

## COMMITTEE OF THE WHOLE AGENDA

Date: Monday, July 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><br>THAT the Operations report for the month of June 2025 be received.                              | 2  |
| 3.2 | <u>RCMP</u><br>THAT the RCMP report for the month of June 2025, be received.   | 9  |
| 3.3 | <u>Fire</u><br>THAT the Fire report for the month of June 2025 be received.  | 11 |
| 3.4 | <u>Recreation Services</u><br>THAT the Recreation Services report for the month of June 2025 be received.            | 15 |
| 3.5 | <u>Finance</u><br>THAT the Finance report for the month of June 2025 be received.                                    | 21 |
| 3.6 | <u>Council Strategic Priorities</u><br>THAT the Council Strategic Priorities 2025 Second Quarter Report be received. | 30 |

#### 4. OTHER BUSINESS

#### 5. ADJOURNMENT

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Public Works

**Date:** July 21, 2025

**Subject:** Public Works Month End Report for June 2025

---

### **WATER DISTRIBUTION:**

Pumphouses delivered 13,484,752 US gallons of water into the water tower during the month of June, the equivalent of 449,491.74 gallons per day, which is approximately 338.98 gallons per water connection. Last year pumphouses delivered 12,093,498 US gallons of water into the water tower during the month of June, the equivalent of 403,116.61 gallons per day or 304.01 gallons per connection.

Gantahaz Water System: Pumphouse delivered 971,630 US gallons of water into the tower during the month of June, the equivalent of 31,342.90 gallons per day, which is approximately 352.17 gallons per water connection. Last year Pumphouse delivered 1,075,727 US gallons of water during the month of June, the equivalent of 34,700.88 gallons per day, which is approximately 389.90 gallons per connection.

Water reservoir cleaning completed in Town and Gantahaz.

### **SANITARY SEWER COLLECTION SYSTEMS:**

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

The Lagoon outflow pipes inspection completed.

### **GARBAGE COLLECTION SYSTEMS:**

The total commercial garbage collected for the month of June was 64,100 kg. The total residential garbage collected was 47,160 kg, for a total of 111,260 kg. The total commercial garbage collected in June 2024 was 59,720 kg. The total residential garbage collected for June 2024 was 49,360 kg, for a total of 109,080 kg.

### **STREETS AND ROADS:**

- Signage throughout town is being repaired/replaced.
- Line painting is ongoing throughout town.
- Cold Patch repairs done throughout town.
- Curb repairs completed throughout town
- Flailed mill road and Gantahaz subdivision

#### **PARKS:**

- Flower baskets and barrels were placed throughout town.
- Flowers planted at the Mackenzie M.
- Hauled sand to Morfee beach and leveled area.
- Repaired wash out in front of the dock at 2<sup>nd</sup> beach.
- Fence repairs completed at the ball diamonds.
- Routine maintenance at Cemetery grounds.

#### **PROJECTS:**

- Pride flag was raised at town hall for the month of June.
- Continued landscape work at the firehall.
- Continued Mosquito Remediation Program, including 1 day ariel delivery
- Flailed lagoons, outflow access road, rodeo grounds, airport grounds.
- Completed landscape work and parking lot at the community park.
- Installed 1 new memorial bench in town
- French drain installed at sidewalk by the Little Shippy park.
- Continued storm manhole repairs in town.
- Replaced pumps and piping at the Airport Industrial pumphouse.

#### **EQUIPMENT & MAINTENANCE:**

- Unit # 29 (Parks truck) Water tank installed, and inverter was repaired.
- Unit # 30 (Loader) New battery box was fabricated and installed.
- Unit # 33 (Backhoe) had hydraulic hoses replaced.
- Unit # 42 (Commercial Garbage truck) Had an oil service and DEF sensor replaced
- Unit # 48 (Loader) Main hydraulic hoses replaced
- Unit # 54 (Tractor) Had shifter linkage repairs completed
- Unit # 73 (Lawnmower) Repaired rear axle.

#### **BUILDINGS:**

- Regular checks and maintenance on District Buildings.

#### **SAFETY:**

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

## **BYLAW SERVICES:**

### **Dog Licenses:**

There were 18 dog licenses sold.

### **Impounds:**

	<b>DOGS</b>	<b>CATS</b>
Remaining from last month	0	0
Impounds/strays for this month	5	0
At large dog miss	0	0
Owners request adoption	0	0
Claimed by owner	2	0
Adopted	3	0
HD	0	0
Transferred to PG Humane	0	0
<b>Remaining in Pound</b>	<b>0</b>	<b>0</b>

### **Complaint/Service Files:**

#94-2025 - Unsightly Premises

Action taken: Warning letter issued, verbal warning.

Proactive.

#95-2025 – Garbage can left open

Action taken: Warning letter issued.

Proactive.

#96-2025 – Complaint concerning animal abuse, a dog at large, and living in an accessory building.

Actions taken: Three dogs were impounded, and a warning letter was issued regarding the living situation in the accessory building. The case of abuse has been reported to the local animal shelter (SPCA), and the property was inspected to determine if someone is living in the accessory building.

#97-2025 – Garbage put out to early.

Action taken: Warning letter issued.

Proactive evening.

#98-2025 – Dangerous tree.

Action taken: Unfound.

Complaint

#99-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive

#100-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#101-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#102-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#103-2025 - Unsightly Premises

Action taken: warning letter issued.

Proactive.

#104-2025 - Unsightly Premises

Action taken: Warning letter issued. Order written.

Proactive.

#105-2025 - Unsightly Premises

Action taken: Warning letter issued. Order written. Property cleaned.

Proactive.

#104-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#105-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#106-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#107-2025 - Unsightly Premises

Action taken: Warning letter.

Proactive.

#108-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#109-2025 - Unsightly Premises

Action taken: Warning letter issued. Order written.

Proactive.

#110-2025 - Unsightly Premises

Action taken: Warning letter issued. Order written. Property cleaned.

Proactive.

#111-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

#112-2025 – Unsightly, nuisances, unsafe.

Action taken: Possibly unsafe, but it is not unsightly or a nuisance. We need the expertise of an engineer and a building inspector.

Complaint.

#113-2025 - Unsightly Premises

Action taken: Warning letter issued.

Proactive.

### **Municipal Ticketing Information**

No MTI's this month.

### **BUILDING PERMITS: June 2025**

<b>2025</b>	<b># of Permits This Month</b>	<b>\$ Value of Permits This Month</b>	<b>Total # of Permits to Date</b>	<b>Year to Date \$ Value of Permits</b>
Recreational	0	0	0	0
Residential	0	0	2	\$50,500.00
Commercial	0	0	4	\$180,000.00
Industrial	1	\$100,000.00	2	\$1,431,592.00
Institutional	0	0	0	0
<b>Totals</b>	<b>1</b>	<b>\$100,000.00</b>	<b>8</b>	<b>\$1,662,092.00</b>

<b>2024</b>	<b># of Permits This Month</b>	<b>\$ Value of Permits This Month</b>	<b>Total # of Permits to Date</b>	<b>Year to Date \$ Value of Permits</b>
Recreational	0	0	0	0
Residential	0	0	4	\$109,800.00
Commercial	1	\$10,110.00	2	\$410,110.00
Industrial	0	0	1	\$3,700,000.00
Institutional	0	0	1	\$4,831,475.00
<b>Totals</b>	<b>1</b>	<b>\$10110.00</b>	<b>8</b>	<b>\$9,051,385.00</b>

#### **PLUMBING PERMITS: June 2025**

	<b>2024</b>	<b>2025</b>
Number of Plumbing Permits This Month	0	0
Dollar Value of Plumbing Permits This Month	0	0
Number of Plumbing Permits YTD	0	1
Dollar Value of Plumbing Permits YTD	0	\$130.00

#### **BUSINESS LICENCES:**

	<b>Number</b>
Active/Paid	256
Outstanding	11
New	1
Total	268

**AIRPORT STATS:**

Total fuel pumped for the month of June was 5747.8 L of AV Gas, & 8529.0 L of Jet A. Total fuel sales for the month were \$ 32,350.19 with net revenue of \$9,817.74.

