

**COUNCIL MEETING  
AGENDA**

**Date:** Monday, March 27, 2023, 7:15 p.m.  
**Location:** Council Chambers of the Municipal Office  
1 Mackenzie Boulevard, Mackenzie, BC

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	<b>Pages</b>
<b>1. <u>CALL TO ORDER</u></b> <i>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.</i>	
<b>2. <u>ADOPTION OF MINUTES</u></b>	
2.1 <u>Regular Meeting - March 13, 2023</u>	5
2.2 <u>Special Meeting- March 14, 2023</u>	12
<b>3. <u>INTRODUCTION OF LATE ITEMS</u></b>	
<b>4. <u>ADOPTION OF AGENDA</u></b> THAT the Agenda be adopted as presented.	
<b>5. <u>PUBLIC COMMENTS AND QUESTIONS</u></b> <i>Please note that all comments and questions must pertain to items listed on the agenda.</i>  <i>Are there any members of the public in attendance this evening who wish to comment on the agenda?</i>  <i>Administration are there any members of the public attending through Zoom or Phone that wish to comment on the agenda?</i>	
<b>6. <u>PETITIONS AND DELEGATIONS</u></b> Malachy Tohill, Regional Director at BC Housing, will provide an update on the BC Housing Initiatives in Mackenzie.	
<b>7. <u>CORRESPONDENCE</u></b> THAT the Correspondence listed on the Agenda be received.	

7.1	<u>For Action:</u>	
7.1.1	Letter of Support - MORATA Letter received from Mackenzie Outdoor Route and Trail Association (MORATA) requesting a letter of support from the District towards their grant application to the Regional District of Fraser-Fort George Cultural Endowment Fund for funding towards their 2023 Morfee Scramble Event.	14
7.1.2	Dry Grad Dinner and Dance Venue Rental Request received from the 2023 Mackenzie Secondary School Grad Class requesting an in-kind grant to waive the rental fees to use the arena and the Community Hall for their Graduation in June. Approximate costs for renting both spaces would be \$1,500.	15
7.1.3	MSS 2023 Grad Banners Request received from the 2023 Mackenzie Secondary School graduating class to display grad banners around town. Costs to hang and remove banners last year was approximately \$3,500.	16
7.2	<u>For Consideration:</u> <i>Is there anything Council wishes to address in the "For Consideration" or "Centre Table File" correspondence?</i>	
7.2.1	NCLGA Member Notice Letter received from the North Central Local Government Association (NCLGA) advising membership increases.	17
7.2.2	Light Up for Lyme Email received from BC Lyme requesting the District light up the city in green on May 3, 2023 in support of Lyme Disease Awareness Month.	20
7.2.3	Fibromyalgia Association of Canada Email received from the Fibromyalgia Association of Canada requesting the Rec Centre to be lit up in purple on May 12, 2023 for Fibromyalgia Awareness Day.	21
7.2.4	NCLGA Member Notice Notice received from the North Central Local Government Association (NCLGA) regarding proposed bylaw updates for member consideration at the upcoming Annual General Meeting and Convention May 9-12, 2023.	22

### 7.3 Centre Table File

7.3.1 2022 District of Mackenzie Community Wildfire Resiliency Plan  
Electronic copy is available in the online agenda package as  
"additional documents."

7.3.2 Logging & Sawmilling Journal - January/February 2023

7.3.3 Young Anderson Barristers & Solicitors - March 2023

## 8. ADMINISTRATIVE REPORTS

### 8.1 Property Tax Revenue 26

THAT Council receives this report for information.

### 8.2 Community Wildfire Resiliency Plan 2022 28

The Community Wildfire Resiliency Plan Executive Summary is attached,  
with the full plan in the Centre Table File.

THAT Council approves the 2022 District of Mackenzie Community  
Wildfire Resiliency Plan.

### 8.3 2023 Water, Sewer, and Garbage Bylaw Amendment 52

THAT Council receives this report for information.

### 8.4 Council Travel and Expenses 55

THAT Council allow the reallocation of unused Council expense budgets  
to other Councillor budgets if they have or will be exceeding their annual  
budget;

AND THAT any requests for further funding would be brought forward to  
Council for approval prior to booking.

### 8.5 Business Façade Improvement Program 2023 58

THAT Council approves the Mackenzie PharmaChoice application to the  
Business Façade Improvement Program to a maximum amount of  
\$5,000.00.

## 9. COUNCIL REPORTS

### 9.1 Mayor's Report

9.1.1 Mayor Atkinson - February 2023 61

## 9.2 Council Reports

### 9.2.1 Councillor Wright - March 2023

63

## 10. UNFINISHED BUSINESS

## 11. NEW BUSINESS

## 12. BYLAWS

### 12.1 Bylaw No. 1495 - Water Rates and Regulations Amendment

64

THAT Bylaw No. 1495 cited as "Water Rates and Regulations Amendment Bylaw No. 1495, 2023" be given the first three readings.

### 12.2 Bylaw No. 1496 - Sewer Rates and Regulations Amendment

68

THAT Bylaw No. 1496 cited as "Sewer Rates and Regulations Amendment No. 1496, 2023" be given the first three readings.

### 12.3 Bylaw No. 1497 - Garbage Rates and Regulations Amendment

72

THAT Bylaw No. 1497 cited as "Garbage Rates and Regulations Amendment Bylaw No. 1497, 2023" be given the first three readings.

## 13. NOTICE OF MOTION

## 14. COMING EVENTS

### 14.1 Rec Centre Fitness Survey

Survey available until March 31, 2023

<https://www.letschatmackenzie.ca/recreation-centre-feedback>

### 14.2 Council of Forest Industries Convention - Prince George

April 12-14, 2023

### 14.3 North Central Local Government Association Convention - Dawson Creek

May 9-12, 2023

## 15. INQUIRIES

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

## 16. ADJOURNMENT

**Regular Council Meeting  
Minutes**

**March 13, 2023, 7:15 p.m.**  
**Council Chambers of the Municipal Office**  
**1 Mackenzie Boulevard, Mackenzie, BC**

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

Council Absent: Councillor A. Hipkiss

Staff Present: Chief Administrative Officer D. Smith, Chief Financial Officer K. Borne, Director of Recreation Services T. Gilmer, Land and Environmental Programs Coordinator L. Thorne, Director of Corporate Services E. Kaehn, Legislative Clerk/Executive Assistant C. Smirle

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**1. CALL TO ORDER**

CALLED TO ORDER AT 7:15 PM.

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

**2. ADOPTION OF MINUTES**

**2.1 COTW- February 27, 2023**

The minutes of the Committee of the Whole Meeting held on February 27, 2023 were adopted as presented.

**2.2 Regular Meeting - February 27, 2023**

The minutes of the Regular Meeting held on February 27, 2023 were adopted as presented.

**3. INTRODUCTION OF LATE ITEMS**

**Resolution: 32841**

**Moved by:** Councillor Barnes

THAT the following late item be added to the agenda;

**7. CORRESPONDENCE**

7.1 For Action

7.1.2 Letter of Support Request

Email received from the Omineca Growers Society requesting a letter of support and resolution from the District to support their grant application to the South Peace Mackenzie Trust for their Mackenzie Greenhouse Project.

**CARRIED**

**4. ADOPTION OF AGENDA**

**Resolution: 32842**

**Moved by:** Councillor Wright

THAT the Agenda be adopted as presented.

**CARRIED**

**5. PUBLIC COMMENTS AND QUESTIONS**

N/A

**6. PETITIONS AND DELEGATIONS**

Corinne Nearing was presented with her 25-year service pin award. Corinne celebrated her 25 years of service with the District of Mackenzie on March 2, 2023.

**7. CORRESPONDENCE**

**Resolution: 32843**

**Moved by:** Councillor McMeeken

THAT the Correspondence listed on the Agenda be received.

**CARRIED**

7.1 For Action

7.1.1 MSS Bursary

**Resolution: 32844**

**Moved by:** Councillor Barnes

THAT the District of Mackenzie support the 2023 Mackenzie Secondary graduating class by providing a bursary of \$500.

**CARRIED**

- 7.1.2 Letter of Support - Omineca Growers Society  
Councillor Tapper declared a conflict on this item. (Councillor Tapper left the room and returned after the decision.)

**Resolution: 32845**

**Moved by:** Councillor McMeeken

THAT the District of Mackenzie provide a letter of support and resolution to the Omineca Growers Society in support of their grant application to the South Peace Mackenzie Trust for their Mackenzie Greenhouse Project.

**CARRIED**

**8. ADMINISTRATIVE REPORTS**

8.1 Solar Efficiency in the North - GICB Grant

Robert Baxter, Founder of Vancouver Renewable Energy, was present to answer Council's questions.

**Resolution: 32846**

**Moved by:** Councillor Barnes

THAT Council receives this report for information.

**CARRIED**

8.2 Requests for Letters of Support Policy 1.27

**Resolution: 32847**

**Moved by:** Councillor Wright

THAT Council approves Requests for Letters of Support Policy 1.27.

Opposed (5): Mayor Atkinson, Councillor Barnes, Councillor Brumovsky, Councillor McMeeken, and Councillor Tapper

Absent (1): Councillor Hipkiss

**DEFEATED (1 to 5)**

8.3 Library Board of Directors Appointment

**Resolution: 32848**

**Moved by:** Councillor Brumovsky

THAT Council appoints Cornelia Thomi to the Mackenzie Library Board of Directors with a term starting immediately and ending December 31, 2024.

**CARRIED**

8.4 Housing – Rapid Housing Initiative

**Resolution: 32849**

**Moved by:** Councillor Barnes

THAT Council receives this report for information.

**CARRIED**

8.5 Electric Vehicle Charging Location

**Resolution: 32850**

**Moved by:** Councillor Brumovsky

THAT Council approves moving forward with the location of the proposed Level 3 DCFC station;

AND THAT Council consider and share any feedback on the proposed EV Licence with BC Hydro.

**CARRIED**

8.6 Water, Sewer, Garbage Bylaw Review

**Resolution: 32851**

**Moved by:** Councillor McMeeken

THAT Council approves staff recommendation for Option 1: provide a subsidized rate equal to 50% of the bylaw rate for places of worship and not-for-profit agencies for water, sewer and garbage services.

**DEFEATED**

**Amendment:**

**Resolution: 32852**

**Moved by:** Councillor Brumovsky

THAT Council approves staff recommendation for Option 3: provide a full exemption for places of worship and not-for-profit agencies for water, sewer and garbage services.

Opposed (2): Councillor Tapper, and Councillor Wright

Absent (1): Councillor Hipkiss

**CARRIED (4 to 2)**



8.7 2023 Water, Sewer and Garbage Proposed Rates

**Resolution: 32853**

**Moved by:** Councillor Barnes

THAT Council approve a 2023 water rate increase of 7%;

AND THAT Council approve a 2023 sewer rate increase of 7%;

AND THAT Council approve a 2023 residential garbage rate increase of 7%;

AND THAT Council approve a 2023 commercial garbage rate increase of 7%.

**CARRIED**

**9. COUNCIL REPORTS**

9.1 Mayor's Report  
N/A

9.2 Council Reports

9.2.1 Councillor Brumovsky - February 2023  
Councillor Brumovsky provided a written report.

9.2.2 Councillor Wright - Feb/March 2023  
Councillor Wright provided a written report.

9.2.3 Councillor Barnes  
Councillor Barnes provided a verbal report.

**10. UNFINISHED BUSINESS**

In January, Council had received a letter from Enbridge requesting to arrange a meeting with Council, Councillor Wright asked for an update on the meeting if one was set up. Emily Kaehn, Director of Corporate Services, replied that we would look into it and get back to Council.

**11. NEW BUSINESS**

Councillor Wright praised staff for the content on the Love Mackenzie Facebook page.

Councillor Wright also commended the Fall and Winter photo contest that was just ran and all the great photos received.

