



AGENDA for the Council Meeting to be held on Monday, June 13, 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)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public; and Section 90(1) (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*].

**1. ADOPTION OF MINUTES**

- |    |   |         |
|----|---|---------|
| a) | Special Meeting - May 24, 2022                | 11 - 12 |
| b) | Committee of the Whole Meeting - May 24, 2022 | 13 - 14 |
| c) | Regular Meeting - May 24, 2022                | 15 - 21 |

**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**

- a) Lucille Hinkleman, Mackenzie resident, will speak to Council about a petition to increase the Northern Resident Deduction for Mackenzie. 22 - 23

**6. CORRESPONDENCE**

Motion required to accept all correspondence listed on the agenda.

**For Action:**

- a) The 2022 Climate Leaders Institute Conference was held in Vancouver, BC from June 8-10, 2022. Request received from Councillor Hipkiss to approve attending the event and reimburse hotel expenses in the amount of \$630.54. 24 - 27
- b) Request received from New Horizons Bridging the Gap for a Letter of Support and assistance in applying to the BC Healthy Communities Age Friendly Communities Grant program. 28
- c) Request received from Birds Canada for permission to install one Motus Wildlife Tracking System receiver at the Mackenzie Sewage Lagoon. 29 - 39

- d) Request received from the Prince George Backcountry Recreation Society for a Letter of Support towards building a community backcountry cabin in the southern portion of the Pine Pass. 40 - 50
- e) Request received from Special Olympics of BC to light up any local monuments during the week of July 18th in support of Global Week of Inclusion. 51

*Is there anything Council wishes to address in the "For Consideration" or "For Information" correspondence?*

**For Consideration:**

- f) Deadline to submit resolutions to the Union of BC Municipalities - June 30, 2022. 52 - 53
- g) Letter received from the Environment of Climate Change Canada inviting stakeholders to participate in an engagement opportunity through the New Substances Program. 54
- h) Letter received from Shannon Stubbs, M.P. Shadow Minister, Damien Kurek, M.P. Deputy Shadow Minister, and Jacques Gourde, M.P. Deputy Shadow Minister, for Rural Economic Development and Rural Broadband Strategy, requesting to schedule a Town Hall with the District of Mackenzie to address federal funding for rural communities. 55

**For Information:**

- i) Find the Fund - Fundraising Event - June 11th 56  
Mackenzie Legion - 5:00 pm - 8:00 pm

*The following items have been placed in the Centre Table File for Council's consideration.*

- j) Community Bike Park Concept

- k) Logging and Sawmilling Journal - March/April 2022
- l) Coastal GasLink Construction Update - May 27, 2022
- m) Healthier Northern Communities E-Brief - June 2022
- n) BC FireSmart - Examination of the Lytton, BC wildland-urban fire destruction
- o) Communities Take on Climate Change Report - Vol.41 No. 4 | 2022
- p) BC Business - May/June 2022
- q) LGMA Exchange - Spring 2022
- r) BC Children's Hospital Foundation - SHINE - Spring 2022
- s) Condominium Home Owners Association of BC Journal - Spring 2022



7. **ADMINISTRATION REPORTS**

- a) Community Bike Park & Little Mac Contract Awards 57 - 61

Recommendation #1

*THAT Council awards Axis Mountain Technical Inc., the contract to build a pump track and jump track in a new community bike park (Appendix A) in the amount of \$449,770.78 plus GST;*

*AND THAT Council authorizes Recreation Services to address the landscape and drainage requirements for the community bike park in the amount up to \$225,000 plus GST using a combination of Diggers Impact, Cordwood Industries, and District staff/equipment.*

*AND THAT Council authorizes Recreation Services to begin implementing Little Mac improvements (Appendix B) in the amount up to \$25,000 plus GST using Cordwood Industries and District staff/equipment;*

*AND THAT Council authorizes the Chief Administrative Officer to execute the contracts and any related documentation.*

Recommendation #2

*THAT Council direct Administration as to whether they wish to move forward with an asphalt pump track;*

*AND THAT, if yes, award the asphalt contract to Axis Mountain Technical Inc. for the cost of \$86,689.48 plus GST;*

*AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any related documentation.*

- b) Resolution of Support – South Peace Mackenzie Trust 62 - 64

Recommendation #1

*THAT Council supports the District's application to the South Peace Mackenzie Trust's grant program towards the Community Bike Park project;*

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

Recommendation #2

*THAT Council supports the District's application to the South Peace Mackenzie Trust's grant program towards the Little Mac Ski Chalet and Hill Upgrades project;*

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

- c) Council Remuneration and Expenses - 2021 65 - 68

*THAT Council receives this report for information.*

- d) 2021 Statement of Financial Information (SOFI) 69 - 124

*THAT Council approves the District of Mackenzie's Statement of Financial Information for 2021.*

- e) Medical Forms Policy 5.21 125 - 126

*THAT Council establish the Medical Forms Policy 5.21.*

- f) FireSmart Coordinator Contract 127 - 128

*THAT Council awards the FireSmart Coordinator contract to Ian LeBlanc of Mt. Blanc Ventures for a price of \$31,200 plus GST;*

*AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any other related documentation.*

- g) Electrical Contract Award 129 - 130

*THAT Council award the Audio-Visual Electrical Work contract to Prometheus Electrical in the amount of \$14,550 + GST.*

- h) Mackenzie 2.0 Photography – Contract Award 131 - 133

*THAT Council awards, by single source, the Mackenzie 2.0 Marketing Materials photography contract to Marcus Paladino Photography in the amount of \$10,000 + GST;*

*AND THAT the Chief Administrative Officer be authorized to execute the contracts and any related documentation.*

- i) McLeod Lake Indian Band – Portable Stage & Sound System 134 - 137

*THAT Council approves or denies the McLeod Lake Indian Band's request for an in-kind contribution to use the portable stage and sound system for their 23rd Annual General Assembly to be held August 10 to 12, 2022 on the McLeod Lake Traditional Territory & McLeod Lake Heritage Site.*

- j) Amending May 9, 2022 Council Minutes 138 - 139
- THAT Council amends the Inquiry section recorded in the May 9, 2022 Regular Meeting minutes as noted in this report.*
- k) Construction Update for the New Mackenzie Fire Hall and the Demolition of the Existing Fire Hall 140 - 141
- THAT Council receives this report for information.*
- l) Mackenzie Alpine Riders Licence of Occupation 142 - 170
- THAT Council authorize the Chief Administrative Officer to execute the Licence of Occupation Agreement with the Province;*
- AND THAT Council approve the sub-tenure agreement between the District of Mackenzie and the Mackenzie Alpine Riders Club;*
- AND THAT Council authorizes the Chief Administrative Officer to execute the sub-tenure agreement;*
- AND THAT Council approve the Management Plan as submitted by the Mackenzie Alpine Riders Club.*
- m) CBC FM Radio Station Lease 171 - 174
- THAT Council approves the proposed location for CBC's communication tower to lease a portion of Lot 112, District Lot 12463, Cariboo District, Plan PGP16748;*
- AND THAT Council authorizes staff to proceed with drafting a lease with CBC Radio for Council's consideration.*

- n) RDFFG – Referral for DVP 1383 175 - 184

*THAT Council directs Administration on how to respond to the referral request.*

- o) Letter of Support – Roshan Pothumulla, Evergreen Taxi Service 185 - 190

*THAT Council provide a letter of support to Roshan Pothumulla, owner of Evergreen Taxi Service, to include with his Passenger Transportation license application to the Passenger Transportation Board of BC.*

- p) Taxi Saver Program Review 191 - 192

*THAT Council advise Administration whether to allow non-profit organizations to purchase packages of Taxi Saver coupons for their patrons.*

- q) Election Bylaw Updates – Voting Day Registration 193 - 196

*THAT Council receives this report for information.*

- r) Delegation Bylaw Amendment - Purchasing Policy 197 - 201

*THAT Council receives this report for information.*

**8. COUNCIL REPORTS**

- a) Mayor's Report
- b) Council Reports 202

**9. UNFINISHED BUSINESS**

**10. NEW BUSINESS**

**11. BYLAWS**

- |    |   |           |
|----|---|-----------|
| a) | THAT Bylaw No. 1482, cited as "General Local Government Election Bylaw No. 1482, 2022" be adopted.          | 203 - 205 |
| b) | THAT Bylaw No. 1483, cited as "Mail Ballot Authorization and Procedure Bylaw No. 1483, 2022" be adopted.    | 206 - 211 |
| c) | THAT Bylaw No. 1484, cited as "Voting Day Registration Bylaw No. 1484, 2022" be given first three readings. | 212 - 213 |
| d) | THAT Bylaw No. 1485, cited as "Delegation Amendment Bylaw No. 1485, 2022" be given first three readings.    | 214 - 216 |

**12. NOTICE OF MOTION**

**13. COMING EVENTS**

- a) Canada Day - July 1, 2022  
Morfee Lake - First Beach  
Events from 12:00 pm - 4:00 pm
- b) Property Taxes - Due July 4, 2022

**14. INQUIRIES**

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

**15. ADJOURNMENT**

**District of Mackenzie  
Special Meeting  
Tuesday, May 24, 2022**

MINUTES of a Special Meeting of the Council of the District of Mackenzie held in the Council Chambers of the Municipal Office.