JUNE 2025	Fixed Wing	Helicopter	Fuel Purchase	Visit Town
<b>Total</b>				
<b>90</b>	65	25	80	n/a

NOTE: Surveys out of Airport this month: BC Wildfire Service – jump team exercises, Infrared-burn piles, Surerus - pipeline, Enbridge – powerline, East Fraser - timber.

**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

July 2nd, 2025

Dear Mayor and Council

**Mayors Report for June 2025:**

**Detachment Case Load:**

June 2025 the Mackenzie RCMP investigated 136 files. (128 files for June 2024)  
Majority of case load as follows:

- 5- Assaults
- 2- Threats
- 0- Break and Enter
- 4- Thefts
- 8- Mischief/Cause disturbance/intoxicated persons
- 7- Check well being
- 2- False Alarms
- 1- Vehicle Collisions
- 2- Mental Health
- 1- Fraud/Scams
- 5- Driving Complaints
- 4- Assist other Agency
- 4-Animal calls

**Traffic Enforcement: - June 2025 Traffic Stats:**

25 violation tickets issued  
22 warnings issued.

Majority of traffic offences for the month of June were Speed against Highway sign. One for Unsafe Use of ATV, 2 for No Insurance.

Majority of warnings were Speeding against Hwy Sign and Speeding within a Municipality.

**Impaired Driving / Immediate Roadside Prohibitions:**

0 Impaired operation investigations.

**CHECKSTOP PROGRAM - ROAD SAFETY**

0 checkstops 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 1 Offender. 16 Compliance checks were completed.

Mackenzie Detachment members attended Morfee Elementary School for a Bike Rodeo and did traffic control for Ride around the block.  
Kindergarten Class from Morfee Elementary attended Detachment for visit.

1 Quad Patrol  
1 foot patrols in the area of the mall and recreation centre  
6 School Zone Patrols


**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](http://districtofmackenzie.ca/public-services/emergency-services).

This concludes the Mayors report for the month of June 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:** July 9, 2025

**Subject:** Fire Department Month End Report, June 2025

**FIRE DEPARTMENT RESPONSES:**

Code	Description	Number of Calls this Period	Year to Date
AOA	Assist other Agency	2	17
FAL	False Alarm	2	7
MVI	Motor Vehicle Incident	2	13
PS	Public Service	1	7
BC	Burn Complaint	1	6
GSL	Gas Leak		2
CO	Carbon Monoxide	1	2
FRS	Fire Structure	1	1
FRV	Vehicle Fire		1
FRE	Electrical Fire		1
ACE	Aircraft Emergency	1	1
PS	Public Service	1	1
<b>TOTALS</b>			59

- FAL - 1

June @ 13:20 – Report of alarms activated at a residence. Upon arrival of crews, the alarm was false due to cooking and setting off the smoke alarm. The crew returned to the hall.
- MVI – 4

June @ 03:53 – Report of an MVI north of the Junction. While responding, it was reported that there was no entrapment. The crew returned to the hall.
- CO – 8

June @ 04:15 – Report of a carbon monoxide detector activation. The duty officer responded to the scene and advised the property representative to wait outside until the home could be cleared. The duty officer and Fortis gas did find a trace amount of CO near the hot water tank. Fortis fixed the tank issue.
- BC - 10

June @ 21:23 – Report of a Burn Complaint. The officer on call responded and found an unattended fire. The officer on call had engine 11 extinguish the fire and talked with a person who was in the vicinity at the time of the fire before returning to the hall.
- FAL - 11

June @ 03:51 – Report of smoke in the area of a residence. Upon arrival of the officer on call, the officer informed the resident that the smoke was from forest fires in the northern part of the province. The officer returned to the hall.
- FAL - 11

June @ 12:11 – Report of alarms activated at the high school. Upon arrival of crews, the alarm was false due to the accidental trip of the alarm. The crew returned to the hall.
- FRS - 16

June @ 02:56 – Report of a structure fire. Upon arrival of crews, the house was fully involved. Crews were required to extinguish the home and mop up areas of concern before returning to the hall.

- PS - 18      June @ 08:03 – Received complaint from a concern citizen that they were not feeling good and thought it might be a carbon monoxide issue. The officer on call responded and seen that the homeowner did not have a CO detector. The officer on call informed the resident to purchase a CO detector, used a handheld device to determine that there was no CO in the home and had the homeowner call Fortis Gas to check there appliances before returning to the hall.
- AOA –19      June @ 16:44 – Requested by RCMP for the use of the firehall bays to store an RV seized from an investigation.
- ACE – 22      June @ 14:27 – Report of an emergency aircraft inbound for landing with a stalled engine. Crews staged at the airport and the aircraft landed without incident. The crews returned to the hall.
- MVI – 29      June @ 18:45 – Report of an MVI involving an ATV. While responding, it was reported that there was no entrapment and the single patient had minor injuries. The crew returned to the hall.
- AOA –30      June @ 10:04 – Requested by BCAS for a Lift Assist. Crews were required to move a patient from an ambulance into their home before returning to the hall.

#### **VOLUNTEER FIRE FIGHTERS TRAINING NIGHTS SCHEDULE:**

##### 3 June – 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 June – Training Night Ambulance Orientation

- a. Practiced with BCAS tools for patient removal
- b. Practiced passenger extrication and maintaining C-Spine
- c. Practiced using the bike tire/gurney for offroad extrication

##### 17 June – Training Night

- a. Crews had a debrief.
- b. Crews cleaned and decontaminated gear.

##### 24 June – Training Night Off Road Rescue / SCBA

- a. Fire Fighters went out to Morfee Mountain Road to review off road rescue on the bike trails and practiced taking a patient off the trail in a gurney.
- b. Probationary/Junior Fire Fighters were taught about the different types of response and emergency scene tactics.
- c. Probationary/Junior Fire Fighters practiced donning/doffing gear and SCBA.

**FIRE & LIFE SAFETY INSPECTIONS:**

0 – Fire Life Safety Inspection this Month.

**FIRE DEPARTMENT SCHEDULE:**

June 2-4 Fire Department Members took Morfee Elementary Classes through the Regional District Life Safety Trailer to practice and teach what to do in the case of a fire.

June 6/7 – 4 Fire Department members attended IAFF Hazmat Operations course hosted by the Chetwynd Fire Department.

June 18 – Fire Department members gave delegates from the Regional District a tour of the firehall.

June 21 – 2 Fire Department members went over fire prevention training.

June 26 – 6 Fire Department members assisted with Soak-A-Six at Morfee Elementary.

**EMERGENCY MANAGEMENT:**

June 19 - Fire department staff conducted Respirator Fit Testing for Recreation Services.

June 20 – Deputy EPC met with a contractor to discuss an Emergency Program review for the District of Mackenzie.

**FIRE SMART:**

June 9 - FireSmart Coordinator conducted FireSmart Home Assessment.

