



**COMMITTEE OF THE WHOLE
AGENDA**

Date: Monday, April 28, 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 report for the month of March 2025 be received. | 2 |
| 3.2 | <u>RCMP</u>
THAT the RCMP report for the month of March 2025 be received. | 8 |
| 3.3 | <u>Fire</u>
THAT the Fire report for the month of March 2025 be received. | 10 |
| 3.4 | <u>Recreation Services</u>
THAT the Recreation Services report for the month of March 2025 be received. | 14 |
| 3.5 | <u>Finance</u>
THAT the Finance report for the month of March 2025 be received. | 17 |
| 3.6 | <u>Council Strategic Priorities</u>
THAT the Council Strategic Priorities 2025 First Quarter Report be received. | 26 |

4. OTHER BUSINESS

5. ADJOURNMENT

COUNCIL REPORT

To: Mayor and Council
From: Operations
Date: April 24, 2025
Subject: Public Works Month End Report March 2025

WATER DISTRIBUTION:

Pumphouses delivered 12,946,675 US gallons of water into the water tower during the month of March, the equivalent of 417,634.68 gallons per day, which is approximately 314.96 gallons per water connection. Last year pumphouses delivered 14,089,088 US gallons of water into the water tower during the month of March, the equivalent of 454,486.71 gallons per day or 342.75 gallons per connection.

Gantahaz Water System: Pumphouse delivered 442,296 US gallons of water into the tower during the month of March, the equivalent of 14,267.63 gallons per day, which is approximately 160.31 gallons per water connection. Last year Pumphouse delivered 574,088 US gallons of water during the month of March, the equivalent of 18,518.96 gallons per day, which is approximately 208.08 gallons per connection.

SANITARY SEWER COLLECTION SYSTEMS:

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

GARBAGE COLLECTION SYSTEMS:

The total commercial garbage collected for the month of March was 53,590 kg. The total residential garbage collected was 44,270 kg, for a total of 97,860 kg. The total commercial garbage collected in March 2024 was 48,840 kg. The total residential garbage collected for March 2024 was 46,640 kg, for a total of 95,480 kg.

SNOWFALL ACCUMULATION:

Snowfall accumulated for March was 2 inches.



STREETS AND ROADS:

- Snow Removal and Sanding throughout town.
- Snow Blower cut back snowbanks throughout town.
- Cold Patching throughout town.
- Straightened signage throughout town.

PARKS:

- Closed for the Season

PROJECTS:

- Carvings have been refurbished and will be put back in place soon.
- Cleanup of debris around town was done on March 18th, 20th and 27th
- RV Park was cleared of snow.

EQUIPMENT & MAINTENANCE:

- Unit # 37 (Plow Truck), Unit #40 (Plow Truck) and Unit #42 (Garbage Truck) Commercial Vehicle Inspections were completed.
- Unit # 38 (F550) has the A/C pulley replaced.
- DE winterizing of equipment is ongoing.

BUILDINGS:

- Replaced the flags at Town Hall and RCMP.
- Removed Christmas lights from Mackenzie Blvd and 616.
- Repainted the lines in Equipment Bays at Public works.
- Replaced the Well pump and Controller at the Airport.

SAFETY:

OH&S/Joint Health and Safety Committee meeting was held for the month of March.

Public Works held there monthly safety meeting on March 20th, 2025 and the topic was Distracted Driving.

Operator training on various equipment is ongoing.



BYLAW SERVICES:

Dog Licenses:

There were 36 dog licenses sold.

Impounds:

	DOGS	CATS
Remaining from last month	0	0
Impounds/strays for this month	5	0
At large dog miss	2	0
Owners request adoption	0	0
Claimed by owner	5	0
Adopted	0	0
HD	0	0
Transferred to PG Humane	0	0
Remaining in Pound	0	0

Complaint/Service Files:

#33-2025 - Unsecure garbage, lid open. Warning letter.
Proactive

#34-2024 - Unsecure garbage, lid open. Warning letter.
Proactive

#35-2025 - Prohibited parking, Warning letter.
Proactive.

#36-2025 – Excessive Dog barking.
Complaint (Open)

#37-2025 - Complaint regarding changing oil on the roadway (unfounded)
RF1855.

#38-2025 – Parking left of the center line, causing a minor collision.
Complaint, Verbal warning. (Open)

#40-2025 - Unsecure garbage, lid open. Warning letter.
Proactive.

#26-2025 - Complaint regarding more than 10 dogs (open).

#42-2025 - Garbage put out too early. Warning letter.
Proactive.

#43-2025 - Garbage put out too early, Warning letter.
Proactive.

#44-2025 - Garbage put out too early, Warning letter.
Proactive.

#42-2025 Unsightly property. Complaint (open)

Bylaw Violation Warning Notices:

#39-2025 - Warning for parking left of the center line
Proactive.

#41-2025 - Storing garbage accessible to wildlife.
Proactive (Open)

Municipal Ticketing Information:

There was no Municipal Ticket Information written this month.

BUILDING PERMITS: March 2025

2025	# 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	0	0
Commercial	0	0	0	0
Industrial	0	0	1	\$1,331,592.00
Institutional	0	0	0	0
Totals	0	0	1	\$1,331,592.00

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	1	\$3,500.00
Commercial	1	\$400,000.00	1	\$400,000.00
Industrial	1	0	1	\$3,700,000.00
Institutional	0	0	0	0
Totals	1	\$400,000.00	3	\$4,103,500.00

PLUMBING PERMITS:

	2024	2025
Number of Plumbing Permits This Month	0	0
Dollar Value of Plumbing Permits This Month	0	0
Number of Plumbing Permits YTD	0	0
Dollar Value of Plumbing Permits YTD	0	0

BUSINESS LICENCES:

	Number
Active/Paid	229
Outstanding	38
New	3
Total	270

AIRPORT STATS:

Total fuel pumped for the month of March was 373.07L of AV Gas, & 3727.28L of Jet A. Total fuel sales for the month were \$9,874.98 with net revenue of \$2,607.86.

FEB 2025	Fixed Wing	Helicopter	Fuel Purchase	Visit Town
Total				
37	13	24	21	n/a

NOTE: Surveys stationed out of Mackenzie Airport: caribou for 2 weeks, different caribou survey for 1 week, biology surveys for 2 days.



RESPECTFULLY SUBMITTED:

Joe 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

April 3rd, 2025

Dear Mayor and Council

Mayors Report for March 2025:

Detachment Case Load:

March 2025 the Mackenzie RCMP investigated 119 files. (139 files for March 2024)
Majority of case load as follows:

- 4- Assaults
- 2- Threats
- 1- Break and Enter to a rural property located 40km south on Hwy 97
- 1- Thefts-attempted
- 16- Mischief/Cause disturbance/intoxicated persons
- 10- Check well being
- 9- False Alarms
- 7- Vehicle Collisions
- 2- Mental Health
- 6- Suspicious Vehicles/Persons
- 3- Fraud/Scams

Traffic Enforcement: - March 2025 Traffic Stats:

14 violation tickets issued
39 warnings issued.

Majority of traffic offences for the month of March were no insurance and Speed against Highway sign. One ticket for offering ride to someone without licence(illegal taxi)

Majority of warnings were Speeding against Playground sign.

