

Committee of the Whole at 7:00 pm

AGENDA for the Council Meeting to be held on Monday, February 28, 2022 electronically and in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

CALLED TO ORDER 7:15 PM

We would like to begin by acknowledging the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.

A Council resolution is required under Section 92 of the Community Charter that a Special Closed meeting will be deferred until after the regular meeting and will be closed to the public.

The basis of the Special Closed Meeting relates to Section 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

1. ADOPTION OF MINUTES

- a) Regular Meeting - February 14, 2022 6 - 12

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT AND QUESTIONS

Please note that all comments and questions must pertain to items listed on the agenda.

Are there any members of the public in attendance this evening who wish to comment on the agenda?

Administration are there any members of the public attending through Zoom or Phone that wish to comment on the agenda?

5. PETITIONS AND DELEGATIONS

6. CORRESPONDENCE

- a) Motion required to accept all correspondence listed on the agenda.

For Consideration:

- b) Email received from Peter Julian, MP, New Westminster - Burnaby, requesting Council's support Private Member's Bill C-229, an act to amend the Criminal Code (banning symbols of hate). 13 - 14
- c) Email received from Sheri Wannamaker, Senior Land Representative, Prince Rupert Gas Transmission Limited Partnership, advising that the Prince Rupert Gas Transmission Project intends to submit a permit extension application to the BC Oil and Gas Commission. The application is to extend the permit expiry date only. 15 - 19
- d) Letter received from the Northern Development Initiative Trust awarding a grant of \$20,000 to the District of Mackenzie for completion of the Mackenzie Tourist and Wayfinding Signage project. 20
- e) Email received from Ravi Kahlon, Minister of Jobs, Economic Recovery, and Innovation, sharing BC's new economic plan, "StrongerBC: A Plan for Today, a Vision for Tomorrow. The plan puts BC on a path to achieve two important goals - inclusive growth and clean growth. 21 - 22

For Information:

- f) Certified resolution passed by the Village of Chase in response to the "Call to Action" petition and the District of Lillooet's motion regarding the increasing risk and occurrences of wildfires, landslides, and flooding in BC. 23 - 24

The following has been placed in the Centre Table File for Council's consideration.

- g) Dental Equipment & Furniture Evaluation Report
h) BC's New Economic Plan

7. ADMINISTRATION REPORTS

- a) Development Variance Permit - #3090-20-22-02 25 - 30

THAT Council authorizes approval in proceeding with the Development Variance Permit #3090-20-22-02.

- b) Zoning Amendment Bylaw No. 1464 - ML Light Industrial Permitted Uses 31 - 39

THAT Council reserves the sale of Lot 10 District Lot 12479 Cariboo District Plan EPP35189 for agricultural use as defined in Zoning Bylaw 1368 as Agriculture, Agriculture Intensive or Commercial Greenhouse principle uses;

AND THAT if Council gives Zoning Amendment Bylaw No. 1464, 2022, first two readings, that they will waive the public hearing requirements as per Section 464 of the Local Government Act.

- c) Council Procedure Bylaw No. 1370 40 - 42

THAT Council receives this report for information.

- d) Auctioning of Dental Equipment 43 - 44

THAT Council approve the disposal of the District's dental clinic equipment, supplies, and office furniture by way of public auction.

- e) Letter of Support – Regional Economic Development Plan 45 - 50

THAT Council provide a letter of support to Community Futures Fraser-Fort George for their application to the PacifiCan's Community Economic Development and Diversification Program for the creation of a Cross-Regional Economic Development and Diversification Strategy and Implementation Plan;

AND THAT Council supports staff participation in the project steering committee if funding is approved.

8. COUNCIL REPORTS

- a) Mayor's Report
b) Council Reports

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. BYLAWS

- a) THAT Bylaw No. 1464 cited as "Zoning Amendment Bylaw No. 1464, 2022" be given first and second reading and waive the public hearing requirements. 51 - 52
b) THAT Bylaw No. 1470 cited as "Council Procedure Bylaw No. 1470, 2022" be given first three readings. 53 - 80

12. NOTICE OF MOTION

13. COMING EVENTS

- a) Community Grants - Second In-Take - March 15, 2022 81

14. INQUIRIES

- a)
- In-person
 - Online (Zoom)/phone
 - Written comments received

15. ADJOURNMENT

**District of Mackenzie
Regular Council Meeting
Monday, February 14, 2022**

MINUTES of a Regular Meeting of the Council of the District of Mackenzie held electronically and in the Council Chambers of the Municipal Office.

PRESENT: Mayor J. Atkinson
Councillor A. Barnes
Councillor V. Brumovsky
Councillor P. Grogan
Councillor A. Hipkiss
Councillor R. McMeeken
Councillor J. Wiens
Chief Administrative Officer
D. Smith
Chief Financial Officer K. Borne
Director of Corporate Services
E. Kaehn
Director of Recreation Services
T. Gilmer
Director of Operations
K. Gawryluk
Land & Environmental Coordinator
L. Thorne
Legislative Clerk/Executive Assistant
C. Smirle

CALLED TO ORDER: 7:15 pm

We would like to begin by acknowledging the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.

1. ADOPTION OF MINUTES

The minutes of the Special Meeting held on January 24, 2022 were adopted as presented.

The minutes of the Regular Meeting held on January 24, 2022 were adopted as presented.

The minutes of the Special Meeting held on January 27, 2022 were adopted as presented.

The minutes of the Special Meeting held on February 1, 2022 were adopted as presented.

The minutes of the Special Meeting held on February 8, 2022 were adopted as presented.

2. INTRODUCTION OF LATE ITEMS

32321. MOVED by Councillor Wiens
Introduction of Late Items THAT the following late item be added to the agenda;

7. **ADMINISTRATION REPORTS**

h) Janitorial Contract 2022

THAT Council awards the 2022 Janitorial Contract, with the option of a one-year extension if mutually agreeable, to SkyBlue Services Corp. for \$3,685.00 per month plus GST.

CARRIED

3. ADOPTION OF AGENDA

32322. MOVED by Councillor Barnes
Adoption of Agenda THAT the agenda be adopted as presented.

CARRIED

4. PUBLIC COMMENT AND QUESTIONS

Janice Nelson, resident, asked if she would have the opportunity to speak during the correspondence section of the agenda when Council is discussing her letter? Mayor Atkinson replied no, members of the public can only speak during the Public Comment and Question period, as a delegation and at the end of the meeting during inquiries.

Ms. Nelson mentioned that in the report from Ken Gawryluk the wording in the recommendation is odd and very specific. She asked if complaints received by anyone who wishes to have their lights changed would be denied? Ms. Nelson noted that there are errors in the report regarding information about Duncan and Sidney. Ms. Nelson further added that the District had an opportunity to address complaints when BC Hydro was here and as a result this is the consequence of the slow response now. Mayor Atkinson thanked Ms. Nelson for her comments and replied that her concerns would be discussed in the Administrative Report section when Mr. Gawryluk's streetlight report is up for consideration.

Carmen Schalles, resident, asked how the online booking fee will be charged with passes purchased at the Recreation Centre? Terry Gilmer, Director of Recreation Services, replied that for online booking there is a 3% fee that is charged directly for each booking to the Recreation Centre. For memberships purchased there will be an additional 3% charged on annual memberships.

5. PETITIONS AND DELEGATIONS

Ross Hobbs, President of Mackenzie Outdoor Route and Trail Association, discussed the Morfee Mountain Trail Network Master Plan with Mayor and Council. A copy of the presentation is included in the Council meeting master file.

Denise Davis, resident, had planned on presenting to Mayor and Council regarding questions concerning the Iris Energy Data Centre and how the development may or may not impact neighbouring properties. Ms. Davis cancelled her presentation.

6. CORRESPONDENCE

32323. MOVED by Councillor Hipkiss
Receipt of Correspondence *THAT the correspondence listed on the agenda be received.*

CARRIED

For Action:

32324. MOVED by Councillor Hipkiss
Climbing Wall Letter *THAT the email received from resident, Jill Irwin, regarding the decision to move the climbing wall from the Recreation Centre be received for information.*

CARRIED

32325. MOVED by Councillor Wiens
Streetlight Letter *THAT the letter received from Janice Nelson, resident, regarding the recent streetlight changes be received for information.*

CARRIED

32326. MOVED by Councillor Grogan
Epilepsy Awareness *THAT the District of Mackenzie light up the Recreation Centre in purple lights on March 26th in honour of epilepsy awareness.*

CARRIED

7. ADMINISTRATION REPORTS

32327. MOVED by Councillor Hipkiss
Morfee Mountain Road *THAT Council directs staff to conduct research and bring back further information about whether the District should pursue holding tenure on Morfee Mountain Road through a License of Occupation with the Province of BC or acquiring Morfee Mountain Road as a municipal road from the Province of BC.*

CARRIED

OPPOSED by Councillor Wiens

32328. MOVED by Councillor Hipkiss
New Street Lighting *THAT Council direct staff to follow up on every complaint received as a result of the June 2021 public notice and, if warranted, contact BC Hydro to create a work order to have the head and arm of the streetlights adjusted or wattage of the lights reduced.*

CARRIED

32329. MOVED by Councillor Wiens
ICIP Application - Potable Water Treatment of Manganese Project *THAT Council approves the application for grant funding for the Gantahaz Potable Water Treatment of Manganese Project through the Investing in Canada Infrastructure Program (ICIP) Green Infrastructure-Environmental Quality (EQ) Sub-Stream;*
AND THAT Council supports the project and commits to covering the cost of any unanticipated project overruns;
AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.

CARRIED

OPPOSED by Councillor Grogan

32330. MOVED by Councillor Barnes
Temporary Road Closure *THAT Council approves moving forward with the temporary road closure process for the section of Frontage Road that intersects Lots 3, 4, 5 of District Lot 12479 Cariboo District Plan 29874.*

CARRIED

OPPOSED by Councillor Grogan

32331. MOVED by Councillor Barnes
UBCM - EOC Grant Application *THAT Council approves the application to the UBCM Community Emergency Preparedness Fund for \$25,000 towards the Emergency Operations Centre Communications Equipment Upgrade project;*

AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.

CARRIED

Emily Kaehn, Director of Corporate Services, provided a presentation requesting Council's feedback on questions related to the new electronic meeting procedures.

32332. MOVED by Councillor Hipkiss
Electronic Meetings Procedures - Session #2
THAT Council receives this report for information.

CARRIED

32333. MOVED by Councillor McMeeken
Association for Mineral Exploration Roundup 2022
THAT Council receives this report for information.

CARRIED

32334. MOVED by Councillor McMeeken
Janitorial Contract
THAT Council awards the 2022 Janitorial Contract, with the option of a one-year extension if mutually agreeable, to SkyBlue Services Corp. for \$3,685.00 per month plus GST.

CARRIED

8. COUNCIL REPORTS

Mayor's Report
Nil

Council Reports
Nil

9. UNFINISHED BUSINESS

Nil

10. NEW BUSINESS

Nil

11. BYLAWS

32335. MOVED by Councillor Brumovsky
Water Rates and Regulations Bylaw No. 1466
THAT Bylaw No. 1466 cited as "Water Rates and Regulations Bylaw No. 1466, 2022" be adopted.

CARRIED

32336. MOVED by Councillor Hipkiss
Sewer Rates and Regulations Bylaw No. 1467
 THAT Bylaw No. 1467 cited as "Sewer Rates and Regulations Bylaw No. 1467, 2022" be adopted.

CARRIED

32337. MOVED by Councillor McMeeken
Garbage Rates and Regulations Bylaw No. 1468
 THAT Bylaw No. 1468 cited as "Garbage Rates and Regulations Bylaw No. 1468, 2022" be adopted.

CARRIED

32338. MOVED by Councillor Hipkiss
Recreational Fees and Charges Bylaw No. 1469
 THAT Bylaw No. 1469 cited as "Recreational Fees and Charges Bylaw No. 1469, 2022" be adopted.

CARRIED

12. NOTICE OF MOTION

Nil

13. COMING EVENTS

WinterQuest - February 25-27, 2022

MacTown's 1st Annual Charity Chili Cook-Off - February 26, 2022

Community Grants - Second In-Take - March 15, 2022

14. INQUIRIES

Ms. Nelson thanked Council for addressing the light concerns. Ms. Nelson added that the District of Mackenzie chose lights that are not recommended for residential neighbourhoods. The neighbour down the street should not determine the impact on another person or be able to make decisions for someone else, the streetlights belong to the taxpayers of BC. Mayor Atkinson responded that we are trying to do the best we can to help everyone and not everyone will be happy with decisions made.

Jill Irwin, resident, sent in a written submission as she had to leave the meeting early.

"Thank you for your response and consideration of my letter. Unfortunately, highlighting unrelated cost saving measures and the fact that our ski hill is running, does not satisfy my concerns about moving a \$100,000 community asset without knowing the costs. It does not satisfy my concern of using public funds to build a \$100,000 squash court in its place, without first determining community need. I am concerned with the way the District continues to engage the community in ways that we have said are not accessible to us. The request to hold online engagement, as requested in the 2019 community consultation, is even more true today than it was then. The engagement on the climbing wall was conducted in person, after the decision was made. Engagement for the 4000k streetlights was done by way of an unannounced door to door canvassing. Engagement for the increase of Recreation Centre fees and changes to the associated bylaw was not conducted. Engagement for the budget was done in person on three separate occasions. If there is no change in the way the District engages with community members of decisions that affect our lives, it will continue to promote apathy and create barriers to participation in community life."

Mayor Atkinson replied that she would reach out to Ms. Irwin directly to discuss her concerns.

15. ADJOURNMENT

32339. MOVED by Councillor Grogan
Adjournment THAT the meeting be adjourned at 8:55 pm.

CARRIED

I certify the foregoing to be the original true copy of the minutes of the Regular Council Meeting.

Signed:

Certified Correct:

Mayor

Corporate Officer

District Information

From: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>
Sent: Thursday, February 10, 2022 7:22 AM
To: Julian, Peter - Riding 1D
Cc: Gesner, Lindsay (Julian, Peter - MP); Mah, Doris (Julian, Peter - MP)
Subject: (BC) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or on clicking links from unknown senders.