June 10 to 12 – FireSmart Coordinator taught a Wildfire Mitigation Specialist course in Prince George.

June 23 - FireSmart Coordinator met with a new Wildfire Mitigation Specialist to assist with FireSmart Assessment.

June 26 – FireSmart Coordinator attended Northern Coordinators FireSmart meeting.

June 30 – FireSmart Coordinator met with FireSmart BC Staff about the Junior FireSmart Coordinator Program.

FireSmart Assessments	This Period	Year to Date
Home Assessments	1	9
<b>Totals</b>	<b>1</b>	<b>9</b>

**PERMITS ISSUED:**

Permit Type	This Period	Year to Date
Recreational Burn Permit	34	279
Category #1 Burn Permit	1	5
Category #2 Burn Permit	0	3
Category #3 Burn Permit	0	5
Fireworks Permit	0	0
<b>Totals</b>	<b>35</b>	<b>292</b>

**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
<b>Total Fire Fighting Force</b>	<b>38</b>	<b>19</b>
Fire Fighters (Probationary)		9
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

**Department: Recreation Services****Employee: Terry Gilmer****2025 Work Plan****Second 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	Ongoing	<ul style="list-style-type: none"><li>Create spatial/construction plans with cost estimates for grant opportunities and more efficient planning.</li></ul>	Ongoing	The new Community Park has reached significant completion status. Outstanding work includes pathway, earth and seeding to be done by PW.
	Strong Governance & Finances		<ul style="list-style-type: none"><li>Help create Active Transportation Plan.</li></ul>	Complete	This plan has received official approval from Council, and ready for implementation in 2025.
			<ul style="list-style-type: none"><li>Create timeline for Parks/Beaches Master Plan.</li></ul>	Ongoing	Need to determine scope and where this fits with Council priorities/budget.
Grants	Strong Governance & Finances  Environmental Sustainability	Ongoing	<ul style="list-style-type: none"><li>Work with all departments to ensure we are accessing funding streams, and awarded grants are organized and on track.</li></ul>	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.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Events & Programming	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Host events that bring the community together and gives people a sense of pride.</li> <li>Provide programs that offer development and socialization experiences for all ages.</li> </ul>	Ongoing	<p>Events to be delivered in 2025:</p> <ul style="list-style-type: none"> <li>Summer Concert Series in the park</li> <li>Rockin' the Ridgeline</li> <li>Scramble (Partnership)</li> <li>WinterQuest</li> </ul> <p>Programs staff are working on for 2025:</p> <ul style="list-style-type: none"> <li>Multi-sport</li> <li>Bike, squash &amp; pickleball clinics</li> <li>Summer camps</li> <li>Swimming lessons</li> <li>AquaFit</li> <li>Gym training</li> <li>Climbing wall</li> <li>Seniors &amp; High School</li> <li>Martial Arts</li> <li>Ski &amp; Snowboard</li> <li>Gymnastics</li> </ul>
Facility/Grounds Upgrades	Strong Governance & Finances	2022-2024	<ul style="list-style-type: none"> <li>Repair and upgrade existing infrastructure.</li> </ul>	Ongoing	<p>Current projects:</p> <ul style="list-style-type: none"> <li>Bike Park –earth, sod, seeding</li> <li>Green Energy/Arena Slab – address floor deficiency.</li> <li>LM – water fountain - PW</li> <li>Pool deck and slide upgrade</li> <li>Lobby - Accessible washroom upgrade</li> <li>Ammonia Alarm upgrade</li> <li>Trail maintenance</li> </ul>



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"> <li>Develop staff through training and educational opportunities.</li> <li>Departmental annual certification and training plan implementation.</li> </ul>	Ongoing	<p>All Staff</p> <ul style="list-style-type: none"> <li>Review Emergency Procedures</li> <li>Review position specific procedures</li> </ul> <p>CSR Courses</p> <ul style="list-style-type: none"> <li>Microsoft Suites</li> <li>Customer Service</li> </ul> <p>BO Courses</p> <ul style="list-style-type: none"> <li>Ice Facility Operators</li> <li>Pool Ops</li> </ul> <p>BGM Courses</p> <ul style="list-style-type: none"> <li>Refrigeration Operators</li> <li>Playground Safety</li> <li>Lift Training</li> <li>Trail Maintenance</li> </ul> <p>Management</p> <ul style="list-style-type: none"> <li>Leadership courses</li> </ul> <p>Director</p> <ul style="list-style-type: none"> <li>Ice Facility Operators - complete</li> </ul>
Community Beautification	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>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.</li> </ul>	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"> <li>• Create arena heater policy</li> <li>• Update fees &amp; charges bylaw</li> <li>• Create sponsorship &amp; advertising program</li> <li>• Finalize SD 57 agreement</li> <li>• Update John Dahl Trail agreement</li> <li>• Create youth friendly space</li> </ul>	Ongoing	<ul style="list-style-type: none"> <li>• Review with user groups</li> <li>• Review with Council</li> <li>• Review with Council</li> <li>• Waiting on SD57 comments to finalize</li> <li>• Started working with RD</li> <li>• Working with various youth groups in the community on a plan</li> </ul>

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Recreation Services

**Date:** July 17, 2025

**Subject:** Recreation Services Month End Report – June

---

### **Usage:**

- Fitness: 1134
- Pool: 828
- Aquafit: 52
- Multi-Court: 83
- Climbing Wall: 2
- Pickleball: 2
- SD 57 Students: 246

### **Facility & Operations**

- Two school swim visits took place on June 5 and 6. Four more classes visited on June 18 and 19, with two additional classes on June 24.
- Paddleboards have been prepared for rental starting Monday, June 9.
- Painting was completed in the library (main wall and game room), and shelving was reinstalled following partial carpet installation.
- Floors in the Community Living Room and Main Lobby were stripped and resealed, additional flooring repairs completed outside Fry Daddy's kitchen.
- Interior painting continues, washroom doors and main corridor/hallway doors have been finished.
- Building Operators supported event setups for RDFFG Board meeting, MSS grad events (June 21, 24), and the Grade 6 graduation.
- A site visit was conducted for surge protection planning.
- Ammonia bump test and weekly playground inspections completed.
- Staff pressure washed and cleaned Centre entrance grates and repaired the bottom shack stairs at Little Mac Ski Hill.
- Arena slab repairs are in final planning, arena lighting repairs are being coordinated due to burnt-out ballasts.
- Hosted a tour for the Community Energy Association, highlighting the arena energy upgrade project.

- Customer Service staff held a Safety Crew Talk on June 13 and June 27 (Building Operators).
- Director of Recreation passed the Ice Facility Operator provincial exam via Technical Safety BC.
- Facility staff are developing a fitness centre equipment replacement plan and space optimization strategy.
- Recreation Services will not provide beach lifeguarding this summer for SD 57 or MLIB Nature Camp due to elevated risks and safety concerns. Water safety programs will continue at the Rec Centre.

### **Programs & Events**

- The WIBIT was featured in the pool on June 13 and again on Saturday, June 14.
- Summer swim lessons launched June 18 with 15 participants in Session 1, with Session 2 planning underway. Only Rookie Patrol remains open.
- Three birthday parties were hosted, and structured water safety programs continue at the Recreation Centre.
- A belay course was held on June 14 with two successful participants.
- Rockin' the Ridgeline advertising campaign launched June 12, with a new giveaway contest running until July 18, supported by Canadian Tire and Home Depot.
- Canada Day event planning is progressing following meetings with the Legion. Promotion is scheduled for release on June 20.
- Staff participated in Mackenzie Elementary's Sports Day.
- The Morfee Choir performed at the Centre on June 16.

