

**Department: Corporate Services****Employee: Emily Kaehn****2023 Work Plan****Third Quarter Report**

Corporate Services includes the following service areas: Legislative Services, Land Use Planning and Administration, Environmental Programs and Climate Action, Corporate Communications, and Economic Development. The following outlines the status of key projects and programs that are being administered in 2023.

<b>2023 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>START/FINISH DATES</b>	<b>2023 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Council Meeting Management	Strong Governance and Finances	2021-2023	<ul style="list-style-type: none"> <li>Upgrade audio/visual equipment in Council Chambers.</li> </ul>	In-Progress	All A/V equipment has been installed. Waiting on camera to be fixed to allow video streaming. Sound and displays are in use.
Bylaw/Policy Review	Strong Governance and Finances	2023	<ul style="list-style-type: none"> <li>Annually review and update bylaws and policies where necessary.</li> </ul>	Ongoing	Land development, climate action, and communications updates planned for 2023.
Accessibility	Community and Social Development	2023	<ul style="list-style-type: none"> <li>Complete the Age-Friendly Access and Inclusion Action Plan</li> </ul>	In-Progress	Completion expected for Fall 2023.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Administer Community Grants Program intakes in March and September.</li> </ul>	Ongoing	Next intake closes September 15, 2023.
Business and Non-Profit Support Services	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Liaise and partner with local and regional business support services.</li> <li>Administer District Support Programs.</li> <li>Provide grant writing support for not-for-profit organizations.</li> </ul>	Ongoing	Free community grant writing workshop was hosted in June and September 2023. The Business Façade Improvement Program grants have been fully allocated. Two-thirds of the money went towards accessibility improvements.

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Land Use Planning	Economic Vitality	2021-2022	<ul style="list-style-type: none"> <li>• Complete Downtown Plan.</li> <li>• Establish Development Permit Areas.</li> </ul>	In-Progress	Downtown Plan was approved in June 2023. Development Permit Areas to be completed in Winter 2023.
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	2021 - 2024	<ul style="list-style-type: none"> <li>• 2023 Workplan Includes: <ul style="list-style-type: none"> <li>○ Shop Local Program Development</li> <li>○ Relocation Guide &amp; Marketing</li> <li>○ New Tourism Guide &amp; Maps</li> <li>○ Support local recreation development projects</li> </ul> </li> </ul>	In-Progress	Research continues to develop a new shop local program. Grant funding was approved, and work has begun on a new Tourism Guide. The new Tourism Guide is expected to be complete by the end of 2023. Grant funding was approved for a Relocation Guide and promotional video and the work will begin this fall for its development. New Economic Development website content has been launched to showcase our key sector opportunities.
Tourism Plan	Economic Vitality	2021- 2026	<ul style="list-style-type: none"> <li>• 2023 Workplan Includes: <ul style="list-style-type: none"> <li>○ Explore Municipal and Regional District tax program</li> <li>○ Participation in regional marketing campaigns.</li> <li>○ Mackenzie 2.0 Marketing Materials project</li> <li>○ Municipal Signage Strategy</li> <li>○ Morfee Mountain Road license of occupation</li> <li>○ Support all local non-profits promoting recreational tourism development opportunities</li> </ul> </li> </ul>	<p>In-Progress</p> <p>Ongoing</p> <p>In-Progress</p> <p>In-Progress</p>	<p>Staff continue to participate in committees and marketing initiatives.</p> <p>Mackenzie 2.0 Marketing Materials project is complete. Morfee Mountain road license of occupation application is in consultation and review period. Continue to support local groups in their pursuit of recreation or tourism related developments. Work has begun in partnering with MLIB for the Visitor Centre site future plans.</p>

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			<ul style="list-style-type: none"> <li>○ Begin planning for Caboose Visitor Centre site future.</li> </ul>		
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>• Continue implementation of CEEP.</li> <li>• Participate in Northern BC Climate Action Network and FCM-PCP program.</li> <li>• Complete natural asset assessment.</li> <li>• Working with BC Hydro for installation of EV charging stations.</li> <li>• Support local groups in pursuing environmental and food security initiatives.</li> </ul>	In-Progress	Staff participate in regional climate action networks. Staff continue to provide support to local organizations pursuing environmental sustainability or food security initiatives.