Impaired Driving / Immediate Roadside Prohibitions - March 2025:

0 Impaired operation investigations.

CHECKSTOP PROGRAM - ROAD SAFETY

6 checkstops for this period.

Mackenzie RCMP have stepped up school zone patrols during this reported period resulting in positive feedback from citizens.

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. 48 Compliance checks were completed.

Cst. Bains participated in a fun day at the local gun range with youth from the McLeod Lake First Nation.

4 barwalks
9 foot patrols in the area of the mall and recreation centre
10 school zone enforcement with radar

Victim Services:

Victim service position has recently been filled. Still awaiting security clearance.

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 March 2025.



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: April 9, 2025

Subject: Fire Department Month End Report, March 2025

FIRE DEPARTMENT RESPONSES:

Code	Description	Number of Calls this Period	Year to Date
AOA	Assist other Agency	2	10
FAL	False Alarm	1	3
MVI	Motor Vehicle Incident	4	9
PS	Public Service	1	4
TOTALS		8	28

- FAL - 4 March @ 12:39 – Report of an alarm activation at the Rec Center. Staff were on site assisting them with a fire drill. No response was required.
- AOA – 7 March @ 10:36 – 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 – 9 March @ 20:03 – Report of a Gas smell near the Tree Crusher. Chief 1 & 2 Investigated but could not smell anything or detect fumes on the Gas Monitor. Fortis was notified and a few days later, Fortis found that a gas line was leaking. Repairs were made.
- AOA – 13 March @ 03:56 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from a piece of machinery to an awaiting ambulance before returning to the hall.
- MVI - 13 March @ 10:29 – Report of an MVI on Hwy 97 south of the Junction. Crews were required to assist with a patient before returning to the hall.
- MVI - 21 March @ 08:09 – Report of a vehicle hitting a power pole on Centennial Drive. Crews were required to assist with traffic control before returning to the hall.
- MVI - 21 March @ 10:04 – Report of an MVI on Hwy 97 north of the Junction. Crews were

required to assist with a patient before returning to the hall.

MVI - 30 March @ 17:04 – Report of an MVI on Hwy 97 north of the Junction. While responding, crews were informed by RCMP that there was no entrapment. Crews stood down.

VOLUNTEER FIRE FIGHTERS TRAINING NIGHTS SCHEDULE:

4 March – 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

11 March – Self Rescue and Rapid Intervention Team

- a. All Members participated in self-rescue and rapid intervention team training.

18 March – Scenario

- a. All Firefighters participated in a scenario at the EBCC, focus area was interior search & rescue training.

25 March – Scenario

- a. All Firefighters participated in a scenario at the EBCC, focus area was interior search & rescue training.

FIRE & LIFE SAFETY INSPECTIONS:

- 7 - Fire safety inspections were conducted in the month of March.
- 1 - Special event inspection was conducted in the month of March.

FIRE DEPARTMENT SCHEDULE:

March 1 & 2 – 8 Fire Department Members attended Live Fire 1 training in Maple Ridge at the Justice Institute of British Columbia, with funding from the IREN community grant.

March 13 – Fire Department put in a grant for First Aid Training and Resources to Enbridge's community grants program.

March 15 & 16 – 4 Fire Department Members attended Live Fire 2 training in Maple Ridge at the Justice Institute of British Columbia, with funding from the UBCM Volunteer and Composite Fire Departments Equipment and Training Grant.

March 22 & 23 – 11 Fire Department Members attended WSP 115 Structure Protection training in Mackenzie put on by BC Wildfire.

EMERGENCY MANAGEMENT

March 18 – Emergency Management staff met with Connect Rocket and the Regional District of Fraser Fort George for an onboarding orientation of the Public Alerting system.

FIRE SMART

March 5 – Fire Smart Coordinator and Fire Chief attended MWAC meeting.

March 20 - FireSmart Coordinator had TEAMS call with a BCAA representative regarding the FireSmart BC Outreach Program.

March 27 - Fire Smart Coordinator had TEAMS meeting with other Coordinators in the Area

March 28 – BC Wildfire Service inspected Structure Protection Trailers

PERMITS ISSUED

Permit Type	This Period	Year to Date
Recreational Burn Permit	32	96
Category #1 Burn Permit	2	2
Category #2 Burn Permit	0	0
Category #3 Burn Permit	3	3
Fireworks Permit	0	0
Totals	37	101

FIRE DEPARTMENT MEMBERSHIP:

Position	Allocation	Actual
Fire Chief	1	1
Deputy Fire Chief	1	1
Assistant Chiefs	2	1
Training Officers	2	2

Captains	4	2
Lieutenants	4	2
Engineers	4	2
Fire Fighters	20	8
Total Fire Fighting Force	38	19
Fire Fighters (Probationary)		12
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: April 22, 2025

Subject: Recreation Services Month End Report – March

Pool:

- Staff documented 1327 pool and 51 aquafit visits for the month.
- Staff repaired broken tile in the teach pool.
- Staff completed the changing of cables for lane ropes in the pool.
- Staff made repairs on the Wibit due to leaks.
- Urinals are back in service in the men's changeroom on the pool side – project complete.
- Swim Instructor course began this month with four staff members and 2 members of the public participating.

Arena:

- Staff documented 72 skating and 10 curling visits for the month.
- Staff met with employees from the Federal government to begin final reporting for the GICB grant for the arena slab project.
- MFSC held a seminar on March 15&16.
- March 17 was the last day of arena programs.
- Reinstalled netting in arena after ice show.
- Staff removed the ice with the skid steer.
- Omni on site for deficiencies on the boards and glass.
- Yeti on site to isolate the ammonia plant and remove brine as per request of NLC for the inspection and repairs of the brine lines.
- Lacrosse marking, line layout and painting on the arena floor complete.
- Arena glass puck marks removed, working on cleaning boards now.
- Deep clean of all arena dressing rooms completed.

Fitness Area:

- Staff documented 1705 fitness centre visits for the month.
- We ran an Adult Weight Room Orientation program on Friday, April 11, in partnership with Azu Health.
- Staff deep cleaned the fitness center space and equipment.

Ski Hill:

- Closed for season.

Sport Courts/Climbing Wall:

- Staff documented 116 multi-court, 7 pickleball and 46 climbing wall visits for the month.
- Our Learn to Belay course was held March 22 and all 4 spots filled.
- We launched spring break climbing programs on March 6 and 12 kids registered.
- Staff cleaned all the holds on the climbing wall and rerouted the wall to get ready for the 2025 climbing year.

Playgrounds/Trails/Parks:

- Play gym was deep cleaned.

Programs:

- Staff documented 191 SD57 student visits for the month.
- We launched Volleyball, multi-sport and soccer spring break programs and had 25 kids registered - all programs were full.
- We ran a special Martial Arts class over spring break with instructor Brian. Participants learned the proper technique of using a BO-staff such as grips, movements, stances, and forms.
- Staff met with MORATA to discuss summer program opportunities.
- Staff met with the Gymnastics Instructor to discuss running programs again in May.

Events:

- Staff met with MLIB to go over their setup for their Career Fair.
- Building Operators set up for the McLeod Lake Indian Band career fair, which was held in the Community Hall on Wednesday, March 12.