Dear Mayors and Councils,

Everyone deserves to live in safety and dignity. Everyone has the right to feel welcomed and respected in their community. Yet, during the pandemic, racist incidents reported to police have increased at an alarming rate. Tragically, we have seen an increase in Islamophobia, anti-Semitism, racism, homophobia, transphobia and misogyny in our society. We see rising racism against Indigenous people, Black, Asian and other racially marginalized communities, while symbols of hate continue to be displayed and sold across our country.

Last week, I re-tabled my [Private Member's Bill C-229, An Act to Amend the Criminal Code \(banning symbols of hate\)](#), to prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. It is a tool designed to address the growing violence and hate that we are seeing in many Canadian communities.

Thank you to those who joined the call in the previous Parliament for Bill C-229. Today, I am seeking your continued support for this legislation. To those who did not have a chance to show your support in the last parliament, I am seeking your endorsement. This is an opportunity to join tens of thousands of Canadians in calling on the federal government and all MPs to ban the sale and display of hate symbols.

[FOR IMMEDIATE RELEASE - NDP bill would ban hate symbols](#)

Allowing these symbols of hatred to be sold in stores or publicly displayed is threatening for people who have been, and continue to be, targets of violence and oppression.

As we've seen in the past two weeks, during protests around the *Convoy for Freedom*, Canadians witnessed vile and hateful genocidal displays of hate symbols such as Nazi swastikas and the flying of Confederate flags at the very center of Canadian democracy.

With hate crimes on the rise across Canada, we must do everything we can to stop the spread of hate in our communities. Municipalities across the country are seeing the same trend in hate crimes. Hate and associated extremist ideology is spreading like wildfire on the Internet. Even today, many Canadians are saddened by the lack of recourse against the display of symbols that incite hatred. The time for rhetoric is over: the time for action is now.

Banning symbols of hatred like swastikas or Klu Klux Klan insignia, flags such as the standards of Nazi Germany from 1933 to 1945 and those of the white supremacist Confederate States of America from 1861 to 1865, is an important step the federal government should take now for all Canadians to feel safe and secure against hate.

I am seeking your support and public endorsement in the 44th Parliament to urge the federal government and all MPs to support Bill C-229

Please consider using the following text:

On behalf of _____(Number of residents), _____(Name of the municipality) endorses MP Peter Julian's Private Member's Bill C-229 - Banning Symbols of Hate Act.

I hope that I can count on you and your council to endorse Bill C-229. Thank you very much for your consideration. I look forward to hearing back from you soon.

If you have questions and require further information, please feel free to contact my assistant Doris Mah, at 604-353-3107 peter.julian.c1d@parl.gc.ca.

Sincerely,
Peter Julian, MP
New Westminster - Burnaby

February 18, 2022

Sent Via Email

District of Mackenzie
Bag 340, 1 Mackenzie Blvd
Mackenzie, BC V0J 2C0
info@district.mackenzie.bc.ca

RE: NOTIFICATION LETTER
Prince Rupert Gas Transmission Project (“the Project”)
Permit Extension Application
Location: Section 2 from b-89-C, 93-O-10 to a-18-A, 93-N-1
RN File: 130316 PRGT File: 2-933
Disposition: Environment, Conservation, & Recreation Reserve/Notation –
Watershed Reserve 7407461, Municipality
Map ID: 05009 / 05041 / 06019 / 07034

This letter is to advise you that in compliance with Section 32 (3) of the *Oil and Gas Activities Act (OGAA)* Prince Rupert Gas Transmission Project (**PRGT**) intends to submit a permit extension application to the BC Oil and Gas Commission (**the Commission**). This permit was previously applied for in 2014, approved in 2015 and there are no changes to the pipeline and its relationship to your land interest. This is only an application to extend the permit expiry date. Your interest in relation to the Project is shown on the enclosed map with the ID number noted above.

PRGT has approval to construct and operate a sweet natural gas pipeline and associated facilities, approximately 900 km in length, starting from the area near the community of Hudson’s Hope, BC. to the proposed meter site on Lelu Island, near Port Edward, BC. The current permit approval will expire on May 6, 2022 and will be renewed for a total of one year.

Should you have any questions regarding this application, please do not hesitate to contact one of the following representatives.

Company Contact

Any questions or objections regarding this project can be directed to the following personnel:

Tammy Dickson – Project Manager
Email: tammy.dickson@roynorthern.com

Roy Northern Land Service
Phone: 250-261-2300

Sheri Wannamaker – Senior Land Representative
Email: sheri_wannamaker@tcenergy.com

Prince Rupert Gas Transmission Limited Partnership

TC Energy
450 - 1 Street S.W. Calgary, AB
Canada, T2P 5H1
Tel: 403-920-6491
princerupertgas@tcenergy.com



Phone: 403-920-3767

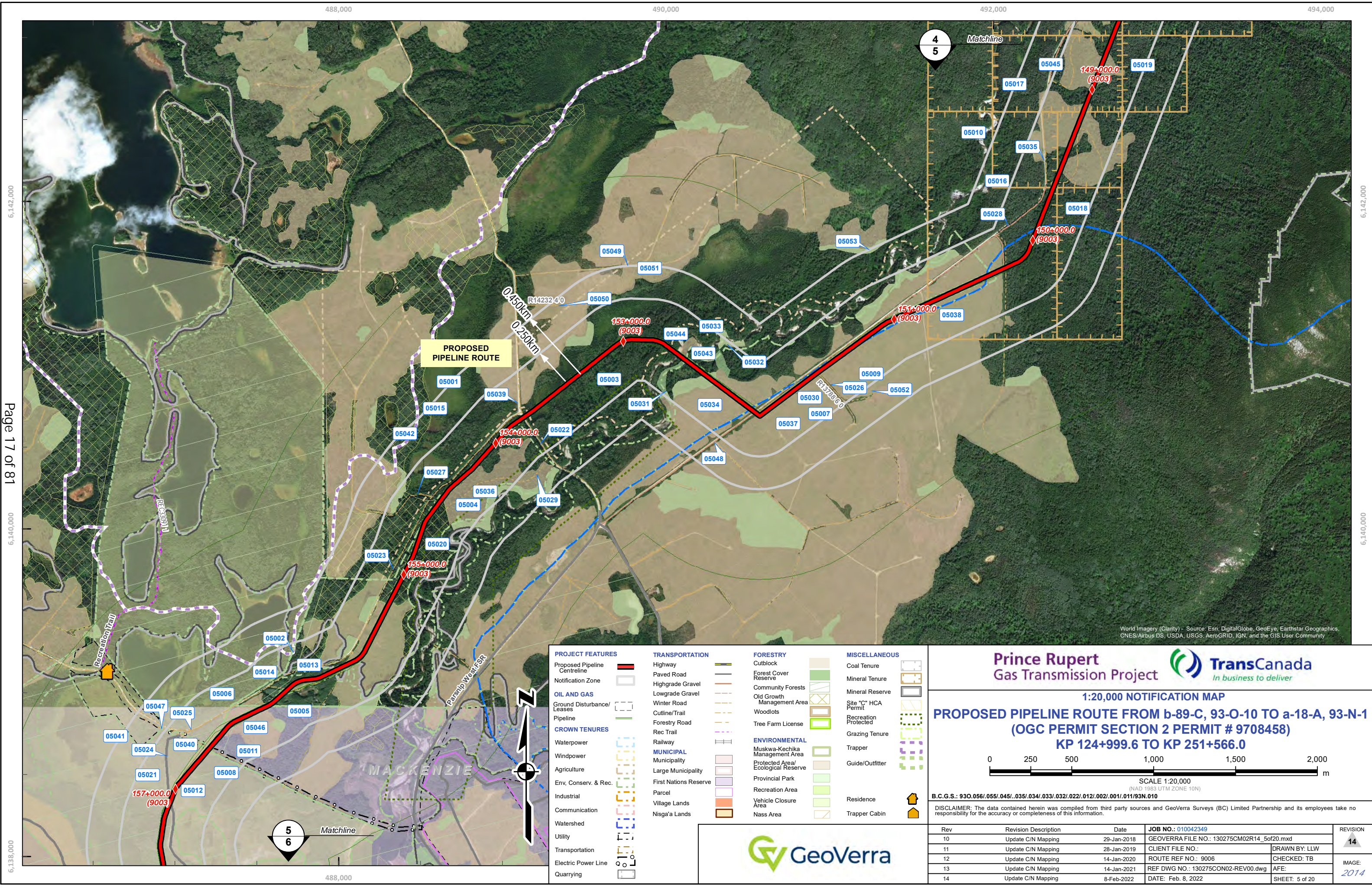
Yours truly,

**Prince Rupert Gas Transmission
Limited Partnership**

A handwritten signature in blue ink, appearing to read "Sheri Wannamaker", enclosed within a thin black rectangular border.

Sheri Wannamaker
Senior Land Representative

/dp
Encl.



488,000

490,000

492,000

494,000



488,000

PROPOSED PIPELINE ROUTE

0.450km
0.250km



PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
OIL AND GAS	Highgrade Gravel	Community Forests	Mineral Reserve
Ground Disturbance/Leases	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Pipeline	Winter Road	Woodlots	Recreation Protected
CROWN TENURES	Cutline/Trail	Tree Farm License	Grazing Tenure
Waterpower	Forestry Road	ENVIRONMENTAL	Trapper
Windpower	Rec Trail	Muskwa-Kechika Management Area	Guide/Outfitter
Agriculture	Railway	Protected Area/ Ecological Reserve	Residence
Env. Conserv. & Rec.	MUNICIPAL	Provincial Park	Trapper Cabin
Industrial	Municipality	Recreation Area	
Communication	Large Municipality	Vehicle Closure Area	
Watershed	First Nations Reserve	Nass Area	
Utility	Parcel		
Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			

1:20,000 NOTIFICATION MAP

PROPOSED PIPELINE ROUTE FROM b-89-C, 93-O-10 TO a-18-A, 93-N-1 (OGC PERMIT SECTION 2 PERMIT # 9708458) KP 124+999.6 TO KP 251+566.0


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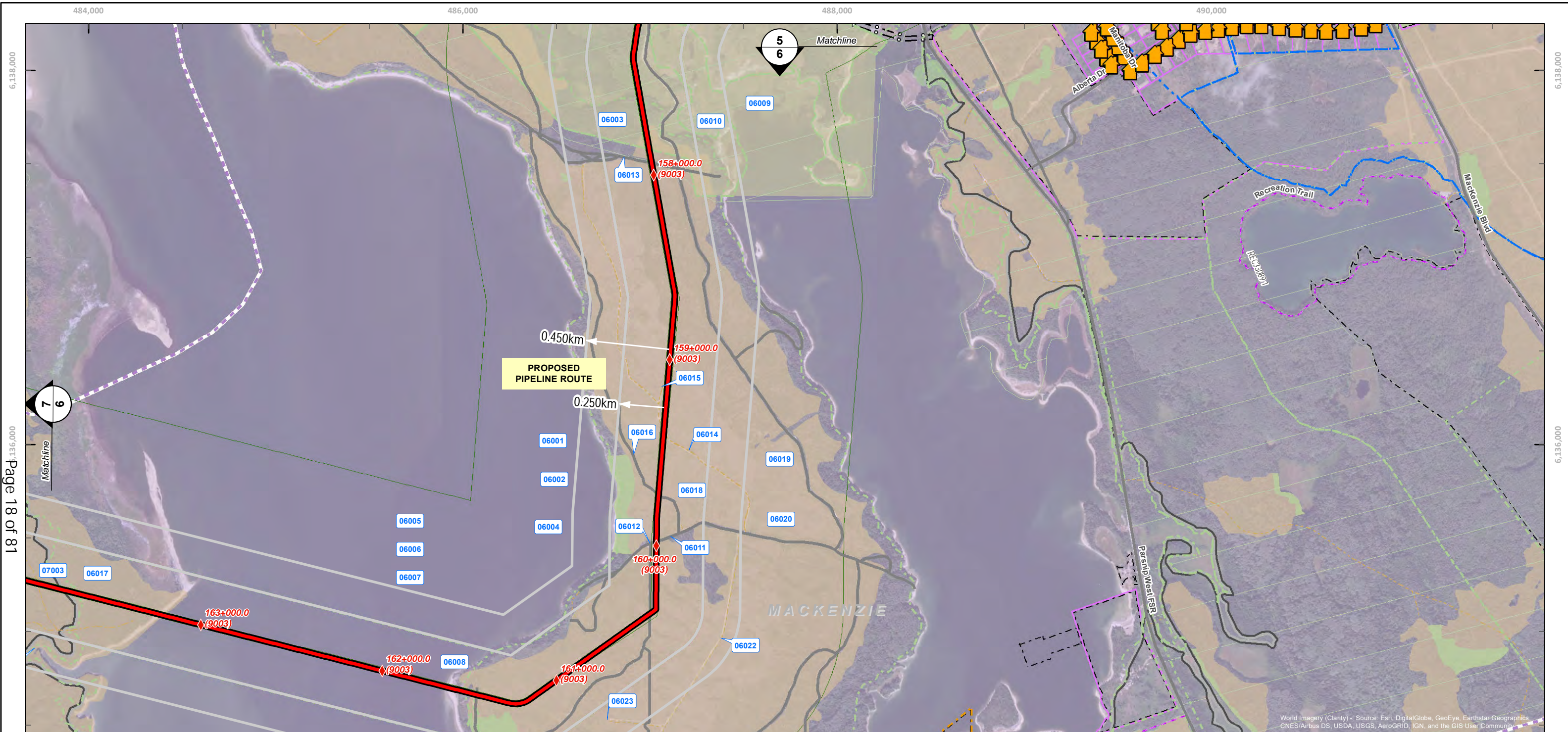
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(NAD 1983 UTM ZONE 10N)

B.C.G.S.: 93O.056/.055/.045/.035/.034/.033/.032/.022/.012/.002/.001/.011/93N.010

DISCLAIMER: The data contained herein was compiled from third party sources and GeoVerra Surveys (BC) Limited Partnership and its employees take no responsibility for the accuracy or completeness of this information.

