**Department: Corporate Services** 

**Employee: Emily Kaehn** 

## 2023 Work Plan Fourth 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 this year.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES		2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Council Meeting Management	Strong Governance and Finances	2021-2023	•	Upgrade audio/visual equipment in Council Chambers	In-progress	Continue to troubleshoot camera issues.
Bylaw/Policy Review	Strong Governance and Finances	Ongoing	•	Annually review and update bylaws and policies where necessary.	Ongoing	
Accessibility	Community and Social Development	2023	•	Complete the Age-Friendly Access and Inclusion Action Plan	In-Progress	Final report coming to first meeting in Jan. 2024
Community Grants Program	Strong Governance and Finances	Ongoing	•	Administer Community Grants Program Intakes.	Ongoing	Next intake closes March 15, 2024
Business and Non- Profit Support Services	Economic Vitality	Ongoing	•	Liaise and partner with local and regional business support services. Administer District Support Programs. Provide grant writing support for not-for-profit organizations	Ongoing	The Business Façade Improvement Program grants have been fully allocated. 2024 grant funding was approved.
Land Use Planning	Economic Vitality	Ongoing	•	Complete Downtown Plan Establish Development Permit Areas	Complete In-Progress	Development Permit Area Bylaws in legal and staff review.
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	Ongoing	•	2023 Workplan Includes:	In-Progress	Shop Local grant application was approved for \$10,000. Tourism Guide is nearing completion. Relocation Guide & Map grant applications were approved. Project will start in 2024.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Tourism Plan	Economic Vitality	Ongoing	<ul> <li>2023 Workplan Includes         <ul> <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> <li>Begin planning for Caboose Visitor Centre site future</li> </ul> </li> </ul>	Ongoing Complete Ongoing	Province for final decision.  Continue to support local groups in their pursuit of recreation or tourism related developments.  Work has begun in partnering
Climate Action	Environmental Sustainability	Ongoing	<ul> <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 Ongoing Complete In-Progress Ongoing	Staff continued to participate in regional climate action networks. New climate action dashboard on the District website was created. Food Cycler pilot program was completed, final reporting to come in early 2024. EV Charging stations delated until Spring 2024.