### **Partnerships & Planning**

- Ongoing planning with the Figure Skating Club and Minor Hockey to optimize 2025-26 ice rentals.
- A meeting has been scheduled with the CAO and RD staff to review the expired John Dahl Trail agreement.

### **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:** July 23, 2025

**Subject:** Month End Report at June 30, 2025

---

Attached are the following month-end reports as of June 30, 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

Jun 30, 2025

DESCRIPTION	2025 FINAL BUDGET	2025 YTD JUN	REMAINING BUDGET	% OF BUDGET REMAINING
<b>GENERAL OPERATING REVENUE</b>				
<b><u>GENERAL REVENUE</u></b>				
PROPERTY TAXES	4,807,326	4,806,811	515	0.0%
1% UTILITIES TAX, GRANTS IN LIEU AND OTHER ASSESSMENTS	3,215,706	3,108,634	107,072	3.3%
PENALTIES AND INTEREST ON TAXES	45,000	54,331	(9,331)	(20.7%)
SALES OF SERVICE/USER FEES	99,729	96,442	3,287	3.3%
TRANSFERS FROM OTHER GOVERNMENTS	1,045,427	25,731	1,019,696	97.5%
INVESTMENT/GOVERNMENT BUSINESS INCOME	787,000	647,508	139,492	17.7%
OTHER REVENUE	2,700	3,967	(1,267)	(46.9%)
	<b>10,002,888</b>	<b>8,743,423</b>	<b>1,259,465</b>	<b>12.6%</b>
<b><u>PROTECTIVE SERVICES</u></b>				
JUSTICE CENTRE SALES OF SERVICE/USER FEES	110,731	36,336	74,395	67.2%
FIRE DEPARTMENT SALES OF SERVICE/USER FEES	1,000	-	1,000	100.0%
FIRE DEPARTMENT TRANSFERS FROM OTHER GOVERNMENTS	237,338	18,165	219,173	92.3%
EMERGENCY MANAGEMENT SALES OF SERVICE/USER FEES	-	-	-	0.0%
BUILDING INSPECTION SALES OF SERVICE/USER FEES	61,000	53,914	7,086	11.6%
BYLAW ENFORCEMENT SALES OF SERVICE/USER FEES	19,525	10,265	9,261	47.4%
	<b>429,594</b>	<b>118,679</b>	<b>310,915</b>	<b>72.4%</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
PUBLIC WORKS SALES OF SERVICE/USER FEES	6,000	1,312	4,688	78.1%
ROADS SALES OF SERVICE/USER FEES	55,000	26,822	28,178	51.2%
AIRPORT SALES OF SERVICE/USER FEES	98,000	62,338	35,662	36.4%
	<b>159,000</b>	<b>90,472</b>	<b>68,528</b>	<b>43.1%</b>
<b><u>SOLID WASTE</u></b>				
RESIDENTIAL GARBAGE SALES OF SERVICE/USER FEES	258,578	257,510	1,068	0.4%
COMMERCIAL GARBAGE SALES OF SERVICE/USER FEES	254,005	80,660	173,344	68.2%
	<b>512,583</b>	<b>338,171</b>	<b>174,412</b>	<b>34.0%</b>
<b><u>HEALTH, SOCIAL SERVICES &amp; HOUSING</u></b>				
PUBLIC HEALTH SALES OF SERVICE/USER FEES	2,000	625	1,375	68.8%
PUBLIC HEALTH TRANSFERS FROM OTHER GOVERNMENTS	48,523	28,276	20,247	41.7%
	<b>50,523</b>	<b>28,901</b>	<b>21,622</b>	<b>42.8%</b>
<b><u>DEVELOPMENT SERVICES</u></b>				
PLANNING & DEVELOPMENT SALES OF SERVICE/USER FEES	1,200	500	700	58.3%
	<b>1,200</b>	<b>500</b>	<b>700</b>	<b>58.3%</b>
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>				
PARKS SALES OF SERVICE/USER FEES	65,000	22,301	42,699	65.7%
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

Jun 30, 2025

DESCRIPTION	2025 FINAL BUDGET	2025 YTD JUN	REMAINING BUDGET	% OF BUDGET REMAINING
RECREATION CENTRE SALES OF SERVICE/USER FEES	268,711	158,445	110,266	41.0%
RECREATION CENTRE TRANSFER FROM OTHER GOVERNMENTS	5,000	-	5,000	100.0%
RECREATION CENTRE OTHER REVENUE	13,000	11,000	2,000	15.4%
	<b>367,711</b>	<b>200,104</b>	<b>167,607</b>	<b>45.6%</b>
<b><u>FISCAL SERVICES</u></b>				
FISCAL SERVICES TRANSFERS	2,210,172	1,011,257	1,198,915	54.2%
	<b>2,210,172</b>	<b>1,011,257</b>	<b>1,198,915</b>	<b>54.2%</b>
<b>TOTAL REVENUE</b>	<b>13,733,671</b>	<b>10,531,507</b>	<b>3,202,164</b>	<b>23.3%</b>
<b>GENERAL OPERATING EXPENSES</b>				
<b><u>GENERAL GOVERNMENT</u></b>				
COUNCIL	199,825	88,689	111,137	55.6%
ADMINISTRATION	870,607	506,164	364,443	41.9%
ECONOMIC DEVELOPMENT	102,229	38,600	63,630	62.2%
GRANTS IN AID & FEE FOR SERVICE	159,790	83,751	76,038	47.6%
FINANCE	724,396	319,714	404,682	55.9%
CLIMATE ACTION	15,541	-	15,541	100.0%
COMMON SERVICES	153,594	82,056	71,538	46.6%
COMPUTER SERVICES	170,750	61,234	109,516	64.1%
BUILDING	46,283	21,147	25,137	54.3%
CABOOSE	45,533	2,514	43,020	94.5%
DEPRECIATION - General Government	68,160	39,591	28,569	41.9%
	<b>2,556,709</b>	<b>1,243,460</b>	<b>1,313,249</b>	<b>51.4%</b>
<b><u>PROTECTIVE SERVICES</u></b>				
JUSTICE CENTRE	110,731	50,776	59,955	54.1%
FIRE DEPARTMENT	621,456	298,762	322,695	51.9%
EMERGENCY MANAGEMENT	25,740	49,975	(24,235)	(94.1%)
BUILDING INSPECTIONS	165,417	33,990	131,427	79.5%
BYLAW ENFORCEMENT	216,861	66,033	150,829	69.6%
FUEL MITIGATION	161,298	61,667	99,631	61.8%
DEPRECIATION - Protective Service	190,936	145,617	45,319	23.7%
	<b>1,492,440</b>	<b>706,819</b>	<b>785,621</b>	<b>52.6%</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
PUBLIC WORKS	1,167,626	514,455	653,170	55.9%
ROADS	874,287	328,753	545,534	62.4%
AIRPORT	221,210	104,564	116,646	52.7%
DEPRECIATION - Transportation Services	697,966	368,938	329,028	47.1%
	<b>2,961,089</b>	<b>1,316,711</b>	<b>1,644,378</b>	<b>55.5%</b>