Rev	Revision Description	Date	JOB NO.: 010042349	REVISION
10	Update C/N Mapping	29-Jan-2018	GEOVERRA FILE NO.: 130275CM02R14_5of20.mxd	14
11	Update C/N Mapping	28-Jan-2019	CLIENT FILE NO.:	DRAWN BY: LLW
12	Update C/N Mapping	14-Jan-2020	ROUTE REF NO.: 9006	CHECKED: TB
13	Update C/N Mapping	14-Jan-2021	REF DWG NO.: 130275CON02-REV00.dwg	AFE:
14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	SHEET: 5 of 20





PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
Proposed Pipeline Centreline	Highway	Cutblock	Coal Tenure
Notification Zone	Paved Road	Forest Cover Reserve	Mineral Tenure
	Highgrade Gravel	Community Forests	Mineral Reserve
OIL AND GAS	Lowgrade Gravel	Old Growth Management Area	Site "C" HCA Permit
Ground Disturbance/Leases	Winter Road	Woodlots	Recreation Protected
Pipeline	Cutline/Trail	Tree Farm License	Grazing Tenure
CROWN TENURES	Forestry Road		Trapper
Waterpower	Rec Trail	ENVIRONMENTAL	Guide/Outfitter
Windpower	Railway	Muskwa-Kechika Management Area	Residence
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Env. Conserv. & Rec.	Municipality	Provincial Park	
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Transportation			
Electric Power Line			
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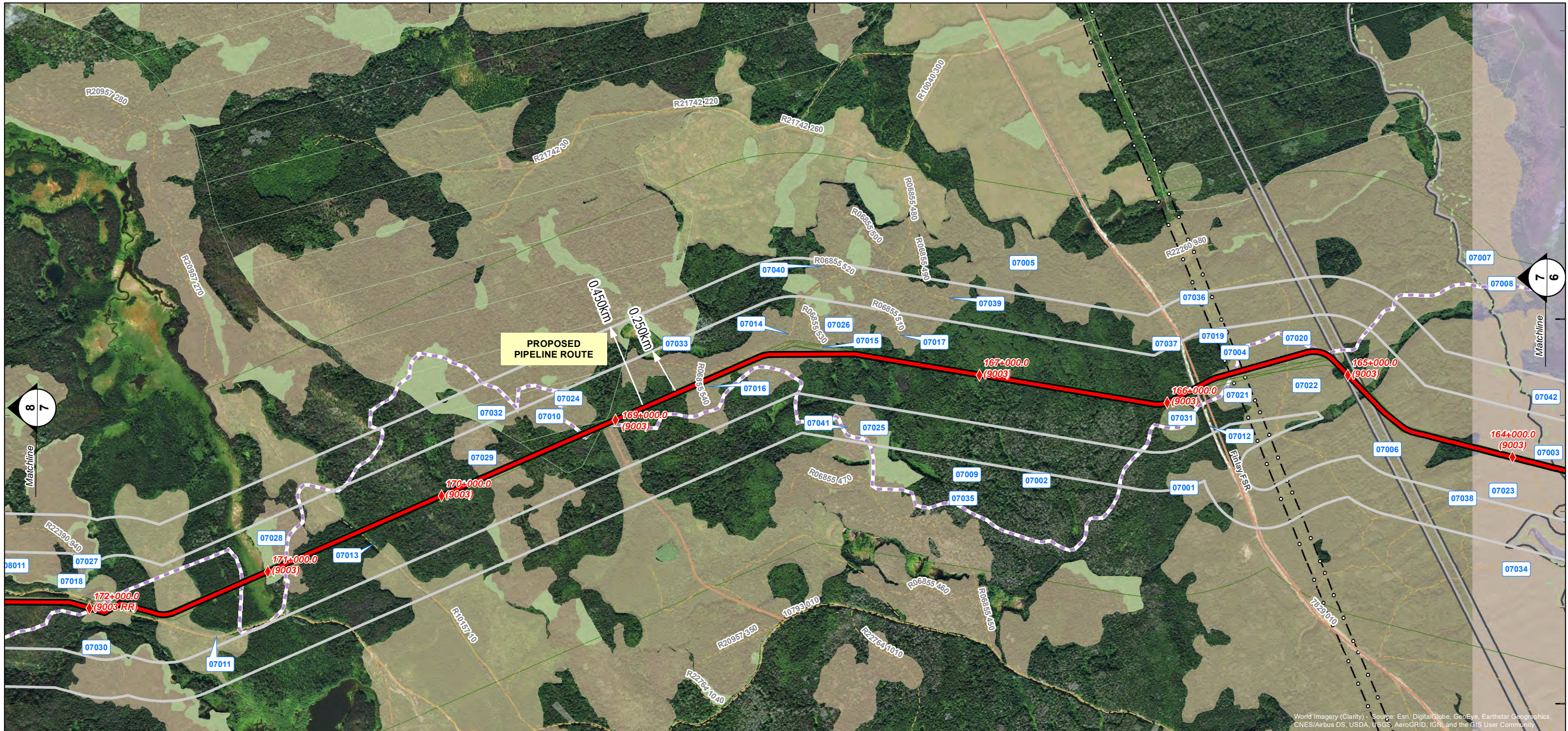
SCALE 1:20,000 (NAD 1983 UTM ZONE 10N)

B.C.G.S.: 930.056/.055/.045/.035/.034/.033/.032/.022/.012/.002/.001/.011/93N.010

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14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	AFE:
				IMAGE: 2014
				SHEET: 6 of 20





World Imagery (Clarity) - Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community

PROJECT FEATURES	TRANSPORTATION	FORESTRY	MISCELLANEOUS
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Transportation	Village Lands		
Electric Power Line	Nisga'a Lands		
Quarrying			

Prince Rupert
Gas Transmission Project

TransCanada
In business to deliver

1:20,000 NOTIFICATION MAP

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SCALE 1:20,000
(NAD 1983 UTM ZONE 10N)

B.C.G.S.: 93O.056/.055/.045/.035/.034/.033/.032/.022/.021/.011/93N.010

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14	Update C/N Mapping	8-Feb-2022	DATE: Feb. 8, 2022	IMAGE: 2014



**NORTHERN
DEVELOPMENT**

301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

January 31, 2022

CONFIDENTIAL

District of Mackenzie
PO Bag 340
Mackenzie, BC V0J 2C0

Attention: Mayor Joan Atkinson

**Subject: Mackenzie Tourist and Wayfinding Signage
Marketing Initiatives Program
Northern Development Project Number 5824 70**

We are pleased to enclose our cheque in the amount of \$20,000.00 which represents the grant disbursement for the Mackenzie Tourist and Wayfinding Signage project.

Congratulations on the successful completion of the Mackenzie Tourist and Wayfinding Signage project. If you require additional information, please don't hesitate to contact our finance team at 250-561-2525 or finance@northerndevelopment.bc.ca.

Sincerely,

Joel McKay
Chief Executive Officer

RECEIVED

FEB 11 2022

**DISTRICT OF
MACKENZIE**

- c: Diane Smith, Chief Administrative Officer, District of Mackenzie
- Emily Kaehn, Director of Corporate Services, District of Mackenzie
- Luke Thorne, Land and Environment Coordinator, District of Mackenzie

From: Minister, JERI JERI:EX <JERI.Minister@gov.bc.ca>

Sent: February 17, 2022 12:16 PM

To: Diane Smith <diane@districtofmackenzie.ca>

Subject: BC LAUNCHES NEW ECONOMIC PLAN – StrongerBC: A Plan for Today, a Vision for Tomorrow

Ref: 156934

Good afternoon:

The last two years of the pandemic, the toxic drug supply and extreme weather events have changed our lives, our economy, and our future. We have been through a lot together and these events have exposed vulnerabilities in our economy. Taken together, these events have underlined the need for a renewed approach to economic policy—one that focuses on building an inclusive, sustainable economy that works for more British Columbians.

I am pleased to share British Columbia's (BC) new economic plan, "StrongerBC: A Plan for Today, a Vision for Tomorrow." The plan was launched today and is our Government's economic vision for the province over the next 10 to 15 years.

The plan puts BC on a path to achieve two important goals—inclusive growth and clean growth—while filling one million jobs over the next decade as outlined in the recent Labour Market Outlook, which can be viewed at: <https://www.workbc.ca/labour-market-industry/labour-market-outlook.aspx>.

This plan focusses on investing in our most valuable asset—the skills, talents, and ambitions of British Columbians—to help build an economy that supports the success of all British Columbians.

Our plan will build a people-first, high-care, low-carbon economy that all British Columbians share in.

As always, meaningful reconciliation remains central to our work. The plan gives us a clear path for better collaboration and partnerships with Indigenous Peoples as we work together to support communities and create opportunities. Conversations have already begun and will now be a standard part of our economic decision-making.

You can find more information at the following sites:

- Visit the StrongerBC Economic Plan website: <https://strongerbc.gov.bc.ca/plan>
- Read the news release: <https://news.gov.bc.ca/releases/2022JERI0004-000230>
- Watch a recording of the live announcement event: <https://www.youtube.com/user/ProvinceofBC>

As we move forward with our economic plan and vision for the long-term growth of our Province, we want to keep hearing from you. This is an evolving plan based on the experiences of British Columbians and is designed to be adapted and adjusted. I encourage everyone to continue to share their economic priorities and ideas online at: <https://strongerbc.gov.bc.ca/engage>.

Inclusive growth and clean growth are important goals we can all rally around, and I hope you will join me in working towards these goals for a sustainable, innovative, and inclusive economy that works for all British Columbians.

Sincerely,

Ravi Kahlon
Minister of Jobs, Economic Recovery
and Innovation



Village of Chase

PO Box 440, 826 Okanagan Ave,
Chase, British Columbia V0E 1M0
Office: 250.679-3238
Fax: 250.679-3070
www.chasebc.ca

February 1, 2022

Via email: mel.arnold@parl.gc.ca

Mel Arnold, Member of Parliament
North Okanagan-Shuswap
House of Commons
Ottawa, Ontario
Canada
K1A 0A6

Dear Mr. Arnold:

RE: BC Wildfires Petition-District of Lillooet

At their January 11, 2022 regular meeting, the Village of Chase Council considered correspondence from the District of Lillooet regarding the increasing risk and occurrences of wildfires, landslides and flooding in British Columbia.

In support of the 'Call to Action' petition and the District of Lillooet's motion, the following resolution was passed by Chase Council:

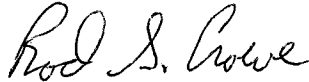
"THAT the Village of Chase send a letter to our Member of Parliament, Mel Arnold and copy our Member of the Legislative Assembly, Todd Stone, the Minister of Forests, Lands, Natural Resources Operations and Rural Development, the Minister of Public Safety and Solicitor General, the Premier of British Columbia (with copies to the District of Lillooet and all UBCM member local governments) requesting that our Provincial and Federal Governments provide better forest management and wildfire protection practices in British Columbia by reviewing and assessing the current policies and guidelines and inviting feedback from a wide variety of stakeholders, with the sincere intent to make meaningful changes to the forest management and wildfire protection practices in British Columbia to provide better protection for all of us from wildfires, landslides, and floods."

As we are all aware, the wildfires, landslides and floods that have ravaged so much of British Columbia over the past years will only continue to damage valuable forests, businesses, homes and take the lives of humans and animals, if no action is taken to lessen the effects of climate change in BC with particular attention to forest management and wildfire protection practices.

We respectfully request that you share this correspondence with the House of Commons, and that the Call to Action will be answered as quickly as possible.

Sincerely,

VILLAGE OF CHASE

A handwritten signature in cursive script that reads "Rod S. Crowe".

Rod Crowe, Mayor

Cc: Todd Stone, MLA, Kamloops-South Thompson
District of Lillooet
All UBCM Member Local Governments

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: February 15, 2022

Subject: Development Variance Permit – #3090-20-22-02

RECOMMENDATION:

THAT Council authorizes approval in proceeding with Development Variance Permit # 3090-20-22-02.

BACKGROUND:

The District has received an application for a Development Variance Permit from the owners of Lot 4 Plan 1664, commonly known as 18 Crysedale Drive to vary setback regulations in Section 8.3 of Zoning Bylaw No.1368, 2017.

The proponents are looking to update the existing buildings on the same location, the building previously had approval by the board of variance in 1984 for the interior side setback to be reduced to 0.9 metres to allow an enclosed carport to be built.

The current minimum interior side setback distance for Zone R1 – Single Family Dwelling is 1.2 metres; the proponents are asking to lower this to 0.9 metres to accommodate the rebuild of an existing carport that is in need of repair (crumbling foundation).

Secondly, the proponents would like to lower the front setback to allow for their front porch to be rebuilt. The front setback for Zone R1 – Single Family Dwellings is 10 metres (32ft), the primary building is located 7.6 metres away from the lot line, the building currently exists as legal non-conforming as it resides in the front setback. The front porch would extend another 1.52 metres into the front setback 6.08m (20ft) from the lot line. The cause of the rebuild is due to improper installation of the front door cover causing damages to the house wall. Please see attached map for further references to the proposed variations.

Administration has conducted a technical review as per the District of Mackenzie's Development Procedure Manual and included a review of:

- Applicable District of Mackenzie Bylaws
- Extent of the variance

- Possible precedents being set
- Rationale for the variance
- Safety and risk issues
- Urban design and aesthetic issues

A copy of the technical review is attached to the report.

CONSIDERATION

Council is being asked to proceed with the permit application. This will allow Administration to refer the permit to the technical agencies for additional feedback as well as notifying neighbouring properties to give them a chance to voice concerns.

NEXT STEPS

If Council supports staff's recommendation the following would be completed:

- Agency review would be conducted;
- Neighbouring properties within 100m from the property line would be notified; and
- Submit final report to Council for approval.

