

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: April 18, 2023

Subject: Council Strategic Priorities 2023 First Quarter Report

RECOMMENDATION:

THAT Council receives the 2023 first quarter department work plans for information.

BACKGROUND:

The Priority Outcomes and Projects update has been established to provide clear, concise, and consistent reporting to Council in four quarters throughout the year.

The attached reports are the first quarter of a format intended to provide Council with a status update by department. Also included is the grant tracking document.

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,

Diane Smith

Chief Administrative Officer

Department: Administration 2023 Work Plan Employee: Diane Smith First Quarter Report

The Chief Administrative Officer (CAO) leads, coordinates, and provides oversight for all District departments to ensure the District is accomplishing Council's priorities and the public's goals. Appointed by and reporting to Council, the CAO administers the business affairs of the municipality, oversees the senior management team, and directs the development and implementation of corporate policies and programs. The CAO liaises with local boards, commissions, agencies, other municipalities, and the provincial and federal governments.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Succession Planning	Strong Governance & Finances	Ongoing	 Continue to work with all departments to identify opportunities for succession planning. 		Assist all departments with succession planning efforts, paying close attention to possible retirement dates.
Labour/Management Relations	Strong Governance & Finances	Ongoing	 Continue to participate in monthly labour/management meetings. Support the team in preparing for the upcoming Collective Bargaining sessions. 	Ongoing	Continue to foster good relations between Management and Union. Staff have begun preparing Managements proposal.
Housing	Community & Social Development	3 3	 Continue to pursue opportunities to support the development of senior, affordable, supported and assisted living housing options. 	Ongoing	We have meet with Ministry of Housing and Ministry of Health to identify housing gaps in our community.
Dental Services	Community & Social Development	3 3	Look for opportunities to attract new dentist(s) to town.	Ongoing	Staff respond to inquires as they come in.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Internet Upgrades	Community & Social Development	3 3	 Applied for funding to upgrade our Internet Connectivity. 	Pending	Still waiting to hear if our funding applications are successful.
First Nations Relationship Building	Community & Social Development/Economic Vitality	3 3	Continue to identify opportunities to enhance First Nations relationships and make progress on the specific 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.
Morfee Mountain Road	Economic Vitality	2023	Completed the Licence of Occupation application that will enable the District to acquire tenure on the Morfee Mountain Road.	Ongoing	Application is in the process of being reviewed by the Province.

Department: Corporate Services

Employee: Emily Kaehn

2023 Work Plan First 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.

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	Completion expected April/May 2023.
Bylaw/Policy Review	Strong Governance and Finances	2023	•	Annually review and update bylaws and policies where necessary.	Ongoing	Land development, climate action, and communications updates planned for 2023.
Accessibility	Community and Social Development	2023	•	Complete the Age-Friendly Access and Inclusion Action Plan	In-Progress	Completion expected for Fall 2023.
Community Grants Program	Strong Governance and Finances	Ongoing	•	Administer Community Grants Program intakes in March and September.	Ongoing	2023's 2 nd Intake applications were processed in Q1.
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	DoM was approved for Business Façade Improvement Program funding. Two free community grant writing workshops planned for 2023.
Land Use Planning	Economic Vitality	2021-2022	•	Complete Downtown Plan. Establish Development Permit Areas.	In-Progress	Expected completion Summer 2023.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	2021 - 2024	 2023 Workplan Includes: Shop Local Program Development Relocation Guide & Marketing New Tourism Guide & Maps Support local recreation development projects 	In-Progress	In addition to the new projects listed this year, staff continue community marketing efforts, committee participation, pursuing internet, daycare, housing, professional services, and new investment.
Tourism Plan	Economic Vitality	2021- 2026	 2023 Workplan Includes: Explore Municipal and Regional District tax program Participation in regional marketing campaigns. Mackenzie 2.0 Marketing Materials project Municipal Signage Strategy Morfee Mountain Road license of occupation Support all local non-profits promoting recreational tourism development opportunities Begin planning for Caboose Visitor Centre site future. 	Ongoing In-Progress	Staff continue to participate in committees and marketing initiatives. Staff are in the final stages of the Mackenzie 2.0 Marketing Materials project. Majority of materials have been published to DoM website. Final pieces to be launched in Summer 2023. Morfee Mountain road license of occupation application is still in consultation and review period. Continue to support local groups in their pursuit of recreation or tourism related developments.
Climate Action	Environmental Sustainability	Ongoing	 Continue implementation of CEEP. Participate in Northern BC Climate Action Network and FCM-PCP program. Complete natural asset assessment. Working with BC Hydro for installation of EV charging stations. Support local groups in pursuing environmental and food security initiatives. 	-	Staff participate in regional climate action networks. Staff continue to provide support to local organizations pursuing environmental sustainability or food security initiatives.