PRESENT: Mayor J. Atkinson  
Councillor V. Brumovsky  
Councillor A. Hipkiss  
Councillor R. McMeeken  
Chief Administrative Officer  
D. Smith  
Director of Corporate Services  
E. Kaehn  
General Manager - MLMCF D. Boulianne  
Omineca Growers Society D. Guthrie  
Omineca Growers Society K. Tapper

**1. CALL TO ORDER AT 6:00 PM**

*Mayor Atkinson acknowledged the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.*

**2. DEFER CLOSED MEETING**

32451. MOVED by Councillor McMeeken  
*Defer Closed Meeting THAT a Special Closed Meeting be deferred until after the Special Meeting and will be closed to the public;*

*AND THAT the basis of the Special Closed Meeting relates to Section 90 (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act.*

CARRIED

**3. ADJOURNMENT**

32452. MOVED by Councillor McMeeken  
*Adjournment THAT the meeting be adjourned at 6:01 pm.*

CARRIED

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

Signed:

Certified Correct:

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Mayor

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Corporate Officer



**District of Mackenzie  
Committee of the Whole Meeting  
Tuesday, May 24, 2022**

MINUTES of a Committee of the Whole 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 A. Hipkiss  
Councillor R. McMeeken  
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  
Fire Chief J. Guise  
RCMP Cpl. C. Aird  
Land & Environmental Coordinator  
L. Thorne  
Public Works Clerk P. Rohleder

CALL TO ORDER - 7:00 PM

Councillor Brumovsky acknowledged the land on which we gather is within the traditional territory of the Tse'khene People of the McLeod Lake Indian Band.

**1. REPORTS**

- |                                    |   |         |
|------------------------------------|---|---------|
| Operations<br>Month End<br>Reports | MOVED by Councillor McMeeken<br><i>THAT the Operations reports for the month of April 2022 be received.</i>       | CARRIED |
| RCMP<br>Month End<br>Report        | MOVED by Councillor Hipkiss<br><i>THAT the RCMP report for the month of April 2022 be received.</i>               | CARRIED |
| Fire Month<br>End Report           | MOVED by Councillor Barnes<br><i>THAT the Fire report for the month of April 2022 be received.</i>                | CARRIED |
| Recreation<br>Services             | MOVED by Councillor Barnes<br><i>THAT the Recreation Services report for the month of April 2022 be received.</i> |         |

Month End  
Report

CARRIED

Finance            MOVED by Councillor Hipkiss  
Month End        *THAT the Finance report for the month of April 2022 be received.*  
Report

CARRIED

**2.            OTHER BUSINESS**

Nil

**3.            ADJOURNMENT**

*Adjournment*    MOVED by Mayor Atkinson  
*THAT the meeting be adjourned at 7:08 pm.*

CARRIED

I certify the foregoing to be the original true copy of the minutes of the Committee of the Whole Meeting.

Signed:

Certified Correct:

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Councillor Brumovsky

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Corporate Officer

**District of Mackenzie  
Regular Council Meeting  
Tuesday, May 24, 2022**

Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

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 A. Hipkiss  
Councillor R. McMeeken  
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  
Fire Chief J. Guise  
Land & Environmental Coordinator  
L. Thorne  
Public Works Clerk P. Rohleder

CALLED TO ORDER: 7:15 pm

*Mayor Atkinson acknowledged 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 Regular Meeting held on May 9, 2022 were adopted as presented.

**2. INTRODUCTION OF LATE ITEMS**

32457. MOVED by Councillor McMeeken  
*Introduction of Late Items* THAT the following item be added to the agenda;

*7. ADMINISTRATIVE REPORTS*

*e) RFP #DOM-22-04 Asphalt Repair Equipment*

*THAT Council awards the contract to Industrial Compressor Services for a Compressor in the amount of \$24,064.30 plus GST;*

*AND THAT Council awards the contract to PSE Equipment for a Hot Patch Paver in the amount of \$76,159.39 plus GST;*

*AND THAT Council awards the contract to Industrial Machine for a Crack Router in the amount of \$26,750.00 plus GST;*

*AND THAT Council awards the contract to Industrial Machine for a Tar Kettle in the amount of \$83,599.10 plus GST;*

*AND THAT Council awards the contract to Industrial Machine for an Infrared Asphalt Restorer in the amount of \$19,474.00 plus GST;*

*AND THAT Council authorizes the Chief Administration Officer to award and execute the contracts and any related documentation;*

*AND THAT the 2022-2026 Financial Plan be amended accordingly.*

CARRIED

**3. ADOPTION OF AGENDA**

32458. MOVED by Councillor Brumovsky  
*Adoption of Agenda* THAT the agenda be adopted as presented.

CARRIED

**4. PUBLIC COMMENT AND QUESTIONS**

N/A

**5. PETITIONS AND DELEGATIONS**

N/A

**6. CORRESPONDENCE**

32459.                    MOVED by Councillor McMeeken  
 Receipt of                *THAT the correspondence listed in the agenda be received.*  
 Correspondence

CARRIED

**For Action:**

32460.                    MOVED by Councillor McMeeken  
 MLIB                      *THAT the First Nations Liaison be approved to attend the National Indigenous  
 Invitation                Peoples Day celebrations at McLeod Lake Indian Band on June 21st.*  
 National  
 Indigenous  
 Peoples Day

CARRIED

32461.                    MOVED by Councillor Barnes  
 MLIB - In-                *THAT the letters and requests received from McLeod Lake Indian Band for an in-  
 Kind                        kind contribution to use the portable outdoor stage and sound system for the  
 Request for                National Indigenous Day celebrations that will be held on June 21, 2022 and the  
 National                    use of the portable outdoor stage, sound system, and four portable toilets for the  
 Indigenous                AGA to be held August 10 – 12, 2022 be received;*  
 Day  
 Celebrations              *AND THAT Council directs Administration to reach out to the McLeod Lake  
 and the AGA                Indian Band representatives to discuss which of the in-kind requests they would  
    prefer;*

*AND THAT Administration bring back the result of the discussion with the  
 McLeod Lake Indian Band representatives to Council at the next Regular Meeting  
 for final consideration.*

CARRIED

32462.                    MOVED by Councillor McMeeken  
 MLIB - In-                *THAT the letter and request received from McLeod Lake Indian Band for an in-  
 Kind                        kind contribution to use the portable outdoor stage, sound system and four  
 Request for                portable toilets for the AGA to be held August 10-12, 2022 be received.*  
 AGM

CARRIED

**For Consideration:**

32463.            MOVED by Councillor Barnes  
*Request for        THAT Council approves the collaboration and Councillor Brumovsky's*  
*Collaboration    participation with the Regional District of Fraser-Fort George on the Regional*  
*- Regional        Agricultural Strategy.*  
*Agricultural*  
*Strategy*

CARRIED

**7.            ADMINISTRATION REPORTS**

32464.            MOVED by Councillor Barnes  
*2022                THAT pursuant to Section 58(1) and (2) of the Local Government Act Emily*  
*General            Kaehn be appointed Chief Election Officer for conducting the 2022 general local*  
*Election            election and assent voting with power to appoint other election officials as*  
*required for the administration and conduct of the 2022 general local election*  
*and assent voting;*