ALTERNATIVE DECISIONS

After Council reviews the information submitted, there are two (2) options:

- Authorize notification of Council's approval in proceeding, or
- Deny the application

If denied, the applicant may not re-apply for a Development Variance Permit until six (6) months after the date of refusal. Under Section 460 of the *Local Government Act*, the required time limit for any re-application may be reduced by an affirmative vote of at least 2/3 of Council members.

COUNCIL PRIORITIES:

ECONOMIC VITALITY

- Our investment in the municipality's services and infrastructure, our commitment to principles of social equity and well-being, and our belief in the value of resident engagement, creates a healthy community in which everyone feels valued and enjoys a high quality of life



Respectfully Submitted,

A handwritten signature in black ink that reads "Luke Thorne".

Luke Thorne
Land & Environmental Coordinator

A handwritten signature in black ink that reads "Diane Smith".

Approved for Submission to Council

To: Council
From: Administration
Date: February 22nd, 2022
Subject: **Technical Review – Development Variance Permit 3090-20-22-02**

Applicant Glen and Guylaine Dahl

Owner Glen and Guylaine Dahl

Location 18 Crysdale Dr, Mackenzie, BC

OCP/Zoning R1 – Single Family Dwelling

Proposal Overview The applicant is seeking to reduce the front setback of an accessory structure from the front parcel line from 10 metres to 6.08 metres to permit the updating of a front entryway. Additionally, the applicant is asking to reduce the interior side setback from 1.2 metres to 0.9 metres to allow the update of an attached carport.

Rationale for the variance The proponents are looking to update the existing buildings on the same location. The setback exemptions were previously approved by the board of variance in 1984. The building as it stands is legal non-conforming as the residence was built before the current zoning bylaw.

Variance Extent The extent of the variance being requested is a reduction of the front setback from 10 metres to 6.08 metres for the front entryway. As well as a variance reducing the interior side setback from 1.2 metres to 0.9 metres for the updated carport.

Possible Precedents Possible precedents that may be set:

- The construction of structures within setbacks
- Updates to legal non-conforming properties

Safety Issues & Risks There are no safety issues at this moment.

**Urban Design
and Aesthetic
Issues**

Updating existing carport and entryway would only improve the urban design.

**Alternative
Siting
Placement**

The building is placed in the setback and is legal non-conforming it would not be practical to build the entryway or the carport in a different location.

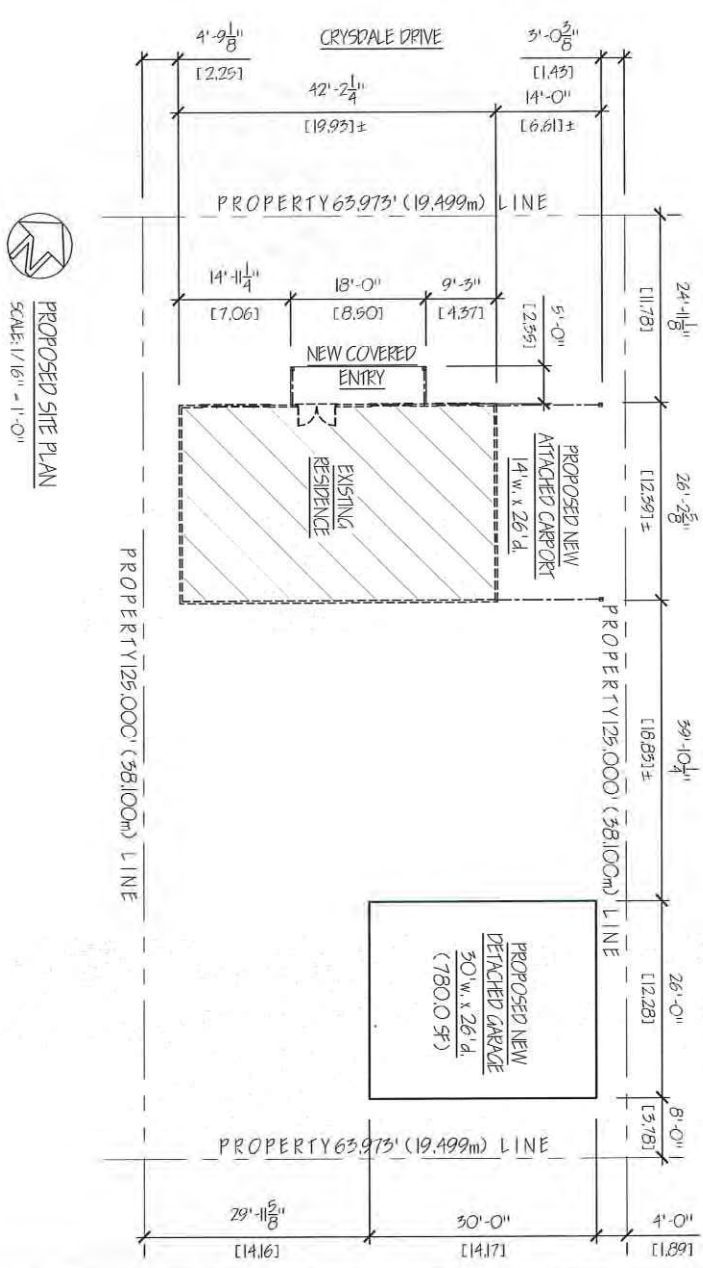
**Applicable DOM
Bylaws &
Relevant
Legislation**

Section 8.3 of Zoning Bylaw No. 1368, 2017.

SCOPE OF WORK:
 1. REMOVE EXISTING ATTACHED GARAGE, FRONT ENTRY COVERING AND ALL ACCESSORY BUILDINGS
 2. BUILD NEW ATTACHED CARPORT, FRONT ENTRY COVERING AND DETACHED GARAGE

LOT INFORMATION
 CIVIC ADDRESS: 18 CRYSDALE DRIVE, MACKENZIE, BC
 LEGAL DESCRIPTION: LOT 4 PLAN 16647 DL 12465 CARBOD DISTRICT

LOT AREA: 7,996.6253 sf
HOUSE & CARPORT AREA: 1,416.422 sf
MAXIMUM DETACHED GARAGE AREA: 799.665 sf
DEMISED GARAGE AREA: 780.000 sf
% LOT COVERAGE: 28.0%
MIN. FRONT SETBACK: 32.809 (10.0m)
ACTUAL FRONT SETBACK: 24.0927 (7.6m)
MIN. INTERIOR SIDE SETBACK: 5.937 (1.2m)
PROP. INTERIOR SIDE SETBACK: 5.031 (0.9m)



PROPOSED SITE PLAN
 SCALE: 1/16" = 1'-0"

FLR REVIEW ONLY
 NOT A CIVIL ENGINEERING

ANGELE'S DRAFTING & DESIGN
 angdraft@telus.net (250) 261-9787

**DAHL RENOVATION
 PROP. NEW SITE PLAN
 18 CRYSDALE DRIVE
 MACKENZIE, BC**

SPECIAL NOTES		REVISIONS	
All dimensions and data to be verified on site prior to construction. Any errors and omissions to be reported to designer prior to construction. These drawings are the property of the drafter and may be recycled at anytime. This design and drawing may not be reproduced without permission of the drafter. Do not scale drawings. Written dimensions supersede scaled dimensions.		DATE	DESCRIPTION
		JAN04/22	FOR CLIENT REVIEW & COMMENT
		JAN06/22	FOR CLIENT REVIEW & COMMENT
		FEB11/22	FOR VARIANCE PERMIT APPLICATION
SCALE:	AS NOTED	DWG NO.:	0030
DATE:	JAN04/22	DRAWN:	AM

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COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: February 22, 2022
Subject: Zoning Amendment Bylaw No. 1464 – ML Light Industrial Permitted Uses

RECOMMENDATION:

THAT Council reserves the sale of Lot 10 District Lot 12479 Cariboo District Plan EPP35189 for agricultural use as defined in Zoning Bylaw 1368 as Agriculture, Agriculture Intensive or Commercial Greenhouse principle uses;

AND THAT if Council gives Zoning Amendment Bylaw No. 1464, 2022, first two readings, that they will waive the public hearing requirements as per Section 464 of the *Local Government Act*.

BACKGROUND:

This amendment is brought forward due to the public release that Iris Energy, owner of Lot 11, in the Airport Subdivision, would potentially offer excess heat from their Data Center to adjoining properties to aid in agricultural activities, such as the operation of a commercial greenhouse. This has prompted the action of adding additional agriculture uses to the ML – Light Industrial zone to promote a diversity of businesses and create opportunity to expand Mackenzie’s local food initiative.

Diversifying and developing the economy has become a priority of Council and the community, staffs’ decision to bring this amendment forward encourages a local food economy furthering this goal. The objective with local agricultural development is to create a sustainable local food sector providing healthy foods and increasing the resilience of the community. These goals were adopted from the Official Community Plan, Economic Development Strategy (2021) and Council Priorities of the District of Mackenzie (see Appendix A).

As a result, District staff are asking the Council to consider updating the District of Mackenzie Zoning Bylaw 1368 in response to a mutually beneficial arrangement within Mackenzie’s M1 - Light Industrial Zone. This amendment would not only align our business policies to encourage investors to start a local industry, but also provide new sources of local food for the community.

Local Regulation Changes

Under Zoning Bylaw 1368, the M1 – Light Industrial Zone does not currently permit agriculture or any food producing systems. Research has been conducted into the zoning of agriculture and food producing systems within the province. Agricultural uses are permitted in a number of Northern BC light industrial zones. The following table outlines several examples from other municipalities.

Municipality	Permitted Use	Accessory Use
Prince George	Greenhouses, plant nurseries, medical marihuana production facilities	N/A
Vanderhoof	Commercial nurseries and greenhouses, sale of farm and garden supplies livestock auction	Auction of goods sold in respect of principal use
Valemount	Food processing, storage and sales, greenhouses	Retail store accessory to a permitted use
Smithers	Nursery and sales of farm and garden supply	Auction of goods sold in respect of the principal use, mobile food concession
Quesnel	Greenhouse and plant nursery, abattoir	Retail store, accessory buildings or structures

Zoning Regulation Differences:

The following is a comparison between the zoning regulations from Bylaw No. 1368 Zoning where A1 – Outdoor Recreation, Agriculture and Resource Zone and M1 – Light Industrial zone.

Regulation	A1	M1
Minimum parcel size for new subdivision	40,000 m ² (4 ha)	900.0 m ²
Minimum parcel width	40.0 m	15.0 m
Minimum setback of principal building from:		
• Front parcel line	15.0 m	12.2 m
• Exterior side parcel line	15.0 m	3.5 m
• Interior side parcel line	15.0 m	3.5 m
• Rear parcel line	15.0 m	6.0 m
Minimum setback of accessory building from:		
• Front parcel line	15.0 m	12.2 m
• Exterior side parcel line	15.0 m	3.5 m
• Interior side parcel line	15.0 m	3.5 m

• Rear parcel line	15.0 m	3.5 m
Maximum building and structure height		
• Principal building and structures	12.2 m	13.7 m
• Accessory building	12.2 m	12.2 m
Maximum parcel coverage (all buildings)	10%	For a service station 45% For all other uses 75%
Maximum dwelling units per parcel	2	N/A

In the Guide for Bylaw Development in Farming Areas (Government of BC) it reads bylaws should not restrict the area of a lot which may be covered by buildings and structures for farm use, to an area less than 35% or less than 75% for greenhouses¹. Since the M1 – Light Industrial Zone regulation reads for maximum parcel coverage for all other uses is 75% the regulation meets the parcel requirement for structures for farm use and greenhouses. Other regulations based on size are static and will be at the purchaser’s discretion. As the consideration is adjoining uses and not changing lot size or building requirements staff suggests that the regulations from M1 take precedence over the regulations of A1.

Summary of Proposed Changes to Zoning Bylaw 1368, 2017

It is proposed that the following uses be added to the M1 zone:

Additional Principal Uses:

- i. Agriculture
- ii. Agriculture, intensive
- iii. Commercial greenhouse

Additional Accessory Uses:

- i. Farm garden stand

AGRICULTURE means the primary production of farm products such as wheat or other grains, vegetables, fruits, greenhouses, plant nurseries, orchards, vineyards or other field crops and commercial bee keeping operations.

AGRICULTURE, INTENSIVE means the primary production of farm products such as dairy and/or poultry products, cattle, hogs, sheep or other animals, wheat or other grains, vegetables, fruits, greenhouses, plant nurseries, orchards, vineyards, mushrooms, or other field crops. This includes feedlots and the slaughtering and processing of animals reared on the premises.

COMMERCIAL GREENHOUSE means a commercial use for the display and retail sale of plants grown either on or off of the premises, garden and landscaping materials and supplies, garden furniture and includes the sale of incidental refreshments while the greenhouse is open to the public, and the sale of seasonal fresh fruit and produce.

FARM GARDEN STAND means an accessory building or structure used for retailing agricultural products produced on a farm.

Reservation of Lot 10 for Agricultural Purpose

To reinforce the potential for an energy partnership offered by Iris Energy, staff is asking Council to reserve the sale of the adjacent Lot 10 District Lot 12479 Cariboo District Plan EPP35189 for agricultural use. The reservation of this lot for agriculture purposes would for not only promote sustainable energy sharing, but also contribute to strengthening Mackenzie's local food initiative.

Requirement for Public Hearing

Under Section 464 (2) of the *Local Government Act*, a local government may waive the holding of a public hearing on a proposed zoning bylaw if an Official Community Plan (OCP) is in effect for the area that is subject to the zoning bylaw; and the bylaw is consistent with the OCP. For this bylaw amendment, Administration is recommending that the Public Hearing requirement be waived as the amendment will adjoin primary and additional uses that are consistent with the OCP.

COUNCIL PRIORITIES:

Economic Vitality

- The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

Respectfully Submitted,



Luke Thorne
Land & Environmental Coordinator



Approved for Submission to Council



3.2 Local Food Systems

Local food production and sales was identified as a new sector to pursue in Mackenzie by the *Economic Development Review for Mackenzie in Motion and Community Transition Plan Study*. Although local food is a new area of exploration for the District, regional and provincial organizations and government agencies have begun to explore innovative strategies for improving the productivity of food systems in Northern Communities. Other regional partners are also exploring strategies and major projects to establish local food and agriculture and to increase the health of Northern Communities. With an increasing demand for local food as well as a need for better access to healthy food, new business and community health opportunities are emerging through growing the local food sector.