Other:

- Customer Service Representatives and Recreation Programmers had their February safety talk on Monday, March 3.
- Staff updated Fire Safety Plan which required installing new mapping throughout the building.
- Staff performed a fire drill - Fire Department Staff were on site during event.
- Micaiah was back through the building doing a follow up from the fire inspection to verify deficiencies have been remedied.
- Staff painted lines on the floor in the mechanical room and janitor room as per fire inspection.
- Staff completed drywall repairs around the building.

- The facility will be open on Monday's from 11am – 8pm from April to July due to budget changes. This met both parties in the middle as they both lost an hour i.e. library wanted to open at 10am and lacrosse wanted to end at 9pm.
- Fry Daddy's kitchen floor deep clean completed on March 24, 2025.

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: April 23, 2025
Subject: Month End Report at March 31, 2025

Attached are the following month-end reports as at March 31, 2025

- 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
March 31, 2025

DESCRIPTION	2025 PROVISIONAL BUDGET	2025 YTD MAR	REMAINING BUDGET	% OF BUDGET REMAINING
GENERAL OPERATING REVENUE				
<u>GENERAL REVENUE</u>				
PROPERTY TAXES	4,807,694	-	4,807,694	100.0%
1% UTILITIES TAX, GRANTS IN LIEU AND OTHER ASSESSMENTS	3,215,706	-	3,215,706	100.0%
PENALTIES AND INTEREST ON TAXES	45,000	16,715	28,285	62.9%
SALES OF SERVICE/USER FEES	99,729	91,598	8,131	8.2%
TRANSFERS FROM OTHER GOVERNMENTS	962,401	15,287	947,114	98.4%
INVESTMENT/GOVERNMENT BUSINESS INCOME	787,000	186,064	600,936	76.4%
OTHER REVENUE	2,700	3,164	(464)	(17.2%)
	9,920,231	312,828	9,607,403	96.8%
<u>PROTECTIVE SERVICES</u>				
JUSTICE CENTRE SALES OF SERVICE/USER FEES	110,731	7,232	103,499	93.5%
FIRE DEPARTMENT SALES OF SERVICE/USER FEES	1,000	-	1,000	100.0%
FIRE DEPARTMENT TRANSFERS FROM OTHER GOVERNMENTS	179,920	1,183	178,737	99.3%
EMERGENCY MANAGEMENT SALES OF SERVICE/USER FEES	-	-	-	0.0%
BUILDING INSPECTION SALES OF SERVICE/USER FEES	61,000	50,763	10,237	16.8%
BYLAW ENFORCEMENT SALES OF SERVICE/USER FEES	19,525	7,540	11,985	61.4%
	372,176	66,718	305,458	82.1%
<u>TRANSPORTATION SERVICES</u>				
PUBLIC WORKS SALES OF SERVICE/USER FEES	6,000	109	5,891	98.2%
ROADS SALES OF SERVICE/USER FEES	55,000	24,626	30,374	55.2%
AIRPORT SALES OF SERVICE/USER FEES	98,000	9,704	88,296	90.1%
	159,000	34,438	124,562	78.3%
<u>SOLID WASTE</u>				
RESIDENTIAL GARBAGE SALES OF SERVICE/USER FEES	258,578	-	258,578	100.0%
COMMERCIAL GARBAGE SALES OF SERVICE/USER FEES	254,005	39,775	214,230	84.3%
	512,583	39,775	472,808	92.2%
<u>HEALTH, SOCIAL SERVICES & HOUSING</u>				
PUBLIC HEALTH SALES OF SERVICE/USER FEES	2,000	-	2,000	100.0%
PUBLIC HEALTH TRANSFERS FROM OTHER GOVERNMENTS	48,523	14,138	34,385	70.9%
	50,523	14,138	36,385	72.0%
<u>DEVELOPMENT SERVICES</u>				
PLANNING & DEVELOPMENT SALES OF SERVICE/USER FEES	1,200	-	1,200	100.0%
	1,200	-	1,200	100.0%
<u>PARKS, RECREATION & CULTURE</u>				
PARKS SALES OF SERVICE/USER FEES	65,000	-	65,000	100.0%
PARKS TRANSFERS FROM OTHER GOVERNMENTS	5,000	-	5,000	100.0%
LITTLE MAC SKI HILL SALES OF SERVICE/USER FEES	11,000	8,359	2,641	24.0%

Revenue and Expenses

March 31, 2025

DESCRIPTION	2025 PROVISIONAL BUDGET	2025 YTD MAR	REMAINING BUDGET	% OF BUDGET REMAINING
RECREATION CENTRE SALES OF SERVICE/USER FEES	268,711	97,068	171,643	63.9%
RECREATION CENTRE TRANSFER FROM OTHER GOVERNMENTS	5,000	-	5,000	100.0%
RECREATION CENTRE OTHER REVENUE	13,000	1,500	11,500	0.0%
	367,711	106,927	260,785	70.9%
<u>FISCAL SERVICES</u>				
FISCAL SERVICES TRANSFERS	2,211,472	430,238	1,781,233	80.5%
	2,211,472	430,238	1,781,233	80.5%
TOTAL REVENUE	13,594,895	1,005,062	12,589,833	92.6%
GENERAL OPERATING EXPENSES				
<u>GENERAL GOVERNMENT</u>				
COUNCIL	199,825	43,192	156,634	78.4%
ADMINISTRATION	820,907	354,687	466,219	56.8%
ECONOMIC DEVELOPMENT	77,229	26,227	51,003	66.0%
GRANTS IN AID & FEE FOR SERVICE	159,790	43,176	116,614	73.0%
FINANCE	724,396	175,070	549,326	75.8%
CLIMATE ACTION	15,541	-	15,541	100.0%
COMMON SERVICES	153,594	40,253	113,341	73.8%
COMPUTER SERVICES	170,750	38,511	132,239	77.4%
BUILDING	46,283	11,731	34,552	74.7%
CABOOSE	45,533	268	45,265	99.4%
DEPRECIATION - General Government	68,160	17,040	51,120	75.0%
	2,482,009	750,155	1,731,854	69.8%
<u>PROTECTIVE SERVICES</u>				
JUSTICE CENTRE	110,731	27,888	82,843	74.8%
FIRE DEPARTMENT	613,456	148,311	465,145	75.8%
EMERGENCY MANAGEMENT	7,884	14,603	(6,719)	(85.2%)
BUILDING INSPECTIONS	165,417	20,250	145,167	87.8%
BYLAW ENFORCEMENT	216,861	33,555	183,306	84.5%
FUEL MITIGATION	129,736	32,472	97,263	75.0%
DEPRECIATION - Protective Service	190,936	47,734	143,202	75.0%
	1,435,022	324,814	1,110,208	77.4%
<u>TRANSPORTATION SERVICES</u>				
PUBLIC WORKS	1,164,578	270,574	894,004	76.8%
ROADS	865,962	193,974	671,988	77.6%
AIRPORT	221,210	56,233	164,977	74.6%
DEPRECIATION - Transportation Services	697,966	174,491	523,475	75.0%
	2,949,715	695,272	2,254,443	76.4%