*AND THAT Chelsea Smirle be appointed Deputy Chief Election Officer for the*  
*2022 general local election.*

CARRIED

32465.            MOVED by Councillor McMeeken  
*Election            THAT Council receives this report for information.*  
*Bylaw*  
*Updates*

CARRIED

32466.            MOVED by Councillor Brumovsky  
*Construction    THAT Council receives this report for information.*  
*Update for*  
*the New*  
*Mackenzie*  
*Fire Hall and*  
*the*  
*Demolition*  
*of the*  
*Existing Fire*  
*Hall*

CARRIED

32467.           MOVED by Councillor Barnes  
Wedding           *THAT Council approves the request for alcohol to be served on June 4, 2022 at  
June 4th –           First Beach for a private wedding;*  
Alcohol  
Permit at           *AND THAT the applicant follow the safety considerations as stated in their  
First Beach           application and request letter.*

CARRIED

32468.           MOVED by Councillor McMeeken  
RFP # DOM-       *THAT Council awards the contract to Industrial Compressor Services for a  
22-04               Compressor in the amount of \$24,064.30 plus GST;*  
Asphalt  
Repair             *AND THAT Council awards the contract to PSE Equipment for a Hot Patch Paver  
Equipment         in the amount of \$76,159.39 plus GST;*

*AND THAT Council awards the contract to Industrial Machine for a Crack Router  
in the amount of \$26,750.00 plus GST;*

*AND THAT Council awards the contract to Industrial Machine for a Tar Kettle in  
the amount of \$83,599.10 plus GST;*

*AND THAT Council awards the contract to Industrial Machine for an Infrared  
Asphalt Restorer in the amount of \$19,474.00 plus GST;*

*AND THAT Council authorizes the Chief Administration Officer to award and  
execute the contracts and any related documentation;*

*AND THAT the 2022-2026 Financial Plan be amended accordingly.*

CARRIED

**8. COUNCIL REPORTS**

Mayor's Report  
N/A

Council Reports  
N/A

**9. UNFINISHED BUSINESS**

N/A

**10. NEW BUSINESS**

N/A

**11. BYLAWS**

32469. MOVED by Councillor McMeeken  
Bylaw No. 1482. *THAT Bylaw No. 1482, cited as "General Local Government Election Bylaw No. 1482, 2022" be given first three readings.*

CARRIED

32470. MOVED by Councillor Hipkiss  
Bylaw No. 1483. *THAT Bylaw No. 1483, cited as "Mail Ballot Authorization and Procedure Bylaw No. 1483, 2022" be given first three readings.*

CARRIED

**12. NOTICE OF MOTION**

N/A

**13. COMING EVENTS**

Community Clean-Up Day  
Wednesday May 25, 2022

FireSmart Curbside Pickup  
May 25 - Mackenzie Townsite  
June 1 - Gantahaz

MCAC Wine and Paint Night  
May 28th - 6:00 pm - 9:00 pm

Property Taxes - Due July 4, 2022

**14. INQUIRIES**

Janice Nelson, Publisher of the Macktown Buzette, asked if the purchase of asphalt equipment is more cost effective than contracting out the services? Ken Gawryluk, Director of Operations, replied that yes, it is more cost effective, helps with maintenance and will replace aging equipment. A contractor will come up for larger sections of the road. An RFP will come out shortly for this work.

Ms. Nelson asked if the voting machine for Council elections is cost effective? Emily Kaehn, Director of Corporate Services replied that yes, based on the amount of time used and the staff hours saved, it is cost effective.

Ms. Nelson asked what the decision was for the in-kind requests from McLeod Lake for use of the Portable Stages? Mayor Atkinson replied that staff will reach out to McLeod Lake Indian Band for further direction and the decision will be made at a future meeting.



**15. ADJOURNMENT**

32471. MOVED by Councillor McMeeken  
*Adjournment THAT the meeting be adjourned at 7:50 pm.*

CARRIED

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

Signed:

Certified Correct:

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Mayor

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Corporate Officer

I am presenting this Petition to the Residents of Mackenzie. When I moved here we got 100% of the Northern Living Allowance. In 1992 or 1993, it was taken away from us. We fought for years to get it back and in 2014 or 2015 we got it back. When we got it back we only got 50% of it back. Dawson Creek gets 50%, which is really not right. They have all the amenities. The reason we need the 100% back is:

- 1.) We are totally isolated.
- 2.) Winter highways are very dangerous
- 3.) We have no working Hospital
- 4.) We have no surgeons
- 5.) We have no Medical specialists
- 6.) No Dentists
- 7.) No Veterinarian
- 8.) No Proper Senior Housing
- 9.) No Taxi service

PETITION TO THE HOUSE OF COMMONS

We, the undersigned, residents of Mackenzie, British Columbia, call upon the House of Commons to reconsider the Northern Living Allowance classification for Mackenzie, and change from its current prescribed intermediate zone (50% deductions) to the full prescribed northern zone (100% deductions).

Signature

Address



# CLIMATE LEADERS INSTITUTE

## THE 2022 DRAFT AGENDA

The CLI agenda has been designed to create space for learning, sharing and networking. Our goal is for as much small group and peer-to-peer discussion as possible so participants can build connections and network. Evening socials are an extra opportunity to build relationships with your elected peers.

### Climate Leaders Institute Proposed Program

#### Day 1 - June 8

Time	Session	Details
10:30am	Optional tours of CIRS	UBC's sustainability efforts can be seen across every corner of campus. Kickoff CLI by taking an optional tour of the highly interactive CIRS building.
11:30am	Lunch & Opening	Registration, catered lunch
1:00pm	Land welcome and performance Overview of CLI	Official welcome, land welcome.
1:45pm	Climate Action Vision Inspirations	Short presentations highlighting examples of climate action visions from other sectors. Hear about a future vision of Canada Post from the Canadian Union of Postal Workers, innovative new building solutions and the role of the private sector, and how we can use a strong vision of the future to rebuild better after a disaster.

2:15pm	Break	
2:25pm	Visioning workshop	Facilitated, interactive session with small working groups Part 1: Facilitated by UBC Climate Hub: Youth perspectives on aligning climate action visions with values Part 2: Facilitated by CEA: communicating your low carbon community vision
4:15pm	Day 1 wrap-up	Closing reflections and wrap-up with Andrea Reimer
5:00pm	Rooftop Social and Dialogue	Gather with participants, UBC Climate Hub, UBC researchers, and students for snacks and refreshments and networking, casual discussion on civic engagement and climate leadership. The event will take place on UBC's rooftop garden at AMS Nest

#### Day 2 - June 9

9:00am	Welcome	Reflections on Day 1 and setting the stage for why having a positive long-term vision is important as we take on the challenge of the 'Decade of Action'
9:30am	CleanBC Roadmap and the Decade of Action	Grounding climate solutions in the present. Presentations and discussions with CEA and Climate Action Secretariat staff on big impact actions and the CleanBC Roadmap. How can the Province support local climate action and vice versa?
10:15am	Break	Catered coffee/tea/snacks
10:30am	Big Moves Case Studies and World Cafe	Short presentations and world café small group discussions on big impact programs. How can participants adapt or replicate Big Move case study solutions to their community? Case study topics will include retrofit programs, embodied carbon, active transportation, electric mobility, and land use.
12:00pm	Lunch	Catered lunch

1:00pm	Systems Change for the Decade of Action	Stories from your peers: Short presentations to highlight how elected officials navigated tricky policy or process to advance the Big Moves in their community. Presentations followed by discussions to deep dive into details.
2:45pm	Break	Catered coffee/tea/snacks
3:00pm	Big Moves Deep Dives: Your Community Context	Small group breakout discussions will allow participants to build off case studies and peer stories and discuss how to adapt/scale to communities like yours. These groups will be organized by community context and/or region.
4:30pm	Day 2 wrap-up	Reflections on the Decade of Action

Day 3 - June 10

9:00am	Welcome	Reflections on Day 2 and the near-term priorities for bringing it home in the decade of action.
9:15am	Talking to Communities	For local government officials, bringing climate action home involves communicating with colleagues and constituents. How can elected officials do this well and align with broader provincial messaging and local circumstances? This session will feature the latest knowledge on public attitudes related to climate change and climate action, as well as some simple, practical examples of how to bring climate-related messaging to the everyday activities of local governments.
10:15am	Break	Catered coffee/tea/snacks
10:30am	Fishbowl	Facilitated fishbowl discussion to share personal reflections in a unique and supportive format.
11:30am	Group discussion	What do elected officials need in the near and long term to confidently lead climate action? How can CEA and the BC Climate Leaders program serve elected you into the next term?