**12. BYLAWS**

N/A

**13. NOTICE OF MOTION**

N/A

**14. COMING EVENTS**

14.1 Epilepsy Awareness Day

14.2 Elected Officials Seminar

14.3 History of Mackenzie Scavenger Hunt - MCAC

14.4 Accessibility Art Contest with the MCAC

**15. INQUIRIES**

Janice Nelson, Publisher of the Macktown Buzzette, asked if the decision for locating the EV chargers was due to the proximity of the Visitor Centre? Emily Kaehn, Director of Corporate Services, replied yes, that was part of the decision. Ms. Nelson asked if the location for the EV chargers would change if the location of the Visitor Centre changes? Mayor Atkinson replied that at the moment this is the best location in the centre of town. Ms. Nelson asked if there are public washrooms at the Visitor Centre? Ms. Kaehn replied no, there are washrooms in the K9 Mall and the Mackenzie Mall. Mayor Atkinson added that there are public washrooms also available at the Rec Centre.

Ms. Nelson asked for clarification of the decision for the Water, Sewer, Garbage Bylaw Review report? Mayor Atkinson replied that option #3 was selected.

16. **ADJOURNMENT**

**Resolution: 32854**

**Moved by:** Councillor McMeeken

THAT the meeting be adjourned at 8:15 pm.

**CARRIED**

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Mayor

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Corporate Officer

DRAFT

**Special Council Meeting  
Minutes**

**March 14, 2023, 7:00 p.m.**

**Council Chambers of the Municipal Office**

**1 Mackenzie Boulevard, Mackenzie, BC**

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

Council Absent: Councillor A. Hipkiss

Staff Present: Chief Administrative Officer D. Smith, Land and Environmental Programs Coordinator L. Thorne, Director of Corporate Services E. Kaehn

Visitors Present: E. Peterson, Planner at Barefoot Planning and Design

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**1. CALL TO ORDER**

CALLED TO ORDER AT 7:00 PM.

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

**1.1 Defer to Closed Meeting**

**Resolution: 32855**

**Moved by:** Councillor McMeeken

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

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

**CARRIED**

2. **ADJOURNMENT**

**Resolution: 32856**

**Moved by:** Councillor Barnes

THAT the meeting be adjourned at 7:01 pm.

**CARRIED**

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Mayor

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Corporate Officer

DRAFT

Mackenzie Outdoor Route and Trail Association  
Mackenzie, British Columbia  
[morata.mackenzie@gmail.com](mailto:morata.mackenzie@gmail.com)



21st March 2023

To The District of Mackenzie  
Mayor and Council,

My name is Dena Denton, I am the Events Director for the Mackenzie Outdoor Route and Trail Association (MORATA). We are holding the fifth annual Morfee Lake Scramble on 19th August 2023, and I would like to request a letter of support from the District to assist with grant funding.

The Morfee Lake Scramble is an annual event that Mackenzie locals and visitors have come to look forward to each year. Last year we recorded a 20% participant growth on the previous year and predict further growth in 2023. The Morfee Lake Scramble is an event that consists of; the race, barbeque, award ceremony, and dance. The Morfee Lake Scramble is multi-generational and promotes positive mental and physical health. The dance in the evening has sold out two years running and is a great way for locals and visitors to enjoy socializing by the lake in summer.

I will be applying to the Regional District of Fraser-Fort George, for the Cultural Endowment Fund to assist with covering the live performance costs during the event. The application will need to be submitted prior to 1st April 2023. I would like to request the District of Mackenzie assist with this application by providing a "Letter of Support" for the Morfee Lake Scramble to be submitted with the application.

Thank you for your consideration of my request on behalf of MORATA. Please contact me if there is further information needed.

Regards,

Dena Denton  
Events Director  
Mackenzie Outdoor Route and Trail Association  
(604) 653 1473  
[members.morata@gmail.com](mailto:members.morata@gmail.com)

# **Mackenzie Secondary Grad Class 2023**

March 13, 2023

Mayor & Council  
District of Mackenzie  
Bag 340  
1 Mackenzie Blvd.  
Mackenzie, BC V0J 2C0

Dear Mayor Atkinson & Council:

## **Re: Dry Grad 2023 Dance and Dinner Venue Rental**

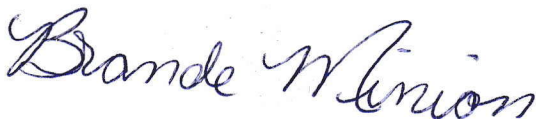
I am writing you on behalf of the 2023 graduating class.

The school district has a policy that prevents us from having dry grad at the school, because of this we must find our own venue which leaves us with additional costs. Due to the size of the events we are planning on holding, our only option is the rec center. We plan to hold the dinner on the arena floor, and the prom in the community hall. Dry grad is a supervised night, the sole purpose is to provide our grads and dates with a safe space to enjoy the evening.

We are asking for support from council by waiving the rental fees, and any overtime wages incurred by the staff.

We want to thank you in advance for your supporting our Dry Grad. Should you require more information, please feel free to contact me at 250-997-1398.

Sincerely,  
**MSS Dry Grad 2023**

A handwritten signature in blue ink that reads "Brande Minion". The signature is written in a cursive, flowing style.

Brande Minion  
Parent Grad President

## **Mackenzie Secondary Grad Class 2023**

March 13, 2023

Mayor & Council  
District of Mackenzie  
Bag 340  
1 Mackenzie Blvd.  
Mackenzie, BC V0J 2C0

Dear Mayor Atkinson & Council:

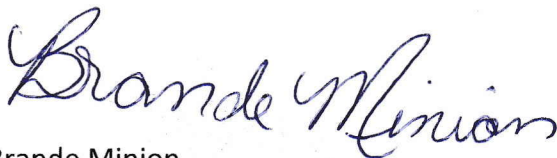
### **Re: Grad 2023 Banners**

The Grad Class of 2023 would like to continue the tradition of displaying the grad banners around town. In order to achieve this we are looking for permission and assistance from the district. We would be displaying 26 24" x 60" grad banners which we are expecting to receive mid-May.

Please consider supporting the Grad Class of 2023 as they are excited to reach this milestone.

We want to thank you in advance for your supporting our grads. Should you require more information, please feel free to contact me at 250-997-1398.

Sincerely,  
**MSS Grad 2023**

A handwritten signature in blue ink that reads "Brande Minion". The signature is written in a cursive, flowing style.

Brande Minion  
Parent Grad President





**NCLGA MEMBER NOTICE**  
**PROPOSED TOTAL MEMBERSHIP FEE INCREASE**  
**2023/24 BUDGET**  
**MARCH 16, 2023**

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Dear Members,

On March 5<sup>th</sup>, 2023, the NCLGA Board of Directors identified a 2% increase in the total annual membership fee amount (from \$160,000 to \$163,200) for inclusion in the 2023/24 NCLGA Budget (Attachment 1), which will be presented to the membership at the Annual General Meeting on May 10<sup>th</sup> 2023 in Dawson Creek.

The total annual membership fee amount was previously adjusted in 2018/19 and the recommended 2% increase for 2023/24 is designed to help mitigate the impacts of inflation. The 2% (\$3,200) increase in total annual membership fees would be pro-rated across the entire membership based on the established criteria (proportion of population and proportion of regional hospital district value) during the next invoicing cycle (June 2023).

However, even with the 2% increase in total membership fees in 2023/24, and with additional 2% increases projected in 2025/26 & 2027/28 as identified in the current multi-year budget plan (Attachment 2), the following unidentified discretionary revenue is still required to meet operational needs:

- 2023/24 = \$64,753, Proposed 2% increase in the total membership fee year
- 2024/25 = \$49,069
- 2025/26 = \$44,567, Projected 2% increase in the total membership fee year
- 2026/27 = \$53,528
- 2027/28 = \$49,003, Projected 2% increase in the total membership fee year
- 2028/29 = \$83,667
- Total Required Unidentified Discretionary Revenue to be secured = \$344,587

We recognize that an increase in membership fees is challenging and have made every effort to keep the increase to a manageable amount in 2023/24. The Board is committed to exploring options for securing the additional required unidentified discretionary revenue, from other sources, prior to implementing any additional increases in the total membership fees.

Please feel free to contact me if you have any questions or would like additional information. Thank you for your continued support of the NCLGA.

Sincerely,

Terry Robert  
Executive Director

**Attachment 1: NCLGA 2023/24 Budget**

Category	2023/24	Notes
<b>REVENUE</b>		
Non-Restricted Deferred Revenue	\$ 40,000	Deferred from 2022/23
<b>Total Membership Fees</b>	<b>\$ 163,200</b>	Increased by \$3,200 (2%)
AGM & Convention	\$ 322,000	Sponsorship and Registration
Solid Waste Forum	\$ 35,625	Sponsorship and Registration
Webinars	\$ 3,054	Sponsorship
UBCM Convention	\$ 5,090	Sponsorship
<b>Unidentified Discretionary</b>	<b>\$ 64,753</b>	Sources to be identified
<b>TOTAL REVENUE</b>	<b>\$ 633,722</b>	
<b>EXPENSES</b>		
Professional Services – Operations	\$ 90,000	FBC Services Agreement Ends 31/12/2023
Professional Services – Organizational	\$ 17,500	Consultants – Strat plan
AGM & Convention	\$ 301,210	Event Planner, Venue, Catering, Tech...
Solid Waste Forum	\$ 32,750	Event Planner, Venue, Catering, Tech...
Webinars	\$ 611	Online Support Tools
UBCM Convention	\$ 3,818	Venue, Catering, Tech...
Interest & Bank Charges	\$ 104	Annual Fees
Office Expense	\$ 3,500	Office Setup for New Staff Starting in Q3/Q4
Miscellaneous	\$ 1,050	Materials and Supplies
Communications	\$ 12,500	Website Update
Rent	\$ 2,700	Office Setup for New Staff Starting in Q3/Q4
Telephone	\$ 1,800	NCLGA Land Line and Mobile
Board Meetings	\$ 30,000	Venue, Catering, Director Travel
Insurance	\$ 4,800	Directors/Event Insurance
Accounting	\$ 5,600	Notice to Reader and Bookkeeping
Advocacy and Outreach	\$ 13,500	Victoria Delegation Travel
Wages	\$ 65,000	New Staff (~ 1.5 FTE) starting in Q3/Q4
EI	\$ 845	New Staff (~ 1.5 FTE) starting in Q3/Q4
CPP	\$ 3,835	New Staff (~ 1.5 FTE) starting in Q3/Q4
WCB	\$ 1,170	New Staff (~ 1.5 FTE) starting in Q3/Q4
Benefits	\$ 1,430	New Staff (~ 1.5 FTE) starting in Q3/Q4
<b>TOTAL EXPENSES</b>	<b>\$ 593,722</b>	
<b>NET</b>	<b>\$ 40,000</b>	<b>Deferred for expenses in next fiscal</b>

**Notes:**

- NCLGA Fiscal Year – April 1<sup>st</sup> to March 31<sup>st</sup>.
- For decision at the upcoming Annual General Meeting.