Department: Finance Services

Employee: Kerri Borne

The Finance Department is responsible for handling all the financial affairs of the municipality. These responsibilities include tax collection, budgeting, accounts receivable, accounts payable, customer service, payroll, and financial reporting to municipal departments and Council. The Finance Department is also responsible for maintenance of accurate records and accounts of the financial affairs of the municipality, compliance with provincial requirements, and ensuring investments of the municipality are made in accordance with provincial regulations.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Asset Management	Strong Governance and Finances	2021-2023	 Update Asset Management software with previous years completed capital project 		Update capital projects in program to ensure the data is consistent with current excel document.
Purchasing/ Procurement Policy Updated	Strong Governance and Finances	2022	 Review and update purchasing/procurent policy to be more simplified and efficient daily operations. 		Working on reviewing initial draft.
Capital Project Management	Strong Governance and Finances	2022-2023	 Create capital project policy and procedu 	re. Pending	
Tangible Capital Asset Policy	Strong Governance and Finances	2022-2023	 Update the policy to be more inline with operations and expectations. 	Pending	
Asset Retirement Obligations	Strong Governance and Finances	2021-2023	 Create policy and procedures for new PS standard on asset retirement obligations 		Scoping of assets is complete. Next step is to draft a policy and procedure.
10 Year Capital Plan	Strong Governance and Finances	Ongoing	 Update draft 10-year capital plan to be more comprehensive and realistic of future capital asset requirements. 	Ongoing	Draft 10-year capital plan has been created.

Department: Recreation Services

Employee: Terry Gilmer

2023 Work Plan First Quarter Report

Recreation Services is responsible for overseeing the operation and programming of the Recreation Centre, Little Mac Ski Hill, John Dahl Regional Trail, the Ernie Bodin Community Centre, local tennis courts, skate park and the inspection of playground equipment at neighborhood parks located throughout Mackenzie. Recreation Services also liaises with the local community groups and assists these groups where appropriate in developing, marketing, and delivering their programs. Recreation Services acts as a local resource for the coordination of community events, and wellness and quality of life initiatives.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Master Planning	Community & Social Development		 Create spatial/construction plans with cost estimates for grant opportunities and more efficient planning. 	Ongoing	The new Community Park is now under construction and scheduled for full completion this summer.
	Governance & Finances		 Help create Active Transportation Plan. 	Ongoing	Staff are working on the scope, so the project can be RFP'd.
			 Create timeline for Parks/Beaches Master Plan. 	Ongoing	Need to determine scope and where this fits with Council priorities/budget.
			Facility Asset Management.	Ongoing	Working with Contractor on creating plan for Recreation Centre.
Grants	Strong Governance & Finances Environmental Sustainability		Work with all departments to ensure we are accessing funding streams, and awarded grants are organized and on track.	Ongoing	Working with consultant(s) on cost D estimates for various projects, so we can apply for grants in the future with confidence in budget submissions.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Events & Programming	Community & Social Development	3 3	 Host events that bring the community together and gives people a sense of pride. Provide programs that offer development and socialization experiences for all ages. 	Ongoing	Events already delivered in 2023: • WinterQuest – Feb 24 to 26 Event staff are working on for 2023: • National Aboriginal Day – June 21 • Bike/Art/Music Festival – July 29 • Scramble (Partnership) – Aug 18 Programs staff are working on: • Multi-sport • Bike, squash & pickleball clinics • Summer camps • Swimming lessons • Aquafit • Gym training • Climbing wall • Seniors & High School • Martial Arts • Track Meet • Ski & Snowboard • Skateboard
Facility/Grounds Upgrades	Strong Governance & Finances	2022-2024	Repair and upgrade existing infrastructure.	Ongoing	 Current projects: Green Energy/Arena Slab Mac 1 playground Rec Centre roof repair Rec Centre general repair Repair condenser compound JD Trail Lookout/Picnic Area(s) Little Mac shelter over fireplace/seating area