Revenue and Expenses

March 31, 2025

DESCRIPTION	2025 PROVISIONAL BUDGET	2025 YTD MAR	REMAINING BUDGET	% OF BUDGET REMAINING
SOLID WASTE				
RESIDENTIAL GARBAGE	153,093	36,993	116,100	75.8%
COMMERCIAL GARBAGE	168,202	36,584	131,619	78.3%
	321,295	73,577	247,718	77.1%
HEALTH, SOCIAL SERVICES & HOUSING				
PUBLIC HEALTH	100,169	5,341	94,828	94.7%
DEPRECIATION - Health, Social Services & Housing	42,193	10,548	31,645	75.0%
	142,362	15,890	126,473	88.8%
PARKS, RECREATION & CULTURE				
PARKS	310,589	8,397	302,192	97.3%
LITTLE MAC SKI HILL	124,080	30,339	93,742	75.5%
RECREATION CENTRE	2,413,990	650,921	1,763,070	73.0%
DEPRECIATION - Parks, Recreation & Culture	721,699	180,425	541,274	75.0%
	3,570,359	870,082	2,700,277	75.6%
FISCAL SERVICES				
FISCAL EXPENSES	2,694,132	78,175	2,615,957	97.1%
	2,694,132	78,175	2,615,957	97.1%
TOTAL GENERAL EXPENSES	13,594,895	2,807,964	10,786,931	79.3%
REVENUE LESS EXPENSES				
NET SURPLUS (DEFICIENCY)	-	(1,802,903)		
WATER OPERATIONS				
REVENUE	1,000,655	50,300	950,355	95.0%
EXPENDITURES	1,000,655	125,246	875,408	87.5%
NET SURPLUS (DEFICIENCY)	-	(74,946)		
SEWER OPERATIONS				
REVENUE	743,989	55,391	688,598	92.6%
EXPENDITURES	743,989	91,220	652,769	87.7%
NET SURPLUS (DEFICIENCY)	-	(35,829)		

District of Mackenzie
Accounts Payable - Payment Listing
Mar 31, 2025

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
07/03/25	071183	A9500	AZTECH FIRE SAFETY PLANNING & CONSULTING	877.80
07/03/25	071184	B9900	BRODART CANADA COMPANY	391.22
07/03/25	071185	C6021	CONCEPT DESIGN LTD.	1,445.85
07/03/25	071186	H1009	HAGEN'S HOME HARDWARE	419.22
07/03/25	071187	J1395	JACQUES LUCILE	315.84
07/03/25	071188	K6054	KOOTENAY MURPHY HOLDING LTD	4,449.70
07/03/25	071189	P2600	PETRO-CANADA	421.61
07/03/25	071190	R1600	RECEIVER GENERAL FOR CANADA	2,112.44
07/03/25	071191	R6544	ROGERS	33.38
07/03/25	071192	T2034	TECHNICAL SAFETY BC	1,578.00
07/03/25	071193	U9000	UAP INC.	133.16
07/03/25	071194	W0495	W.D. WEST STUDIOS	2,685.63
13/03/25	071195	B1831	BC/YUKON COMMAND	385.00
13/03/25	071196	B9900	BRODART CANADA COMPANY	737.22
13/03/25	071197	C4840	CIVICINFO BC	268.80
13/03/25	071198	F6865	FRY DADDY'S	2,636.55
13/03/25	071199	G8561	GUISE SIMON	380.00
13/03/25	071200	H1009	HAGEN'S HOME HARDWARE	90.77
13/03/25	071201	K6099	KONICA MINOLTA BUSINESS SOLUTIONS	918.72
13/03/25	071202	K7040	KPMG LLP T4348	17,325.00
13/03/25	071203	L5503	LOGUE WILLIAM	380.00
13/03/25	071204	N6563	NORTHERN HEALTH AUTHORITY	400.00
13/03/25	071205	O3405	ONEIL JODI	380.00
13/03/25	071206	R6010	ROCKY MOUNTAIN PHOENIX	2,583.68
13/03/25	071207	S7990	SWIFT SPECIALTY SERVICES LTD	1,890.00
20/03/25	071208	C1465	CANADA WEST SKI AREAS ASSOCIATION	147.00
20/03/25	071209	C4930	COAST POWERTRAIN (PRINCE GEORGE) LTD	74.73
20/03/25	071210	H1009	HAGEN'S HOME HARDWARE	443.12
20/03/25	071211	H8470	HORIZON TESTING INC.	450.13
20/03/25	071212	J4000	JIBC - JUSTICE INSTITUTE OF BC	5,185.70
20/03/25	071213	N6563	NORTHERN HEALTH AUTHORITY	400.00
20/03/25	071214	P2600	PETRO-CANADA	886.50
20/03/25	071215	P9650	PURPLE BICYCLE NATURAL FOODS	839.19
20/03/25	071216	U9000	UAP INC.	666.75
26/03/25	071217	A9550	AZU HEALTH LTD	220.00
26/03/25	071218	G8561	GUISE SIMON	380.00
26/03/25	071219	J4000	JIBC - JUSTICE INSTITUTE OF BC	2,180.43
26/03/25	071220	L5503	LOGUE WILLIAM	380.00
26/03/25	071221	M4705	MINISTER OF FINANCE	3,426.61
26/03/25	071222	M9004	THE FOXHOLE (LEPP ED)	159.00
26/03/25	071223	U1001	UNION OF BC MUNICIPALITIES (UBCM)	2,682.76
DIRECT DEPOSITS				
05/03/25	003031	C5962	COMMERCIAL TRUCK EQUIPMENT CO	230,832.00
07/03/25	003032	A1098	ADT SECURITY SERVICES CANADA INC	676.05
07/03/25	003033	A5733	ANDREW SHERET LIMITED	147.10
07/03/25	003034	A8311	ATKINSON EVAN	300.00
07/03/25	003035	B4003	BLAZE HEATING & GAS	154.85
07/03/25	003036	B7353	BULL DOG DIESEL LTD	666.38