## Attachment 2: NCLGA Multiyear Budget Plan

Category	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	Total	Notes
REVENUE								
Non-Restricted Deferred Rev	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	From previous fiscal for expenses in Q1
<b>Total Membership Fees</b>	<b>\$ 163,200</b>	<b>\$ 163,200</b>	<b>\$ 166,464</b>	<b>\$ 166,464</b>	<b>\$ 169,793</b>	<b>\$ 169,793</b>	<b>\$ 998,915</b>	2% increase in 2023/24, 2025/26 & 2027/28
AGM & Convention	\$ 322,000	\$ 327,796	\$ 333,696	\$ 339,703	\$ 345,818	\$ 352,042	\$ 2,021,055	Sponsorship and registration fees
Solid Waste Forum	\$ 35,625	\$ 2,500	\$ 36,266	\$ 2,500	\$ 36,919	\$ 2,500	\$ 116,310	Sponsorship and registration fees
Webinars	\$ 3,054	\$ 3,109	\$ 3,165	\$ 3,222	\$ 3,280	\$ 3,339	\$ 19,169	Sponsorship
UBCM Convention	\$ 5,090	\$ 5,182	\$ 5,275	\$ 5,370	\$ 5,466	\$ 5,565	\$ 31,948	Sponsorship
<b>Unidentified Discretionary</b>	<b>\$ 64,753</b>	<b>\$ 49,069</b>	<b>\$ 44,567</b>	<b>\$ 53,528</b>	<b>\$ 49,003</b>	<b>\$ 83,667</b>	<b>\$ 344,587</b>	Sources to be determined
<b>TOTAL REVENUE</b>	<b>\$ 633,722</b>	<b>\$ 590,855</b>	<b>\$ 629,434</b>	<b>\$ 610,787</b>	<b>\$ 650,279</b>	<b>\$ 656,906</b>	<b>\$ 3,571,983</b>	
EXPENSES								
Professional Services-Ops	\$ 90,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,000	FBC Agreement ends December 31, 2023
Professional Services-Org	\$ 17,500	\$ 17,815	\$ 18,136	\$ 18,462	\$ 18,794	\$ 19,133	\$ 109,840	1.8% inflation
AGM & Convention	\$ 301,210	\$ 306,632	\$ 312,151	\$ 317,770	\$ 323,490	\$ 329,313	\$ 1,890,565	1.8% inflation
Solid Waste Forum	\$ 32,750	\$ 2,125	\$ 30,826	\$ 2,125	\$ 31,381	\$ 2,125	\$ 101,332	Every two years
Webinars	\$ 611	\$ 622	\$ 633	\$ 644	\$ 656	\$ 668	\$ 3,834	1.8% inflation
UBCM Convention	\$ 3,818	\$ 3,886	\$ 3,956	\$ 4,027	\$ 4,100	\$ 4,174	\$ 23,961	1.8% inflation
Interest & Bank Charges	\$ 104	\$ 106	\$ 108	\$ 110	\$ 112	\$ 15,000	\$ 15,539	1.8% inflation
Office Expense	\$ 3,500	\$ 2,400	\$ 2,443	\$ 2,487	\$ 2,532	\$ 2,578	\$ 15,940	New office setup in 2023/24
Miscellaneous	\$ 1,050	\$ 1,069	\$ 1,088	\$ 1,108	\$ 1,128	\$ 1,148	\$ 6,590	1.8% inflation
Communications	\$ 12,500	\$ 2,000	\$ 2,036	\$ 2,073	\$ 2,110	\$ 12,725	\$ 33,444	Material updates in 2023/24 & 2027/28
Rent	\$ 2,700	\$ 10,800	\$ 10,994	\$ 11,192	\$ 11,394	\$ 11,599	\$ 58,679	New office setup in Q3 of 2023/24
Telephone	\$ 1,800	\$ 1,832	\$ 1,865	\$ 1,899	\$ 1,933	\$ 1,968	\$ 11,298	1.8% inflation
Board Meetings	\$ 30,000	\$ 30,540	\$ 31,090	\$ 31,649	\$ 32,219	\$ 32,799	\$ 188,297	1.8% inflation
Insurance	\$ 4,800	\$ 4,886	\$ 4,974	\$ 5,064	\$ 5,155	\$ 5,248	\$ 30,128	1.8% inflation
Accounting	\$ 5,600	\$ 7,839	\$ 7,980	\$ 8,123	\$ 8,270	\$ 8,418	\$ 46,230	Auditor, new bookkeeper in Q3 of 2023/24
Advocacy and Outreach	\$ 13,500	\$ 13,743	\$ 13,990	\$ 14,242	\$ 14,499	\$ 14,760	\$ 84,734	1.8% inflation
Wages	\$ 65,000	\$ 130,000	\$ 132,340	\$ 134,722	\$ 137,147	\$ 139,616	\$ 738,825	New staff (1.5 FTE) in Q3/Q4 of 2023/24
EI	\$ 845	\$ 1,690	\$ 1,720	\$ 1,751	\$ 1,783	\$ 1,815	\$ 9,605	New staff (1.5 FTE) in Q3/Q4 of 2023/24
CPP	\$ 3,835	\$ 7,670	\$ 7,808	\$ 7,949	\$ 8,092	\$ 8,237	\$ 43,591	New staff (1.5 FTE) in Q3/Q4 of 2023/24
WCB	\$ 1,170	\$ 2,340	\$ 2,382	\$ 2,425	\$ 2,469	\$ 2,513	\$ 13,299	New staff (1.5 FTE) in Q3/Q4 of 2023/24
Benefits	\$ 1,430	\$ 2,860	\$ 2,911	\$ 2,964	\$ 3,017	\$ 3,072	\$ 16,254	New staff (1.5 FTE) in Q3/Q4 of 2023/24
<b>TOTAL EXPENSES</b>	<b>\$ 593,722</b>	<b>\$ 550,855</b>	<b>\$ 589,433</b>	<b>\$ 570,787</b>	<b>\$ 610,279</b>	<b>\$ 616,906</b>	<b>\$ 3,531,983</b>	
<b>NET (to be deferred)</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	<b>\$ 40,000</b>	To next fiscal for expenses in Q1

### Notes:

- Total membership fee 2% increases projected for 2023/24, 2025/26 and 2027/28 (every two years).
- Remaining total unidentified discretionary revenue required to meet operational needs (after projected total membership fee 2% increases) = \$344,587 (between April 1<sup>st</sup> 2023, and March 31<sup>st</sup> 2029).

**From:** Brandy BC Lyme  
**To:** District Information  
**Subject:** Request: Light Up for Lyme May 3rd  
**Date:** Friday, March 10, 2023 11:12:58 AM

---

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

BCLyme logo & web.jpg



Dear Mayor and Council and other City Decision Makers,

The month of May is Lyme Disease Awareness Month across Canada. In order to raise awareness, members of BC Lyme are reaching out to their communities to support their efforts by lighting up their cities on May 3<sup>rd</sup> with Green lights. You can participate by:

1. Light up Green at any location in the city that supports green lighting.
2. and /or Share information to raise awareness on your social media.

The main awareness day is on May 3<sup>rd</sup>, but for those who can light up longer and share information on social media, this is very much appreciated as the entire month of May is Lyme Disease awareness month. We hope the District of Mackenzie is able to participate in this awareness campaign.

This year will be our 3rd year where the month of May was declared BC Lyme Awareness month by the Provincial Government. We are very proud of this accomplishment.

#### **What is Lyme Disease?**

Lyme disease is the most common and fastest-growing vector-borne infection in Canada and the United States. It is caused by the bacteria *Borrelia burgdorferi* transmitted by a tick. The tick also carries many co-infections such as Bartonella, Babesia, Anaplasmosis, Ehrlichiosis, Mycoplasma and many more! It has now spread to every province and state in North America and it is directly impacting people in our community.

Lyme disease and other tick-borne diseases are preventable. By taking the right precautions and spreading the word, we can effectively protect all from Lyme. You can find information on prevention, safe tick removal, transmission and more on our website <https://www.bclyme.com/>

If you require more information, please do not hesitate to ask.

Thank you for your consideration,



Volunteer, BC Lyme  
Non-Profit Society

 [Reply](#) [Reply all](#) [Forward](#)

**From:** [FAC Awareness](#)  
**To:** [District Information](#)  
**Subject:** Fibromyalgia Association Canada  
**Date:** Wednesday, March 8, 2023 5:34:27 PM

---

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

Good afternoon,

My name is Suzy and I am the Regional Representative for Fibromyalgia Association Canada.

I sent an email earlier this winter requesting for the Recreation Centre to be lit up purple on May 12, 2023 for Fibromyalgia Awareness Day.

Please let me know at your earliest convenience if you are able to provide lighting in support of our cause.

Thank you,

Suzy Groenewegen

Dear Members,

On March 5<sup>th</sup>, 2023, the NCLGA Governance Committee and Board of Directors identified several potential amendments (Table 1.0) to the Society Constitution and Bylaws and approved the submission of a **Resolution to Amend** (see below), for member consideration, at the upcoming Annual General Meeting & Convention (May 9-12, 2023, Ovintiv Centre, Dawson Creek, BC).

Link: [NCLGA Constitution and Bylaws](#)

**RESOLUTION TO AMEND:**

*WHEREAS* the North Central Local Government Association Constitution and Bylaws were last updated in April 2018.

*AND WHEREAS* maintaining an updated Constitution and Bylaws is important for the integral governance of the NCLGA.

*THEREFORE BE IT RESOLVED* that the amendments identified in Table 1.0 (NCLGA Society Constitution and Bylaws Summary of Amendments) be **APPROVED**.

**Table 1.0 NCLGA Society Constitution and Bylaws Summary of Amendments**

Section	Current Wording	Amended Wording
Society Purposes a	To secure united action among the members in dealing with <b>all</b> matters of <b>individual or common</b> local government interest.	To secure united action among the members in dealing with matters of local government interest.
Society Purposes b	To be an agency for cooperation with the Union of British Columbia Municipalities for the continued development of sound local government.	To be an agency for cooperation with the Union of British Columbia Municipalities <b>(UBCM)</b> for the continued development of sound local government.
4	Cities, districts, townships, towns, villages, regional districts and other local governments in the north area of British Columbia as described above may apply to the directors for membership in the society and on acceptance by the directors will become members.	Cities, districts, townships, towns, villages, regional districts, <b>First Nations</b> , and other local governments in the north area of British Columbia as described above may apply to the directors for membership in the society and on acceptance by the directors will become members.
7	A municipality, regional district or other local government ceases to be a member of the society: a) by delivering its resignation in writing to the secretary of the society or by	<b>A city, district, township, town, village, regional districts, First Nations</b> , or other local government, ceases to be a member of the society:

	<p>mailing or delivering it to the address of the society;</p> <p>b) on being expelled; or</p> <p>c) on having been a member not in good standing for <b>12</b> consecutive months.</p>	<p>a) by delivering its resignation in writing to the secretary of the society or by mailing or delivering it to the address of the society;</p> <p>b) on being expelled; or</p> <p>c) on having been a member not in good standing for <b>6</b> consecutive months.</p>
13 (1)	<p>Notice of a general meeting must specify the place, day and hour of the meeting, and, in case of special business, the general nature of that business.</p>	<p>Notice of a general meeting must specify the <b>place (if in person), the videoconference format (if virtual)</b>, day and hour of the meeting, and, in case of special business, the general nature of that business.</p>
27 (1)	<p>If a director resigns his or her office or otherwise ceases to hold office, the remaining directors must appoint a delegate of a member to take the place of the former director.</p>	<p>If a director resigns <b>their</b> office or otherwise ceases to hold office, the remaining directors must appoint a delegate of a member to take the place of the former director.</p>
28 (1)	<p>The members may by special resolution remove a director before the expiration of his or her term of office and may elect a successor to complete the term of office.</p>	<p>The members may by special resolution remove a director before the expiration of <b>their</b> term of office and may elect a successor to complete the term of office.</p>
28 (2)	<p>The office of a director must be vacated if the director:</p> <p>a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;</p> <p>b) is convicted of an indictable offence, and the directors must have resolved to remove him;</p> <p>c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;</p> <p>d) if he or she is found by a court to be of unsound mind;</p> <p>e) if he or she becomes bankrupt; or on death;</p>	<p>The office of a director must be vacated if the director:</p> <p>a) delivers a resignation in writing to the secretary or mails or delivers it to the address of the Society;</p> <p>b) is convicted of an indictable offence, and the directors must have resolved to remove <b>them</b>;</p> <p>c) fails to attend three consecutive meetings of the directors without good and sufficient reason in the opinion of the directors and the directors must have resolved to remove him;</p> <p>d) if <b>they are</b> found by a court to be of unsound mind;</p> <p>e) if <b>they</b> become bankrupt; or on death;</p>
30 (1)	<p>The directors may meet at the places they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.</p>	<p>The directors may meet at the <b>places (in person or virtually)</b> they think fit to conduct business, adjourn and otherwise regulate their meetings and proceedings, as they see fit.</p>



