL 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:

Diane Smith, Chief Administrative Officer

Reviewed by: Corporate and Financial Services

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Land Use Planning	Economic Vitality	Ongoing	<ul style="list-style-type: none"> Establish Development Permit Areas Housing Legislation Updates and Pre-Planning – OCP, Zoning, Housing Needs, and Short-term Rentals 	In-Progress In-Progress	Housing Needs Interim Report was completed.
Communications	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> In collaboration with Depts. - maintenance of District website, social media, and general email inboxes. With depts. produce print media – ie. public notices, fact sheets and brochures. With depts., maintain Let’s Chat Mackenzie Develop new Communications Plan 	Ongoing Ongoing Ongoing In-Progress	Staff continue to work with all departments to communicate District service updates and initiatives to residents.
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> Offer Business Support Programs Liaise and partner with local and regional business support services. Relocation Guide & Marketing Project Create new Shop Local Program Host Agricultural Symposium High speed internet project Develop/advertise community information with investors. Support professional services recruitment. Provide grant writing support for not-for-profit organizations Morfee Mountain Road 	Ongoing Ongoing In-Progress Complete Complete In-Progress Ongoing Ongoing Ongoing In-Progress	Relocation Guide and marketing project continued in Q4 with video production. Shop local brand was completed – “Explore Mackenzie - Shop Local” was launched in November. Staff continue to work with CityWest on project comms. and land-use permitting. Morfee Mountain road license of occupation legal review is complete and the engineering review still in progress.
Tourism Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> New Tourism Guide & Maps Participation in regional marketing campaigns. Explore Municipal and Regional District Tax program 	Complete Ongoing Ongoing	Staff have been working with Destination BC marketing co-operatives and Northern BC Tourism to plan campaigns for

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
			<ul style="list-style-type: none"> Support all local non-profits promoting recreational tourism development opportunities Begin planning for Caboose Visitor Centre site future Maintain, promote, and create content for the Tourism Mackenzie social media accounts. 	<p>Ongoing</p> <p>In-Progress</p> <p>Ongoing</p>	<p>2025 and apply for grant funding to support the initiatives.</p>
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> Continue implementation of CEEP Participate in Northern BC Climate Action Network and FCM-PCP program. Working with BC Hydro for installation of EV charging stations. Support local groups in pursuing environmental and food security initiatives. Food Cyclor Program Research. 	<p>Ongoing</p> <p>Ongoing</p> <p>In-Progress</p> <p>Ongoing</p> <p>In-Progress</p>	<p>No major updates on these projects. Ongoing committee participation, looking at more opportunities to support CEEP implementation and reduce Corporate Emissions, and the Food Cyclor Phase 2 is ongoing.</p>
Asset Management Planning	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Coordinate update of District's asset management program. Complete facility assessments Apply for grants to support future data collection. 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Staff applied for funding towards further facility, parks, and trails condition assessments. New Public Works Condition Assessment data has been incorporated into the long-term financial plan.</p>

Department: Operations
Employee: Jody Murray

2024 Work Plan
Fourth Quarter Report

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

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Staff Training	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Ensure consistent and appropriate training is available to all staff in all departments. 	Ongoing	Operators are being trained on all equipment. Focus on Grader and Plow Truck training this time of year.
Bylaw Enforcement Department	Strong Governance & Finances	2024	<ul style="list-style-type: none"> Develop procedures to assist the department. 	Ongoing	Address Unsightly Properties Address Lawn Parking Foster Community Engagement Review Bylaws and make recommendations.
Water/Sewer Department	Community and Social Development	2024	<ul style="list-style-type: none"> Ensure that staffing and development opportunities meet the demands of the department. Installation of 2 more PRV's. Work needs to be done to maintain Statutory Right of Ways for water and sewer lines. 	Ongoing	2 PRV's were done this year, one on Centennial Drive and one on Nation Avenue. Statutory Right of Ways for water and sewer needs road repaired for access.
Commercial Garbage Collection	Community and Social Development	2024	<ul style="list-style-type: none"> Purchased new Bear Resistant Bins (will need to order some spares) 	Ongoing	Bins seem to be working to keep wildlife out. We will need to purchase about 10 more bins so we have spares just in case one or more get damaged.