District of Mackenzie
Accounts Payable - Payment Listing
Mar 31, 2025

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
07/03/25	003037	C0190	CKJ TRUCKIN	81.88
07/03/25	003038	C3171	CARSCADDEN STOKES MCDONALD ARCHITECT INC	1,558.07
07/03/25	003039	C4811	CHRYSALID TECH	1,905.23
07/03/25	003040	C8092	C.U.P.E. NATIONAL OFFICE	2,980.05
07/03/25	003041	G1073	GERVAIS BRIAN	90.00
07/03/25	003042	G6779	GREEN PHOENIX RECYCLING	30.98
07/03/25	003043	H8000	HUBER FARM EQUIPMENT LTD.	180.73 *
07/03/25	003044	I2110	INLAND KENWORTH PARTNERSHIP	4,888.77
07/03/25	003045	K2802	KEERY CONSULTING LTD	1,032.15
07/03/25	003046	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	3,208.00
07/03/25	003047	M4991	MERIDIAN ONECAP CREDIT CORP.	313.21
07/03/25	003048	P0938	PARSNIP RIVER FORESTRY INC.	5,691.00
07/03/25	003049	P3810	PACIFIC BLUE CROSS	34,704.64
07/03/25	003050	P4686	PRAXIS IMPLEMENTATION SOLUTIONS LTD.	7,087.50
07/03/25	003051	P6650	PRINCE GEORGE TRUCK & EQUIPMENT (2000)	1,327.89
07/03/25	003052	R2500	R.D. OF FRASER-FORT GEORGE	10,410.54
07/03/25	003053	S2851	SEI SOFTWARE EMPORIUM INC.	463.68
07/03/25	003054	S4500	SMITH DIANE	635.00
07/03/25	003055	S6109	SPOTLESS UNIFORM LTD	256.42
07/03/25	003056	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	13,917.45
07/03/25	003057	T8000	TRICO INDUSTRIES LTD	449.40
07/03/25	003058	U1060	UNITED LIBRARY SERVICE	236.82
07/03/25	003059	U9011	URBAN SYSTEMS	991.31
07/03/25	003060	V1215	VENTURE ELEVATOR INC	696.84
07/03/25	003061	W8050	WRIGHT JESSE	52.50
14/03/25	003062	A2874	ALLPOINTS FIRE PROTECTION LTD	4,592.12
14/03/25	003063	B2048	BALDUS JESSE	744.60
14/03/25	003064	C0190	CKJ TRUCKIN	102.16
14/03/25	003065	C4811	CHRYSALID TECH	159.02
14/03/25	003066	C4834	CITYWEST CABLE & TELEPHONE CORP	184.80
14/03/25	003067	C9899	CHRYSALID TECH	79.51
14/03/25	003068	D1076	DB PERKS & ASSOCIATES LTD.	827.48
14/03/25	003069	G1073	GERVAIS BRIAN	90.00
14/03/25	003070	J0708	JEPSON PETROLEUM LTD	490.29
14/03/25	003071	M0100	MACKENZIE CHAMBER OF COMMERCE	22.14
14/03/25	003072	M0900	MACKENZIE CO-OP	67.20
14/03/25	003073	M2840	MACDUNN CONTROLS LTD.	1,504.13
14/03/25	003074	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
14/03/25	003075	N6725	NORTHERN LEGENDARY CONSTRUCTION LTD	15,595.35
14/03/25	003076	P0570	PALMER DANNY	380.00
14/03/25	003077	R2097	RFS CANADA	166.88
14/03/25	003078	S6109	SPOTLESS UNIFORM LTD	261.82
14/03/25	003079	S7536	STARCHUK JASMINE	380.00
14/03/25	003080	T0010	T & I SAFETY EQUIPMENT	4,568.02
14/03/25	003081	T0999	TAYLOR MICAIAH	380.00
14/03/25	003082	T2330	THORNE LUKE	380.00
14/03/25	003083	U1060	UNITED LIBRARY SERVICE	211.47
14/03/25	003084	U9011	URBAN SYSTEMS	2,142.00

District of Mackenzie
Accounts Payable - Payment Listing
Mar 31, 2025

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
14/03/25	003085	V1540	VEROOM'S BROOMS CLEANING CO	822.50
14/03/25	003086	W5562	WILDWOOD DESIGN CO.	1,540.00
21/03/25	003087	A5733	ANDREW SHERET LIMITED	1,935.07
21/03/25	003088	A6534	ALS CANADA LTD	927.02
21/03/25	003089	B2062	BANDSTRA TRANSPORTATION SYSTEMS LTD	537.30
21/03/25	003090	B3890	BEE-CLEAN BUILDING MAINTENANCE	3,849.50
21/03/25	003091	C0190	CKJ TRUCKIN	266.70
21/03/25	003092	G6779	GREEN PHOENIX RECYCLING	33.13
21/03/25	003093	G6791	GREGG DISTRIBUTORS LP	415.61
21/03/25	003094	G9900	GREEN PHOENIX RECYCLING	24.99
21/03/25	003095	H8000	HUBER FARM EQUIPMENT LTD.	180.73
21/03/25	003096	I0790	IGI RESOURCES INC	6,035.72
21/03/25	003097	L1189	LES ENTERPRISES AMILIA INC.	866.14
21/03/25	003098	M0100	MACKENZIE CHAMBER OF COMMERCE	3,236.29
21/03/25	003099	M1200	MACKENZIE HOSE & FITTINGS	2,533.50
21/03/25	003100	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
21/03/25	003101	M4015	MIDWAY PURNEL	2,433.66
21/03/25	003102	N5399	NORTHERN GLASS & CONTRACTING	341.42
21/03/25	003103	P6250	NLFD AUTO LTD	741.78
21/03/25	003104	P6280	PRINCE GEORGE OFFICE SYSTEMS	2,011.12
21/03/25	003105	R2500	R.D. OF FRASER-FORT GEORGE	1,754.50
21/03/25	003106	S4500	SMITH DIANE	549.00
21/03/25	003107	S4530	SKYBLUE CLEANING CORP	4,083.45
21/03/25	003108	S6109	SPOTLESS UNIFORM LTD	253.81
21/03/25	003109	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	4,382.74
21/03/25	003110	T8000	TRICO INDUSTRIES LTD	518.51
21/03/25	003111	U1060	UNITED LIBRARY SERVICE	263.94
21/03/25	003112	V1560	0714701 BC LTD.	740.69
21/03/25	003113	W0519	WELLS FARGO EQUIPMENT FINANCE COMPANY	797.44
28/03/25	003114	A1098	ADT SECURITY SERVICES CANADA INC	2,604.06
28/03/25	003115	A5733	ANDREW SHERET LIMITED	780.26
28/03/25	003116	C0190	CKJ TRUCKIN	78.66
28/03/25	003117	F6863	FRONTLINE INDUSTRIES LTD	399.00
28/03/25	003118	G1073	GERVAIS BRIAN	135.00
28/03/25	003119	M0100	MACKENZIE CHAMBER OF COMMERCE	680.00
28/03/25	003120	M2857	MACKENZIE GRAVEL	638.40
28/03/25	003121	M4015	MIDWAY PURNEL	933.27
28/03/25	003122	P3810	PACIFIC BLUE CROSS	34,060.36
28/03/25	003123	P6280	PRINCE GEORGE OFFICE SYSTEMS	3,709.44
28/03/25	003124	R2500	R.D. OF FRASER-FORT GEORGE	8,309.54
28/03/25	003125	R6550	ROHLER PAT	101.03
28/03/25	003126	S6109	SPOTLESS UNIFORM LTD	216.80
28/03/25	003127	S7536	STARCHUK JASMINE	380.00
28/03/25	003128	T2330	THORNE LUKE	380.00
28/03/25	003129	U1060	UNITED LIBRARY SERVICE	98.63
EFT PAYMENTS				
03/03/25	RBC7646986	R1500	RECEIVER GENERAL - 10702 1339 RP0001	52,313.96
06/03/25	RBC-69201-0225	B1206	BC HYDRO	362.36