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12:00pm	Lunch	Catered lunch
1:00pm	Getting to Implementation	Presentation from elected officials and CEA on implementation success factors and how to shift culture to embrace creative solutions and accelerate climate leadership.
1:30pm	Networking and emerging priorities	Reserved space to respond to topics and priorities that emerged over the course of CLI. TBC
3:00pm	CLI wrap-up	Closing keynote and next steps

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College of  
New Caledonia

June 9, 2022

District of Mackenzie  
Bag 340  
Mackenzie, BC  
V0J 2C0

Attention: Emily Kaehn  
Rachelle Dumoulin [rdumoulin@districtofmackenzie.ca](mailto:rdumoulin@districtofmackenzie.ca)

BC Healthy Communities has an Age-Friendly Communities Grant program which is open and due on July 5, 2022. This granting program has the requirements of being submitted by the District of Mackenzie and to have a Council resolution to confirm agreement of the application.

Under this grant there are two streams available.

1. Stream 1: Planning – This grant is to complete an age-friendly assessment and develop an age-friendly action plan.
2. Stream 2: Projects – TO implement age-friendly action(s)/projects identified in the age-friendly community assessment.

Mackenzie had an Age-Friendly Housing and Health Care Action Plan completed in 2017. There are two options that I see possible for our community.

1. We could apply for the \$25,000 planning grant to have another assessment done in our community. Since 2017, our population has changed dramatically, with over 35% of our population over the age of 55. Applying to do another assessment could take into account other issues and challenges outside of housing and health care.
2. We could apply for the \$15,000 project grant to help support businesses to become more accessible.

At this point in time, I would like to request the District of Mackenzie support the College of New Caledonia New Horizons Bridging the Gap project in submitting an application under either one or both of the above categories.

I would also like to request a council resolution to support the application.

Thank you for your consideration

Yours Sincerely,

A handwritten signature in blue ink that reads "Raye McMeeken".

Raye McMeeken  
Project Planner  
New Horizons Bridging the Gap  
College of New Caledonia Mackenzie Campus





Amie MacDonald  
British Columbia Motus Coordinator  
Birds Canada  
4841 Delta St. #206  
Delta, BC V4K 2T9

26 May 2022

Brennan McArthur  
Public Works Manager  
District of Mackenzie

Dear Brennan McArthur,

I am writing to request permission to install one Motus Wildlife Tracking System receiver station at the Mackenzie Sewage Lagoons. The Motus Wildlife Tracking System is an international collaborative research network dedicated to studying the movement and behaviour of small flying animals to inform conservation efforts. Motus is a program of Birds Canada, a non-profit organization dedicated to bird and habitat conservation, in partnership with many collaborating researchers and organizations. Motus uses coordinated automated radio-telemetry arrays with receiver stations distributed across the landscape that detect animals marked with uniquely coded radio-transmitters.

I am working on a project to build an array of Motus stations across northeastern British Columbia that will assist local researchers studying the movement and ecology of birds and bats in the region. Last year we installed seven Motus stations between Dawson Creek and Tsay Keh Dene. This year we aim to add another seven Motus stations. I am requesting permission to install a Motus station at the Mackenzie Sewage Lagoons since birds frequently use sewage lagoon habitat and because the location will complement the Motus station we installed last year at the Mugaha Marsh Bird Banding Station operated by the Mackenzie Nature Observatory. Ideally, I would like to mount four relatively small antennas on one of the buildings at the sewage lagoons and plug the station into standard 120V AC power if available. Power consumption is minimal since the Motus station only monitors for radio-transmitters, it does not transmit any signals. The Motus station can transmit data back to the Motus database automatically through the cellular network and therefore should not require frequent visits, likely only once or twice a year to check whether any maintenance is needed. Birds Canada could do these checks when we are in the region. I have attached a general document about hosting a Motus station. If possible, I would plan to install the Motus station on June 10, 2022.

Thank you for considering this request.

Sincerely,

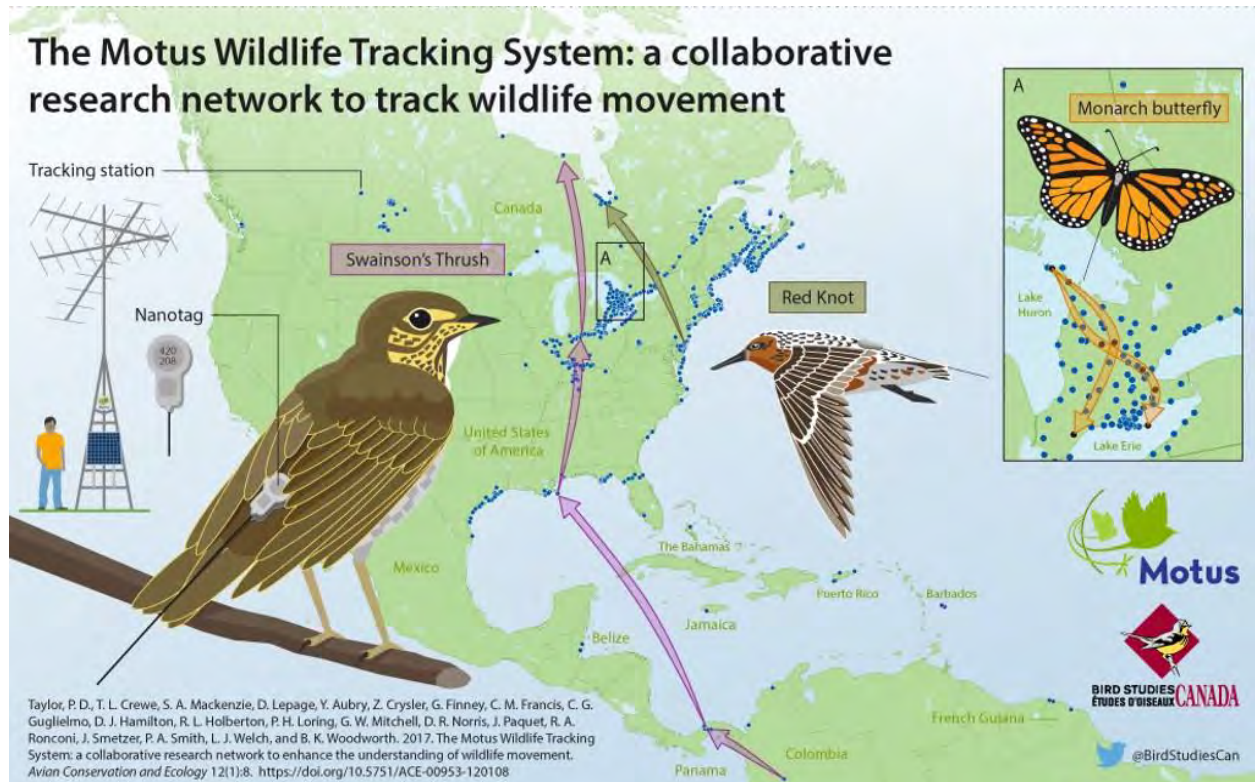
Amie MacDonald

National Headquarters/Administration Centrale  
P.O. Box/C.P. 160, 115 Front Road, Port Rowan, ON Canada N0E 1M0  
1-888-448-2473 | BIRDSCANADA.ORG

Charitable Registration No./No. d'enregistrement de bienfaisance 11902 4313 RR0001



## Hosting a Motus Wildlife Tracking System Station



*The Motus Wildlife Tracking System. Read the research paper at <http://www.ace-eco.org/vol12/iss1/art8/>.  
Illustration: Birds Canada*

Understanding the movement patterns of animals is an essential part of developing conservation strategies and implementing conservation actions where they are most needed. Migration ecology helps us determine where to direct limited resources, and the natural phenomenon of migration inspires and connects us across communities and continents in conservation and education. The Motus Wildlife Tracking System (*Motus* is Latin for movement) is a collaborative research network dedicated to studying the movement and behaviour of small flying animals. Motus is a program of Birds Canada, a non-profit organization dedicated to bird and habitat conservation, in partnership with many collaborating researchers and organizations. Motus uses coordinated automated radio-telemetry arrays with receiver stations distributed across the landscape that detect animals marked with uniquely coded radio-transmitters by various researchers.