35	A director who may be absent temporarily from British Columbia may send or deliver to <b>the address of</b> the society a waiver of notice, which may be by letter or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,	A director who may be absent temporarily from British Columbia may send or deliver to the society a waiver of notice, which may be by letter or email, of any meeting of the directors and may at any time withdraw the waiver, and until the waiver is withdrawn,
39 (4)	Either the president or a director authorized by resolution of the directors must co-sign with the secretary/treasurer banking resolutions and <b>cheques</b> drawn on the society's bank account.	Either the president or a director authorized by resolution of the directors must co-sign with the secretary/treasurer banking resolutions and <b>payments</b> drawn on the society's bank account.
39 (6)	The president may appoint two persons to audit the accounts of the secretary/treasurer if <b>he or she</b> deems it necessary.	The president may appoint two persons to audit the accounts of the secretary/treasurer if <b>they deem</b> it necessary.
39 (7)	The president may appoint such special committees as <b>he or she</b> deems necessary.	The president may appoint such special committees as <b>they deem</b> necessary.
45	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify a director or former director of the Society and <b>the</b> heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred <b>by him, her or</b> them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which he or she or they are made a party by reason of their being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the term of the foregoing indemnity.	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify a director or former director of the Society and <b>their</b> heirs and personal representatives of any such person against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, actually and reasonably incurred by them including an amount paid to settle an action or satisfy a judgment in a civil, criminal or administrative action or proceeding to which he or she or they are made a party by reason of their being or having been a director of the Society, including any action brought by the Society. Each director of the Society on being elected or appointed must be deemed to have contracted with the Society on the term of the foregoing indemnity.
46	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify any officer or former officer of the Society and <b>his or her</b> heirs and personal representatives against all costs and expenses whatsoever incurred by	Subject to the provisions of the Societies Act, the directors may cause the Society to indemnify any officer or former officer of the Society and <b>their</b> heirs and personal representatives against all costs and expenses whatsoever incurred by



**NCLGA MEMBER NOTICE**  
**NCLGA BYLAW REVIEW**  
**SUMMARY OF PROPOSED CHANGES**  
**MARCH 9, 2023**

	him, her, or them and resulting from acting as an officer of the Society.	them and resulting from acting as an officer of the Society.
47	The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and his or her heirs or personal representatives against any liability incurred by him or her as such director or officer.	The directors may cause the Society to purchase and maintain insurance for the benefit of any person who is or was serving as a director or officer of the Society and their heirs or personal representatives against any liability incurred by them as such director or officer.

<b>STAFF CONTACT(S):</b>	Terry Robert, Executive Director <a href="mailto:troberty@nclga.ca">troberty@nclga.ca</a> Sandra Moore, Board and Committee Support <a href="mailto:admin@nclga.ca">admin@nclga.ca</a>
<b>NCLGA GOVERNANCE COMMITTEE MEMBERS</b>	Steve Forseth, President Sheila Boehm (Chair), 1 <sup>st</sup> Vice President Judy Greenaway, 2 <sup>nd</sup> Vice President Cori Ramsay, Past President

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** March 21, 2023

**Subject:** 2023 Property Tax Revenue

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

At the Regular meeting of February 13, 2023, Council approved the 2023 provisional operating budget with a proposed revenue tax increase of 6.47% as shown below.

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

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

Results from the Budget Survey indicate that 42 out of 115 respondents (39%) are willing to see a 6.0% residential property tax increase to maintain current services. Additionally, 79 out of 115 respondents (69%) are willing to see 6.0% or higher residential property tax increase. A request was made to investigate what the impact a residential property tax increase higher than 6.0% would be.

The following table shows the impact on residential property taxes for tax revenue increase from 6.0% - 8.5%:

			Tax Revenue Increase compared to 2023 Approved Provisional Budget	% of Tax Revenue Increase from 2022	Impact on Average Assessed Single-Family Residence (\$159,982)
provisional approved	Tax Rate	Tax Revenue			
	6.9301	1,806,453	0	6.0%	5.25/mth or ~63/yr
	6.9628	1,814,974	8,521	6.5%	5.70/mth or ~68/yr
	6.9955	1,823,495	17,042	7.0%	6.13/mth or ~74/yr
	7.0282	1,832,016	25,563	7.5%	6.57/mth or ~79/yr
	7.0609	1,840,537	34,084	8.0%	7.00/mth or ~84/yr
	7.0936	1,849,058	42,605	8.5%	7.44/mth or ~89/yr

### **BUDGETARY CONSIDERATION:**

Additional property tax revenue above the approved 6% would be used for general operating expenses.


### **COUNCIL PRIORITY:**

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

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

Respectfully submitted,

  
Kerri Borne  
Chief Financial Officer

  
Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Fire Department

**Date:** March 21, 2023

**Subject:** Community Wildfire Resiliency Plan 2022

---

### **RECOMMENDATION:**

THAT Council approves the 2022 District of Mackenzie Community Wildfire Resiliency Plan.

### **BACKGROUND:**

The District was awarded 100% grant funding towards the update of the Community Resiliency Plan project in May of 2022 to update the Community Wildfire Resiliency Plan. The contract was awarded to Frontera Forest Solutions to update the current plan.

A Community Wildfire Resiliency Plan (CWRP) serves to identify the wildfire risks within and surrounding a community, to describe the potential consequences if a wildfire were to impact the community and to examine possible ways to reduce the wildfire risk. The CWRP provides the District of Mackenzie with a framework that will be used to review areas of high fire risk and guide the development of emergency plans, emergency response, communication and education programs, bylaw development in areas of fire risk and the management of forest lands adjacent to the community.

The Draft 2022 CWRP is attached for Council's consideration.

### **COUNCIL PRIORITY:**

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

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



Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jamie Guise", written over a horizontal line.

Jamie Guise  
Fire Chief

A handwritten signature in black ink, appearing to read "Diane Smith", written over a horizontal line.

Approved for Submission to Council

# 2022 DISTRICT OF MACKENZIE COMMUNITY WILDFIRE RESILIENCY PLAN



Published Date: March 2023



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## SIGNATURE PAGE

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Lauren Shinnimin  
Registered Professional Forester  
Frontera Forest Solutions, Inc.

---

March 22, 2023

Date

---

Jamie Guise  
Fire Chief  
District of Mackenzie

---

Date

---

Diane Smith  
Chief Administrative Officer  
District of Mackenzie

---

Date

## TABLE OF CONTENTS

SIGNATURE PAGE.....	i
TABLE OF CONTENTS .....	ii
TABLE OF FIGURES .....	iv
ACKNOWLEDGMENTS .....	v
FREQUENTLY USED ACRONYMS.....	6
DEFINITIONS .....	7
EXECUTIVE SUMMARY .....	8
INTRODUCTION.....	22
Overview/CWRP Background .....	22
Purpose.....	23
Plan Development Summary .....	23
LINKAGES TO OTHER PLANS.....	24
COMMUNITY DESCRIPTION .....	30
Area of Interest .....	30
Wildland-Urban Interface .....	32
Community Information .....	34
WUI Values at Risk .....	34
Human Life and Safety.....	37
Critical Infrastructure.....	37
Community Water Supply.....	38
Fire Suppression Capabilities .....	39
Electrical Infrastructure and Supply .....	39
High Environmental and Cultural Values .....	40
WILDFIRE RISK ASSESSMENT.....	42
Wildfire Environment.....	42
Topography.....	42
Vegetation (Fuels).....	45
Forest Health .....	47
Weather and Climate.....	47
Wildfire History.....	49
Fuel Types .....	52
Canadian Forest Fire Danger Rating System (CFFDRS) .....	56



Fire Threat: Burn-P3 and PSTA.....	58
Burn-P3 Fire Modeling.....	58
PSTA.....	61
Wildfire Risk.....	63
<b>FIRESMART DISCIPLINES.....</b>	<b>65</b>
<b>EDUCATION.....</b>	<b>65</b>
Current Status and Action Planning.....	67
<b>LEGISLATION AND PLANNING.....</b>	<b>68</b>
Municipal Bylaws.....	68
Provincial Acts and Regulations.....	68
Federal Acts and Regulations.....	69
Legislation and Planning: Current Status and Action Planning.....	69
<b>DEVELOPMENT CONSIDERATIONS.....</b>	<b>71</b>
Development Considerations: Current Status and Action Planning.....	71
<b>INTERAGENCY COOPERATION.....</b>	<b>73</b>
Development of a Community FireSmart and Resiliency Committee (CFRC).....	73
Interagency Cooperation: Current Status and Action Planning.....	74
<b>CROSS-TRAINING.....</b>	<b>75</b>
Cross-Training: Current Status and Action Planning.....	75
<b>EMERGENCY PLANNING.....</b>	<b>76</b>
Emergency Planning: Current Status and Action Planning.....	76
<b>VEGETATION MANAGEMENT.....</b>	<b>77</b>
Vegetation Management: Current Status and Action Planning.....	77
Proposed Fuel Treatments.....	77
<b>APPENDICES.....</b>	<b>92</b>
Appendix A: Determining Wildfire Threat and Risk at a Local Level Based on Updated Fuel Types.....	92
Appendix B: Fire Risk Mapping Methodology.....	94
Step 1: Burn P3 Modeling and Mapping.....	94
Step 2: Threat Mapping.....	95
Step 3: Values at Risk Mapping.....	97
Step 4: Overall Wildfire Risk Mapping.....	97
Vulnerability Assessment.....	98
Appendix C: Climate Modeling Using Climate BC.....	100

## TABLE OF TABLES

Table 1: list of all Community wildfire resilience plan actions. Priority levels ‘high’ and ‘very high’ are coloured red.	8
Table 2: Key plans and Relationship to CWRP .....	24
Table 3: Community Demographics (Statistics Canada, 2021). .....	34
Table 4: Publicly available occurrences of Red and Blue-listed species recorded within the Mackenzie AOI .....	41
Table 5: Fuel Types Identified within the Wildland Urban Interface of Mackenzie .....	52
Table 6: Proposed Fuel Treatment Summary Table .....	79
Table 7: Revised Local PSTA Scores Based on Stand Attribute Data from Wildfire Threat Assessment Worksheets Completed in the Field. ....	92
Table 8: Local Wildfire Risk Score for each WTA Polygon Based on Field Verified Updated Fuel Types .....	93
Table 9: Relative Wildfire Risk Classification Based on a Weighted Total Wildfire Risk Score .....	93
Table 10: List and description of some of the major Burn P3 model inputs as well as methods used to derive them. ....	94
Table 11: Vulnerability Assessment parameters and associated scoring. ....	98
Table 12: Shared Socioeconomic Pathways in the IPCC Sixth Assessment Report. ....	100

## TABLE OF FIGURES

Figure 1: General overview map of the area of interest (AOI) represented by the municipal boundary of the District of Mackenzie. ....	31
Figure 2: The wildland urban interface (WUI) areas that are eligible for the FireSmart Community Funding and Supports program (FCFS). ....	33
Figure 3: Values at Risk: Structures and Critical Infrastructure in Mackenzie Town Center (top) and the Gantahaz Neighbourhood (bottom) .....	35
Figure 4: Values at Risk: Industrial Structures and Critical Infrastructure .....	36
Figure 5: the Wildfire Environment Triangle ( <a href="https://catalog.extension.oregonstate.edu/em9230/html">https://catalog.extension.oregonstate.edu/em9230/html</a> ) .....	42
Figure 6: Topographic map of the Mackenzie AOI And WUI using a provincial digital elevation model. ....	44
Figure 7: Biogeoclimatic (BEC) zones around Mackenzie .....	46
Figure 8: Wind Roses derived from the Mackenzie weather station throughout the fire season (April-October) .....	48
Figure 9: Fire history overview map indicating Natural Disturbance Type (NDT) regimes, extent of historical fire perimeters, and locations of wildfire ignitions resulting in fires one or more hectares in size. ....	51
Figure 10: Fuel types within the WUI and surrounding areas. ....	55
Figure 11: High and Extreme Fire Danger Days Derived From the Mackenzie Weather Station Between Years 2007-2022. Danger class ratings 4 and 5 were counted between the beginning of May to the end of September. ....	57
Figure 12: Estimated fire intensity derived from Burn-P3 modeling. ....	59
Figure 13: Final fire threat map using three different Burn-P3-generated maps: head fire intensity, rate of spread, and burn probability. proportion of each threat rating class Across the WUI is depicted in the map’s pie chart. ....	60
Figure 14: Proportion of each PSTA threat rating class within the Mackenzie WUI .....	62
Figure 15: Final wildfire risk map displaying the proportion of risk rating classes only within the Mackenzie WUI. The pie chart is the total proportion of fire risk across the WUI. ....	64
Figure 16: The FireSmart Home Ignition Zones .....	66
Figure 17: Wildfire Threat Assessments (WTA) completed throughout the WUI area. ....	89
Figure 18: Treatment Unit areas proposed for fuel management. The top map covers the Mackenzie Town area, the bottom map covers Gantahaz .....	91

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## ACKNOWLEDGMENTS

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The authors would like to thank the District of Mackenzie staff, particularly Ian Leblanc (Wildfire Project Coordinator), Dan Boulianne (MLMCF General Manager) and Jamie Guise (District of Mackenzie Fire Rescue Department, Fire Chief) who invested substantial time in meetings and reviewing and commenting on the contents of this document. Their input and recommendations were invaluable to the development of the strategy.

