

Department: Corporate Services**Employee: Emily Kaehn****2024 Work Plan****First Quarter Report**

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

2024 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2024 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
First Nations Relationship Building	Community and Social Development	Ongoing	<ul style="list-style-type: none"> Continue to identify opportunities to enhance First Nations relationships and make progress on the Truth and Reconciliation Calls for Action identified for local governments. 	Ongoing	We continue to work towards fostering good working relationships with all First Nation partners.
Legislative Services	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Work with depts. to review and update bylaws/policies as needed. Council meeting management. Corporate records management. Act as legal liaison with depts. Upgrade audio/visual equipment in Council Chambers. 	Ongoing	Council Chambers camera was moved and electrical adjusted. Now waiting on tech. servicing to connect rest of system.
Accessibility	Community and Social Development	2023-2024	<ul style="list-style-type: none"> Complete the Age-Friendly Access and Inclusion Action Plan. 	In-Progress	Following the meeting in January, final edits will come back to Council in Q2 for approval.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> Administer Community Grants Program Intakes and Budget. 	Ongoing	2024 second in-take closed March 15 th . Committee recommendations have been shared with Council.
Land Use Planning	Economic Vitality	Ongoing	<ul style="list-style-type: none"> Establish Development Permit Areas Housing Legislation Updates and Pre-Planning – OCP, Zoning, Housing Needs, and Short-term Rentals 	In-Progress In-Progress	Bylaws in legal and staff review. 2024's focus will be primarily on updates in response to Provincial housing legislation changes.

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Communications	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> • In collaboration with Depts. - maintenance of District website, social media, and general email inboxes. • With depts. produce print media – ie. public notices, fact sheets and brochures. • With depts., maintain Let’s Chat Mackenzie • Develop new Communications Plan 	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In-Progress</p>	<p>In addition to notices being mailed, shared on the radio, or printed and posted around town, the District utilizes 23 electronic tools to share and receive information: DoM Website, Social media accounts (9), General email inboxes (8), Let’s Chat Mackenzie, Amelia, eScribe, Emergency Notification System, and the Community Calendar.</p>
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> • Offer Business Support Programs <ul style="list-style-type: none"> ○ Business Façade Improvement ○ Shop Local Program ○ Tax Exemption Program ○ Business Walks • Liaise and partner with local and regional business support services. • Relocation Guide & Marketing Project • Create new Shop Local Program • Host Agricultural Symposium • High speed internet project • Continue to develop, advertise, and share community information with investors. • Continue to support professional services recruitment. • Provide grant writing support for not-for-profit organizations • Morfee Mountain Road license of occupation 	<p>Ongoing</p> <p>Ongoing</p> <p>In-Progress</p> <p>In-Progress</p> <p>In-Progress</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>In-Progress</p>	<p>Relocation Guide and marketing project to start Q2. Shop Local project to start Q2/Q3. Agricultural Symposium planning has begun. Event to take place in Sept. 2024. Investment and land marketing materials are updated and being advertised. Staff working with CityWest to finalize communications, financial partnership and land agreements. Dental equipment was leased to new Mackenzie Dental Clinic. Business Façade Program first intake closed April 15th. Free Grant Writing workshop to be held Fall 2024. Business Walks will be held Fall 2024. Morfee Mountain road license of occupation application is still in progress.</p>

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Tourism Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> • New Tourism Guide & Maps • Participation in regional marketing campaigns. • Explore Municipal and Regional District Tax program • Support all local non-profits promoting recreational tourism development opportunities • Begin planning for Caboose Visitor Centre site future • Maintain, promote, and create content for the Tourism Mackenzie social media accounts. 	In-Progress Ongoing Ongoing Ongoing In-Progress	Tourism Guide is out for print. Staff applying to become new member of Mountain Bike BC Association. New billboard south of Junction has been installed. No further update on Caboose Replacement project due to staff capacity.
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> • Continue implementation of CEEP • Participate in Northern BC Climate Action Network and FCM-PCP program. • Working with BC Hydro for installation of EV charging stations. • Support local groups in pursuing environmental and food security initiatives. • Food Cyler Program Research. 	Ongoing Ongoing In-Progress Ongoing In-Progress	Staff presented the results of the Food Cyler Pilot project to the Northern BC Climate Action Network. Research on expansion of this program is in-progress. Staff continue to meet with BC Hydro regarding the installation of the Level 2 and Level 3 Charging Stations. BC Hydro has indicated construction to begin for Level 3 in May 2024.
Asset Management Planning	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> • Coordinate update of District's asset management program. • Complete facility assessments • Apply for grants to support future data collection. 	In-Progress Ongoing Ongoing	Municipal Office, Recreation Centre, and roads assessments have been completed and were. District awarded \$10,000 from Province to support facility and asset data collection.