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Safety	Strong Governance & Finances	2024	<ul style="list-style-type: none"> • Monthly crew meetings. • Toolbox topics. • Implement of inspection booklets for equipment checks. 	Ongoing	Meetings to be held the first week of each month. Toolbox topics daily talks. Inspections to be completed and left in vehicle.
Infrastructure Master Planning (Asset Management Program)	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Pavement assessment of municipal roads. • First summer of paving plan has been completed. 	Ongoing	A full pavement, water and sewer assessment and condition report will be completed this year.
Water & Sewer	Community and Social Development	2024	<ul style="list-style-type: none"> • Water operations and maintenance. • Sewer operations and maintenance. 	Ongoing	Working with L&M Engineering to develop a Water System Master Plan. Working with Urban Systems to develop a Sewer System Master Plan. Work is underway for the new Water Treatment Facility. Work to be continued this summer.
Roads Infrastructure	Community and Social Development	Ongoing	<ul style="list-style-type: none"> • Paving rehabilitation program. • First year of plan has been completed. 	Ongoing	A full pavement assessment and condition report was completed. Public works has a 5-year capital workplan.
Technical Reviews	Community and Social Development	2024	<ul style="list-style-type: none"> • Gantahaz subdivision Water Treatment Facility construction • Lagoon review. 	Ongoing	Construction of GWTF has begun. Completion scheduled for summer 2025. Staff are awaiting a report for Lagoon review.

Department: Recreation Services

Employee: Terry Gilmer

2024 Work Plan

Fourth Quarter Report

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

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Master Planning	Community & Social Development Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Create spatial/construction plans with cost estimates for grant opportunities and more efficient planning. • Help create Active Transportation Plan. • Create timeline for Parks/Beaches Master Plan. • Facility Asset Management. 	Ongoing Complete Ongoing Complete	<p>The new Community Park has reached significant completion status. Outstanding work includes pathway, earth and seeding to be done by PW.</p> <p>This plan has received official approval from Council.</p> <p>Need to determine scope and where this fits with Council priorities/budget.</p> <p>Staff will begin implementing work plans from the Asset Management document.</p>
Grants	Strong Governance & Finances Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> • Work with all departments to ensure we are accessing funding streams, and awarded grants are organized and on track. 	Ongoing	Working with consultant(s) on cost D estimates for various projects, so we can apply for grants in the future with confidence in budget submissions.

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Events & Programming	Community & Social Development	Ongoing	<ul style="list-style-type: none"> • Host events that bring the community together and gives people a sense of pride. • Provide programs that offer development and socialization experiences for all ages. 	Ongoing	<p>Events delivered in 2024:</p> <ul style="list-style-type: none"> • Summer Concert Series in the park - NEW • Rockin' the Ridgeline • Scramble (Partnership) • WinterQuest <p>Programs staff are working on for 2024:</p> <ul style="list-style-type: none"> • Multi-sport • Bike, squash & pickleball clinics • Summer camps • Swimming lessons • Aquafit • Gym training • Climbing wall • Seniors & High School • Martial Arts • Track Meet • Ski & Snowboard • Skateboard • Gymnastics
Facility/Grounds Upgrades	Strong Governance & Finances	2022-2024	<ul style="list-style-type: none"> • Repair and upgrade existing infrastructure. 	Ongoing	<p>Current projects:</p> <ul style="list-style-type: none"> • Community Hall Blinds - complete • Bike Park – zipline - complete • Bike Park –earth, sod, seeding • Green Energy/Arena Slab - complete • Mac 1 playground – swing and surface upgrade by PW - complete • Babine park – court resurface upgrade and basketball nets