District of Mackenzie
Accounts Payable - Payment Listing
Mar 31, 2025

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
06/03/25	RBC-78369-0225	F5499	FORTISBC - NATURAL GAS	3,188.98
06/03/25	RBC-144257-0225	T5010	TELUS COMMUNICATIONS INC	840.00
06/03/25	RBC-12505-0225	T6000	TELUS	90.01
06/03/25	RBC-12667-0225	T6000	TELUS	90.01
06/03/25	RBC-13023-0225	T6000	TELUS	90.01
06/03/25	RBC-26256-0225	T6000	TELUS	218.75
06/03/25	RBC-35419-0225	T6000	TELUS	90.01
06/03/25	RBC-35507-0225	T6000	TELUS	90.01
06/03/25	RBC-35525-0225	T6000	TELUS	117.60
06/03/25	RBC-62326-0225	T6000	TELUS	302.40
06/03/25	RBC-62326-0325	T6000	TELUS	311.20
06/03/25	RBC-77439-0225	T6000	TELUS	90.01
06/03/25	RBC-78992-0225	T6000	TELUS	5,206.94
06/03/25	FEB 2025	U9100	US BANK	26,735.06
12/03/25	RBC-01001-0225	B1206	BC HYDRO	142.64
12/03/25	RBC7650188	R1800	RECEIVER GENERAL - 10702 1339 RP0002	11,198.78
17/03/25	RBCW000476803	M6650	MUNICIPAL PENSION PLAN	27,300.62
17/03/25	RBC4447664	R1500	RECEIVER GENERAL - 10702 1339 RP0001	53,190.44
20/03/25	RBC-47001-0325	B1206	BC HYDRO	27,973.52
20/03/25	RBC-59203-0325	F5499	FORTISBC - NATURAL GAS	215.40
20/03/25	RBC-07350-0325	F5499	FORTISBC - NATURAL GAS	919.20
20/03/25	RBC-98226-0325	F5499	FORTISBC - NATURAL GAS	140.03
20/03/25	RBC-98990-0325	F5499	FORTISBC - NATURAL GAS	682.27
20/03/25	RBC-99007-0325	F5499	FORTISBC - NATURAL GAS	239.39
20/03/25	RBC-99011-0325	F5499	FORTISBC - NATURAL GAS	640.79
20/03/25	RBC-99015-0325	F5499	FORTISBC - NATURAL GAS	43.38
20/03/25	RBC-99018-0325	F5499	FORTISBC - NATURAL GAS	29.92
20/03/25	RBC-99087-0325	F5499	FORTISBC - NATURAL GAS	252.62
20/03/25	RBC-99258-0325	F5499	FORTISBC - NATURAL GAS	1,016.24
20/03/25	RBC-99712-0325	F5499	FORTISBC - NATURAL GAS	5,698.71
20/03/25	RBC-99804-0325	F5499	FORTISBC - NATURAL GAS	1,871.09
20/03/25	RBC-88729-0325	T6000	TELUS	10.03
28/03/25	RBC-79425-0325	B1206	BC HYDRO	1,022.50
28/03/25	RBC-78369-0325	F5499	FORTISBC - NATURAL GAS	3,177.90
28/03/25	RBCW000477904	M6650	MUNICIPAL PENSION PLAN	27,595.21
28/03/25	RBC-144257-0325	T5010	TELUS COMMUNICATIONS INC	840.00
28/03/25	RBC-26256-0325	T6000	TELUS	218.75
28/03/25	RBC-35419-0325	T6000	TELUS	90.01
28/03/25	RBC-35507-0325	T6000	TELUS	90.01
28/03/25	RBC-35525-0325	T6000	TELUS	117.60
28/03/25	RBC-77439-0325	T6000	TELUS	90.01
28/03/25	RBC-78992-0325	T6000	TELUS	2,648.73
				775,280.75

(*) voided cheques

**District of Mackenzie
Capital Projects
As at March 31, 2025**

DESCRIPTION	2025 BUDGET	ACTUAL YTD March 31, 2025	REMAINING BUDGET
GENERAL GOVERNMENT			
Computer Hardware Replacement	10,000	-	10,000
TOTAL GENERAL GOVERNMENT	10,000	-	10,000
FIRE DEPARTMENT			
FIRE HALL PROJECT (carry-on)	394,099	1,610	392,489
PIERCE LADDER TRUCK EQUIPMENT (carry-on)	6,620	4,739	1,881
WILDLAND FIRE TRUCK (carry-on)	224,242	220,527	3,715
STRUCTURAL PROTECTION UNIT (SPU#3)	50,000	49,986	14
TOTAL FIRE DEPARTMENT	674,961	276,862	398,099
PUBLIC WORKS			
ROAD PAVING	1,000,000	-	1,000,000
VACUUM TRAILER/FLUSHER	130,000	-	130,000
TOOLCAT REPLACEMENT	110,000	-	110,000
BYLAW VAN REPLACEMENT	60,000	-	60,000
QUICK ATTACH FORKS REPLACEMENT	16,010	-	16,010
BOOM FLAIL REPLACEMENT	30,000	-	30,000
WATER/SEWER TRUCK	107,000	-	107,000
DUMP TRUCK TAILGATE	14,000	-	14,000
MOTORIZED GATES	55,000	-	55,000
UNIT #27 TRUCK REPLACEMENT	49,086	49,086	0
TOTAL PUBLIC WORKS	1,571,096	49,086	1,522,010
RECREATION SERVICES			
ENERGY REDUCTIONS PROJECT (carry-on)	228,339	19,988	208,351
RECREATION FACILITY UPGRADE (carry-on)	375,010	2,457	372,553
ARENA HANDRAIL UPGRADE	21,263	-	21,263
BUILDING SURGE PROTECTION	20,000	-	20,000
ARENA DEHUMIDIFIER WHEEL	53,340	-	53,340
EMERGENCY EXIT DOORS	100,000	-	100,000
OUTDOOR RINK BOARDS	37,029	-	37,029
TOTAL RECREATION SERVICES	834,981	22,445	812,536
TOTAL GENERAL CAPITAL	3,091,038	348,393	2,742,645
WATER SERVICES			
GANTHAZ WATER TREATMENT (carry-on)	573,300	4,064	569,236
PR VAULTS	340,000	-	340,000
TOTAL WATER	913,300	4,064	909,236
SEWER SERVICES			
SEWER FLUSHER	100,000	-	100,000
TOTAL SEWER	100,000	-	100,000
TOTAL CAPITAL BUDGET SUMMARY	4,104,338	352,456	3,751,882

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: April 24, 2025
Subject: Council Strategic Priorities 2025 First Quarter Report

RECOMMENDATION:

THAT Council receives the 2025 first 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 first 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

Department: Operations
Employee: Jody Murray

2025 Work Plan
First 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	2025 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. 	2025	New system of recording training and signing off on records just about completed.
Bylaw Enforcement Department	Strong Governance & Finances	Ongoing 2025	<ul style="list-style-type: none"> Develop procedures to assist the department in dealing with cats, and commercial vehicles parking in town. Dealing with dangerous dog training. 	Ongoing	Bylaw Enforcement Officer currently dealing with these issues. Receiving numerous complaints. Both Bylaw staff are registered to do training.
Water/Sewer Department	Strong Governance & Finances	Ongoing 2025	<ul style="list-style-type: none"> Currently adding another seasonal operator to the Utilities Department Prep work for 2 more PRV installs for this summer. Statutory Right of Ways Staff Training on Level 1 	Ongoing 2025 2025 Ongoing	This position is a winter operator on equipment and then switch to the Utilities Department for the summer months. PRV installation completed for 2023 and 2024. Plan is to do 2 more PRV's this summer, locations are: Little Cloud Maker and Woodlands Mobile Home Park. Clear and maintain the roadways to sewer and water lines throughout town so we can access them for regular maintenance. Employee did course in Level 1 Small Water Systems.