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
					 2022 Completed: Moved climbing wall Little Mac fireplace/seating area Pool tile repairs Outdoor pickleball/tennis court resurfacing Stuart Park Playground
Software Upgrades	Strong Governance & Finances	2023	Work Order System	Complete	We have transitioned to RFAM. This is an online work order and inspection system, designed to create efficiencies within our facility maintenance and operations department. In addition, it will improve our data collection and accountability processes.
Staff Training	Strong Governance & Finances	511951119	 Develop staff through training and educational opportunities. Departmental annual certification and training plan implementation. 	Ongoing	All Staff (complete) Review Emergency Procedures CSR Courses (complete) Microsoft Suites Customer Service MAIS BO Courses Ice Facility Operators Pool Ops BGM Courses Refrigeration Operators Playground Safety Lift Training Trail Maintenance

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Beautification	Community & Social Development		Beautify existing spaces in the community to help attract and retain people, businesses, and tourism. As well as provide creative spaces for the public to enjoy.	Ongoing	Staff made spaces more inviting for the public this past summer: • Flowers/gardens/trees • Picnic tables/garbage bins In addition, staff have begun to make spaces more inviting for the public using art/murals, seating, fireplace and have plans for more art/sculptures/water fountains/seating in the future - spaces that have been prioritized for Rec staff in 2023 include: • New Community Park • Ski Hill • Trails/Lookouts

Department: Fire Department & Emergency Services

Employee: Jamie Guise

2023 Work Plan First Quarter Report

The Emergency Services and Fire Department includes the following service areas: Fire Rescue Services, Emergency Management, Fuel Mitigation, FireSmart Programming, and Emergency Communications. The following outlines the status of key projects and programs that are being administered in 2022/2023, in addition to regular service delivery.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2023 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
New Fire Hall Project	Community and Social Development	2020-2023	Complete construction of new Fire Hall.	In Progress	 Substantial Completion of project is scheduled for June 2023. The move to the new Fire Hall and demolition of the old structure is scheduled for May 2023.
Mackenzie Specific Alerting System	Community and Social Development	2020-2023	 The RDFFG has an altering system for their specific zones for text and email alerting. Mackenzie is working with the RDFFG to have the Mackenzie specific service. Refurbing the old Air Horn notification system. 	In Progress	 Community promotion will begin once the system is in place. A policy is being drafted for use of this alerting system. SWDC has the old horn and is reconditioning it. Completion set for fall of 2023.
UBCM EOC Grant	Community and Social Development	2022	 Applied for \$25,000 to improve EOC (Emergency Operations Centre) with communication, computers, hardwiring data lines. 	In Progress	Items have been ordered and grant completion set for May 2023. Awaiting final order to arrive.
Outfitting of new Fire Truck	Community and Social Development	2023	Through the Capital Budget the Fire Department will purchase gear and equipment to furnish the new Ladder Truck to meet NFPA and ULC standards.	In Progress	 Items will be ordered upon approval of capital request. Completion set for April 2023. Reviewing the quotes as they arrive.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES		2023 WORK PLAN GOALS	CURRENT STATUS		COMMENTS
New Fire Truck	Community and Social Development	2022-2023	•	Design and purchase a new ladder truck	In Progress	•	Ladder truck has been ordered and is due for delivery on June 12, 2023.
Community Resiliency Investment Grant	Community and Social Development	2023-2024	•	An Application for \$200,000 in funding for 2023 FireSmart Community Funding & Supports has been submitted.	In Progress	•	The DOM has applied for \$200,000 in funding. \$70,000 for a FireSmart Position, \$45,000 towards the first phase of FireSmart structural protection equipment, \$20,000 towards disposal of wood waste, \$52,000 for treatment areas and \$13,000 for training and supplies.