*A Red Knot is released carrying a radio-transmitter. The transmitter antenna can be seen extending from the back and over the tail of the bird. Photo: Yves Aubry*

The biggest strength of Motus is its collaborative nature. Currently, it comprises over 1000 stations on four continents managed by over 1000 partners and collaborators. Over 25 000 animals have been tagged—mostly birds, but also bats and insects—and Motus data have been used in over 100 publications. The data are housed in Birds Canada's National Data Centre and presented to the public via the Motus website ([www.motus.org](http://www.motus.org)).



Birds Canada collaborates with many partners who host Motus stations. Generally, Motus stations include antennas connected to receiver hardware, plus the infrastructure needed to elevate antennas and power the station. Stations that build off existing infrastructure and can access standard electric supply tend to be less expensive than freestanding towers that rely on solar power. The beauty of hosting a Motus station is that you can support many projects simultaneously, sometimes without even knowing, because the stations are designed to detect tagged animals across all projects that use Motus. One station could contribute to both a study of local movements of overwintering sparrows and a study of hemispheric shorebird migration, among others. Recent research using Motus has revealed the importance of stopover habitat in northern Colombia for migrating Gray-cheeked Thrushes and the negative impacts of neonicotinoid insecticides on White-crowned Sparrow body weight and migration.



*Motus station antennas mounted on a tower bracketed to a building. Photo: Northeast Motus Collaboration*

The Motus Wildlife Tracking System is one of the largest migratory animal conservation science initiatives in the world. Through its collaborative efforts and use of resources, Motus is well positioned to translate science into conservation action that maximizes benefits to highly mobile animals.

### **Hosting a Motus station**

A Motus station can provide opportunities to be part of an international network studying the ecology and conservation of migratory animals. Motus can also offer educational opportunities for students from elementary to university. The structure of a Motus station can be flexible and adapted to meet the needs of the host and site, from standalone pop-up towers to building co-locations.

### **Parts specifications**

**Antennas:** A Motus station can include two 5-element or 9-element Yagi antennas (Maple Leaf 5E166/Maple Leaf 9E166) and two 6-element Yagi antennas (Laird YS4306). The 5-element antennas are 1.91 m long, the 9-element antennas are 3.46 m long, and the 6-element antennas are 1.12 m long. These antennas will not transmit signals at any frequencies—they will simply

monitor for animals in the area carrying tags that emit uniquely coded pulses. The 5-element and 9-element antennas detect Lotek nanotags that transmit at 166.38 MHz and the 6-element antennas detect Cellular Tracking Technologies LifeTags that transmit at 434 MHz (approved frequencies).

Mounting structure: We can work with the station host to determine a safe and suitable location and mounting structure for the Motus station. This could be a building co-location (preferred) where antennas are mounted on a mast attached to the side of a building, a roof mount, mounting on other existing infrastructure at the site, or a standalone pop-up tower stabilized with guy lines. See below for photos of example Motus stations.

Receiver: Detections of tagged animals will be logged using a SensorStation receiver ([Cellular Tracking Technologies](#)). Antennas are connected to the receiver with coaxial cables. The receiver could be mounted outdoors on the mounting structure in a waterproof case or indoors. The SensorStation receiver plugs into standard 120V AC power supply and power consumption is approximately 5-10 W. Solar power is also an option. SensorStation receivers can connect to the 4G cell network or wifi to enable real-time data download to the Motus server, so that any data collected by the Motus station is then uploaded to the Motus website automatically and relatively quickly. If cell service or wifi is not available, data can be manually downloaded periodically.

## **Installation**

Birds Canada staff can do the station installation with assistance from the site host or other professionals if needed to ensure the installation meets the site's requirements and the host's expectations. Ideally, a Motus station would be a long-term installation (5+ years).

## **Data sharing**

All data will be fully available to the Motus station host.

## **Contact information**

Amie MacDonald  
Motus Coordinator, British Columbia  
(506) 232-1219  
amacdonald@birdscanada.org  
<https://motus.org/>

## **Example photos of stations**





*Motus station on the roof of Anderson Elementary School in Richmond, BC.*



*Motus station mounted on the side of a building with strut channels in California. Photo: Patrick Lorch*





*Solar-powered pop-up tower Motus station in Dawson Creek, BC.*





*Motus station using a repurposed utility pole in the Pine Pass, BC.*





*Motus station mounted on Mugaha Marsh Bird Banding Station, Mackenzie, BC.*





*Motus station mounted on viewing platform at Grimsby wetland, ON.*

## District Information

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**From:** Alex Bevington [PGBRS] <info@pgbrs.org>  
**Sent:** Tuesday, May 31, 2022 3:11 PM  
**To:** District Information  
**Subject:** Fwd: Backcountry cabin proposal - Letter of support  
**Attachments:** Lavitah Hut for Review.pdf

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

Hi there,

The Prince George Backcountry Recreation Society is in the final stages of submitting a proposal to build a community backcountry cabin in the southern portion of the Pine Pass. Our draft proposal is attached to this email.

Please let me know if the District of Mackenzie has any comments or questions about this proposal.

If you are supportive of this proposal, are you able to provide us with a letter of support?

If yes, are you able to provide a **letter of support before the end of June**?

Thanks for your time and consideration, it is much appreciated !!

Alex Bevington  
President, Prince George Backcountry Recreation Society  
*On the traditional territory of the Lheidli T'enneh*  
[www.pgbrs.org](http://www.pgbrs.org)



# Lavitah Mountain Non-Motorized Community Cabin Tenure Proposal

## Management Plan



Prince George Backcountry Recreation Society (PGBRS)  
[www.pgbrs.org](http://www.pgbrs.org) [info@pgbrs.org](mailto:info@pgbrs.org)

May 2022

## Management plan summary

This management plan is for a proposal to authorize and build a new highway-accessible volunteer-run community backcountry cabin for non-motorized recreation in the southern portion of the Pine Pass, British Columbia.

The proposed cabin location is on the north side of Lavitah Mountain in the Honeymoon Creek watershed. This location minimizes overlap with other user groups and promotes a healthy relationship with wildlife and the environment.

We are excited and passionate about this project, and we are looking forward to collaborating with First Nation and other local stakeholders that may be interested in the project. Collaborators could help guide the design, development and management of this important recreation infrastructure that would increase the safe enjoyment of the backcountry.

The overnight cabin would be an ideal location for hiking, snowshoeing, backcountry skiing and other non-motorized activities. We hope to use this location to provide education materials on natural history and wildlife, First Nation history and traditional usage of the area, and to promote good backcountry stewardship values.

Backcountry recreation infrastructure in Northern BC is important as it showcases the beauty of our shared region, it promotes a healthy and active lifestyle, and it plays a crucial role in the retention of young people in the North.

We welcome feedback on this proposal, and we are very excited about the prospect of meaningful partnerships as well. We hope to incorporate all constructive feedback into our application.

Sincerely

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Alex Bevington, President, Prince George Backcountry Recreation Society  
[www.pgbrs.org](http://www.pgbrs.org) [info@pgbrs.org](mailto:info@pgbrs.org)

## 1 The Prince George Backcountry Recreation Society

The PGBRS is a volunteer-run registered non-for-profit society that was founded in 1998 to support non-motorized activities in the north-central interior of British Columbia.

The purpose of the PGBRS is to develop, manage, and maintain public backcountry recreation facilities, and promote safe and sustainable use of the backcountry. The PGBRS represents 14 member clubs that total over 5,000 members. These clubs include groups engaged in non-motorized activities such as cycling, hiking, skiing, paddling, and mountaineering. We are a community focused group, and our goal is to promote access and inclusivity to the backcountry.

Currently, the PGBRS manages 4 backcountry cabins east of Prince George. We are responsible for routine maintenance, renovations, and overnight booking of these popular cabins. The PGBRS is also involved in many other initiatives including developing and maintaining hiking trails and small foot bridges, and restoration of backcountry heritage sites. The PGBRS works with government agencies such as Recreation Site & Trails, BC Parks, and local First Nations to ensure proper designation and protection of backcountry resources.