In addition, the authors would like to thank Paul Eaton, Gord Shaw, and Andrea Rainey from BC Wildfire Service for their knowledge and time in providing input for this report.

This report would not be possible without the Community Resiliency Investment (CRI) Program and funding from the Union of British Columbia Municipalities (UBCM).

## FREQUENTLY USED ACRONYMS

---

AOI	Area of Interest
BC	British Columbia
BCTS	British Columbia Timber Sales
BCWS	British Columbia Wildfire Service
BEC	Biogeoclimatic Ecosystem Classification
CFFDRS	Canadian Forest Fire Danger Rating System
CFS	Community Funding and Support
CI	Critical Infrastructure
CRI	Community Resiliency Investment
CWRP	Community Wildfire Resiliency Planning
DP	Development Permit
DPA	Development Permit Area
DOM	District of Mackenzie
FBP	Fire Behavior Prediction System
FCFS	FireSmart Community Funding and Supports
FESBC	Forest Enhancement Society of British Columbia
FESIMS	Forest Enhancement Society Information Management System
FMP	Fuel Management Plan
FSCCRP	FireSmart Canada Community Recognition Program
FSP	Forest Stewardship Plan
FNESS	First Nations Emergency Services Society
HIZ	Home Ignition Zone (also see Structure Ignition Zone)
HRVA	Hazard Risk and Vulnerability Analysis
LRMP	Land and Resource Management Plan
MLMCF	McLeod Lake Mackenzie Community Forest
MOF	Ministry of Forests
MOTI	Ministry of Transportation and Infrastructure
MWAC	Mackenzie Wildfire Advisory Committee
PSOE	Provincial State of Emergency
PSTA	Provincial Strategic Threat Assessment
OCP	Official Community Plan
RSWAP	Resource Sharing Wildfire Allocation Protocol
SOLE	State of Local Emergency
SWPI	Strategic Wildfire Prevention Initiative
UBCM	Union of British Columbia Municipalities
VAR	Values at Risk
WRR	Wildfire Risk Reduction
WUI	Wildland Urban Interface

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## DEFINITIONS

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**Area of Interest (AOI):** The AOI for a CWRP includes all the area that lies within the municipal boundary, regional district boundary, or First Nations land including First Nation reserve land, land owned by a Treaty First Nation (as defined by the Interpretation Act) within treaty settlement lands, or land under the authority of an Indigenous National Government boundary.

**Critical Infrastructure (CI):** Assets owned by the Provincial government, local government, public institution (such as health authority or school district), First Nation or Treaty First Nation that are essential to the health, safety, security or economic wellbeing of the community and the effective functioning of government, or assets identified in a Local Authority Emergency Plan Hazard, Risk & Vulnerability and Critical Infrastructure assessment.

**Values at Risk (VAR):** The human or natural resources that may be impacted by wildfire. This includes human life, property, critical infrastructure, high environmental and cultural values, and resource values.

**Wildfire Risk:** commonly defined as the likelihood of a fire occurring, the associated fire behaviour, and the impacts of the fire on human values (consequence). The exposure to the chance of loss from wildfire.

**Wildfire Threat:** The inherent ability of a wildfire to ignite, spread, and consume organic material (trees, shrubs, and other organic materials) in the forest. The major components used to define wildfire threat are fuel, weather, and topography, also known as the wildfire environment.

**Wildland-Urban Interface (WUI):** any area where combustible forest fuel is found adjacent to homes, farm structures or other outbuildings. This may occur at the interface, where development and forest fuel (vegetation) meet at a well-defined boundary, or in the intermix, where development and forest fuel intermingle with no clearly defined boundary.

## EXECUTIVE SUMMARY

Wildfire is becoming increasingly prevalent across the BC landscape, with climate change impacting moisture regimes, temperatures, and weather patterns. Wildfire threat and the associated risk to communities within the Wildland Urban Interface (WUI) is therefore likely to increase due to climatic changes, making it more critical than ever to understand wildfire risk and identify the most effective strategies for its mitigation.

The purpose of this Community Wildfire Resiliency Plan (CWRP) is to identify wildfire threats within and surrounding the District of Mackenzie (DOM), and to quantify the risks and impacts to the community from wildfire. The CWRP outlines strategies to reduce threat and risk by providing recommendations to decrease the likelihood of wildfires entering the community, to increase the preparedness of the community to respond to wildfires, and reduce the potential loss of homes, businesses, and critical infrastructure from wildfire. This CWRP is intended to provide guidance to the District of Mackenzie staff and to educate and motivate DOM's community members.

The CWRP focuses on wildfire risk assessment and the seven FireSmart disciplines including:

- Education,
- Legislation and planning,
- Development considerations,
- Interagency cooperation,
- Cross-training,
- Emergency planning, and
- Vegetation management.

Several factors are considered when determining a community's wildfire risk, including the landscape surrounding the AOI, the fuel types, fire history, and weather data. The fire threat for the District of Mackenzie's Wildland Urban Interface is **low to moderate** due to high modification of forest fuel types from harvesting activities and previously completed fuel management treatments. However, there is only one primary egress route in and out of the community via Highway 39, which increases the risk to the community in the event of a wildfire.

Table 1 lists all of the District's recommended actions, categorized by the seven FireSmart disciplines. Actions are prioritized as: **moderate, high, and very high**, based on anticipated effectiveness in reducing overall wildfire hazard and risk.

**TABLE 1: LIST OF ALL COMMUNITY WILDFIRE RESILIENCE PLAN ACTIONS. PRIORITY LEVELS 'HIGH' AND 'VERY HIGH' ARE COLOURED RED.**

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<b>Risk Assessment</b>						
<i>The purpose of a risk assessment is to identify the specific risks to a community and its assets. An ongoing review of the risk assessment should occur and an update to this CWRP should occur in at least 10 years.</i>						
1. Read and understand this CWRP's identified risks and recommended actions. The currently identified risks include:	District staff and Leadership, FireSmart Coordinator, Fire Chief	Very High	Immediate	Fire Chief, District staff and local elected officials to spend some time	Fire Chief, District staff and leadership comprehend the risks and actions to take within this CWRP and	N/A

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<p>a. FireSmart principles are currently not required for homes or structures – homes and structures remain at risk from ember showers.</p> <p>b. The District is surrounded by a landscape that has been heavily altered and is a patchwork of various vegetative fuel types. This continual change in fuel types makes wildfire spread and intensity difficult to predict.</p> <p>c. The District has only one main egress route along Highway 39 that in the event of a fire could easily become congested or impassable due to smoke, fire, or fallen trees.</p> <p>d. There currently are no development permits requiring the implementation of FireSmart principles, or wildfire Development Permit Areas required for development. Many structures have hazardous materials on or</p>				<p>becoming familiar with this CWRP. This may entail a presentation to Council.</p>	<p>consider next steps for implementing recommendations.</p>	

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<p>near them, including conifer trees up against homes.</p> <p>e. The District relies on one aboveground communication line that runs along Highway 39. Although the cable line is quite durable, should the line be damaged during an emergency event, communication to community members would become difficult.</p> <p>f. Forest licensees with tenure around the District of Mackenzie, including the McLeod Lake Mackenzie Community Forest and BCTS should employ reduced fire management stocking standards. This is particularly important for harvest blocks within or adjacent to the WUI, or along the Highway 39 egress.</p> <p>g. The Mackenzie area is prone to extreme wind events that often results in significant blowdown of trees. Fuel management treatments have</p>						



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<p>to balance both fuel reduction to reduce wildfire intensity, and maintenance of stand structure to a level that allows for trees to be windfirm.</p> <p>h. A number of fuel management treatments have been completed within and around the town center over the past 5 years. However, many of these treatments will require monitoring to determine ongoing maintenance activities.</p>						
<b>Education</b>						
<i>Education is a critical piece of resiliency planning as it relates directly to the recruitment and retention of community members in the FireSmart program as well as reduces the probability of wildfire ignitions within the WUI.</i>						
2. Hire a fulltime or parttime FireSmart Coordinator (required for funding by 2024). This position will run all aspects of the FireSmart program for the District and generally support many aspects of this CWRP.	Fire Chief	Very High	Spring 2023	An annual salary of \$70,000 and some training and orientation at the beginning will be required.	Successfully hire or appoint an individual who is enthusiastic about promoting FireSmart, and ideally is a leader in the community or is well known.	Funding is available under UBCM's CRI <sup>1</sup> program to support a salary for a FireSmart Coordinator.
3. Hold a FireSmart event/open house to endorse FireSmart concepts to community members and educate them on things they can do around their homes to reduce fire hazard. This should be	Fire Chief, Fire Department, FireSmart Coordinator, Mackenzie Wildfire Advisory	Very High	Annually	Social media, resources to run the event (ie. tent, food, etc.)	Participation by minimum of 40 residents.	Funding is available under UBCM's CRI <sup>1</sup> program.

<sup>1</sup> [https://www.ubcm.ca/sites/default/files/2022-10/LGPS\\_CRI-FCFS\\_2023AppGuide-Oct%206\\_Rev.pdf](https://www.ubcm.ca/sites/default/files/2022-10/LGPS_CRI-FCFS_2023AppGuide-Oct%206_Rev.pdf)

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
held annually between May and October.	Committee (MWAC)					
4. Determine logical boundaries for FireSmart neighbourhoods within the District such as Gantahaz, Centennial, the Fish Streets, etc. Once this has been designed, encourage, and help appoint FireSmart neighbourhood champions for each of the neighbourhoods.	Fire Chief, Fire Department, FireSmart Coordinator	Moderate	Ongoing	FireSmart events and communication resources.	Three residents volunteer to become a FireSmart Neighbourhood Champion	Information and workshops for FireSmart Neighbourhood Champion are available on the FireSmart BC website.
5. Continue to organize annual or semi-annual Community Chipper Day(s) and/or Community Cleanup Day(s) during the wildfire season to assist homeowners with removal of hazardous vegetation and debris around their homes.	FireSmart Coordinator, Fire Chief, Public Works, MWAC	Very High	Annually, semi-annually	Chipper, disposal bins	Removal of hazardous vegetation, invasive plants and other flammable materials around homes.	Funding is available through the UBCM's CRI program <sup>2</sup>
6. Continue to promote and encourage private property/homeowners to have a FireSmart Home Assessment completed. Provide recommendations on actions they can take to make their homes more FireSmart and reduce the risk of loss and damages in the event of a wildfire.	FireSmart Coordinator, Fire Chief, Local FireSmart Representative (LFR)	Very High	Ongoing	A certified Local FireSmart Representative is required to complete the home assessments.	Participation by minimum of 10 residents per year.	Funding is available under UBCM's CRI program per structure.
7. Continue to encourage homeowners to implement FireSmart recommended activities around their	FireSmart Coordinator, Fire Chief, Local FireSmart	Very High	Ongoing	A certified Local FireSmart Representative is	Participation by minimum of 10 residents per year who complete at	FireSmart activity rebate program up to \$500 <sup>3</sup>