Mackenzie's local food systems currently include a farmers market that has been trialed, a community garden group, two grocery stores, and a few locally owned restaurants. Intensive agriculture, horticulture, aquaculture, and livestock for domestic use are permitted under the Zoning Bylaw in some areas; however, there are no productive farms in the District. There are approximately 3,600 ha of Crown Land in the area that is considered arable (mostly categorized as soil category 4 or 5) but would require improvements such as tree clearing, irrigation, and drainage to be brought into production⁶. In addition, projected increases in temperature may provide new crop opportunities for the region. At the same time, changes to climate may also introduce new challenges such as wetter winters, dryer summers, and an increase in extreme weather events.

Expanding local food production and sales is an opportunity for Mackenzie to jump-start a local industry and provide new sources of local food for residents.

⁶ "Mackenzie Area Arability Mapping Project" (2002) BC Assets and Land Corporation. Available from the Ministry of Forest, Lands and Natural Resource Operations.

Goal

Grow, raise and harvest more local food to provide a new source of fresh food, stimulate small enterprise, and develop a local food culture in Mackenzie.

Objectives

- Objective 1. To expand food production activities and interactions.
- Objective 2. To increase the number of food sources for buying, selling, sharing and preparing local food.
- Objective 3. To create a culture and experience around local food in Mackenzie.

Policies

- Policy 1. Work with regional and provincial partners to pursue local food production and sales as a new sector in Mackenzie.
- Policy 2. Consider setting aside areas with the highest soil quality for agriculture to provide a land base for future production.
- Policy 3. Inventory available lands and facilities that can be used for food production, processing, storage and distribution.
- Policy 4. Encourage partners to pilot a greenhouse powered by renewable energy and/or waste heat.
- Policy 5. Update Zoning Bylaw to clearly define urban agriculture and include it as a permitted use in appropriate residential, commercial, institutional, and industrial zones.
- Policy 6. Support community groups and organizations to develop new and revitalize existing community gardens.
- Policy 7. Develop crop protection and wildlife deterrent guidelines and protocols.
- Policy 8. Support food production activities in parks and open spaces and include food production activities in a Parks, Recreation & Cultural Master Plan.
- Policy 9. Consider tax exemptions on vacant land that allows a temporary food production use.
- Policy 10. Consider support for residents to keep small livestock (e.g. hens, rabbits) and bees for domestic purposes in residential areas.
- Policy 11. Support the sale of wild foods, vegetables, and fruits from residential areas.
- Policy 12. Support a range of sales- points for local food such as farmers markets
- Policy 13. Support an increase in the community's capacity to process, store, and distribute local food.
- Policy 14. Continue to work with the Regional District of Fraser-Fort George to increase the diversion of organic waste and reuse as soil amendments.

COMPLEX ACTIONS

STRATEGY AREA	ACTION	LEAD & POTENTIAL PARTNERS	DETAILS AND IMPLEMENTATION
<i>Resident Attraction and Retention</i>	★C3 Support diversifying our housing stock (age-friendly homes, larger rural lots, recreational properties, etc.).	District of Mackenzie	Age friendly housing (i.e., that is appropriate, affordable and accessible for older adults and seniors) is key to ensuring that older adults and seniors can age-in-place. Through engagement, community members indicated interest in waterfront and recreational properties (e.g., seasonal cabins); this would require proper investigation into which lakefront would be suitable for waterfront development in an equitable and environmentally friendly way. <i>Implementation:</i> Make amendments to future OCP updates to allow for and incentivize diversified housing stock, including managed short-term rental accommodation.
<i>Quality of life</i>	C4 Work with employers and organizations to create shared child care solutions.	District of Mackenzie through collaboration with employers, Northern Health, and existing childcare providers	This action could involve working with existing childcare providers to secure larger or more suitable spaces, or, where necessary, supporting non-licensed providers in taking the steps necessary to secure licenses to operate.
<i>Local food economy</i>	★C5 Explore shared agriculture amenities.	District of Mackenzie, community groups	Ideas include a community green house, mobile abattoirs, food hub with processing/ storing facilities, etc. <i>Implementation:</i> This action could be coordinated with Action S2 to encourage small scale agriculture and agritourism. Community-led implementation could be supported through a small grants program (see Implementation section).
<i>Industry Supports</i>	★C6 Seek opportunities for attracting public services (e.g., government offices, health and education facilities).	District of Mackenzie	This action would begin by identifying where the District could leverage private sector investment, and work with existing local businesses and property owners to incentivize needed services such as a dentist.

FOUNDATIONAL ACTIONS

Foundational Actions should be ongoing and will support all other actions. Unlike the rest of the Actions, the following Foundational Actions are not listed by order of anticipated impact since they will all continue to be important.

STRATEGY AREA	ACTION	LEAD & POTENTIAL PARTNERS	DETAILS AND IMPLEMENTATION
<i>Industry Supports</i>	F1 Target and incentivize (tax, permit, land, buildings) industrial development in emerging sectors and secondary industries, promoting Mackenzie's energy and land availability.	District of Mackenzie	This could include data processing, renewable energy, mining, and, cannabis and hemp, and food systems and agriculture and secondary industries such as manufacturing, recycling, alternative/value-add forest products (e.g., pellet plants), and involve ensuring that infrastructure needs are developed along with changing industries.
<i>Industry Supports</i>	F2 Support opportunities for natural resource development.	District of Mackenzie	As the District tries to diversify its local economy, continued support for natural resource development (given the wealth of Mackenzie's natural resources, infrastructure already in place, strategic location, and skills and training of local residents) remains key to maintaining a strong local economy.
<i>Collaboration and partnerships</i>	F3 Continue to pursue shared economic development opportunities and partnerships with neighbouring First Nations.	District of Mackenzie, Regional District of Fraser- Fort George	Formal economic collaboration between municipalities and First Nations is growing across BC. These collaborative relationships have helped communities realize shared economic benefits while supporting reconciliation, deepening cultural understanding, improving service delivery, and strengthening intergovernmental relationships. Mackenzie could follow this pathway by expanding, growing, and stewarding their relationships with existing relationships with nearby First Nations to pursue collaborative or joint economic development actions.
<i>Collaboration and partnerships</i>	F4 Actively seek opportunities for partnerships with other levels of government, agencies and not-for-profits to promote economic development in Mackenzie.	District of Mackenzie	This action would involve actively seeking opportunities for partnerships with other levels of government, agencies and not-for-profits to promote economic development in Mackenzie. including encouraging and supporting networks among educational institutions, research facilities, government and the private sector to develop greater knowledge and technology capacity.



ECONOMIC VITALITY

The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

Goals

- Mackenzie's commercial sector is growing and diversifying.
- Interest and investment in agriculture are on the rise, driven by changes to growing seasons, available arable lands, and awareness of the importance of food security.
- Mackenzie's reputation as a centre for manufacturing is growing.
- The McLeod Lake Indian Band and District of Mackenzie are strategic economic partners.

Actions

- Work to bring high-speed internet service to community.
- Review the District's policies and initiatives to ensure that they support the efforts of businesses and professionals to invest, operate and prosper in Mackenzie; make improvements where necessary.
- In collaboration with the Regional District of Fraser-Fort George and others, develop opportunities to promote the development of agriculture in the Mackenzie sub-region.
- Convene discussions with the McLeod Lake Indian Band aimed at identifying potential joint venture opportunities that build on the experience of, but go beyond, the McLeod Lake Mackenzie Community Forest.
- Proceed with implementation of the *District of Mackenzie Community Economic Development Plan (2021-2026)* and the *District of Mackenzie Five-Year Tourism Plan (2021-2026)* and the related development of Mackenzie's destination brand.

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: February 22, 2022
Subject: Council Procedure Bylaw No. 1370

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

At the regular meeting of January 24, 2022, the first session of the Council Procedure Bylaw review was held to consider the current practice and discuss any changes before proceeding to include the electronic meetings policy and procedures. At the regular meeting of February 14, 2022 Council provided feedback on a series of questions to help build the framework for the new electronic meeting procedures and associated administrative policies. The following is a summary of the intent from the previous sessions:

- Open Regular, Special, Committee, and Public Hearings can be held electronically if necessary. No closed meetings.
- Unless the meeting is held fully electronically, members of Council may participate electronically in an open meeting for the following reasons only: illness and/or absence from the municipality.
- Up to three (3) members of Council may participate in an open meeting electronically.
- The majority of Council (quorum) must still be present in-person at the designated meeting place.
- Members of Council may not participate in a closed meeting electronically.
- There is no limit on the number of meetings a member of Council may participate in an open meeting electronically.
- Council members may participate electronically from anywhere.

- If a member of Council is participating electronically and they express a conflict of interest on an agenda item, the Corporate Officer or designate will place the member in the virtual “waiting room” or disconnect them until discussion and vote is complete.
- Prior to the vote, the Mayor will ensure all members participating electronically will have an opportunity to speak on the vote. Best efforts will be made to ensure all members of the meeting have an opportunity to participate in discussion, debate, and to make motions.
- If a member of Council participating electronically loses connection, a note will be made in the minutes, and a brief recess will occur to try to reconnect the participant. After 10 minutes, the meeting will continue with or without the participant.
- At the end of each motion, the Mayor will re-state for the record, those that were in favour and those opposed. The mover of the motion and those opposed will be noted in the minutes.
- If any member of Council, staff, or member of the public is participating electronically and behaving inappropriately, the Mayor will ask the Corporate Officer and/or designate to mute the participant, and if interruptions or behaviour persists, potentially remove them from the meeting entirely.
- During Public Comment and Inquiry Sections – new procedure in place – chat will only be allowed to request to speak, written submissions for the agenda must be received by 4:30 pm on Council Meeting nights to be read aloud during the first Public Comment and Question period. Mayor will call upon those in the room first, then the written submissions, and the those online will speak in order of request. Staff will mute all participants at the start and will unmute those whose turn it is to speak.
- Council wishes to live stream and record open regular and committee of the whole meetings as well as public hearings when technology allows. Recording of special meetings will require motion prior to the meeting – i.e., during Special Budget Meetings, but maybe not for Special Open Meetings that only defer to a Closed Meeting.
- The Deputy Mayor appointment will be changed to November to align better with the October Local General Election cycle.

Attached in the Bylaw section of the agenda is the proposed Council Procedure Bylaw No. 1370 with yellow highlights indicating the changes made for Council’s consideration. A copy of the original has been placed in the Centre Table File for comparison. A Council/Administrative policy will be brought forward at the next Council meeting to complement the Council Procedure Bylaw update and will focus on the live streaming and recording, connectivity, and meeting etiquette.

COUNCIL PRIORITIES:


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,



Emily Kaehn
Director of Corporate Services



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: February 22, 2022

Subject: Auctioning of Dental Equipment

RECOMMENDATION:

THAT Council approve the disposal of the District's dental clinic equipment, supplies, and office furniture by way of public auction.

BACKGROUND:

Since the initial opening of the dental clinic, the District has assisted with outfitting the facility to support and maintain dental services in the community. This has included the purchase of operating chairs, x-ray machines, office furniture, and various tools and supplies.

The dental clinic been unoccupied since 2017 following the termination of the lease agreement with Hard Rock Properties. Due to its condition, the building is now slated for demolition and the District is making preparations for removing the equipment from the facility.

Since the dental clinic closed in 2017, the District has met with several prospective dentists looking to move to Mackenzie and have discussed the potential sale of the remaining equipment to those interested in opening a clinic in the community. In 2020, the District hired Al Heaps & Associates Inc. to conduct an updated appraisal of the equipment. The equipment's value dropped to \$57,640 due to its condition and/or some of the pieces went missing or were damaged and unusable. Several dentists have reviewed our appraisal and equipment documents and at this time no offers have been made.

With the pending demolition of the Dental Clinic and Chamber of Commerce Buildings, Administration is asking Council's permission to move forward with disposing of the dental equipment, supplies, and office furniture by way of public auction.

Purchasing Policy 3.1

The District's Purchasing Policy 3.1 outlines the requirements for Surplus Asset Disposal. Items are deemed surplus due to obsolescence, worn out, too costly to maintain, or no longer used. Except for trade-ins, surplus assets valued in excess of \$10,000 shall be referred to Council

stating reasons for disposal. Once Council approval is received the Director responsible for the asset will dispose of the surplus assets in a manner that will receive the best possible return to the District.

Next Steps

In this case, staff are considering advertising on the Provincial BC Auction website and sharing this information with BC and Alberta dental colleges, as well as sending information to those dentists the District has been in contact with previously regarding the equipment. If there is no interested party in a surplus asset, the policy suggests the asset be donated to a local charity. Due to the specialized nature of some of the equipment, Administration would report back to Council to discuss alternative disposal or storage options before final disposal.

A copy of the appraisal completed in 2020 has been included in the centre table file for Council's review and consideration.

BUDGETARY IMPACT:

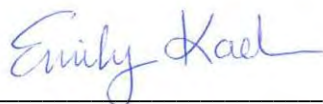
The dental equipment has a value of \$57,640. A loss on disposal may be incurred if the full value is not recovered during the auction.

COUNCIL PRIORITIES:

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,



Emily Kaehn
Director of Corporate Services



Kerri Borne
Chief Financial Officer



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: February 22, 2022

Subject: Letter of Support – Regional Economic Development Plan

RECOMMENDATION:

THAT Council provide a letter of support to Community Futures Fraser-Fort George for their application to the PacifiCan's Community Economic Development and Diversification Program for the creation of a Cross-Regional Economic Development and Diversification Strategy and Implementation Plan;

AND THAT Council supports staff participation in the project steering committee if funding is approved.