## Revenue and Expenses

Jun 30, 2025

DESCRIPTION	2025 FINAL BUDGET	2025 YTD JUN	REMAINING BUDGET	% OF BUDGET REMAINING
<b><u>SOLID WASTE</u></b>				
RESIDENTIAL GARBAGE	153,093	73,029	80,063	52.3%
COMMERCIAL GARBAGE	168,202	76,884	91,318	54.3%
	<b>321,295</b>	<b>149,914</b>	<b>171,382</b>	<b>53.3%</b>
<b><u>HEALTH, SOCIAL SERVICES &amp; HOUSING</u></b>				
PUBLIC HEALTH	100,169	25,404	74,765	74.6%
DEPRECIATION - Health, Social Services & Housing	42,193	36,014	6,180	14.6%
	<b>142,362</b>	<b>61,418</b>	<b>80,945</b>	<b>56.9%</b>
<b><u>PARKS, RECREATION &amp; CULTURE</u></b>				
PARKS	310,589	88,766	221,823	71.4%
LITTLE MAC SKI HILL	124,080	38,582	85,499	68.9%
RECREATION CENTRE	2,409,275	1,188,974	1,220,302	50.7%
DEPRECIATION - Parks, Recreation & Culture	721,699	421,097	300,602	41.7%
	<b>3,565,644</b>	<b>1,737,419</b>	<b>1,828,225</b>	<b>51.3%</b>
<b><u>FISCAL SERVICES</u></b>				
FISCAL EXPENSES	2,694,132	153,390	2,540,743	94.3%
	<b>2,694,132</b>	<b>153,390</b>	<b>2,540,743</b>	<b>94.3%</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>13,733,671</b>	<b>5,369,130</b>	<b>8,364,542</b>	<b>60.9%</b>
<b>REVENUE LESS EXPENSES</b>				
<b>NET SURPLUS (DEFICIENCY)</b>	<b>0</b>	<b>5,162,377</b>		
<b><u>WATER OPERATIONS</u></b>				
REVENUE	1,000,655	786,258	214,397	21.4%
EXPENDITURES	1,000,655	278,595	722,060	72.2%
<b>NET SURPLUS (DEFICIENCY)</b>	<b>-</b>	<b>507,663</b>		
<b><u>SEWER OPERATIONS</u></b>				
REVENUE	743,989	520,145	223,843	30.1%
EXPENDITURES	743,989	195,763	548,226	73.7%
<b>NET SURPLUS (DEFICIENCY)</b>	<b>-</b>	<b>324,382</b>		



**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**Jun 30, 2025**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
04/06/25	071292	A9550	AZU HEALTH LTD	1,500.00
04/06/25	071293	C4650	CHETWYND VETERINARY HOSPITAL	172.58
04/06/25	071294	H1009	HAGEN'S HOME HARDWARE	111.98
04/06/25	071295	H4725	HI-PRO SPORTING GOODS LTD	845.25
04/06/25	071296	M4505	MINISTER OF FINANCE	200.00
04/06/25	071297	M9004	BREWIS ANTHONY	75.00
04/06/25	071298	M9004	SMITH BRIAN	150.00
04/06/25	071299	N5496	NORTH CENTRAL LIBRARY FEDERATION	33.99
04/06/25	071300	N6566	NORTHERN HEALTH AUTHORITY	76.00
04/06/25	071301	T2034	TECHNICAL SAFETY BC	154.59
11/06/25	071302	D4045	DILIGENT CANADA INC	4,200.00
11/06/25	071303	E4466	ELECTION SYSTEMS & SOFTWARE CANADA	285.60
11/06/25	071304	F6051	FRASER VALLEY REFRIGERATION LTD	2,336.25
11/06/25	071305	H1009	HAGEN'S HOME HARDWARE	786.07
11/06/25	071306	I2226	ISLAND EXHAUST	1,890.00
11/06/25	071307	J1395	JACQUES LUCILE	190.00
11/06/25	071308	K6099	KONICA MINOLTA BUSINESS SOLUTIONS	918.72
11/06/25	071309	S7491	STOKES INTERNATIONAL	136.24
11/06/25	071310	T2034	TECHNICAL SAFETY BC	856.80
11/06/25	071311	U9000	UAP INC.	2,119.40
19/06/25	071312	G5947	GREATARIO INDUSTRIAL STORAGE SYSTEMS LTD	4,131.75
19/06/25	071313	H1009	HAGEN'S HOME HARDWARE	926.05
19/06/25	071314	H9900	HAGEN'S HOME HARDWARE	376.12
19/06/25	071315	M9004	CARTER CASSANDRA	100.00
19/06/25	071316	N6566	NORTHERN HEALTH AUTHORITY	175.00
19/06/25	071317	P2600	PETRO-CANADA	2,376.64
19/06/25	071318	R2690	ROBERTS NICHOLAS J.T.	243.40
19/06/25	071319	T3805	TOM'S CONSTRUCTION	94,342.50
19/06/25	071320	U9000	UAP INC.	403.10
26/06/25	071321	C3179	CORESTOCK INDUSTRIAL SUPPLY LTD.	1,696.75
26/06/25	071322	F6865	FRY DADDY'S	315.00
26/06/25	071323	H1009	HAGEN'S HOME HARDWARE	300.96
26/06/25	071324	M9004	ZINGER'S FACE PAINTING & GLITTER TATTOOS	100.00
26/06/25	071325	N6566	NORTHERN HEALTH AUTHORITY	89.00
26/06/25	071326	Y1060	YELLOWHEAD HELICOPTERS LTD.	3,822.21
<b>DIRECT DEPOSITS</b>				
06/06/25	003306	A8313	ATKINSON JOAN	290.00
06/06/25	003307	B5613	BCFED HEALTH & SAFETY CENTRE	325.50
06/06/25	003308	C4811	CHRYSLID TECH	159.02
06/06/25	003309	D1076	DB PERKS & ASSOCIATES LTD.	921.70
06/06/25	003310	D3010	DIGGERS IMPACT ENTERPRISES LTD	1,323.00
06/06/25	003311	D4080	DUKA ENVIRONMENTAL SERVICES LTD	8,742.23
06/06/25	003312	D4089	RICHMAN RACHELLE	350.00
06/06/25	003313	F4127	FLOCOR INC	4,259.36
06/06/25	003314	K1000	KAL TIRE	173.60
06/06/25	003315	L1189	LES ENTERPRISES AMILIA INC.	1,225.51
06/06/25	003316	L4506	LIFESAVING SOCIETY BC & YUKON	300.00
06/06/25	003317	L7010	LOOMIS EXPRESS	99.38