<sup>2</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>

<sup>3</sup> <https://firesmartbc.ca/wp-content/uploads/2020/06/FireSmart-Assessment-Work-Hours-Estimate-Form-CRI.pdf>

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
homes utilizing the FireSmart rebate program through use of the District website, social media, and FireSmart events.	Representative (LFR)			required to complete the home assessments	least one eligible FireSmart activity on their home.	
8. Continue to maintain and improve the District's FireSmart webpage to inform the community about numerous ways they can stay updated on FireSmart information.	FireSmart Coordinator, Fire Chief, MWAC	Very High	Ongoing	Communication resources	FireSmart events are well-promoted and attended with 40+ residents	N/A
9. Distribute FireSmart resources and promotional materials to the public at local businesses, FireSmart events, farmers markets or other community events.	FireSmart Coordinator, Fire Chief	Moderate	Ongoing	FireSmart resources and promotional materials	Increased attendance at FireSmart events and overall interest in taking action.	FireSmart promotional items can be found on the FireSmart BC website <sup>4</sup>
10. Maintain recognition status as being a FireSmart community under FireSmart Canada's Neighbourhood Recognition Program.	FireSmart Coordinator, Fire Chief, MWAC	High	Annually	Application to be filled out and all required actions for recognition. must be completed <sup>5</sup>	Maintain recognition status	N/A
11. Encourage schools to adopt education programs to engage youth in wildfire management and risk reduction. Provincial emergency preparedness curriculum is available provincially (Master of Disaster)	FireSmart Coordinator, School Division 57, DOM Education Services, MWAC	Moderate	Within 3 years	Master of Disaster curriculum <sup>6</sup> , teaching staff on board to deliver program	Master of Disaster curriculum is being taught in local schools by 2026	N/A

<sup>4</sup> <https://firesmartbc.ca/resource-ordering-form/>

<sup>5</sup> <https://firesmartbc.ca/resource/how-to-apply-for-the-firesmart-canada-neighbourhood-recognition-program-fcnrp/>

<sup>6</sup> <https://alpha.gov.bc.ca/gov/content/safety/emergency-management/education-programs-toolkits/master-of-disaster>

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<b>Legislation and Planning</b>						
<i>Legal or regulatory changes and community planning will improve community resiliency by encouraging and supporting the District's members to change their decisions to build a more resilient community.</i>						
12. As increased recreation activities and development of parks and trails occurs, ensure wildfire prevention is built into recreation planning including: <ul style="list-style-type: none"> <li>a. Fuel reduction and vegetation management around trails,</li> <li>b. Use of FireSmart plant species in park and recreation area landscaping,</li> <li>c. use of fire guard trails,</li> <li>d. access control,</li> <li>e. educational signage informing the public of their role in preventing wildfire.</li> </ul>	District staff, Public Works, MWAC	High	Immediate	Human resources, public communication resources.	Community members and tourists become more aware of the potential impact of recreation and on fire ignitions.	
13. Amend the current Official Community Plan to include more wildfire protection and prevention into development policies. The current OCP does not adequately address wildfire protection or	District staff	High	Immediate	Human resources, public communication resources.	The OCP has been amended to include FireSmart and wildfire protection as a development objective by the year 2027.	Funding is available through the UBCM's CRI program <sup>7</sup>

<sup>7</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
prevention as an overall community development objective.						
14. Improve and enforce bylaws/legislation to further reduce the risk of wildfire occurrence from open burning or increased recreation. This could include: <ul style="list-style-type: none"> <li>a. Clarification on recreational fire permits,</li> <li>b. Asserting and enforcing fire bans,</li> <li>c. Fire suppression equipment/hydrants at all high-use recreation sites.</li> </ul>	District staff, Public Works	Moderate	Within 3 years (2025)	Communication resources, funds available to purchase equipment, legal oversight	Improvements to bylaw or written rules.	N/A
15. Develop a Total Access Plan for the District to aid in strategic planning of residential and industrial development, parks, recreation, etc. The Plan should include mapping and inventory of trail and road networks in natural areas for suppression planning, identification of areas with insufficient access or access restrictions (ie. gates, deactivation), details regarding inspection and maintenance of access and suppression structures/features, inventory of water sources, etc.	District staff, Public Works, local BCWS officers, MWAC	Moderate	Within 5 years (2027)	Communication and mapping resources	A GIS inventory of all trails and roads is created and utilized in District planning	N/A

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<b>Development Considerations</b>						
<i>Development considerations deal with how planned development (home, business and critical infrastructure) should be designed to optimize the District's resiliency to wildfire.</i>						
16. Revise development permits to require fire resistant landscaping and/or incorporate FireSmart principles in structure development, such as fire-resistant building materials for roofs, decking, etc.	District staff, Fire Chief	High	Within 2 years (2024)	Public engagement and Communication resources, potential legal oversight	Development permits limit building materials and landscaping vegetation that are a high fire hazard.	Funding is available under UBCM's CRI <sup>8</sup> program to support development considerations.
17. Establish a Development Permit Area (DPA) for Wildfire Protection for new development/buildings within forested neighbourhoods. The Wildfire DPA should also align with existing land use and development policies identified within the OCP.	District staff	Moderate	Within 5 years (2027)	Public engagement and Communication resources, qualified wildfire professional input, potential legal oversight	A wildfire DPA is introduced into the OCP within 5 years.	Funding is available under UBCM's CRI program to support development considerations.
18. Complete FireSmart Critical Infrastructure Assessments on all critical Infrastructure (CI) within the District and identify recommendations that can feasibly be implemented to adequately reduce overall risk for each one.	FireSmart Coordinator, Fire Chief	Very High	Immediate	Local FireSmart Representative (LFR)	All CI within the District has been assessed by 2024	Funding is available through the UBCM's CRI program <sup>9</sup> to complete FireSmart Assessments
19. Implement FireSmart recommendations resulting from FireSmart Critical Infrastructure	FireSmart Coordinator	Very High	Immediate	Labour, machinery, and construction materials	The top 3 priority Critical Infrastructure have FireSmart	Funding is available through the

<sup>8</sup> <https://www.ubcm.ca/cri/firesmart-community-funding-supports>

<sup>9</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
Assessment to critical buildings/infrastructure to reduce Hazard Score ratings to Moderate or Low. Prioritize critical infrastructure based on both Hazard Score and structure importance.					recommendations completed.	UBCM's CRI program <sup>7</sup>
<b>Interagency Cooperation</b>						
<i>To increase and share local knowledge, develop relationships and to collaborate on future projects.</i>						
20. In 2018, the District established the Mackenzie Wildfire Advisory Committee (MWAC). The MWAC contains members and representatives from the McLeod Lake Mackenzie Community Forest, District Councillor and staff, the Fire Chief and Deputy Fire Chief, BC Wildfire Service, McLeod Lake Indian Band Fire Chief, forest industry representatives, Ministry of Forests, and emergency management coordinators. This committee is a critical part of wildfire risk reduction and emergency management and response for the community. The District should <b>continue to foster this committee and work collaboratively with</b>	FireSmart Coordinator, Fire Chief, MLMCF	Very High	Immediate	Communication Resources, human resources	Hold one meeting annually with all committee members involved. Participation in this committee is becoming a requirement for CRI applicants starting in 2024.	Funding is available through the UBCM's CRI program <sup>10</sup> to support participation in interagency meetings

<sup>10</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
involved parties to continue to ensure local wildfire-related efforts are coordinated, focused and effective. An active interagency committee will be a requirement to receive CRI funding starting in 2024.						
<b>Cross-Training</b>						
<i>Cross-training increases the District's wildland firefighting capacity while simultaneously supporting the structural volunteer fire department.</i>						
21. Apply for grant funding opportunities through CRI FireSmart Community Funding and Supports that can support firefighter cross training or direct training like S100 and S185.	FireSmart Coordinator	High	Immediate	N/A	Complete funding application for submission in October.	Funding is available each year through the UBCM's CRI program <sup>11</sup>
22. Continue to build the District's fire department and encourage firefighters to participate in cross-training and annual refresher exercises, including: <ul style="list-style-type: none"> <li>a. Hydrant flushing/testing,</li> <li>b. Refresher training of pumps and hose,</li> <li>c. Wildland fire suppression training such as S-100 and S-185.</li> </ul>	Fire Chief	Moderate	Immediate	Volunteers interested in firefighting and suppression	Run at least one refresher exercise or training each year.	Funding for training is available through the UBCM's CRI program

<sup>11</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>



Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
23. Ongoing collaboration with the McLeod Lake Indian Band to extend opportunities to their membership in wildland firefighting/cross training and exercises.	FireSmart Coordinator, Fire Chief	Moderate	Annually	Communications Resources, interested participants, available trainers	At least one instance of an organized training session	Funding for training is available each year through the UBCM's CRI program <sup>12</sup>
<b>Emergency Planning</b>						
<i>Emergency Planning informs community leaders and members on how to respond to different types of emergencies.</i>						
24. Update the current Emergency Evacuation Plan to ensure the plan specifically addresses: <ul style="list-style-type: none"> <li>a. Established safe zones and pull-outs along Hwy 39.</li> <li>b. Linkages to the Total Access Plan once developed.</li> </ul>	District Emergency Management, Emergency Operations Center, Fire Chief	Moderate	Immediate	Funding and/or source of capital available to allocate time plan updates	Evacuation/Emergency Response Plan is updated annually based on changes in development and local conditions	N/A
25. Promote the importance of emergency planning and evacuation within the community and conduct exercises to test and implement emergency response.	FireSmart Coordinator, District of Mackenzie Emergency Network, Fire Chief	Moderate	Immediate	Communication resources, in-kind contribution from community members	Participation and passing of emergency response tests/exercises by at least 50 residents	N/A

<sup>12</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
<b>Vegetation Management</b>						
<i>The purpose of vegetation management is to reduce wildfire risk through the reduction of vegetative fuels available for consumption, while supporting forest values and healthy ecosystems.</i>						
26. Continue to apply for funding to complete proposed fuel management projects to further reduce forest fuels surrounding the community. This includes both small scale demonstration projects in town, and larger fuel management projects.	FireSmart Coordinator, MLMCF	High	Ongoing	An RPF must write the fuel management prescription, contractors to complete operations.	Complete one fuel treatment activity per year (either prescription development or operations)	Funding is available through the UBCM's CRI program for both prescription development and operational work.
27. Encourage homeowners to remove all vegetation from the Non-Combustible Zone and landscape using fire-resistant plants. Conifer trees within the first 10m (Zone 1) of the home should also be encouraged for removal.	FireSmart Coordinator, Fire Chief	High	Immediate	A certified Local FireSmart Representative	5 property owners have implemented FireSmart landscaping and vegetation removal on their property each year	N/A
28. Develop spatially defined areas around the District and Highway 39 where reduced wildfire management stocking standards must be prescribed after harvest activities. This includes for both area based and volume-based tenures and licensees.	FireSmart Coordinator, District staff, Ministry of Forests representative, MLMCF, BCTS representative	Very High	Immediate	Communication resources, GIS and mapping resources, qualified RPF input as to where these management areas should be delineated.	A wildfire management area relating to forest harvest activities is spatially defined where fire management stocking standards are required.	N/A
29. Create a monitoring and maintenance plan which includes a comprehensive database that captures treatment strategies	FireSmart Coordinator, MLMCF	Very High	Ongoing	A qualified RPF to assess treated stands	Existing fuel treatment areas remain a low hazard through maintenance activities.	Funding is available through the UBCM's CRI

Action	Lead(s)	Priority	Time frame	Resources Required	Metric for Success	Notes
and dates, along with the spatial polygon information, to effectively plan monitoring, re-evaluation and possibly maintenance/treatment activities. Windthrow and other forest health agents frequently act upon and impact forest stands within the Mackenzie region. Apply for funding for monitoring and maintenance activities.						program <sup>13</sup> for vegetation maintenance

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<sup>13</sup> <https://www.ubcm.ca/funding-programs/local-government-program-services-funding/community-resilience/firesmart-community>

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** March 21, 2023

**Subject:** 2023 Water, Sewer, and Garbage Bylaw Amendment

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### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

The *Community Charter* requires that local government's water, sewer and garbage services be self-funded, meaning the full cost of the programs are funded by user fees, including the costs related to managing the life cycle of capital assets. User fees are typically adjusted annually to offset any changes in the cost to deliver the service.