BACKGROUND:

At the November 18, 2021 Regional District of Fraser-Fort George (RDFFG) Board meeting, the Board approved a letter of support for Community Futures Fraser-Fort George's Cross-Regional Economic Development Plan initiative grant application. The intention of the project is to better align the communities within the RDFFG through the following:

- The establishment of a regional economic vision that supports the development of cross-regional economic ties and exchange, while respecting the unique assets, economies and challenges of each community, First Nations, and rural areas;
- Maintaining the pulse of the economy regionally, and lending capacity and assistance when economic challenges arise;
- Identifying new opportunities, trends or emerging of clusters;
- Providing assistance to small businesses located in the outlying areas to ensure they have adequate, and ongoing, support;
- Coordinating regional, multi-partner projects that will support the capacity of small businesses, non-profits, and industry in the Fraser-Fort George region; and

- Coordinating a regional economic roundtable of community partners that would discuss opportunities, challenges, and identify actions that can build capacity and resilience across the region.

In addition to the letter, the RDFFG has committed staff resources to participate on the project steering committee if funding was approved. If funding is approved, the project would start in Fall 2022.

Following the meeting, as a member municipality within the RDFFG, the District was approached by Community Futures Fraser-Fort George to ask whether staff capacity was available to participate on the project steering committee and if we would provide a letter of support towards their grant application for the project.

Administration confirms that economic development staff capacity would be available to participate in the project if Council supports the initiative and provides a letter of support towards their grant application.

A copy of the project's briefing note has been attached for further information along with a sample letter of support provided by Community Futures Fraser-Fort George for Council's consideration.

BUDGETARY IMPACT:

If the grant application is approved, the project would be fully funded and led by Community Futures Fraser-Fort George. If the grant application is not approved, staff would bring back a report to Council regarding the status of the project and potential next steps.

COUNCIL PRIORITIES:

Economic Vitality

- The District is a leader on efforts aimed at diversifying the community's economy, supporting local businesses, and attracting new investment to the community. Diversification, a strong business sector and new investment are key to our economic vitality.

Respectfully Submitted,



Emily Kaehn
Director of Corporate Services



Approved for Submission to Council

Fraser Fort George Regional Economic Opportunities
Briefing Note
August, 2021

Prepared by: Krystin Dubuc, Community Futures Fraser Fort George

Project Background:	<p>Community Futures Fraser Fort George has recently completed an extensive research project through the Regional Business Liaison program that was funded by Northern Development Initiative Trust. The data from this research will inform CF FFG in developing support and programs for small businesses and communities located in the Fraser Fort George region. The data is available in a final report located on the Community Futures website.</p> <p>Throughout this project, staff were committed to outreach to businesses located in the rural, unincorporated areas and small communities of the Fraser Fort George region as it is recognized that there are capacity challenges in those communities on supporting small businesses located there. Through the analysis of the data collected, many businesses located in the rural parts of the region indicated that they faced struggles throughout the pandemic, partially in part because there was no organization, or organizations with limited capacity, they could turn to for support. This left them feeling overwhelmed and isolated as they tried to navigate the often conflicting messages they were receiving.</p> <p>In addition, CF FFG also used this project as a way to communicate with community partners on the ground to share and discuss the data collected, as well as brainstorm opportunities to support communities moving forward post pandemic. This took place during a monthly roundtable with all partners present for discussion. With the conclusion of the Regional Business Liaison program, these roundtables will also conclude.</p>
Project Opportunity:	<p>Throughout the Regional Business Liaison program, several cross-regional challenges and opportunities became present that would strengthen the economy and encourage strong linkages and partnerships. The one challenge that was exposed through the RBL is that there is no organization that can provide regional coordination for community economic development. Without a lead organization to coordinate, it is often done off the side of someone's desk, which often leads to momentum being lost when priorities shift.</p> <p>To support the development of a regional Community Economic Coordinator role, Community Futures FFG wishes to approach the Regional District of Fraser Fort George to discuss the opportunity of entering into a partnership. As both organizations represent the same geographic region, there is an ability to develop co-create an economic development strategy that will allow for increased coordination of regional activities. Having a regional coordinator would have several benefits:</p>

	<ol style="list-style-type: none"> 1) Establish a regional economic vision that supports the development of cross-regional economic ties and exchange, while respecting the the unique assets, economies, and challenge of each community; 2) Better maintain the pulse of the economy regionally, and lend capacity and assistance when economic challenges arise; 3) Identify new opportunities and trends for new sectors.... 4) Provide assistance to small businesses located in the outlying areas to ensure they had adequate support; 5) Coordinate regional, multi-partner projects that will support the capacity of small businesses, non-profits, and industry in the Fraser Fort George region; 6) Coordinate a regional economic roundtable of community partners that would discuss opportunities, challenges, and identify actions that can build capacity and resiliency in the region; 7) Provide regular updates to the Regional District Board, and elected partners, on the state of the regional economy.
<p>Project Outcome:</p>	<p>The main outcome of this project is to better align the communities and economies of the Fraser Fort George region by:</p> <ul style="list-style-type: none"> • Provide coordinated support for small businesses across the Fraser Fort George region that will prevent duplication of activities and streamline actions, particularly in rural communities and outlying areas where there is limited support; • Leverage funding that requires multi-partner or multi-sectoral involvement; • Improve communication and partnership across the region to encourage exchange of knowledge, information, and best practices while supporting establishments of relationships.
<p>Funding Opportunity</p>	<p>Western Economic Diversification Canada currently has funding available the Community Economic Development and Diversification Program (CEDD) which aims to support economic development initiatives that contribute to the economic growth and diversification of communities across Western Canada. This funding is available for up to 4 years and is available to non-profit organizations.</p> <p>This funding would allow the establishment of a joint partnership while alternative and sustainable funding can be identified.</p>
<p>Proposed Timeline:</p>	<ul style="list-style-type: none"> • Early Fall 2021: Present funding opportunity to Regional District staff and BOD • Late Fall 2021: With agreement from Regional District, apply for funding from WD • Winter 2022: Establish Partnership Agreement with RDIFFG upon waiting for funding announcement • Late Winter 2022: Funding Announcement <p>YEAR 1:</p> <ul style="list-style-type: none"> • Spring 2022: Finalize Agreement and establishment of the coordinator • Late Spring 2022: Hiring of the coordinator • Summer 2022: Development of Advisory/Steering Committee

- Fall 2022: Kick off development of regional economic development plan and Regional Roundtables

YEAR 2:

- Finalization and approval of Regional Economic Development Plan
- Development of Implementation Plan

YEAR 3 AND 4:

- Implement plan and reassess/readjust based on current economic climate. These years would focus on the creation and development of a sustainable model that could be carried into the long term.

<DATE>

Community Futures Development Corp
of Fraser Fort George
1566 – 7th Avenue
Prince George, BC V2L 3P4

Attn: Susan Stearns, General Manager

Re: Letter of Support for the Fraser Fort George Cross-Regional Economic Development and Diversity Initiative

<Organization> is pleased to provide its support for the application to the Community Economic Development and Diversification Program (CEDD) through Pacific Economic Diversification Canada. We understand the Cross-Regional Economic Development and Diversification Strategy and Implementation Plan is a collaborative initiative that requires participation from the Economic Development Officers with Community Futures Fraser Fort George being the lead proponent.

This initiative will provide better align the communities and economies from across the Fraser Fort George Region though:

- The establishment of a regional economic vision that supports the development of cross-regional economic ties and exchange, while respecting the unique assets, economies and challenges of each community, First Nations and rural areas;
- Maintaining the pulse of the economy regionally, and lending capacity and assistance when economic challenges arise;
- Identifying new opportunities, trends or emerging of clusters;
- Providing assistance to small businesses located in the outlying areas to ensure they have adequate, and ongoing, support;
- Coordinating regional, multi-partner projects that will support the capacity of small businesses, non-profits, and industry in the Fraser Fort George region; and
- Coordinating a regional economic roundtable of community partners that would discuss opportunities, challenges, and identify actions that can build capacity and resilience across the region.

We wish Community Futures Fraser Fort George success in this application and look forward to being part of the ongoing collaboration and actively participating in bringing this project to life.

Sincerely,

<NAME>
<POSITION>

DISTRICT OF MACKENZIE

BYLAW NO. 1464

A Bylaw of the District of Mackenzie
to amend Zoning Bylaw No. 1368, 2017

WHEREAS the Council of the District of Mackenzie deems it desirable to amend the District of Mackenzie Zoning Bylaw:

NOW THEREFORE the Council of the District of Mackenzie in open meeting assembled,
HEREBY ENACTS AS FOLLOWS:

1. That "District of Mackenzie Zoning Bylaw No. 1368, 2017" be amended as follows:

(a) By including "Agriculture" as a permitted "Principal Use" in the following zone:

M1 – Light Industrial Zone

(b) By including "Agriculture Intensive" as a permitted "Principal Use" in the following zone:

M1 – Light Industrial Zone

(c) By including "Commercial Greenhouse" as a permitted "Principal Use" in the following zone:

M1 – Light Industrial Zone

(d) By including "Farm Garden Stand" as a permitted "Accessory Uses" in the following zone:

M1 – Light Industrial Zone

2. This Bylaw may be cited for all purposes as "Zoning Amendment Bylaw No. 1464, 2022".

READ a first time this _____ day of _____, 2022.

READ a second time this _____ day of _____, 2022.

RECEIVED a Public Hearing this _____ day of _____, 2022.

READ a third time this _____ day of _____, 2022.

ADOPTED this _____ day of _____, 2022.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No.1464 cited as "Zoning
Amendment Bylaw No. 1464, 2022".

Mayor

Director of Corporate Services

Director of Corporate Services

DISTRICT OF MACKENZIE BYLAW

NO. 1470

COUNCIL PROCEDURE BYLAW

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DISTRICT OF MACKENZIE

BYLAW NO. 1470

COUNCIL PROCEDURE BYLAW

The Municipal Council of the District of Mackenzie enacts as follows:

PART 1 - INTRODUCTION

Title

1. This Bylaw may be cited as "Council Procedure Bylaw No. 1470, 2022".
2. Bylaw No. 1379, 2018, cited as "Council Procedure Bylaw No. 1379, 2018" and amendments thereto as it applies to the District of Mackenzie is hereby repealed.

Definitions

3. In this Bylaw,

"Committee"	means a standing, select, or other committee of Council, but does not include COTW;
"Corporate Officer"	means the Director of Corporate Services for the District;
"COTW"	means the Committee of the Whole;
"Council"	means the Council of the District of Mackenzie; "District" means the District of Mackenzie;
"District Website"	means the information resource found at an Internet address provided by the District;
"Electronic Meetings"	are meetings that allow participants to hear, or watch and hear each other without being in the physical room in which the meeting is taking place.
"Electronic Participation in a meeting"	means participation by use of telephone, electronic audio or other communications facilities that enable the meeting's participants to hear and speak with each other, and enable the public to hear the participation of Council members during that part of the meeting that is open to the public.

"Mayor"	means the Mayor of the District;
"Municipal Office"	means the Municipal Office located at 1 Mackenzie Boulevard, Mackenzie, British Columbia;
"Municipal Officer"	means a municipal employee appointed by Council to an officer position in accordance with section 146 of the <i>Community Charter</i> . This includes, but may not be limited to, the Chief Administrative Officer, Chief Financial Officer, Corporate Officer, and the Approving Officer.
"Public Notice Posting Places"	means the notice board at the Municipal Office and the District Website;
"Select Committee"	means a committee that is constituted to deal with matters referred to it by the Council, and composed of members appointed by Council, including at least one member of Council, in accordance with the provisions of section 142 of the <i>Community Charter</i> ;
"Special Council Meeting"	means a meeting of Council authorized by section 126 of the <i>Community Charter</i> , and includes both an open meeting and a meeting that is closed to the public;
"Standing Committee"	means a committee that is established by the Mayor to deal with matters the Mayor considers would be better dealt with by committee, and composed of members appointed by the Mayor or the Council with at least half of the Standing Committee members being members of Council, in accordance with the provisions of section 141 of the <i>Community Charter</i> .

Application of Rules of Procedure

4. (1) The provisions of this bylaw govern the proceedings of Council, COTW, and all committees, as applicable.
- (2) In cases not provided for under this bylaw, *Robert's Rules of Order* apply to the proceedings of Council, COTW, and Council committees to the extent the rules are:
 - (a) applicable in the circumstances; and
 - (b) not inconsistent with provisions of this bylaw or the *Community Charter*, or the *Local Government Act*.

PART 2 - COUNCIL MEETINGS

Inaugural Meeting

5. (1) Following a general local election, the first Council meeting must be held on the first Monday in November in the year of the election.
- (2) If a quorum of Council members elected at the general local election has not taken office by the date of the meeting referred to in subsection (1), the first Council meeting must be called by the Corporate Officer and held as soon as reasonably possible after a quorum has taken office.

Time and Location of Meetings

6. (1) All Council meetings must take place within the Municipal Office except when Council resolves to hold meetings elsewhere.
- (2) Regular Council meetings must:
 - (a) be held on the second and fourth Monday of each month, except when such date is a statutory holiday, in which case the meeting must be held on the next day the Municipal Office is open which is not a statutory holiday; and
 - (b) begin at 7:15 pm;
- (3) Regular Council meetings may:
 - (a) be cancelled by Council, provided that two consecutive meetings are not cancelled; and
 - (b) be postponed to a different day, time, and place by the Mayor, provided the Corporate Officer is given at least two days written notice.

Notice of Council Meetings

7. (1) In accordance with section 127 of the Community Charter, Council must annually make available a schedule of the dates, times and places of regular Council meetings and give notice of the availability of the schedule in accordance with section 94 of the Community Charter.
- (2) Where revisions are necessary to the annual schedule of regular Council meetings, the Corporate Officer must, as soon as possible, post a notice at

the Public Notice Posting Places which indicates any revisions to the date, time and place or cancellation of a regular Council meeting.