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**Jun 30, 2025**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
06/06/25	003318	M0900	MACKENZIE CO-OP	101.62
06/06/25	003319	M1200	MACKENZIE HOSE & FITTINGS	73.22
06/06/25	003320	M4015	MIDWAY PURNEL	545.23
06/06/25	003321	N5275	NORS CONSTRUCTION EQUIPMENT CANADA	1,403.14
06/06/25	003322	P4686	PRAXIS IMPLEMENTATION SOLUTIONS LTD.	7,327.50
06/06/25	003323	R2500	R.D. OF FRASER-FORT GEORGE	13,297.95
06/06/25	003324	S6109	SPOTLESS UNIFORM LTD	235.71
06/06/25	003325	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	5,955.44
06/06/25	003326	T0010	T & I SAFETY EQUIPMENT	200.30
06/06/25	003327	U1060	UNITED LIBRARY SERVICE	144.72
06/06/25	003328	U9011	URBAN SYSTEMS	157.11
06/06/25	003329	V1560	0714701 BC LTD.	70.16
06/06/25	003330	Y2000	YELLOWHEAD ROAD & BRIDGE(FORT GEORGE)LTD	3,030.72
13/06/25	003331	A2870	ALPHA-ONE MOBILE RADIO	145.60
13/06/25	003332	B2062	BANDSTRA TRANSPORTATION SYSTEMS LTD	107.42
13/06/25	003333	B4520	BRANDT TRACTOR LTD	109.99
13/06/25	003334	B7353	BULL DOG DIESEL LTD	437.92
13/06/25	003335	C0190	CKJ TRUCKIN	428.25
13/06/25	003336	C2558	CANADIAN WESTERN MECHANICAL LTD	49,045.50
13/06/25	003337	C3171	CARSCADDEN STOKES MCDONALD ARCHITECT INC	2,337.11
13/06/25	003338	C4834	CITYWEST CABLE & TELEPHONE CORP	184.80
13/06/25	003339	D1091	DEA VENTURES LTD	12,075.00
13/06/25	003340	D3010	DIGGERS IMPACT ENTERPRISES LTD	3,014.55
13/06/25	003341	G8556	GUISE JAMIE	131.00
13/06/25	003342	G9900	GREEN PHOENIX RECYCLING	64.42
13/06/25	003343	H2902	HARRIS & COMPANY LLP	5,992.02
13/06/25	003344	H4762	HOMEWOOD HEALTH INC	856.80
13/06/25	003345	I2110	INLAND KENWORTH PARTNERSHIP	586.85
13/06/25	003346	J0708	JEPSON PETROLEUM LTD	1,571.45
13/06/25	003347	K2040	KS2 MANAGEMENT LTD.	10,132.50
13/06/25	003348	L0700	L & M ENGINEERING LIMITED	2,822.41
13/06/25	003349	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	6,026.00
13/06/25	003350	M2857	MACKENZIE GRAVEL	4,371.03
13/06/25	003351	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
13/06/25	003352	P4717	POTVIN PAUL	180.00
13/06/25	003353	R2500	R.D. OF FRASER-FORT GEORGE	2,522.34
13/06/25	003354	S2851	SEI SOFTWARE EMPORIUM INC.	463.68
13/06/25	003355	S6109	SPOTLESS UNIFORM LTD	227.70
13/06/25	003356	S7530	STEWART MCDANNOLD STUART	4,609.23
13/06/25	003357	T8000	TRICO INDUSTRIES LTD	539.39
13/06/25	003358	U0080	ULINE CANADA CORPORATION	2,093.12
13/06/25	003359	U1060	UNITED LIBRARY SERVICE	406.02
13/06/25	003360	U9011	URBAN SYSTEMS	425.25
13/06/25	003361	V1540	VEROOM'S BROOMS CLEANING CO	455.00
13/06/25	003362	V1560	0714701 BC LTD.	537.98
20/06/25	003363	A1098	ADT SECURITY SERVICES CANADA INC	201.97
20/06/25	003364	A6534	ALS CANADA LTD	456.16
20/06/25	003365	B3046	BATER ELECTRIC LTD	1,848.00

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**Jun 30, 2025**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
20/06/25	003366	C0190	CKJ TRUCKIN	59.90
20/06/25	003367	D1076	DB PERKS & ASSOCIATES LTD.	316.87
20/06/25	003368	D3010	DIGGERS IMPACT ENTERPRISES LTD	815.85
20/06/25	003369	D4080	DUKA ENVIRONMENTAL SERVICES LTD	494.38
20/06/25	003370	D4089	RICHMAN RACHELLE	280.00
20/06/25	003371	F6863	FRONTLINE INDUSTRIES LTD	808.50
20/06/25	003372	G8556	GUISE JAMIE	445.00
20/06/25	003373	I0790	IGI RESOURCES INC	920.91
20/06/25	003374	L0700	L & M ENGINEERING LIMITED	1,529.73
20/06/25	003375	L7010	LOOMIS EXPRESS	83.88
20/06/25	003376	M1200	MACKENZIE HOSE & FITTINGS	2,593.64
20/06/25	003377	M4015	MIDWAY PURNEL	6,130.73
20/06/25	003378	N6802	NORTHERN FIRE APPARATUS	6,737.14
20/06/25	003379	O2813	ODAWA VICKY	201.56
20/06/25	003380	P6280	PRINCE GEORGE OFFICE SYSTEMS	1,988.84
20/06/25	003381	Q6400	EUNA SOLUTIONS INC	19,920.60
20/06/25	003382	R2097	RFS CANADA	166.88
20/06/25	003383	R2655	ROAD KING ASPHALT & AGGREGATE	29,621.40
20/06/25	003384	S6109	SPOTLESS UNIFORM LTD	172.56
20/06/25	003385	T8000	TRICO INDUSTRIES LTD	389.56
20/06/25	003386	U1060	UNITED LIBRARY SERVICE	224.10
20/06/25	003387	W0519	WELLS FARGO EQUIPMENT FINANCE COMPANY	797.44
27/06/25	003388	A1098	ADT SECURITY SERVICES CANADA INC	676.05
27/06/25	003389	B2048	BALDUS JESSE	195.00
27/06/25	003390	B2062	BANDSTRA TRANSPORTATION SYSTEMS LTD	113.88
27/06/25	003391	B2950	BK TWO-WAY RADIO LTD.	61.60
27/06/25	003392	B3890	BEE-CLEAN BUILDING MAINTENANCE	3,849.50
27/06/25	003393	C0190	CKJ TRUCKIN	31.56
27/06/25	003394	C4811	CHRYSLID TECH	318.04
27/06/25	003395	C4839	CIVIC LEGAL LLP	228.70
27/06/25	003396	C8092	C.U.P.E. NATIONAL OFFICE	2,576.24
27/06/25	003397	D1076	DB PERKS & ASSOCIATES LTD.	6,018.42
27/06/25	003398	F6863	FRONTLINE INDUSTRIES LTD	1,691.47
27/06/25	003399	G6779	GREEN PHOENIX RECYCLING	46.83
27/06/25	003400	G9900	GREEN PHOENIX RECYCLING	55.23
27/06/25	003401	M4991	MERIDIAN ONECAP CREDIT CORP.	313.21
27/06/25	003402	P0570	PALMER DANNY	195.00
27/06/25	003403	P3810	PACIFIC BLUE CROSS	34,525.42
27/06/25	003404	R2610	RILEY DEREK	195.00
27/06/25	003405	R6550	ROHLER PAT	83.97
27/06/25	003406	S4530	SKYBLUE CLEANING CORP	4,083.45
27/06/25	003407	S6109	SPOTLESS UNIFORM LTD	230.55
27/06/25	003408	S7530	STEWART MCDANNOLD STUART	436.80
27/06/25	003409	T2330	THORNE LUKE	195.00
27/06/25	003410	T9058	TURNBULL MARK	175.00
27/06/25	003411	U1060	UNITED LIBRARY SERVICE	2,442.86
27/06/25	003412	V1560	0714701 BC LTD.	839.43
<b>EFT PAYMENTS</b>				