For more information, please visit [www.pgbrs.org](http://www.pgbrs.org) or contact [info@pgbrs.org](mailto:info@pgbrs.org)

## 2 Project rational

- Backcountry cabins provide shelter for the safe enjoyment of the backcountry in harsh weather conditions.
- Northern BC has a rapidly growing backcountry community. The number of non-motorized backcountry users in Northern BC has increased substantially in recent years and additional backcountry infrastructure is needed to support the growing community in a safe and respectful manner.
- Backcountry activities and reconnecting with nature are of great importance for both physical and mental health. Backcountry cabins attract tourism, influence social media, and remind everyone that northern BC is a premier backcountry destination with a rich history.
- A backcountry cabin would expand on the existing backcountry resources found in the region, which would continue to offer recreational opportunities to the local community.
- Backcountry cabins made for and by local northerners are a very important factor in retaining young and active people in the north and contribute immensely to northern culture and identity.
- The construction of a backcountry cabin provides opportunities for contracts to northern companies. The construction and maintenance of the cabin will provide some seasonal employment opportunities.
- These cabins are excellent opportunities for meaningful education around local history, traditional use of the wildlife management issues, ecology and conservation, and to foster backcountry stewardship values like leave-no-trace ethics.

## 3 Proposal

### 3.1 Authorization process

We are applying for a License of Occupation (LOO) under Adventure Tourism Policy<sup>1</sup> of the Lands Act of British Columbia. As such we are submitting our authorization application as an LOO to begin the consultation process as soon as possible and integrate as many voices in our project as possible.

If successful, an LOO would require our clubs to be responsible for insurance and liability of the cabin, which we are more than willing to do and will recover costs from cabin usage with a modest fee of between 100\$/night for the entire 6-person cabin. RSTBC has indicated that if approved as an LOO, this site could potentially become an official Recreation Site in the future.

### 3.2 Co-management options

We are very open and excited about the potential for co-management options with representation from local First Nations or other interested parties such as other clubs.

### 3.3 Cabin location

We are proposing that the cabin could be well suited near Honeymoon Creek on Lavitah Mountain. We are flexible with the exact location of the cabin (see 4 location options shown on Figure 1), although there are some areas that would be challenging due to local factors like slope and soils. Lavitah Mountain is a beautiful area that is seldom used for recreation due in part to the lack of a route or trail, or shelter into the area.

We have identified four options for suitable locations in the Lavitah Mountain for a community backcountry cabin (Figure 1).

The following bullets explain our site selection process:

- **Caribou recovery:** Each of the options are outside of the draft partnership agreement area for caribou recovery<sup>2</sup> and are located between 1200 m and 1300 m. We are seeking to work closely with caribou biologists and knowledge holders to find a location for the cabin in the most harmonious location for non-motorized backcountry recreation activities and healthy caribou recovery.
- **Site disturbance:** There are clearings throughout the Honeymoon Creek area (Figure 2), and some of these will be wet sites (e.g. meadows), and others will be well drained or bedrock features suitable for construction. Further field investigations will narrow down potential building locations within our area of interest.
- **Archeology:** We consider that this general area may have high archeological values. We are in the process of investigating this further with a detailed desktop and field assessment of the sites we are considering. We hold archeological values to a very high regard and see this as the most

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<sup>1</sup> <https://www2.gov.bc.ca/gov/content/industry/crown-land-water/crown-land/crown-land-uses/recreation-tourism/adventure-tourism-commercial-recreation>

<sup>2</sup> <https://www2.gov.bc.ca/gov/content/environment/plants-animals-ecosystems/wildlife/wildlife-conservation/caribou/partnership-agreement>



important factor for site selection and will work with First Nations and any other parties to ensure archeological impacts are avoided.

- **Avalanche hazard:** Ensure the cabin and access to the cabin is safe in all seasons (i.e. no avalanche hazard). Avalanche terrain is certainly present in this area however the hazard is easily avoidable. If the project is authorized, we will work with certified avalanche technicians and mountain guides to ensure the safety of the route and cabin location.
- **Drinking water:** We believe that the location has very good drinking water, however if authorization is approved, we will recommend boiling/treating water for human consumption.
- **Minimize conflicting tenures:** Using the Crown Tenures data from the Provincial Government, we believe there are no conflicting tenures at this location.
- **Highway access:** There is highway access at this location with a few options for trailheads. This is essential to avoid the dependence of the cabin on winter logging to maintain the plowing of Forest Service Roads, or use of snowmobiles for access.
- **Trail length:** The proposed cabin locations are between 5 and 10 km from the road, making it difficult for parties, vandalism or non-recreation uses, and not too far to be a significant barrier to nefarious.
- **Excellent recreation potential:** The area has a lot of options for skiing and hiking, and was in fact considered for a ski resort in the early 2000's.

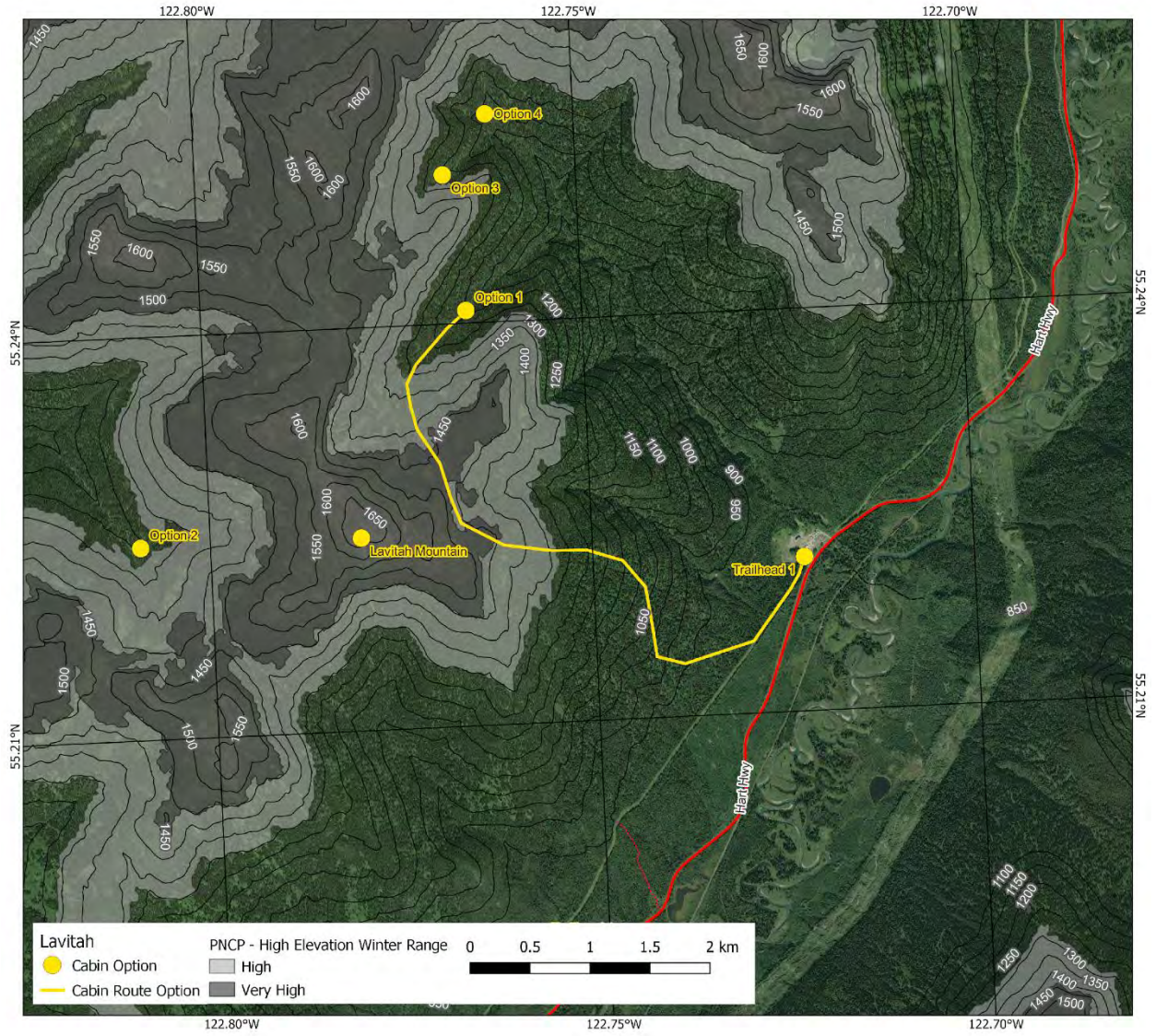


Figure 1: Map of Lavitah Mountain and the 4 location options for the proposed backcountry cabin. The grey and dark grey areas are High and Very high quality winter habitat for caribou. The cabin route (yellow) would be simple trail flagging and brush clearing - No machines will be used to build the trail.