Notice of Special Meetings

8. (1) Except where notice of a special meeting is waived by unanimous vote of all Council members under section 127(4) of the Community Charter, a notice of the date, hour, and place of a special Council meeting must be given at least 24 hours before the time of meeting by:
 - (a) posting a copy of the notice at the Public Notice Posting Places; and
 - (b) leaving one copy of the notice for each Council member in the Council member's mailbox at the Municipal Office.
- (2) The notice under subsection (1) must describe in general terms the purpose of the meeting.

Electronic Meetings

9. (1) Subject to the conditions set out in the *Community Charter*, Regular, Special, COTW, and Committee Meetings may be conducted by means of electronic or other communication facilities if the Mayor, or in the absence of the Mayor, the Deputy Mayor, determines it is advisable based on an emergency, or health, safety, environmental, or urgent District business, and the number of members able to attend the meeting in person is insufficient to achieve quorum.
- (2) Advance notice will be provided advising that the meeting will be conducted by means of electronic or other communication facilities, as follows:
 - (a) Notice of the meeting will be provided pursuant to the Community Charter and the provisions in sections 5 - 8 of this bylaw;
 - (b) The agenda cover sheet will include that the meeting is being held electronically; and
 - (c) Details will be included on the agenda cover sheet and the Public Notice Posting Places noting the location for the public to attend to hear, or watch and hear, the meeting.

- (3) Except for any part of the meeting that is closed to the public, the public may attend regular and special meetings at the specified place to hear, or watch and hear, the meeting with a designated municipal officer in attendance.

Electronic Participation

10. (1) If a Council or Committee member is unable to attend a Regular, Special, COTW, or Committee meeting, as applicable, in person, the Council or Committee member may participate in the meeting by means of electronic or other communication facilities if:
 - (a) the Council or Committee member is unable to be present at the Municipal Office for reasons pertaining to absence from the municipality or health reasons.
 - (b) The facilities enable the other Council or Committee members to hear and be heard by the Council or Committee member; and
 - (c) Except for any part of the Council or Committee meeting that is closed to the public, the facilities enable the public to hear, or watch and hear, the Council or Committee member.
- (2) With exception for meetings held under section 9 of this bylaw, a member of Council or a Committee member may not participate by means of electronic or other communications facilities in any part of a Regular, Special, COTW, or Committee meeting authorized by the *Community Charter* to be closed to the public.
- (3) Up to three members of Council may participate electronically in a Regular, Special, COTW, or Committee meeting if:
 - (a) at least 24 hours before the meeting those members notified the Corporate Officer of their intended absence, and
 - (b) a majority of the members of Council are physically in attendance at the designated meeting location.
- (4) The Corporate Officer, or designate, shall as soon as reasonably possible thereafter, provide the Council or Committee member with instructions on how to connect to and participate in the Regular, Special, COTW, or Committee meeting by electronic or other communication facilities.

- (5) As soon as possible before a meeting at which a Council or Committee member has requested to participate electronically, the Corporate Officer, or designate, must send the meeting's agenda package and late agenda items to that member's email address.
- (6) If the majority of Council or Committee members cannot attend in person at the designated meeting location, the meeting must be cancelled, and agenda items deferred to the next regularly scheduled meeting.
- (7) If the Mayor or Committee Chair, or those appointed as their designate, are not present at the meeting, only a member who is physically in attendance at the designated meeting location may preside at a meeting at which there is electronic participation.
- (8) Written material presented to the meeting without being included in either the agenda package or late agenda items sent to the members participating electronically, must be audibly read into the record.
- (9) If there is an interruption in the communications' link to a member who is participating electronically, the other Council members may
 - (a) decide on a short recess until it is determined whether or not the link can be re-established, or
 - (b) continue the meeting and treat the interruption in the same manner as if a member who is physically present leaves the meeting room.
- (10) If an interruption in the communications' link to a member who is participating electronically occurs, their absence will be recorded in the minutes along with their subsequent return, if applicable.
- (11) There is no limit to the number of times a member may participate electronically.

PART 3 - DESIGNATION OF MEMBER TO ACT IN PLACE OF MAYOR

11. (1) Annually, in November, Council must from amongst its members, designate interested Councillors to serve on a quarterly rotating basis, starting in November, as the member responsible for acting in the place of the Mayor when the Mayor is absent or otherwise unable to act or when the Office of the Mayor is vacant.

- (2) The Councillor designated under section 11(1) must fulfill the responsibilities of the Mayor in his or her absence.
- (3) If both the Mayor and the member designated under section 11(1) are absent from the Council meeting, the Council members present must choose a Councillor to preside at the Council meeting.
- (4) The member designated under section 11(1) or chosen under section 11(3) has the same powers and duties as the Mayor in relation to the applicable matter.

PART 4 - COUNCIL PROCEEDINGS

Community Charter Provisions

12. Matters pertaining to Council proceedings are governed by the *Community Charter* including those provisions found in Division 3 of Part 4 [*Open Meetings*] and Division 2 of Part 5 [*Council Proceedings*]. The relevant extracts from the *Community Charter* are appended to this bylaw for convenient reference.

Attendance of Public at Meetings

13. (1) Except where the provisions of section 90 of the *Community Charter* apply, all Council meetings must be open to the public.
- (2) Before closing a Council meeting or part of a Council meeting to the public, Council must pass a resolution in a public meeting in accordance with section 92 of the *Community Charter*.
- (3) This section applies to all meetings of the bodies referred to in section 93 of the *Community Charter*, including without limitation
 - (a) COTW;
 - (b) standing and select committees;
 - (c) parcel tax review panel;
 - (d) board of variance.
- (4) Despite section 12, the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 11 may expel or exclude from a Council meeting a person in accordance with

section 133 of the *Community Charter* and 19(11) of this bylaw, as applicable.

Minutes of Meetings to be Maintained and Available to the Public

14. (1) Minutes of the proceedings of Council must be:
 - (a) legibly recorded;
 - (b) certified as correct by the Corporate Officer; and
 - (c) signed by the Mayor or other member presiding at the meeting or at the next meeting at which the minutes are adopted.
- (2) Subject to subsection 14(3), and in accordance with section 97(1)(b) of the *Community Charter*, minutes of the proceedings of Council must be open for public inspection at the Municipal Office during its regular office hours.
- (3) Subsection 14(2) does not apply to minutes of a Council meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Calling Meeting to Order

15. (1) As soon as, after the time specified for a Council meeting, there is a quorum present, the Mayor, if present, must take the Chair and call the Council meeting to order, however, where the Mayor is absent, the Councillor designated as the member responsible for acting in the place of the Mayor in accordance with section 11 must take the Chair and call such meeting to order.
- (2) If a quorum of Council is present but the Mayor or the Councillor designated as the member responsible for acting in the place of the Mayor under section 11 do not attend within ten minutes of the schedule time for a Council meeting:
 - (a) the Corporate Officer must call to order the members present; and
 - (b) the members present must choose a member to preside at the meeting.

Adjourning Meeting Where Quorum is not Present

16. (1) If there is no quorum of Council present within 15 minutes of the scheduled time for a Council meeting, the Corporate Officer must
 - (a) record the names of the members present, and those absent; and
 - (b) adjourn the meeting until the next scheduled meeting.

Agenda

17. (1) Prior to each Council meeting, the Corporate Officer must prepare an agenda setting out all the items for consideration at that meeting, noting in short form a summary for each item on the agenda.
 - (2) The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be 12:00 noon on the Tuesday prior to the meeting.
 - (3) The Corporate Officer must make the agenda available to the members of Council and the public on the Thursday afternoon prior to the meeting.

Order of Proceedings and Business

18. (1) The agenda for all regular Council meetings contains the following matters in the order in which they are listed below and all regular Council meetings must be conducted in accordance with the following provisions:
 - (a) Call to Order;
 - (b) Adoption of Minutes;

The minutes of previous meetings may be amended, but not debated or reflected upon, at the time they are considered for adoption.
 - (c) Introduction of Late Items;
 - (i) Information pertaining to late items submitted by the public, staff, or Council for possible consideration at any Council meeting must be distributed to the members at the commencement of the meeting.
 - (ii) Except items brought forward by Council members during New Business, an item not included on the agenda must not

be considered at a Council meeting unless introduction of the late item is approved at the time allocated on the agenda for such matters by a majority vote of the members present.

(d) Adoption of Agenda;

The agenda will be adopted as presented, or adopted as amended should Council resolve to consider late items to be included on the agenda, by a majority vote of the members present.

(e) Public Comment and Questions;

(i) Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.

(ii) Written submissions in response to the published agenda of an upcoming meeting, whereby the author will not be present at the meeting either in-person or by electronic communication, must be received by the Corporate Officer, or designate, by 4:30 pm on the date of the Council meeting. The Corporate Officer will present these submissions to Council for the record during this portion of the agenda.

(f) Petitions and Delegations;

(i) Council may allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided that a written request on the form prescribed by the Corporate Officer has been received by the Corporate Officer prior to 12:00 noon on the Tuesday prior to the meeting. The written request must include a summary of the topic which is the subject of the delegation and the specific action which is being sought from Council by the delegation.

(ii) Each address must be limited to 15 minutes unless a longer period is agreed to by unanimous vote of those members present.

(iii) Where notification has not been received by the Corporate Officer as prescribed in section 18(f)(i), an individual or

delegation may address the meeting if approved by the unanimous vote of the members present.

- (iv) Council must not permit a delegation to address a meeting of the Council regarding a bylaw in respect of which a public hearing has been held, where the public hearing is required under an enactment as a prerequisite to the adoption of the bylaw.
- (v) The Corporate Officer may schedule delegations to another Council meeting or advisory body as deemed appropriate according to the subject matter of the delegation.
- (vi) The Corporate Officer may refuse to place a delegation on the agenda if the issue is not considered to fall within the jurisdiction of Council. If the delegation wishes to appeal the Corporate Officer's decision, the information must be distributed under separate cover to Council for their consideration.

(g) Correspondence;

- (i) Each item of correspondence will be categorized into three designations:
 - a. correspondence which requires action;
 - b. correspondence for consideration;
 - c. correspondence designated as general information.
- (ii) Correspondence which requires action and correspondence for consideration will be copied and included in the agenda package. Correspondence designated as general information will be placed in the Centre Table file and the nature of the correspondence indicated on the agenda covering pages. Council may, by resolution, bring forward any correspondence for consideration or for general information.

(h) Administration Reports;

All reports from Directors/Managers and advisory bodies shall include a synopsis of the information relating to the item under consideration and a recommendation on that item.

(i) Council Reports;

Mayor and Council members may submit a verbal or written report of an informational nature.

(j) Unfinished Business;

Matters that have been previously considered by Council and that have not been resolved, such as tabled or postponed resolutions, will be brought forward at this time.

(k) New Business;

Council may make motions pertaining to non-contentious matters that do not consider substantive expenditures or require significant staff resources under the New Business portion of the meeting.

(l) Bylaws;

Part 5 of this bylaw establishes the manner in which bylaws are adopted.

(m) Notice of Motion;

(i) Any Council member may give "notice of motion" respecting an item that may be of a contentious nature and will require time for the Council to consider or deliberate or will require substantive expenditures and significant staff resources. The member of Council must deliver a "Notice of Motion" in written form to the Corporate Officer no later than 12:00 pm on the Tuesday preceding the day of the next regular meeting is scheduled.

(ii) A copy of the motion presented under section 18(m)(i) shall be distributed to each member of Council and shall appear in the minutes of the meeting as a "Notice of Motion". The Corporate Officer shall place the motion on the agenda of the next regular Council meeting or other future meeting designated by the member bringing forward the notice of motion for consideration.

(n) Coming Events;

(o) Inquiries;

The Mayor may provide time to answer inquiries from the media and members of the public, but such inquiries must be strictly limited to matters considered by the Council at that particular meeting. The Mayor may determine, at his or her discretion, when to conclude this portion of a meeting.

(p) Adjournment.

- (2) Particular business at a Council meeting must in all cases be taken up in the order in which it is listed on the agenda unless otherwise resolved by Council.

Public Comment and Questions Inquiries Rules and Procedures

19. (1) The following rules and procedures apply during both the "Public Comment and Questions" as well as "Inquiries" portions of the regular meetings of Council, unless otherwise stated:
- (a) When recognized by the presiding member, and only after giving their name and address for the record, persons from the audience may address Council on a matter related to the agenda;
 - (b) When speaking during the "Public Comment and Questions" and "Inquiries" segments of the agenda, a person must:
 - i. Address their remarks to the presiding member;
 - ii. Use respectful language;
 - iii. Not use offensive gestures or signs; and
 - iv. Only address current agenda items
 - (c) The "Public Comment and Questions" section shall be limited to twenty (20) minutes, unless extended by way of a resolution adopted by a unanimous vote of the Council members present;
 - (d) The Mayor may determine, at his or her discretion, when to conclude the "Inquiries" portion of a meeting;
 - (e) Each address must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present;

- (f) At the discretion of Council, audience members may address Council more than once, but only after all other audience members who wish to speak have had their opportunity;
- (g) A summary of questions asked, and input received, including the name of the individual, will be included in the recorded minutes.

Limitations of Public Comment and Questions, Inquiries, and Petition and Delegations

- 20. (1) Council must not permit a member of the audience during "Public Comment and Questions," "Inquiries," or as a "Petition and Delegation" to address Council regarding:
 - (a) A bylaw in respect of which a public hearing has been scheduled or held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) Matters on which the District has commenced prosecution and on which judgment has not been rendered;
 - (c) Matters relating to a claim or potential claim against the District, against a member of Council, or against an officer or employee of the District;
 - (d) Business license hearings conducted in accordance with Part 20 of the Local Government Act;
 - (e) Reconsideration of remedial action requirement hearing under section 78 of the *Community Charter*;
 - (f) A dispute between third parties not falling within the jurisdiction of Council;
 - (g) The promotion of commercial products or services, or services for the District;
 - (h) Publicly tendered contracts or proposal calls for the provision of goods or services for the District between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or District staff.