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
					<ul style="list-style-type: none"> • Arena – paint exterior - complete • JD Trail Picnic Area(s) - complete • LM shelter - complete • LM – water fountain - PW • LM - fireplace/seating - complete • Pool deck and slide upgrade • Condenser repair - complete • Trail maintenance - complete
Staff Training	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Develop staff through training and educational opportunities. • Departmental annual certification and training plan implementation. 	Ongoing	<p>All Staff</p> <ul style="list-style-type: none"> • Review Emergency Procedures • Review position specific procedures <p>CSR Courses</p> <ul style="list-style-type: none"> • Microsoft Suites • Customer Service <p>BO Courses</p> <ul style="list-style-type: none"> • Ice Facility Operators • Pool Ops <p>BGM Courses</p> <ul style="list-style-type: none"> • Refrigeration Operators • Playground Safety • Lift Training • Trail Maintenance
Community Beautification	Community & Social Development	Ongoing	<ul style="list-style-type: none"> • Beautify spaces in the community to attract and retain people, businesses, and tourism. As well as provide creative spaces for the public to enjoy. 	Ongoing	Continue to beautify parks, trails, ski hill and Rec Centre. Creating more space for relaxation and enjoyment in the community.

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

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Council Policies	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Review, update and create finance and personnel policies to ensure the policies reflect current day practices. 	Ongoing	
Asset Retirement Obligations	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Create policy and procedures for new PSAB standard on asset retirement obligations. 	Ongoing	
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Update draft 10-year capital plan to be more comprehensive and realistic of future capital asset requirements. 	Ongoing	Recommended repair/replacements from Condition Assessment Reports have been added.
Payroll Software	Strong Governance and Finances	2024-2025	<ul style="list-style-type: none"> Current payroll software program is reaching the end of its life cycle and a new software program will be implemented. 	Ongoing	Started sourcing other payroll software providers and received a few demos.
Human Resources	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Review and update procedures and processes. 	Ongoing	Performance Management process has been updated and implemented. Reviewing HR council policies for updating and streamlining.

2024 Fourth Quarter Grant Tracker

Project Name	Funder	Grant Funding Program	Grant Amount Requested	Application Date (DD-MMM-YY)	ApprovalStatus	Grant Amount Approved
Tremendous Community 2024	Tree Canada & CN Rail	Tremendous Communities	\$10,000.00	12-Jan-24	Approved	\$10,000.00
Economic Development Capacity 2024	NDIT	Economic Development Capacity Building	\$50,000.00	23-Jan-24	Approved	\$50,000.00
Emergency Support Services	UBCM	Community Emergency Preparedness Fund	\$29,489.51	23-Jan-24	Approved	\$29,489.51
DoM Airport Master Plan	SPMT	Economic Diversification and Stabilization Trust	\$38,129.00	13-Feb-24	Denied	
Mackenzie Pedestrian/Bus Stop Safety Project 2024	Northern Health	Vision Zero	\$18,557.97	16-Feb-24	Approved	\$18,557.97
Emergency Operations Center	UBCM	Community Emergency Preparedness Fund	\$30,000.00	20-Feb-24	Approved	\$30,000.00
Accessible Mapping Interactive Experience	Outdoor Recreation Council of BC	Outdoor Recreation Fund of BC	\$2,600.00	04-Apr-24	Denied	
Rockin' the Ridgeline Event	Enbridge	Fueling Features Grant	\$3,000.00	01-May-24	Approved	\$3,000.00
Recreation Centre Facility/Pool Upgrades Project	NDIT	Recreation Infrastructure	\$300,000.00	30-May-24	Approved	\$251,795.00
Fitness Centre Senior Training	CNC	CNC New Horizons Bridging the Gap	\$1,600.00	05-Sep-24	Approved	\$1,600.00
Mackenzie Fire Rescue Live Fire Training	UBCM	Community Emergency Preparedness Fund	\$39,350.00	10-Sep-24	Pending	
2025 Fire Smart Grant	UBCM	Community Resiliency Investment Program	\$541,075.00	11-Oct-24	Approved	\$541,075.00
Tourism Photography	Northern BC Tourism Association	Northern BC Tourism Resiliency Program - Photography	\$1,000.00	20-Dec-24	Approved	\$1,000.00

2015 - Present

Total Funding Applied For	\$30,379,795.39
Total Funding Approved	\$17,107,573.08
Total Funding Pending	\$39,350.00
Total Funding Denied	\$11,688,150.00

2024

Total Funding Applied For	\$1,064,801.48
Total Funding Approved	\$936,517.48
Total Funding Pending	\$39,350.00
Total Funding Denied	\$40,729.00