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**Jun 30, 2025**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
02/06/25	RBC2420346	R1500	RECEIVER GENERAL - 10702 1339 RP0001	46,379.66
03/06/25	JUN2025	U9100	US BANK	25,248.09
05/06/25	RBC-26256-0525	T6000	TELUS	218.75
05/06/25	RBC-35419-0525	T6000	TELUS	93.37
05/06/25	RBC-35507-0525	T6000	TELUS	90.01
05/06/25	RBC-35525-0525	T6000	TELUS	117.60
05/06/25	RBC-77439-0525	T6000	TELUS	90.01
05/06/25	RBC-78992-0525	T6000	TELUS	5,111.58
06/06/25	RBCW000484183	M6650	MUNICIPAL PENSION PLAN	26,010.25
09/06/25	RBC4598730	R1500	RECEIVER GENERAL - 10702 1339 RP0001	51,634.50
10/06/25	RBC-16429-0525	B1206	BC HYDRO	168.42
10/06/25	RBC-33271-0525	B1206	BC HYDRO	1,508.83
10/06/25	RBC-38104-0525	B1206	BC HYDRO	302.81
10/06/25	RBC-62897-0525	B1206	BC HYDRO	431.43
10/06/25	RBC-67885-0525	B1206	BC HYDRO	2,318.04
11/06/25	RBC2325873	R1800	RECEIVER GENERAL - 10702 1339 RP0002	11,274.13
19/06/25	RBC-59203-0625	F5499	FORTISBC - NATURAL GAS	84.78
19/06/25	RBC-22303-0625	F5499	FORTISBC - NATURAL GAS	49.56
19/06/25	RBC-07350-0625	F5499	FORTISBC - NATURAL GAS	205.99
19/06/25	RBC-98226-0625	F5499	FORTISBC - NATURAL GAS	43.38
19/06/25	RBC-98990-0625	F5499	FORTISBC - NATURAL GAS	161.88
19/06/25	RBC-99007-0625	F5499	FORTISBC - NATURAL GAS	65.18
19/06/25	RBC-99011-0625	F5499	FORTISBC - NATURAL GAS	128.82
19/06/25	RBC-99015-0625	F5499	FORTISBC - NATURAL GAS	58.83
19/06/25	RBC-99018-0625	F5499	FORTISBC - NATURAL GAS	55.29
19/06/25	RBC-99087-0625	F5499	FORTISBC - NATURAL GAS	71.80
19/06/25	RBC-99258-0625	F5499	FORTISBC - NATURAL GAS	253.93
19/06/25	RBC-99712-0625	F5499	FORTISBC - NATURAL GAS	691.51
19/06/25	RBC-99804-0625	F5499	FORTISBC - NATURAL GAS	423.40
19/06/25	RBC-88729-0625	T6000	TELUS	12.55
20/06/25	RBCW000485468	M6650	MUNICIPAL PENSION PLAN	25,164.33
23/06/25	RBC8774U8061704	R1500	RECEIVER GENERAL - 10702 1339 RP0001	46,485.74
24/06/25	RBC-47001-0625	B1206	BC HYDRO	29,427.14
24/06/25	RBC-64765-0625	B1206	BC HYDRO	256.71
24/06/25	RBC-144257-0625	T5010	TELUS COMMUNICATIONS INC	840.00
24/06/25	RBC-62326-0625	T6000	TELUS	302.40
				<b>703,138.91</b>

( \* ) voided cheques

**District of Mackenzie  
Capital Projects  
As at Jun 30, 2025**

DESCRIPTION	2025 BUDGET	ACTUAL YTD Jun 30, 2025	REMAINING BUDGET
<b>GENERAL GOVERNMENT</b>			
COMPUTER HARDWARE REPLACEMENT	10,000	-	10,000
<b>TOTAL GENERAL GOVERNMENT</b>	<b>10,000</b>	<b>-</b>	<b>10,000</b>
<b>FIRE DEPARTMENT</b>			
FIRE HALL PROJECT (carry-on)	394,099	248,577	145,522
PIERCE LADDER TRUCK EQUIPMENT (carry-on)	6,620	5,877	743
WILDLAND FIRE TRUCK (carry-on)	224,242	220,527	3,715
STRUCTURAL PROTECTION UNIT (SPU#3)	50,000	49,986	14
<b>TOTAL FIRE DEPARTMENT</b>	<b>674,961</b>	<b>524,968</b>	<b>149,993</b>
<b>PUBLIC WORKS</b>			
ROAD PAVING	1,000,000	9,865	990,135
VACUUM TRAILER/FLUSHER	130,000	-	130,000
TOOLCAT REPLACEMENT	110,000	89,880	20,120
BYLAW VAN REPLACEMENT	60,000	-	60,000
QUICK ATTACH FORKS REPLACEMENT	16,010	17,131	(1,121)
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	50,196	(1,110)
PARKS FLAT DECK REPLACEMENT	145,000	-	145,000
<b>TOTAL PUBLIC WORKS</b>	<b>1,716,096</b>	<b>167,073</b>	<b>1,549,023</b>
<b>RECREATION SERVICES</b>			
ENERGY REDUCTIONS PROJECT (carry-on)	228,339	46,822	181,517
RECREATION FACILITY UPGRADE (carry-on)	375,010	11,955	363,055
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
<b>TOTAL RECREATION SERVICES</b>	<b>834,981</b>	<b>58,776</b>	<b>776,205</b>
<b>TOTAL GENERAL CAPITAL</b>	<b>3,236,038</b>	<b>750,817</b>	<b>2,485,221</b>
<b>WATER SERVICES</b>			
GANTHAZ WATER TREATMENT (carry-on)	573,300	200,317	372,983
PR VAULTS	340,000	18,327	321,673
<b>TOTAL WATER</b>	<b>913,300</b>	<b>218,644</b>	<b>694,656</b>
<b>SEWER SERVICES</b>			
LAGOON OUTFALL CHAMBER (carry-on)	83,200	-	83,200
<b>TOTAL SEWER</b>	<b>83,200</b>	<b>-</b>	<b>83,200</b>
<b>TOTAL CAPITAL BUDGET SUMMARY</b>	<b>4,232,538</b>	<b>969,461</b>	<b>3,263,077</b>

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** July 18, 2025

**Subject:** Council Strategic Priorities 2025 Second Quarter Report

---

### **RECOMMENDATION:**

THAT Council receives the 2025 second 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

**Department: Operations**  
**Employee: Jody Murray**

**2025 Work Plan**  
**Second 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"> <li>Ensure consistent and appropriate training is available to all staff in all departments.</li> </ul>	2025	New system of recording training and signing off on records was approved at JOHS meeting and implemented.
Bylaw Enforcement Department	Strong Governance & Finances	Ongoing  2025	<ul style="list-style-type: none"> <li>Develop procedures to assist the department in dealing with cats, and commercial vehicles parking in town.</li> <li>Dealing with dangerous dog training.</li> </ul>	Ongoing	Bylaw Enforcement Officer currently dealing with these issues. Receiving numerous complaints.  Both Bylaw staff are registered to complete this training.
Water/Sewer Department	Strong Governance & Finances	Ongoing  2025	<ul style="list-style-type: none"> <li>Currently adding another seasonal operator to the Utilities Department</li> <li>Prep work for 2 more PRV installs for this summer.</li> <li>Statutory Right of Ways</li> <li>Staff Training on Level 1</li> </ul>	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 1 more PRV's this summer, location is: Little Cloud Maker Road. 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"> <li>Train all Crew to Operate</li> </ul>	Ongoing	About 70% of operators have been trained.
Safety	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Monthly crew meetings.</li> <li>Toolbox topics.</li> <li>Implement of inspection booklets for equipment checks.</li> <li>Confined Space Program to be contracted out.</li> </ul>	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"> <li>Pavement assessment of municipal roads.</li> </ul>	Ongoing	This years Paving Program has just gone out for RFP. Road King is being recommended for contract award.
Water & Sewer and Roads Infrastructure	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Sewer operations and maintenance.</li> </ul>	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"> <li>Paving rehabilitation program.</li> </ul>	Ongoing	
Technical Reviews	Environmental Sustainability	2025	<ul style="list-style-type: none"> <li>Gantahaz Water Treatment Facility. L&amp;M Engineering is spearheading this project</li> </ul>	Ongoing	Gantahaz Water Treatment Facility construction has begun. Completion is estimated for end of July to mid Aug 2025.