Voting at Meetings

21. (1) When debate on a matter is closed the Mayor must put the matter to a vote of Council members.
- (2) When the Council is ready to vote, the Mayor must put the matter to a vote by stating:

"Those in favour raise your hands" and then "Those opposed raise your hands".
- (3) The names of those Council members who vote against a question shall be entered upon the minutes whenever the vote is not unanimous.
- (4) A Council member present at the meeting at the time of the vote who does not raise his or her hand either in favour or in opposition of the matter is deemed to have voted in the affirmative.
- (5) If the votes of the Council members present at the meeting at the time of the vote are equal for and against a question, the question is defeated.
- (6) The Chair must declare the results of all votes.

Authority of Mayor

22. The Mayor at a Council meeting must preserve order and decide points of order that may arise, subject to an appeal under section 132 of the *Community Charter*.

Rules of Conduct and Debate

23. (1) When any Council member wishes to speak in debate, he or she shall wait until no other Council member is speaking and address the presiding member.
- (2) Except as otherwise resolved by Council at a Council meeting, a Council member:
 - (a) may speak only to a matter being debated by the Council;
 - (b) may speak only twice to a matter, except in order to:

- i. explain a material part of his or her speech which may have been misunderstood; or
 - ii. ask a question.
 - (c) may speak for no more than five minutes at a time, except that Council may resolve by a simple majority vote to permit a Council member to speak longer;
 - (d) may not speak to a matter already dealt with by the Council;
 - (e) may not speak when called to order by the Mayor;
 - (f) may not speak to a motion unless a motion has been moved and seconded;
 - (g) may only speak in a regular meeting of Council after the Council member has raised his or her hand and the Mayor has recognized the Council member.
- (3) If two or more Council members raise their hands at the same time, the Mayor must designate the order in which each is to speak.
 - (4) If the Mayor wishes to speak in a regular meeting of Council, the Mayor or presiding member may do so.
 - (5) If a Council member has raised his or her hand at the same time the Mayor begins to speak, the Mayor may speak first.
 - (6) A Council member shall address the Mayor as "Your Worship", or "Mayor _____" and a Council member shall address a Council member by that Council member's surname preceded with "Councillor".
 - (7) A Council member may address municipal staff through the Mayor to the Chief Administrative Officer who shall refer the matter to the appropriate staff representative if necessary.
 - (8) At the time any ruling is made by the Mayor on a point of order, the Mayor shall inform the Council of the grounds upon which the point of order is decided.

- (9) Council members shall not:
 - (a) interrupt another Council member who is speaking except to raise a point of order or a question of privilege;
 - (b) make any noise or disturbance during the meeting;
 - (c) pass between the speaker and the Chair.
- (10) Council members speaking at a Council meeting:
 - (a) must use respectful language;
 - (b) must not use offensive gestures or signs;
 - (c) must adhere to the rules of procedure established under this bylaw and to the decisions of the presiding member and Council in connection with the rules and points of order.
- (11) If a member does not adhere to subsection (10) the Mayor may order the member to leave the member's seat, and
 - (a) if the member refuses to leave, the Mayor may cause the member to be removed by a peace officer, and
 - (b) if the member apologizes to Council, Council may, by resolution, allow the member to retake the member's seat.

Motions Generally

- 24. (1) Council may debate and vote on a motion only if it is first made by one Council member and then seconded by another.
- (2) After a motion has been made it shall be deemed to be in possession of the Council, but the motion may be withdrawn at any time before a decision or amendment is made by the mover of the motion provided that the mover has the consent of the seconder.
- (3) A motion that has been moved and seconded at a Council meeting, other than a withdrawn motion as provided for in subsection (2), must be recorded by the Corporate Officer in the minutes and be given a distinguishing number.

- (4) The name of the Council member moving the motion will be recorded in the minutes; however, the name of the Council member seconding the motion will not be recorded in the minutes.
- (5) A Council member may make only the following motions when the Council is considering a question:
 - (a) to refer to committee;
 - (b) to amend;
 - (c) to lay on the table;
 - (d) to postpone indefinitely;
 - (e) to postpone to a certain time;
 - (f) to move the previous question.
- (6) A motion made under 24(5)(c) to (f) is not amendable or debatable.
- (7) Council must vote separately on each distinct part of a question that is under consideration at a Council meeting if requested by a Council member.

Motion to Commit

25. Further to subsection 24(5)(a), until it is decided, a motion made at a Council meeting to refer to a committee precludes an amendment of the main question.

Motion for the Main Question

26. (1) In this section, "main question," in relation to a matter, means the motion that first brings the matter before Council. The following rules apply to a motion to call the main question, or for the main question as amended:
 - (a) If a member of Council moves to put the main question, or the main question as amended, to a vote, that motion must be dealt with before any other amendments are made to the motion on the main question; and
 - (b) If the motion for the main question, or for the main question as amended, is decided in the negative, Council may again debate the main question, or proceed to other business.

Amendments Generally

27. (1) A Council member may, without notice, move to amend a motion that is being considered at a Council meeting.
- (2) An amendment may propose removing, substituting for, or adding to the words of an original motion.
- (3) A proposed amendment must be reproduced in writing by the mover if requested by the Mayor.
- (4) A proposed amendment must be decided or withdrawn before the motion being considered is put to a vote unless there is a call for the main question.
- (5) An amendment may be amended once only.
- (6) An amendment that has been negated by a vote of Council cannot be proposed again.
- (7) A Council member may propose an amendment to an adopted amendment.
- (8) The Mayor must put the main question and its amendments in the following order for the vote of Council:
 - (a) a motion to amend a motion amending the main question;
 - (b) a motion to amend the main question, or an amended motion amending the main question if the vote under subparagraph (a) is positive;
 - (c) the main question.

Privilege

28. (1) In this section, a matter of privilege refers to any of the following motions:
 - (a) fix the time to adjourn;
 - (b) adjourn;
 - (c) recess;
 - (d) raise a question of privilege of the Council;

- (e) raise a question of privilege of a member of Council.
- (2) A matter of privilege must be immediately considered when it arises at a Council meeting.
- (3) For the purposes of subsection (2), a matter of privilege listed in subsection (1) has precedence over those matters listed after it.

PART 5 - BYLAWS

Copies of Proposed Bylaws to Council Members

29. A proposed bylaw may be introduced at a Council meeting only if a copy of it has been delivered to each Council member at least 24 hours before the Council meeting, or all Council members unanimously agree to waive this requirement.

Form of Bylaws

30. (1) A bylaw introduced at a Council meeting must:
- (a) be printed;
 - (b) have a distinguishing name;
 - (c) have a distinguishing number;
 - (d) contain an introductory statement of purpose;
 - (e) be divided into sections.

Bylaws to be Considered Separately or Jointly

31. (1) Council must consider a proposed bylaw at a Council meeting either:
- (a) separately when directed by the Mayor or requested by another Council member; or
 - (b) jointly with other proposed bylaws in the sequence determined by the Mayor.

Reading and Adopting Bylaws

32. (1) The Mayor of a Council meeting may:

- (a) have the Corporate Officer read a synopsis of each proposed bylaw or group of proposed bylaws; and then
 - (b) request a motion that the proposed bylaw or group of bylaws be read.
- (2) The readings of the bylaw may be given by stating its title and object.
- (3) A proposed bylaw may be debated and amended at any time during the first three readings unless prohibited by the *Community Charter*.
- (4) Each reading of a proposed bylaw must receive the affirmative vote of a majority of the Council members present.
- (5) In accordance with section 135 of the *Community Charter*, Council may give two or three readings to a proposed bylaw at the same Council meeting.
- (6) Despite section 135(3) of the *Community Charter*, and in accordance with sections 477(6) and 480 of the *Local Government Act*, Council may adopt a proposed official community plan or zoning bylaw at the same meeting at which the plan or bylaw passed third reading.

Bylaws Must be Signed

- 33. (1) After a bylaw is adopted, and signed by the Corporate Officer and the presiding member of the Council meeting at which it was adopted, the Corporate Officer must have it placed in the District's records for safekeeping and endorse upon it:
 - (a) the dates of its readings and adoption;
 - (b) and the date of Ministerial approval or approval of the electorate if applicable.

PART 6 - COMMITTEE OF THE WHOLE

Going into Committee of the Whole (COTW)

- 34. (1) COTW meetings are scheduled for every fourth Monday of each month commencing at 7:00 pm.
- (2) COTW meetings are meetings, other than Standing or Select Committee meetings, to which all members of Council are invited to consider but not to decide on matters of the District's business.

Notice for COTW Meetings

35. (1) At least 72 hours before a COTW meeting, the Corporate Officer will give public notice of the meeting by:
 - (a) posting a copy of the notice of the agenda covering page at the Public Notice Posting Places; and
 - (b) delivering a copy of the agenda to each Council member in the Council member's mailbox at the Municipal Office.

Minutes of COTW Meetings to be Maintained and Available to the Public

36. (1) Minutes of the proceedings of COTW must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.

Presiding Members at COTW Meetings and Quorum

37. (1) COTW meetings must be chaired by one Council member to be selected by Council from time to time on a rotating basis.
- (2) The quorum of COTW is the majority of Council members.

Points of Order at Meetings

38. The presiding member must preserve order at a COTW meeting and, subject to an appeal to other members present, decide points of order that may arise.

Conduct and Debate

39. (1) The following rules apply to COTW meetings:
 - (a) a motion is not required to be seconded;
 - (b) a member may speak any number of times on the same question;

- (c) a member must not speak longer than a total of five minutes on any one question.

Committee Recommendations

- 40. (1) The minutes of the COTW meeting must record all COTW recommendations.
- (2) The Corporate Officer must include COTW recommendations on the agenda for future Council meetings as directed by the COTW.

PART 7 - COMMITTEES

Duties of Standing Committees

- 41. The Mayor must establish Standing Committees for matters the Mayor considers would be better dealt with by committee and must appoint persons to those committees.
- 42. At least half of the members of a Standing Committee must be Council members.
- 43. (1) Standing Committees must consider, inquire into, report, and make recommendations to Council about all of the following matters:
 - (a) matters that are related to the general subject indicated by the name of the Committee;
 - (b) matters that are assigned by Council;
 - (c) matters that are assigned by the Mayor.

Duties of Select Committees

- 42. Council may appoint a Select Committee to consider or inquire into any matter and to report its findings and opinions to Council.
- 43. At least one member of a Select Committee must be a Council member.
- 44. Select Committees must consider, inquire into, report, and make recommendations to Council about the matters referred to the committee by the Council.

Holding of Committee Meetings

- 45. Every committee shall have a Chair, appointed by Council, to preside over its meetings.

46. After its first meeting is held, subsequent committee meetings will be held at the call of the Chair.
47. To the extent necessary, a committee may by resolution create its own rules of procedure, but the provisions of this bylaw prevail over any such rules of procedure to the extent of any conflict.

Notice of Committee meetings

48. (1) A notice of the date, hour, and place of a Committee meeting must be given at least 24 hours before the time of meeting by posting a copy of the notice at the Public Notice Posting Places.
 - (2) The Chair of a Committee must cause a notice of the day, time, and place of a meeting to be given to all members of the Committee at least 24 hours before the time of the meeting.

Attendance at Committee Meetings

44. Council members who are not members of a committee may attend the meetings of the committee.
45. A part or all of a committee meeting may be closed to the public if the subject matter being considered falls under section 90 of the Community Charter.

Minutes of Committee Meetings to be Maintained and Available to the Public

46. (1) Minutes of the proceedings of a committee must be:
 - (a) legibly recorded;
 - (b) certified by the Corporate Officer;
 - (c) signed by the Chair or member presiding at the meeting; and
 - (d) open for public inspection in accordance with section 97(1)(c) of the *Community Charter*.
47. Subsection 46(1)(d) does not apply to minutes of a Council committee meeting or that part of a Council meeting from which persons were excluded under section 90 of the *Community Charter*.

Quorum

- 48. The quorum for a Committee is a majority of all of its members who are entitled to vote.

Conduct and Debate

- 49. (1) The rules of the Council procedure must be observed during committee meetings, so far as is possible and unless otherwise provided in this bylaw.
(2) Council members attending a meeting of a committee, of which they are not a member, may participate in the discussion only with the permission of a majority of the committee members present.
(3) A motion made at a meeting of a committee is not required to be seconded.

Voting at Meetings

- 50. Council members attending a meeting of a committee of which they are not a member must not vote on a question

PART 8 - GENERAL

- 51. If any section, subsection, or clause of this bylaw is for any reason held to be invalid by the decision of a court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this bylaw.
52. This bylaw may not be amended or repealed and substituted unless Council first gives notice in accordance with section 94 of the Community Charter.

READ a first time this _____ day of _____, 2022.

READ a second time this _____ day of _____, 2022.

READ a third time this _____ day of _____, 2022.

ADOPTED this _____ day of _____, 2022.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1470 cited as "Council Procedure
Bylaw No. 1470, 2022".

Mayor

Corporate Officer

Corporate Officer

COMMUNITY GRANTS SECOND IN-TAKE

Applications Deadline – March 15, 2022

Council has adopted Community Grants Policy 3.16 to provide financial and in-kind support to non-profit community associations and other community organizations. This support is in recognition of these groups as a valuable resource in assisting the municipality to provide a strong community focus. Many of the non-profit organizations depend on the grants that are provided by the District to help subsidize costs and maintain their viability within the community.

Funding Categories:

- **Rent Subsidy** - By providing the District-owned and operated facilities at no charge for specific events.
- **Capital Expenditure** - By providing cash grants or in-kind grants for capital projects. In recognition of the costs of these projects, the District may contribute up to 50% of the eligible costs of a project to a maximum of \$2,000.
- **Special Project** - By providing annual cash grants and/or in-kind grants for a one-time special or annual event, program, or activity.
- **Fee for Service Agreements** - By providing cash grants and/or in-kind grants for on-going operational support. The District may consider entering into this type of agreement when the recipient is a not-for-profit organization delivering a service or program that extends the reach of District services. The length of the agreement will not exceed three (3) years and all recipients shall provide reporting regarding service delivery as requested.

Applications can be found online or can be picked up at the District Municipal Office.

www.districtofmackenzie.ca → **Government & Town Hall** →
Grant Funding → **Grant Application**