Over the last few months staff have brought forward reports to council regarding changes to the water, sewer, and garbage bylaws as well as the bylaw rates. The approved changes are listed below:

- Schedule "B" of the Sewer Rates and Regulations Bylaw will include a reduction of excess usage water rate from May – August for commercial businesses who operate a greenhouse.
- Wording will be included in the water, sewer and garbage bylaws providing a full exemption from user rates for places of worship and not-for-profit agencies who are registered owners of a property that accesses utility services.
- Below are the approved rate increases:
  - Water - 7%
    - The increase to water rates covers all the necessary operational costs and an annual transfer to water reserve of \$241,298 for current and future capital projects.

- Sewer - 7%
  - The increase to sewer rates covers all the necessary operational costs and an annual transfer to sewer reserve of \$209,091 for current and future capital projects.
- Garbage - 7%
  - The increase to garbage rates covers all the necessary operational costs and an annual transfer to reserves of \$86,281 for replacement of residential garbage truck and garbage bins, and \$25,218 for replacement of commercial garbage truck.

The impact of the rate increases to residential and commercial customers is as follows:

#### Residential Customers

##### **7% Annual Increase**

Water billing increase	\$26.70
Sewer billing increase	\$17.44
Garbage billing increase (weekly service)	\$12.24
Overall annual increase of \$56.38 or \$4.70/month	

\*bi-weekly garbage service would see an increase of \$54.58 or \$4.55/month

#### Commercial Customers

##### **7% Annual Increase**

Water billing increase (minimum charges)	\$23.94
Sewer billing increase (minimum charges)	\$20.70
Garbage billing increase (2yrd bin 1 pickup per week)	\$71.40

Overall annual increase of \$116.04 or \$9.67/month

\*3yrd bin, 1 pickup/week customers would see an increase of \$134.88 or \$22.48 bi-monthly

\*4yrd bin, 1 pickup/week customers would see an increase of \$153.78 or \$25.63 bi-monthly

Rates will become effective May 1, 2023. Residential customers will have the new rates shown on their 2023 property tax bill and commercial customers will have the new rates shown on their May-June utility billing.

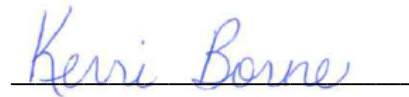
A copy of the associated bylaws have been included in the Bylaw section of the agenda for Council's consideration.

**COUNCIL PRIORITY:**

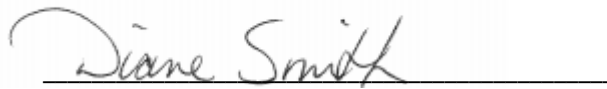
**Strong Governance and Finances**

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

Respectfully Submitted,



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** March 7, 2023

**Subject:** Council Travel and Expenses

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### **RECOMMENDATION:**

THAT Council allow the reallocation of unused Council expense budgets to other Councillor budgets if they have or will be exceeding their annual budget;

AND THAT any requests for further funding would be brought forward to Council for approval prior to booking.

### **BACKGROUND:**

Throughout the year Mayor and Council attend various conferences and events to network with other government officials and to discover opportunities that may benefit the District of Mackenzie. Typically, Councillors may attend conferences or events that pertain to their liaison appointments or for District committees they belong to.

The 2023 conferences and events budget for Mayor and Council is \$40,000. The Mayor is allocated \$10,000, and each Councillor has a budget of \$5,000.

Many activities Council participates in are either held locally, virtually, or are free to attend, which has allowed Council engagement without the use of the allotted budgets.

The following conferences/events are planned for 2023:

January 17-19, 2023	BC Natural Resources Forum
February 10-11, 2023	AGRO Connect – Conference and Agricultural Market
March 15-17, 2023	Local Government Leadership Academy Elected Officials Seminar
April 12-14, 2023	Council of Forest Industries Convention
May 9-12, 2023	North Central Local Government Association Annual Convention
May 31 – June 2, 2023	Minerals North Conference
September 18-23, 2023	Union of BC Municipalities Annual Convention

## 2023 Council Expenses

If there are expenses related to an event/conference, they typically fall into one of the following categories in [Policy 1.1 Expense Account Regulations](#): Travel, accommodation, per diems, and event registration.

As of March 2023, the total expenses and remaining balances are shown below:

	<b>Budget</b>	<b>Spent</b>	<b>Remaining</b>
Mayor Joan Atkinson	\$10,000	\$2,914.16*	\$7,085.84
Councillor Andy Barnes	\$5,000	\$1,483.16	\$3,516.84
Councillor Viktor Brumovsky	\$5,000	-	\$5,000
Councillor Amber Hipkiss	\$5,000	\$2,953.36*	\$2,046.64
Councillor Raye McMeeken	\$5,000	-	\$5,000
Councillor Kyle Tapper	\$5,000	\$2,253.77	\$2,746.23
Councillor Jesse Wright	\$5,000	\$4,284.84	\$715.16

\*Expenses include the upcoming North Central Local Government Association registration costs.

## Union of BC Municipalities Conference

Aside from the hotel and travel expenses still to come from the North Central Local Government Association Conference in May, the main event still to take place this year is the Union of BC Municipalities Conference is held in September. This year's conference will be held September 11 – 15, 2023 in Vancouver. Last years costs including registration and travel expenses were approximately \$3,000 per delegate. Costs are expected to increase slightly this year.

## Suggestions for Future Budgets

Due to the professional value of some of the conventions and courses, for the 2024 budget staff are asking if Council would consider adjusting its budget annually to ensure every Council member has an opportunity to attend key networking and professional development events. This could include events such as, after every election year, attendance to the Local Government Leadership Academy Elected Officials training. This would allow the \$10,000 and \$5,000 per Mayor and Council member respectively, to be used for liaison specific conferences and courses as well as any new group training opportunities or strategic planning exercises that may arise.



**COUNCIL PRIORITY:**

**Strong Governance and Finances**

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

Respectfully Submitted,



Chelsea Smirle  
Legislative Clerk/Executive Assistant



Kerri Borne  
Chief Financial Officer



Diane Smith  
Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** March 23, 2023

**Subject:** Business Façade Improvement Program 2023

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### **RECOMMENDATION:**

THAT Council approves the Mackenzie PharmaChoice application to the Business Façade Improvement Program to a maximum amount of \$5,000.00.

### **BACKGROUND:**

The Northern Development Initiative Trust (NDIT) approved the District of Mackenzie's application for \$20,000 in funding towards the Business Façade Improvement program on January 17, 2023. This annual funding is available to enhance economic development by encouraging private sector investment in business façade improvements.

The goal of the business façade improvement program is to beautify the commercial core and industrial area of Mackenzie and aid businesses in customer attraction. The District of Mackenzie Business Façade Improvement Program will provide the following types of reimbursement grants:

- **Category 1:** 50% up to a maximum of \$5,000 per building/project within the façade improvement area, and;
- **Category 2:** 50% up to a maximum of \$500 for homebased business wayfinding signage.

### **PROMOTIONAL ACTIVITIES:**

Staff advertised the program through the District's website, distributed one public notice in mailboxes, handed out flyers to business storefronts, made cold calls to local businesses, and posted ads on social media. Program information was distributed through the Chamber of Commerce as well and staff took every opportunity to discuss the program with business owners during in person casual conversations and meetings, as well as assisted with application development when requested.

## 2023 APPLICATIONS:

The one eligible project application is as follows:

### Mackenzie PharmaChoice

Project	Total Project Cost	Maximum Eligible Grant	Recommended Grant
Installation of accessible, motorized doors, reconstructing of vestibules to be fully accessible	\$51,780.55	\$5,000	\$5,000

Mackenzie PharmaChoice is a first-time applicant.

#### Before Photo



**NEXT STEPS:**

If Council approves the above application, there will be \$15,000.00 remaining to distribute in 2023. As funding will still be available, applications will continue to be accepted until April 15, 2023, to allow time for additional applications to be received.

**COUNCIL PRIORITIES:**


**Economic Vitality**

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

Respectfully Submitted,



Rachelle Dumoulin  
Economic Development Clerk



Approved for Submission to Council

## **COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Mayor Joan Atkinson

**Date:** March 21, 2023

**Subject:** Activity for month of February 2023

<b>Date:</b>	<b>Activity:</b>
February 3	Met with Jeremy Greenfield, Timber Sales Manager for BC Timber Sales. BCTS currently has proposed logging activity on Morfee Mountain and has been instrumental in assisting the District and Ministry of Forests in the planned upgrades to Morfee Mountain Road. The tenure transfer process from TELUS to the District of Mackenzie is ongoing.
February 3	Participated in the BC Rural Health Care Alliance Zoom meeting. The Alliance is made up of elected officials from across BC. The alliance was formed in September 2022 to highlight health care issues in rural communities, and more specifically to address issues regarding emergency room closures and inadequate paramedic coverage.
February 8	Participated in Mackenzie/Robson Valley Regional Working Group, which is a sub working group of Northern Interior Rural Division of Family Practice. Together, the members work to improve patient access to local primary care, increase local practitioners influence on health care delivery and policy, and provide professional support for practitioners. Consists of 8 municipalities and 22 First Nations communities.
February 10	Met with Raymond Lamont, Chief Negotiator for Tsay Keh Dene Nation regarding ongoing projects TKD is pursuing.
February 13	Participated in Provisional Budget Meeting.
February 14	Participated in monthly Resource Municipalities Coalition meeting. Presentations were made by the Deb Zehr, Executive Director for Provincial Immigration Program and Alberta MLA Getson who made a presentation on Economic Corridors in Western Canada.
February 15	Participated in Regional District of Fraser-Fort George orientation session including 2023 budget discussions.

February 16	<p>Participated in monthly meeting of Regional District of Fraser-Fort George. Highlights of the meeting include:</p> <ul style="list-style-type: none"> <li>• The RDFFG has adopted its first ever Regional Agricultural Strategy.</li> <li>• As part of a pilot program, the RD will offer new hours at the Transfer Stations in Mackenzie and Valemount. Both facilities will be open seven days per week from April 1 – September 30. Mackenzie will add Friday (9:00-5:00) Saturday (9:00-1:00) and reduce Sunday hours from 9:00-5:00 to 9:00-1:00.</li> </ul>
February 21	<p>CAO Smith and I met with Iris Energy Executives Daniel Roberts, Will Roberts and David Shaw. Operations are going well. Members of Council will be invited for a tour of their facility in late spring. Community Grant Funding opportunities will be made available this spring.</p>
February 21	<p>Attended Mackenzie Accessibility &amp; Inclusion Advisory Committee open house at the Legion.</p>
February 22	<p>Along with Regional District of the Northern Rockies Mayor Rob Fraser, I attended a Zoom meeting with the BC Nurses' Union.</p>
February 24	<p>Participated in Peace Williston Advisory Committee meeting. Presentations were made on Hydro new initiative "Net Metering" and anticipated Williston Reservoir levels this year.</p>
February 25	<p>Attended the Mackenzie Strong Event at Rec Centre and delivered a message from Mayor and Council. It was a fabulous day with food, music, and a great market. Kudos to the Mackenzie Chamber of Commerce.</p>
February 25	<p>Participated in WinterQuest activities. Event was well supported by the community. I heard many positive comments on how important this event has become and how grateful residents are to the District for hosting this.</p>
February 27	<p>Met with Ryan Bichon, District Manager Ministry of Forests. It is expected the new annual allowable cut will be released at the end of March.</p>
February 28	<p>Chaired Community Awareness meeting with community stakeholders that included Mackenzie &amp; District Health Centre, Mackenzie Counselling, Ministry of Children and Family Development, MLA Mike Morris office, College of New Caledonia, Morfee School and Mackenzie Secondary School, Autumn Lodge, Mk Recreation Services. We met to discuss ongoing challenges and opportunities how we can support each other.</p>
February 28	<p>Participated as a guest speaker in UNBC Forum "The Future of Forestry."</p>

Respectfully Submitted,  
Mayor Joan Atkinson

### **COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councilor Wright

**Date:** March 2023

**Subject:** Report for the Second Half of the Month of March 2023

<b>Date:</b>	<b>Activity:</b>
March 9	Attended Career Fair at Recreation Centre hosted by the McLeod Lake Indian Band.
March 9	Attended the Mackenzie Nature Observatory's Annual General Meeting.
March 15-17	Attended LGLA Conference in Prince George with Mayor Atkinson, Councillors Barnes and Tapper and CAO Smith. Had the opportunity to meet municipal leaders from across the north and learn an immense amount on the many facets of what it means to be a municipal elected official.
March 20	Participated in NDI's Regional Advisory Committee, filling in for Mayor Atkinson as Mackenzie's alternate.
March 20	Meeting with MLA Mike Morris talking about variety of topics, including education, forestry, and economic development for Mackenzie.
March 22-23	Participated in 'Mental Health First Aid' course at CNC as employee of Mackenzie Counselling.