**Department: Financial Services****Employee: Kerri Borne****2025 Work Plan****Second Quarter Report**

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.

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

**Department: Corporate Services****Employee: Emily Kaehn****2025 Work Plan****Second Quarter Report**

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"> <li>Continue to identify opportunities to enhance First Nations relationships and make progress on the Truth and Reconciliation Calls for Action identified for local governments.</li> </ul>	Ongoing	Council and Staff attended the Red Dress Day March and Ceremony in McLeod Lake. Staff continue to look for ways to work together with our First Nations neighbours through programs, projects, training, and events.
Legislative Services	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Work with depts. to review and update bylaws/policies as needed.</li> <li>Council meeting management.</li> <li>Corporate records management.</li> </ul>	Ongoing	Bylaw and policy reviews are in process.
Accessibility	Community and Social Development	2023-2024	<ul style="list-style-type: none"> <li>Continue to provide staff liaison and support for the Access and Inclusion Advisory Committee.</li> </ul>	Ongoing	Not all grant applications for the new website were approved. May have to defer to 2026. Staff applied for funding towards the installation of Mobi-Mats at 1 <sup>st</sup> beach.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Administer Community Grants Program Intakes and Budget.</li> </ul>	Ongoing	In-take for 2026 projects closes Sept. 15 <sup>th</sup> . Grant policies review to begin in Q3.
Land Use Planning, Development, and Building Permitting	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Housing Legislation Updates</li> <li>Development Services Review Project</li> <li>Morfee Mountain Road</li> </ul>	In-Progress In-Progress	Housing Needs Report and OCP Update project continue. Morfee Mountain road asset management plan expected Q3.

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"> <li>In collaboration with depts. maintain the District's various communication channels</li> <li>Develop new Communications Plan</li> </ul>	Ongoing  In-Progress	Identified solution to have all bylaws on the website again is expected to be ready in August.
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Offer Business Support Programs</li> <li>Liaise and partner with local and regional business support services.</li> <li>Relocation Guide &amp; Marketing Project</li> <li>Host Agricultural Symposium</li> <li>High speed internet project</li> <li>Investment attraction activities.</li> <li>Professional services recruitment.</li> <li>Provide grant writing support for not-for-profit organizations</li> </ul>	Ongoing Ongoing In-Progress Ongoing In-Progress Ongoing Ongoing Ongoing	CityWest construction has started. Business walks planned for October 2025. Updates to business license bylaw and short-term rentals bylaw in-progress. Mackenzie will be featured in the Invest in BC Magazine in fall 2025.
Tourism Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>New Tourism Guide &amp; Maps</li> <li>Participate in local, regional, and provincial marketing campaigns.</li> <li>Explore MRDT Marketing Revenue</li> <li>Support and promoting recreational tourism development opportunities</li> <li>Caboose Visitor Centre operations</li> </ul>	Complete Ongoing Ongoing  Ongoing In-Progress Ongoing	Visitor Centre is open for the season. Marketing campaigns are in progress NBCTA co-ops and Mountain Bike BC. Mackenzie has been featured in Destination BC marketing campaigns in Q2.
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>Continue implementation of CEEP</li> <li>Participate in NorCAN Network and FCM-PCP program.</li> <li>Work with BC Hydro for installation of EV charging stations.</li> <li>Support local groups in pursuing environmental initiatives.</li> </ul>	Ongoing Ongoing  Complete Ongoing	Recreation Centre level 2 charging stations are still in-progress with Charge North. Foodcycler Phase 2 Program completed in Q2.
Asset Management Planning	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Coordinate update of District's asset management program.</li> <li>Apply for grants to support future data collection.</li> </ul>	Ongoing  Ongoing Ongoing	Funding for trail and parks assessments not approved. Sewer and Water Asset Management Plans are in review.

## 2025 Second Quarter Grant Tracker

Project name	Funder	Grant Funding Program	Grant Amount Requested	Approved	Application Status
Tourism Photography	Northern BC Tourism Association	Northern BC Tourism Resiliency Program - Photography	\$ 1,000.00	Approved	Submitted
2025 Emergency Support Services Grant (ESS)	UBCM	Emergency Support Services Program	\$ 39,026.00	Approved	Submitted
Firehall Beautification	BC Hydro	BC Hydro Regreening	\$ 8,000.00	Approved	Submitted
Accessible Municipal Website Development	NDIT	Marketing Initiatives	\$ 20,000.00	Denied	Submitted
Accessible Municipal Website Development	College of New Caledonia	CNC Research Forest Society Legacy Fund	\$ 60,000.00	Denied	Submitted
Grant Writing Support Services 2025	NDIT	Grant Writing Support	\$ 8,000.00	Pending	Submitted
Economic Development Capacity 2025	NDIT	Economic Development Capacity Building	\$ 50,000.00	Pending	Submitted
Accessible Municipal Website Development	SparcBC	Local Community Accessibility Grant Program	\$ 25,000.00	Approved	Submitted
Accessible Municipal Website Development	Outdoor Recreation Council of BC	Outdoor Recreation Fund of BC	\$ 10,000.00	Denied	Submitted
Accessible Municipal Website Development	South Peace Mackenzie Trust	South Peace Mackenzie Trust	\$ 60,000.00	Approved	Submitted
Fire Department First Aid Training & Resources	Enbridge	Enbridge Fueling Futures	\$ 10,000.00	Approved	Submitted
Mackenzie Airport Access & Security Upgrade project	BC Air Access	BC Air Access Program - Minor Projects Transitional	\$ 53,387.25	Approved	Submitted
Mackenzie Airport Perimeter Safety and Fire Mitigation Project	BC Air Access	BC Air Access Program - Minor Projects Groundside/Ancillary	\$ 19,258.33	Denied	Submitted
2025 Emergency Operations Center Grant (EOC)	UBCM	Emergency Operation Centres & Training	\$ 39,890.00	Approved	Submitted
Junior FireSmart Coordinator	BCAA & FireSmart BC	BCAA Community Outreach Program	\$ 12,760.00	Approved	Submitted
DOM Strategic Marketing Initiatives Plan	NDIT	Marketing Initiatives	\$ 17,500.00	Denied	Submitted
First Beach Access for All - Morfee Lake	Northern Health	IMAGINE Grants	\$ 10,000.00	Pending	Submitted
Invest in Mackenzie - Pilot Program	South Peace Mackenzie Trust	South Peace Mackenzie Trust	\$ 73,900.00	Approved	Submitted
2025 Mackenzie Airport Security and Access Upgrades	South Peace Mackenzie Trust	South Peace Mackenzie Trust	\$ 71,233.20	Denied	Submitted
Rockin' the Ridgeline	Enbridge	Fueling Features Grant	\$ 3,000.00	Approved	Submitted
Apparatus Driver & Pump Training	IREN	Community Grants	\$ 10,000.00	Pending	Submitted

### 2015 - Present

Total Funding Applied For	\$31,022,816.07
Total Funding Approved	\$18,027,988.73
Total Funding Pending	\$78,000.00
Total Funding Denied	\$11,886,141.53

### 2025

Total Funding Applied For	\$601,954.78
Total Funding Approved	\$325,963.25
Total Funding Pending	\$78,000.00
Total Funding Denied	\$197,991.53