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Commercial Garbage Collection	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> Train all Crew to Operate 	Ongoing	About 70% of operators have been trained.
Safety	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Monthly crew meetings. Toolbox topics. Implement of inspection booklets for equipment checks. Confined Space Program to be contracted out. 	Ongoing	Meetings to be held each month. Inspections to be completed and handed to supervisor for generation of a work order. Found some deficiencies, want to revise/update inspection booklets. C.S.E plan has been reviewed and JOHS has agreed to contract these services out to qualified Professionals.
Infrastructure Master Planning (Asset Management Program)	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Pavement assessment of municipal roads. 	Ongoing	This years Paving Program has just gone out for RFP. L&M Engineering has developed a 5-year plan which is being implemented. Second year of implementation to take place this summer.
Water & Sewer and Roads Infrastructure	Economic Vitality	Ongoing	<ul style="list-style-type: none"> Sewer operations and maintenance. 	Ongoing	Urban Systems to develop a Master Plan. Correlate findings to paving program so the work can be planned and schedule. A full pavement assessment and condition report was completed. Staff now working with L & M Engineering on creating a capital 5-year workplan. Second year of plan to be implemented this summer.
	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> Paving rehabilitation program. 	Ongoing	
Technical Reviews	Environmental Sustainability	2025	<ul style="list-style-type: none"> Gantahaz Water Treatment Facility. L&M Engineering is spearheading this project 	Ongoing	Gantahaz Water Treatment Facility construction has begun. Completion is estimated for end of June/July 2025.

Department: Fire Department & Emergency Services

Employee: Jamie Guise

2025 Work Plan

First Quarter Report

The Emergency Services and Fire Department includes the following service areas: Fire Rescue Services, Emergency Management, Fuel Mitigation, FireSmart Programming, and Emergency Communications. The following outlines the status of key projects and programs that are being administered this year, in addition to regular service delivery.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
New Fire Hall Project	Community and Social Development	2020-2025	<ul style="list-style-type: none"> Complete construction of new Fire Hall. 	In Progress	<ul style="list-style-type: none"> Paving and landscaping will be completed in 2025. Secured additional funding for trees/shrubs.
Mackenzie Specific Alerting System	Community and Social Development	2020-2024	<ul style="list-style-type: none"> The RDFFG has an alerting system for their specific zones for text and email alerting. Mackenzie is working with the RDFFG to have the Mackenzie specific service. 	In Progress	<ul style="list-style-type: none"> Community promotion will begin once the system is in place. A policy is being drafted for use of this alerting system. The old horn is in operation. Agreement has been signed with the RDFFG for a 2 year contract, to use their Public Alerting System.
New Wildland Fire Truck	Community and Social Development	April 2024	<ul style="list-style-type: none"> Design and purchase a new wildland fire truck 	Complete	<ul style="list-style-type: none"> We received the new Wildland truck in February and it is in service.
Community Resiliency Investment Grant	Community and Social Development	2023-2024	<ul style="list-style-type: none"> An application for \$200,000 in funding for 2023 FireSmart Community Funding & Supports has been submitted. 	In Progress	<ul style="list-style-type: none"> Implementation of the grant is now commencing. Interim Report has been submitted Staff have started on the Final Reporting requirements for the grant.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
					<ul style="list-style-type: none"> Staff have submitted the Final Report for the 2023 CRI Grant and are waiting to hear back from the UBCM for Final Approval.
Emergency Social Services Grant	Community and Social Development	January 2024 – January 2025	<ul style="list-style-type: none"> Applied for \$25 000.00 in funding to UBCM for equipment and training to improve ESS operations in Mackenzie. 	Completed	<ul style="list-style-type: none"> Awarded grant Purchased equipment Final Reporting Requirements started and Final Report has been submitted
Emergency Operations Centre Grant	Community and Social Development	February 2024 – January 2025	<ul style="list-style-type: none"> Applied for \$25 000.00 in funding to UBCM for equipment and training to improve the EOC operations. 	Complete	<ul style="list-style-type: none"> Awarded grant Purchased equipment Final Reporting Requirements Started and Final Report has been submitted
Critical Infrastructure Assessments	Community and Social Development	October 2024	<ul style="list-style-type: none"> Fire Smart Assessment of All Critical Infrastructure identified in CWRP 	In Progress	<ul style="list-style-type: none"> Completed 6 Assessments 20 Locations still to be assessed in 2025
ESS Modernization	Community and Social Development	2024	<ul style="list-style-type: none"> Modernization of Emergency Support Services 	In Progress	<ul style="list-style-type: none"> Working with EMCR to bring the Evacuee Registration Assistance (ERA) tool to Mackenzie ERA tool has been onboarded Working on adding businesses and suppliers into ERA tool
EOC Modernization	Community and Social Development	2025	<ul style="list-style-type: none"> Update of Emergency Operations Center Forms, guides, contact information, and response plans 	In Progress	<ul style="list-style-type: none"> Updating EOC Personnel Contact information Updating EOC Activation Guide EOC Contact Information has been updated

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
					<ul style="list-style-type: none"> EOC Activation Guide has been updated Modernization and standardization of EOC Forms
Community Resiliency Investment Grant	Community and Social Development	October 2024	<ul style="list-style-type: none"> 2025 CRI Grant Application for \$400,000 over two years. 	In Progress	<ul style="list-style-type: none"> Preparing Application for the 2025 CRI Grant Application Application submitted to UBCM for \$400,000 plus additional \$200,000 for Wildfire Mitigation Projects. Application for base funding of \$400,000.00 approved. Application for Fuel Treatment Approved. Grant Spending is on-going
Equipment & Training Grant	Community and Social Development	October 2025	<ul style="list-style-type: none"> 2024 Volunteer Equipment & Training Grant to provide Live Fire Training for Firefighters 	In Progress	<ul style="list-style-type: none"> Application submitted. Grant Awarded January 2025 Funds are being expended
2025 ESS Grant	Community and Social Development	January 2025	<ul style="list-style-type: none"> Submitted application to the UBCM for \$40,000.00 	In Progress	<ul style="list-style-type: none"> Application Submitted Grant Application has been approved
2025 EOC Grant	Community and Social Development	February 2025	<ul style="list-style-type: none"> Submitted Application to the UBCM for \$40,000.00 	In Progress	<ul style="list-style-type: none"> Application Submitted
2025 FireSmart Rebate Program	Community and Social Development	2025	<ul style="list-style-type: none"> Implementation of the FireSmart Rebate Program 	In Progress	<ul style="list-style-type: none"> Rebate program has been created and will be live for applications by May 1st

Department: Recreation Services

Employee: Terry Gilmer

2025 Work Plan

First 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.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 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. 	Ongoing Complete Ongoing	<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, and ready for implementation in 2025.</p> <p>Need to determine scope and where this fits with Council priorities/budget.</p>
Grants	Strong Governance & Finances	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.
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. 	Ongoing	<p>Events to be delivered in 2025:</p> <ul style="list-style-type: none"> • Summer Concert Series in the park • Rockin' the Ridgeline • Scramble (Partnership) • WinterQuest

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
			<ul style="list-style-type: none"> • Provide programs that offer development and socialization experiences for all ages. 		Programs staff are working on for 2025: <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	Current projects: <ul style="list-style-type: none"> • Bike Park –earth, sod, seeding • Green Energy/Arena Slab – address floor deficiency. • Babine park – court resurface upgrade and basketball nets • LM – water fountain - PW • Pool deck and slide upgrade • Lobby - Accessible washroom upgrade • Ammonia Alarm upgrade • Trail maintenance