Department: Operations

Employee: Position Vacant

2023 Work Plan First Quarter Report

The Operations Department is responsible for maintaining roads, sidewalks and walkways, boulevards, fire hydrants, public parks and beaches, ball diamonds and the Municipal Campground. It's also responsible for snow removal, residential and business garbage collection, sewage systems and water systems, as well as overseeing the maintenance and management of the Municipal Airport Terminal and Runway.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES		2023 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Staff Training	Strong Governance & Finances	Ongoing	•	Ensure consistent and appropriate training is available to all staff in all departments.	Ongoing	Junior Equipment Operators are being mentored by senior Operators. Continue to search for educational opportunities for parks staff. Chainsaw and brush saw training is being offered to staff. Training on new asphalt equipment will take place before crews are dispatched to perform pothole repairs.
Bylaw Enforcement Department	Strong Governance & Finances	2023	•	Develop procedures to assist department.	Ongoing	Recruit staff in this department. When time permits, we will be reviewing advantages to using an adjudication system for ticketing.
Water/Sewer Department	Strong Governance & Finances	2023	•	Ensure that staffing and development opportunities meet the demands of the department.	Ongoing	Utilities staff continue to attend various courses through EOCP.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES		2023 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Commercial Garbage Collection	Environmental Sustainability	2023/2024	•	Review all options available for commercial garbage collection.	Ongoing	Our current commercial garbage truck has reached the end of its life. Staff have acquired the use of a rental until such time an option to collect commercial garbage in the community is decided upon.
Safety	Strong Governance & Finances	Ongoing	•	Total review of safety procedures and policies with follow up on implementation will be ongoing.	Ongoing	Job hazard analysis are being performed on new or infrequent job duties. Starting rescue procedures regarding the Lagoons. Performing more "toolbox" safety meetings as a group. Looking at proper "ergonomics" assessment for Public Works staff to help decrease skeletal injuries.
Infrastructure Master Planning (Asset Management Program)	Economic Vitality Strong Governance & Finances	Ongoing	•	AssetFinda Training	Ongoing	Program will be expanded to include all appropriate departments. Application for grant funding to complete a full paving assessment as well as road rehabilitation were not successful.
Water, Sewer & Roads Infrastructure	Economic Vitality Strong Governance & Finances	2023	•	Sewer operations and maintenance	Ongoing	Lagoon licenses and permissions are being updated with the Province.

2023 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES		2023 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Technical Reviews	Environmental Sustainability	2023/2024	•	Gantahaz Subdivision Water System	Pending	Applied for Grant Funding to treat Gantahaz water for manganese removal.
			•	Lagoon review	J	Review needed to identify future upgrades to system. Changing out blower unit aeration tank and replacing 6 lagoon aeration motors.
			•	Paving rehabilitation program	Ongoing	Have now received the full suite of asphalt repair equipment. When weather permits staff will commence pothole repairs on streets and sidewalks.

2023 First Quarter Grant Tracker

Project Name	Funder	Grant Funding Program	Grant Amount Requested	Application Date (DD-MMM-YY)	ApprovalStatus	Grant Amount Approved
Gantahaz Water Treatment	Province of BC	Environment Quality Program	\$590,000.00	23-Feb-22	Pending	
Walk to Mexico Celebration	The College of New Caledonia	CN-NH	\$2,560.00	6-Jan-23	Approved	\$ 2,560.00
Economic Development Capacity 2023	NDIT	Economic Development Capacity Building	\$50,000.00	11-Jan-23	Approved	\$ 50,000.00
2023 BC Hydro Regreeening Program	BC Hydro	BC Hydro Regreening Grant	\$7,500.00	30-Jan-23	Approved	\$ 7,500.00
Ski/Bike Runs & Little Mac Upgrades	College of New Caledonia	CNC Research Forest Society Legacy Fund	\$30,000.00	23-Feb-23	Pending	

2015 - Present	
Total Funding Applied For	\$ 28,235,738.90
Total Funding Approved	\$ 15,725,913.90
Total Funding Pending	\$ 620,000.00
Total Funding Denied	\$ 11,282,421.00

2023	
Total Funding Applied For	\$680,060.00
Total Funding Approved	\$60,060.00
Total Funding Pending	\$620,000.00