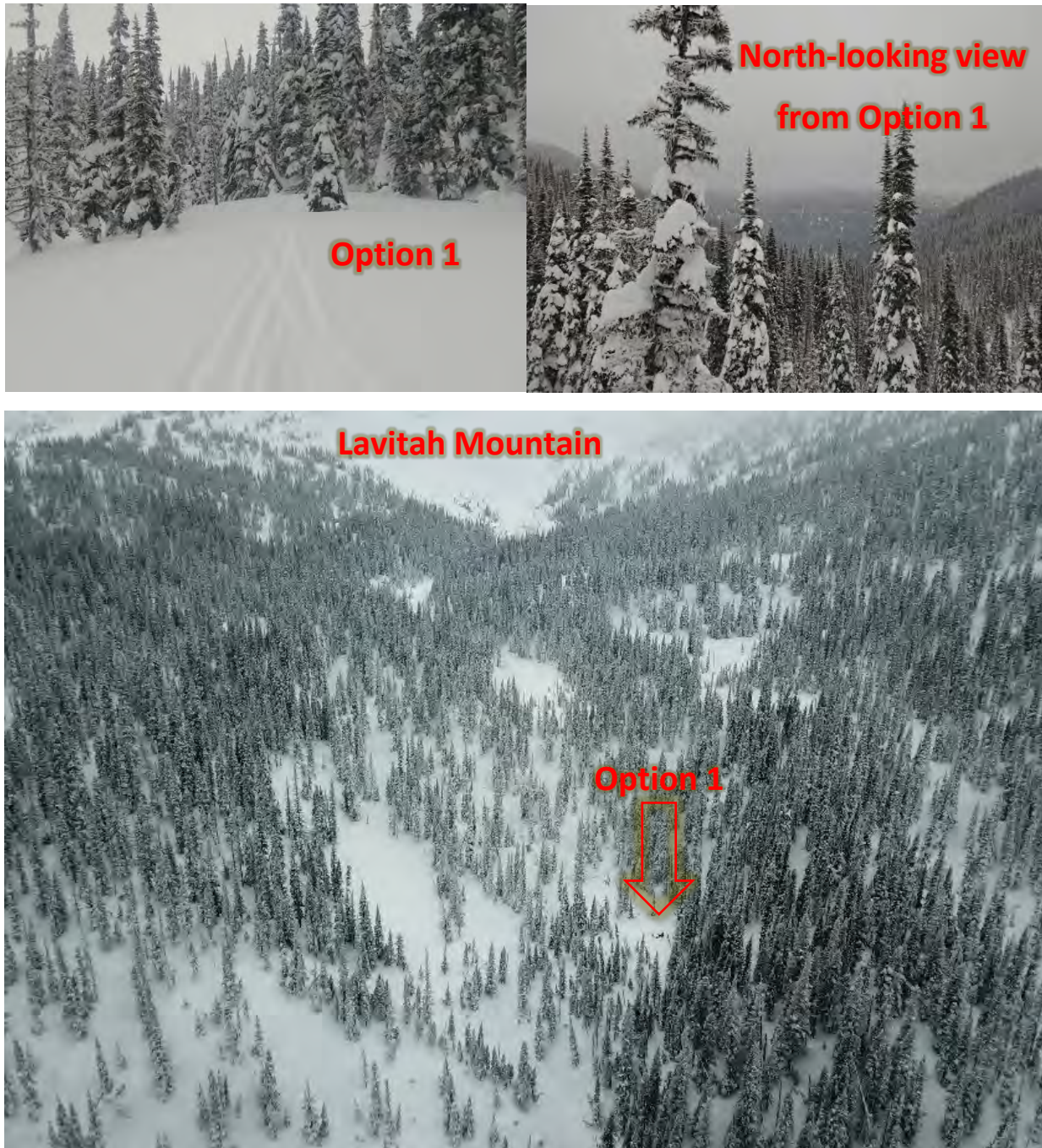


Figure 2: Top left: Site photo of Option 1. Top right: North-looking view from Option 1. Main: South-looking drone image of Option 1.

### 3.4 Cabin design

The backcountry cabin that we are proposing will accommodate 6-8 people overnight. We are planning a well insulated A-frame timber cabin with wood heat. Outbuildings include a woodshed, a fuel shed and an outhouse, all within 50 feet of the cabin. The building and foundation will be designed and engineered for the heavy snow loads found in the area. The roof will likely be made of metal and we hope to have windows on all sides, with a nice view out the window in all seasons as a priority. The pitch

of the roof will be steep enough to shed snow, but not too steep to safely perform routine maintenance. The cabin will sit on cement sonotubes and the cabin will be well anchored in the ground.



*Figure 5: Red Mountain Cabin that the PGBRS co-manages with RSTBC. This is a similar design to what we are proposing. The Red Mountain Cabin, however is a log structure. Inside the Raven Lake cabin that the PGBRS co-manages with BC Parks. This cabin is much larger than the one we are -planning for Lavitah. The Lavitah cabin may have a similar look and feel inside.*

The cabin will be high enough off the ground to facilitate access in the winter with a staircase heading up to the cabin. There will be a covered porch for firewood and for shelter from the elements. The cabin footprint will be roughly 16 x 16 feet inside with a 6-foot covered porch and an 8-foot loft inside the cabin. The loft will have its own window overlooking the valley.

The cabin will be efficiently planned with ample room for drying clothing and there will be counter tops for cooking. The cabin will be equipped with cooking essentials (pots, pans, cups, plates, cutlery, ...) and a two-burner propane cooking stove. The cabin will have solar panels to collect enough power for lights and charging emergency communications and navigation devices.

### **3.5 Proposed access route**

The backcountry cabin will be accessed from Highway 97 in the vicinity of Honeymoon Creek. It is our intention to have agreements in place with MOTI and ARGO to have a parking area that is off the highway that will accommodate multiple vehicles in winter and summer.

The current proposal will have both the summer and winter access following a similar route. The proposed route will follow a natural ridge to the south east of Lavitah Mountain where no or minimal stream crossing structures will be required thus protecting riparian features. The one-way route is 5.6 km long with 820m of elevation gain, with an average slope of 18%. The route provides relatively easy access to the Lavitah area through mature timber.

Based on reconnaissance in the winter of 2020/2021, winter access will require minimal modifications other than flagging/trail markers. Summer access will require minor modifications including removing deadfall and brush at lower elevation. However, the intent is to not develop it into a trail, but rather a wilderness route (no soil disturbance or tree removal other than deadfall/debris).

## **4 Management plan**

We propose the following management plan for the cabin:

### **4.1 Construction**

During the construction, the naturally open site will be cleared of brush and vegetation. Holes will be dug into the ground for cement piles. Water for mixing cement will be taken from Honeymoon Creek. Every effort will be made to ensure that sediment generated in the construction phase does not enter Honeymoon Creek. We will conduct messier jobs far from the stream, and runoff from the site will be closely monitored. All materials will be flown into the site and crews will hike in. Construction waste will be flown out or if made strictly of wood they will be burned.

### **4.2 Water usage**

Once built, water will be taken from Honeymoon Creek for drinking with appropriate boiling, filtering or chemical treatment recommended. We anticipate an absolute maximum of 100 L per day for human use. Grey water will be dumped in a designated location near the outhouse and away from any streams.

### **4.3 Waste management**

Human waste will be managed in a pit toilet. The pit toilet location will be far enough from water to not have any impact on water quality. Pit toilets are buried and moved to new locations over time. If a pit toilet is not feasible with the available soils, then a barrel will be used, and flown out when full. User generated garbage will be hiked out.

