

**Department: Corporate Services****Employee: Emily Kaehn****2025 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.

2025 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2025 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
First Nations Relationship Building	Community and Social Development	Ongoing	<ul style="list-style-type: none"><li>Continue to identify opportunities to enhance First Nations relationships and make progress on the Truth and Reconciliation Calls for Action identified for local governments.</li></ul>	Ongoing	MLIB has indicated interest in meeting about the Visitor Centre project. Staff are coordinating this. Fire Dept. has applied for funding towards joint training with both MLIB and Tsay Keh Dene Nation.
Legislative Services	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"><li>Work with depts. to review and update bylaws/policies as needed.</li><li>Council meeting management.</li><li>Corporate records management.</li></ul>	Ongoing	Staff will be meeting in Q2 to start working through multiple bylaw updates to come forward in Q3 and Q4.
Accessibility	Community and Social Development	2023-2024	<ul style="list-style-type: none"><li>Continue to provide staff liaison and support for the Access and Inclusion Advisory Committee.</li></ul>	Ongoing	Funding to update and improve the accessibility of the District website has been applied for.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"><li>Administer Community Grants Program Intakes and Budget.</li></ul>	Ongoing	In-take for 2026 projects closes Sept. 15 <sup>th</sup> .
Land Use Planning, Development, and Building Permitting	Economic Vitality	Ongoing	<ul style="list-style-type: none"><li>Housing Legislation Updates</li><li>Development Services Review Project</li><li>Morfee Mountain Road</li></ul>	In-Progress In-Progress	Housing Needs Report and OCP Update project contract has been awarded and will start in Q2. Morfee Mountain road asset management plan is currently in-progress with engineering firm.

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Communications	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>In collaboration with depts. maintain the District's various communication channels</li> <li>Develop new Communications Plan</li> </ul>	Ongoing  In-Progress	A solution has been identified and will be in place in Q2 to have all bylaws and previous agendas hosted on the website again.
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Offer Business Support Programs</li> <li>Liaise and partner with local and regional business support services.</li> <li>Relocation Guide &amp; Marketing Project</li> <li>Host Agricultural Symposium</li> <li>High speed internet project</li> <li>Investment attraction activities.</li> <li>Professional services recruitment.</li> <li>Provide grant writing support for not-for-profit organizations</li> </ul>	Ongoing Ongoing  In-Progress Ongoing In-Progress Ongoing Ongoing Ongoing	Relocation Video released in Q1. "Explore Mackenzie" campaign in development. CityWest construction will be starting again in Q2. Agricultural Symposium is planned for September 13 <sup>th</sup> .
Tourism Plan	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>New Tourism Guide &amp; Maps</li> <li>Participate in local, regional, and provincial marketing campaigns.</li> <li>Explore MRDT Marketing Revenue</li> <li>Support and promoting recreational tourism development opportunities</li> <li>Caboose Visitor Centre operations</li> </ul>	Complete Ongoing Ongoing  Ongoing In-Progress Ongoing	2025 Tourism Guide has been completed and will be distributed in Q2. District awarded funding from Northern BC Tourism to collect more video and photo content in 2025.
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>Continue implementation of CEEP</li> <li>Participate in NorCAN Network and FCM-PCP program.</li> <li>Work with BC Hydro for installation of EV charging stations.</li> <li>Support local groups in pursuing environmental initiatives.</li> </ul>	Ongoing Ongoing  Complete Ongoing	Recreation Centre level 2 charging stations are still in-progress with Charge North.
Asset Management Planning	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Coordinate update of District's asset management program.</li> <li>Apply for grants to support future data collection.</li> </ul>	Ongoing  Ongoing Ongoing	Funding still pending for trails and parks assessments. Sewer and Water Asset Management Plans are in review.