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
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 <p>Management</p> <ul style="list-style-type: none"> • Leadership courses <p>Director</p> <ul style="list-style-type: none"> • Ice Facility Operators - complete
Community Beautification	Community & Social Development	Ongoing	<ul style="list-style-type: none"> • Beautify existing spaces in the community to help 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.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Updated/Creation of Documents	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> • Create arena heater policy • Update fees & charges bylaw • Create sponsorship & advertising program • Finalize SD 57 agreement • Update John Dahl Trail agreement • Create youth friendly space 	Ongoing	<ul style="list-style-type: none"> • Review with user groups • Review with Council • Review with Council • Waiting on SD57 comments • Started working with RD • Working with various youth groups in the community on a plan

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.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Finance Policies	Strong Governance and Finances	2025	<ul style="list-style-type: none"> Update the purchasing and procurement policy to reflect current economic climate and business practices Research and determine if an unpaid debt policy is best practice 	In-Progress	
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. 	In-Progress	
10 Year Capital Plan	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Update draft 10-year capital plan with condition assessment and work summary reports 	Ongoing	
Payroll Software	Strong Governance and Finances	2025-2026	<ul style="list-style-type: none"> Source and demo payroll software programs as current program is reaching the end of its life cycle. 	Ongoing	
Human Resources	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Create Administration personnel policies 	In-Progress	

Corporate Services includes the following service areas: Legislative Services, Land Use Planning and Administration, Climate Action, Corporate Communications, Asset Management Planning, and Community Economic Development. The following outlines the status of key projects and programs that are being administered this year.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
First Nations Relationship Building	Community and Social Development	Ongoing	<ul style="list-style-type: none"> Continue to identify opportunities to enhance First Nations relationships and make progress on the Truth and Reconciliation Calls for Action identified for local governments. 	Ongoing	MLIB has indicated interest in meeting about the Visitor Centre project. Staff are coordinating this. Fire Dept. has applied for funding towards joint training with both MLIB and Tsay Keh Dene Nation.
Legislative Services	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Work with depts. to review and update bylaws/policies as needed. Council meeting management. Corporate records management. 	Ongoing	Staff will be meeting in Q2 to start working through multiple bylaw updates to come forward in Q3 and Q4.
Accessibility	Community and Social Development	2023-2024	<ul style="list-style-type: none"> Continue to provide staff liaison and support for the Access and Inclusion Advisory Committee. 	Ongoing	Funding to update and improve the accessibility of the District website has been applied for.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Administer Community Grants Program Intakes and Budget. 	Ongoing	In-take for 2026 projects closes Sept. 15 th .
Land Use Planning, Development, and Building Permitting	Economic Vitality	Ongoing	<ul style="list-style-type: none"> Housing Legislation Updates Development Services Review Project Morfee Mountain Road 	In-Progress In-Progress	Housing Needs Report and OCP Update project contract has been awarded and will start in Q2. Morfee Mountain road asset management plan is currently in-progress with engineering firm.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Communications	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> In collaboration with depts. maintain the District's various communication channels Develop new Communications Plan 	Ongoing In-Progress	A solution has been identified and will be in place in Q2 to have all bylaws and previous agendas hosted on the website again.
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 Host Agricultural Symposium High speed internet project Investment attraction activities. Professional services recruitment. Provide grant writing support for not-for-profit organizations 	Ongoing Ongoing In-Progress Ongoing In-Progress Ongoing Ongoing Ongoing	Relocation Video released in Q1. "Explore Mackenzie" campaign in development. CityWest construction will be starting again in Q2. Agricultural Symposium is planned for September 13 th .
Tourism Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> New Tourism Guide & Maps Participate in local, regional, and provincial marketing campaigns. Explore MRDT Marketing Revenue Support and promoting recreational tourism development opportunities Caboose Visitor Centre operations 	Complete Ongoing Ongoing Ongoing In-Progress Ongoing	2025 Tourism Guide has been completed and will be distributed in Q2. District awarded funding from Northern BC Tourism to collect more video and photo content in 2025.
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> Continue implementation of CEEP Participate in NorCAN Network and FCM-PCP program. Work with BC Hydro for installation of EV charging stations. Support local groups in pursuing environmental initiatives. 	Ongoing Ongoing Complete Ongoing	Recreation Centre level 2 charging stations are still in-progress with Charge North.
Asset Management Planning	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Coordinate update of District's asset management program. Apply for grants to support future data collection. 	Ongoing Ongoing Ongoing	Funding still pending for trails and parks assessments. Sewer and Water Asset Management Plans are in review.

2025 First Quarter Grant Tracker

Tourism Photography	Northern BC Tourism Association	Northern BC Tourism Resiliency Program - Photography	Grant Amount Requested	Emily Walker	Approved	Submitted
2025 Emergency Support Services Grant (ESS)	UBCM	Emergency Support Services Program	\$39,026.00	Micaiah Taylor	Approved	Submitted
Firehall Beautification	BC Hydro	BC Hydro Regreening	\$8,000.00	Luke Thorne	Approved	Submitted
Accessible Municipal Website Development	NDIT	Marketing Initiatives	\$20,000.00	Rachelle Richman	Denied	Submitted
Accessible Municipal Website Development	College of New Caledonia	CNC Research Forest Society Legacy Fund	\$60,000.00	Rachelle Richman	Denied	Submitted
Grant Writing Support Services 2025	NDIT	Grant Writing Support	\$8,000.00	Rachelle Richman	Pending	Submitted
Economic Development Capacity 2025	NDIT	Economic Development Capacity Building	\$50,000.00	Rachelle Richman	Pending	Submitted
Accessible Municipal Website Development	SparcBC	Local Community Accessibility Grant Program	\$25,000.00	Rachelle Richman	Approved	Submitted
Accessible Municipal Website Development	Outdoor Recreation Council of BC	Outdoor Recreation Fund of BC	\$10,000.00	Rachelle Richman	Pending	Submitted
Accessible Municipal Website Development	South Peace Mackenzie Trust	South Peace Mackenzie Trust	\$60,000.00	Rachelle Richman	Pending	Submitted
Fire Department First Aid Training & Resources	Enbridge	Enbridge Fueling Futures	\$10,000.00	Luke Thorne	Pending	Submitted
Mackenzie Airport Access & Security Upgrade project	BC Air Access	BC Air Access Program - Minor Projects Transitional	\$53,387.25	Rachelle Richman	Pending	Submitted
Mackenzie Airport Perimeter Safety and Fire Mitigation Project	BC Air Access	Air Access Program - Minor Projects Groundside/Ancillary	\$19,258.33	Rachelle Richman	Pending	Submitted
2025 Emergency Operations Center Grant (EOC)	UBCM	Emergency Operation Centres & Training	\$39,890.00	Micaiah Taylor	Approved	Submitted
Junior FireSmart Coordinator	BCAA & FireSmart BC	BCAA Community Outreach Program	\$12,760.00	Micaiah Taylor	Approved	Submitted

2015 - Present

Total Funding Applied For	\$30,795,116.97
Total Funding Approved	\$17,232,249.08
Total Funding Pending	\$249,995.58
Total Funding Denied	\$11,768,150.00

2025

Total Funding Applied For	\$415,321.58
Total Funding Approved	\$124,676.00
Total Funding Pending	\$210,645.58
Total Funding Denied	\$80,000.00