Respectfully Submitted,  
Councilor Wright

**DISTRICT OF MACKENZIE**

**Bylaw No. 1495**

**A bylaw to amend "Water Rates and Regulations Bylaw No. 1466, 2022"**

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**WHEREAS** the Council of the District of Mackenzie deems it prudent and desirable to amend its Water Rates and Regulations Bylaw;

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

1. That "Water Rates and Regulations Bylaw No. 1466, 2022" is hereby amended as follows:
  - (a) By adding the following wording to Section 8. RATES:
    - (g) Places of worship and not-for-profit agencies who are the registered owners of a property that accesses utility services will be provided a 100% exemption from user rates as set out in Schedule "B".
  - (b) That Schedule "A" of the "Water Rates and Regulations Bylaw No. 1466, 2022" is hereby deleted in its entirety and replaced with Schedule "A" as attached.
  - (c) That Schedule "B" of the "Water Rates and Regulations Bylaw No. 1466, 2022" is hereby deleted in its entirety and replaced with Schedule "B" as attached.
2. This bylaw may be cited as "Water Rates and Regulations Amendment Bylaw No. 1495, 2023".

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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



I hereby certify the foregoing  
to be a true and correct copy of  
District of Mackenzie Bylaw  
No. 1495 cited as "Water Rates  
and Regulations Amendment Bylaw No.  
1495, 2023".

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Mayor

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Corporate Officer

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Corporate Officer

## **SCHEDULE "A"**

To the "Water Rates and Regulations Amendment Bylaw No. 1495, 2023"  
of the District of Mackenzie.

### **FLAT RATE USER RATES**

<u>Classification No</u>	<u>Classification</u>	<u>Rates</u>
One (1)	Single Family Dwelling	\$408.13 per year
Two (2)	Two Family Dwelling	\$816.26 per year
Three (3)	Multi-Family Dwelling Row Housing - Per unit	\$ 34.04 per month
Four (4)	Trailer Park Per trailer	\$ 23.68 per month
Five (5)	Schools - Per Room	\$ 17.52 per month

## **SCHEDULE "B"**

To the "Water Rates and Regulations Amendment Bylaw No. 1495, 2023"  
of the District of Mackenzie.

### **METERED USER RATES** - Bi-Monthly

Minimum charge	\$ 60.93
Usage in excess of 13,000 gallons	\$ 4.69 per 1,000 gallons
or 2,083 ft <sup>3</sup>	\$29.29 per 1,000 ft <sup>3</sup>
or 5.91 m <sup>3</sup>	\$ 1.04 per 1 m <sup>3</sup>

The above rates are due and payable on a bi-monthly basis.

Bulk Water	\$5.00 per cubic meter
Water Turn On	\$50.00
Water Turn Off	\$50.00

Due and payable on a monthly basis.

**DISTRICT OF MACKENZIE**

**Bylaw No. 1496**

A bylaw to amend "Sewer Rates and Regulations Bylaw No. 1467, 2022."

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**WHEREAS** the Council of the District of Mackenzie deems it prudent and desirable to amend its Sewer Rates and Regulations Bylaw;

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

1. That "Sewer Rates and Regulations Bylaw No. 1467, 2022" is hereby amended as follows:

(a) By adding the following wording to Section 2.:

"Greenhouse" means an enclosed structure used for the cultivation or protection of tender plants for the purpose of re-sale.

(b) By adding the following wording to Section 11. USER RATES:

(f) Places of worship and not-for-profit agencies who are the registered owners of a property that accesses utility services will be provided a 100% exemption from user rates as set out in Schedule "B".

(c) That Schedule "A" of the "Sewer Rates and Regulations Bylaw No. 1467, 2022" is hereby deleted in its entirety and replaced with Schedule "A" as attached.

(d) That Schedule "B" of the "Sewer Rates and Regulations Bylaw No. 1467, 2022" is hereby deleted in its entirety and replaced with Schedule "B" as attached.

2. This bylaw may be cited as "Sewer Rates and Regulations Amendment Bylaw No. 1496, 2023".

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

I hereby certify the foregoing  
to be a true and correct copy of  
District of Mackenzie Bylaw  
No. 1496 cited as "Sewer Rates  
and Regulations Amendment Bylaw No.  
1496, 2023".

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Mayor

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Corporate Officer

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Corporate Officer

## **SCHEDULE "A"**

To the "Sewer Rates and Regulations Amendment Bylaw No. 1496, 2023"  
of the District of Mackenzie.

### **FLAT RATE USER RATES**

<u>Classification No</u>	<u>Classification</u>	<u>Rates</u>
One (1)	Single Family Dwelling	\$266.55 per year
Two (2)	Two Family Dwelling	\$533.11 per year
Three (3)	Multi-Family Dwelling Row Housing - Per unit	\$ 22.21 per month
Four (4)	Trailer Park Per trailer	\$ 22.21 per month
Five (5)	Schools - Per Room	\$ 15.03 per month

## **SCHEDULE "B"**

To the "Sewer Rates and Regulations Amendment Bylaw No. 1496, 2023"  
of the District of Mackenzie.

### **SEWER USER RATES FOR WATER METERED PREMISES**

Minimum charge	\$ 52.79
Usage in excess of 13,000 gallons	\$ 4.07 per 1,000 gallons
or 2,083 ft <sup>3</sup>	\$25.38 per 1,000 ft <sup>3</sup>
or 5.91 m <sup>3</sup>	\$ 0.89 per 1 m <sup>3</sup>

Commercial business with a greenhouse will be charged the minimum charge plus 10% of the excess water usage for the months of May up to and including August.

The above rates are due and payable on a bi-monthly basis.

### **OTHER SEWER RELATED SERVICE FEES**

#### **LAGOON DUMPING**

Within business hours	\$ 90.00/load
Outside of business hours	\$150.00/load

#### **CUSTOM WORKS**

Except otherwise stated below, the following sewer related services are charged at an at-cost plus administration custom works rate as described in the District of Mackenzie *General Rates and Fees Bylaw*.

Good Neighbour Sewer Calls	
Commercial	At-Cost + Administration Fee
Residential	Free of Charge

The above rates are due and payable on a monthly basis.

**DISTRICT OF MACKENZIE**

**Bylaw No. 1497**

A bylaw to amend "Garbage Rates and Regulations Bylaw No. 1487, 2022."

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**WHEREAS** the Council of the District of Mackenzie deems it prudent and desirable to amend its Garbage Rates and Regulations Bylaw;

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

1. That "Garbage Rates and Regulations Bylaw No. 1487, 2022" is hereby amended as follows:
  - (a) By adding the following wording to COMMERCIAL GARBAGE COLLECTION SERVICE:
    41. Places of worship and not-for-profit agencies who are the registered owners of a property that accesses utility services will be provided a 100% exemption from user rates as set out in Schedule "B".
  - (b) That Schedule "A" of the "Garbage Rates and Regulations Bylaw No. 1487, 2022" is hereby deleted in its entirety and replaced with Schedule "A" as attached.
  - (c) That Schedule "B" of the "Garbage Rates and Regulations Bylaw No. 1487, 2022" is hereby deleted in its entirety and replaced with Schedule "B" as attached.
2. This bylaw may be cited as "Garbage Rates and Regulations Amendment Bylaw No. 1497, 2023".

**READ** a first time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a second time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

**READ** a third time this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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



I hereby certify the foregoing  
to be a true and correct copy of  
District of Mackenzie Bylaw  
No. 1497 cited as "Garbage Rates  
and Regulations Amendment Bylaw No.  
1497, 2023".

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Mayor

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Corporate Officer

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Corporate Officer

## **SCHEDULE "A"**

To the "Garbage Rates and Regulations Amendment Bylaw No. 1497, 2023"  
of the District of Mackenzie.

(a) Single Family Dwelling (per unit)

For one collection per week \$15.63/month

For one collection every two weeks \$13.24/month

(b) Two Family Dwelling (per unit)

For one collection per week \$15.63/month

For one collection every two weeks \$13.24/month

(d) Secondary Suites (per unit)

For one collection per week \$15.63/month

For one collection every two weeks \$13.24/month

## **SCHEDULE "B"**

To the "Garbage Rates and Regulations Amendment Bylaw No. 1497, 2023"  
of the District of Mackenzie.

- (a) Monthly rates for pickup of solid waste from bulk containers, per size of bins, in any classifications shall be charged as follows:

### **Bulk containers with a capacity of 2 cubic yards:**

Number of containers (2 cubic yards)	Number of Pickups per Week	
	1	2
1	\$ 38.41	\$ 76.83
2	\$ 76.83	\$ 153.65
3	\$ 115.24	\$ 230.48
4	\$ 153.65	\$ 307.30
5	\$ 192.07	\$ 384.13

### **Bulk containers with a capacity of 3 cubic yards:**

Number of containers (3 cubic yards)	Number of Pickups per Week	
	1	2
1	\$ 57.62	\$ 115.24
2	\$ 115.24	\$ 230.48
3	\$ 172.86	\$ 345.72
4	\$ 230.48	\$ 460.96
5	\$ 288.10	\$ 576.20

**Bulk containers with a capacity of 4 cubic yards:**

Number of containers (4 cubic yards)	Number of Pickups per Week	
	1	2
<b>1</b>	\$ 76.83	\$ 153.65
<b>2</b>	\$ 153.65	\$ 307.30
<b>3</b>	\$ 230.48	\$ 460.96
<b>4</b>	\$ 307.30	\$ 614.61
<b>5</b>	\$ 384.13	\$ 768.26

### Additional Containers

Applicable rate for 5 containers, per size, plus applicable rate for additional number of containers of the same size.

- (b) When bulk containers are utilized, the rates for individual use classifications do not apply.
- (c) All bulk containers shall be supplied by the District at the following monthly rental rates, per number and size of bulk containers:
  - \$52.54/month for a bulk container with a capacity of 2 cubic yards
  - \$57.36/month for a bulk container with a capacity of 3 cubic yards
  - \$62.20/month for a bulk container with a capacity of 4 cubic yards
- (d) Special requests for additional bulk containers outside the monthly rental options will be subject to the following fees:
  - \$ 50.00/delivery per bulk container
  - \$ 50.00/pickup per bulk container
- (e) Deliveries or pickups outside the regular scheduled days, Monday and Thursday, will be calculated at three times the applicable rate.
- (f) Deliveries or pickups requested outside the scheduled business hours will be calculated at three times the applicable rate plus the applicable overtime rate.