Clear signage on human waste and user generated garbage will be placed at the cabin. Regular maintenance visits will monitor compliance and environmental conditions and ensure that toilet facilities are maintained.

### **4.4 Fuel management**

The cabin will be heated with a standard wood stove. A small amount of wood will be stored on the cabin porch, with most of the wood stored in a woodshed near the cabin.

Inside the cabin, there will be a two burner cook stove. This stove will use propane from a 20 lb propane tank stored outside of the cabin. Supplementary propane cans will be stored in a fuel shed, along with emergency white gas burners and white gas.

Firewood and propane will be flown in every 1 or 2 years. On rare occasions, we may source firewood near the cabin from standing dead or already fallen and dry snags. Any firewood cut near the cabin will be carefully chosen to minimize the impact to streams, soils, and wildlife.

In case of a cabin fire there will be fire extinguishers and a full emergency kit (shelter, first aid and heat) in locations away from the cabin (in the outhouse or the woodshed).

The area will be fire smart and we will not permit outdoor fires under any circumstance.



#### **4.5 First aid and repairs**

The cabin will be well equipped with first aid equipment, including a toboggan and spinal board. The cabin will also have a full set of tools for gear and cabin repairs.

#### **4.6 Wildlife interactions**

Interactions with wildlife at the cabin itself will be avoided with good critter proofing and waste management. For recreation interactions with animals (while hiking or skiing) we will consider signage for best practices, area avoidance, and helicopter management. Having established (access/egress) to the cabin will help control the human footprint and limit wildlife interactions in the area by keeping users to the trail.

An information panel will explain best practices for wildlife viewing/wildlife interactions and how to recognize distressed wildlife behaviour. This will be done with Input from a wildlife biologist, or a ministry biologist recommending best management practice to minimize impacts.

#### **4.7 Helicopter**

Accepted purposes for helicopter use are construction, maintenance, resupply, and emergencies. We will use a lower elevation helicopter route for access and will avoid alpine passes. With an annual limit of less than 6 flights. The closest helicopter is located in Mackenzie.

#### **4.8 Cabin maintenance**

Cabin maintenance and resupply will be done annually by volunteers. Every 5 years we will have an engineer inspect the cabin. When contractors are required, local northern contractors will always be preferred.

#### **4.9 Cabin reservations**

The PGBRS currently manages the bookings for 4 backcountry cabins through an online booking system.

### **5 Project budget**

We are budgeting to have more money than required, in case of cost overruns.

<b>Item</b>	<b>In</b>	<b>Out</b>
<b>Anticipated Grants</b>	\$200,000	
<b>Anticipated Sponsors</b>	\$20,000	
<b>PGBRS Contribution</b>	\$30,000	
<b>Contractor</b>		(\$100,000)
<b>Materials</b>		(\$90,000)
<b>Transportation</b>		(\$40,000)
<b>Contingency fund</b>		(\$20,000)
<b>Subtotals</b>	\$250,000	(\$250,000)
<b>Net</b>		\$0

Hello,

My name is Mia Mackenzie, I am writing to you today on behalf of Special Olympics British Columbia to express our keen interest in enlisting your city council's participation in Global Week of Inclusion 2022. I am writing to you specifically because we have a Local in your area that supports resident athletes with intellectual disabilities through sport and community programming.

At the moment, I am in the midst of trying to determine the steps we should be taking to apply for an official proclamation from city council for the week, which runs from July 18 to 22, 2022. Further, I am interested to know if it is possible to light up any local monuments during the week (see [here](#) for an idea of what we have done in the past for Week of Inclusion) and what the process to accomplish that would be. I appreciate your assistance and any information you could provide me with regarding this process would be greatly appreciated. I will be happy to answer any questions you may have so please don't hesitate to reach out.

Sincerely,

Mia Mackenzie

**Mia Mackenzie**

*Communications Assistant*

*Pronouns: she, her, hers*

.....

**Special Olympics British Columbia**

210-3701 Hastings St., Burnaby, B.C., V5C 2H6

**Cell** 604 803 5912

**Email** [mmackenzie@specialolympics.bc.ca](mailto:mmackenzie@specialolympics.bc.ca)

**Website | Facebook | Twitter | Instagram | Flickr | YouTube | LinkedIn**



## Procedures for Submitting Resolutions to UBCM

### 1. Submit Resolutions to Area Associations

Both UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. UBCM encourages all members to submit resolutions first to Area Associations for consideration.

Resolutions endorsed by Area Associations at their annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor. (Resolutions that an Area Association has considered but not endorsed are not conveyed to UBCM.)

Please contact your Area Association for resolution submission procedures at the regional level.

Association of Kootenay and Boundary Local Governments (AKBLG)	akblg.ca
Association of Vancouver Island and Coastal Communities (AVICC)	avicc.ca
Lower Mainland Local Government Association (LMLGA)	lmlga.ca
North Central Local Government Association (NCLGA)	nclga.ca
Southern Interior Local Government Association (SILGA)	silga.ca

### 2. Direct Submission to UBCM

If necessary, local governments may submit council- or board-endorsed resolutions directly to UBCM until **June 30**, each year.

Resolutions should be submitted with background documents included.

Electronic form is preferred.

The resolution and background information should be submitted to:

Jamee Justason  
Information & Resolutions Coordinator  
Union of British Columbia Municipalities  
[jjustason@ubcm.ca](mailto:jjustason@ubcm.ca)

If submission by email is not possible, a hard copy of the resolution and background information may be mailed to:

60 – 10551 Shellbridge Way  
Richmond BC V6X 2W9



When clarification of a resolution is required, UBCM will contact the sponsor, and the sponsor will be given one week to respond. If the sponsor does not respond within one week, then the resolution will not be printed in the *Resolutions Book* and will not be considered at Convention. This is to avoid using extra time during policy debate to clarify a poorly written resolution.

### 3. Resolutions Received After the Deadline

Resolutions received after the submission deadline of June 30 will not be printed in the *Resolutions Book* and may only be admitted for debate by special motion during Convention. The process for handling resolutions received after the deadline is outlined below.

- The resolution and background information (email or hard copy) must be received at the UBCM Richmond office before 12:00 p.m. on the Friday preceding the Annual Convention.
- Resolutions received after the deadline will be examined by the Resolutions Committee and separated into the following categories:
  - **Late** resolutions, not recommended to be admitted for debate; or
  - **Emergency** resolutions, recommended to be admitted for debate.
- A resolution may be deemed emergency in nature **only if the topic has arisen since the June 30 deadline.**
- Emergency resolutions may be discussed only after all Section A resolutions have been debated, but not before the time printed in the Convention Program.
- No other late resolutions will be admitted for debate—they will instead be entered automatically into the resolutions cycle for the following year, starting with consideration by the appropriate Area Association. Referral to the following year ensures that these issues are not lost and that the broader membership may still consider the resolutions.



Dear Stakeholder,

The New Substances (NS) Program, administered jointly by Environment and Climate Change Canada and Health Canada, wishes to inform you of an upcoming engagement opportunity available through the online forum, [PlaceSpeak](#). The forum has been created to enable an ongoing dialogue where you can interact with the NS Program and other stakeholders to learn about and share your experiences with the *New Substances Notification Regulations (Organisms)*.

As you may be aware, these regulations have not been substantially amended in many years and the NS Program is seeking to update them appropriately. As such, the NS Program is seeking your feedback in order to modernize these regulations.

This engagement is your opportunity to make a meaningful contribution to this initiative, which is intended to ensure that human health and the environment are protected from harmful new substances while also encouraging innovation in the biotechnology sector.

The NS Program invites you to provide input on how you envision the future of regulations for the biotechnology sector. We will use this input to help shape amendments to the *New Substances Notification Regulations (Organisms)*.

Engagement is being hosted online through the [PlaceSpeak](#) platform, and will have two phases. The first phase, which will begin in spring 2022, will involve a series of questions about you or your organization or business, which are meant to help us gain a better understanding of the relevance of the *New Substances Notification Regulations (Organisms)* to you. The second phase, in summer 2022, will involve a request for feedback on key issues associated with these regulations and how they could be modified, if required. The PlaceSpeak site will have resource materials for this second phase in order to provide background and assist discussion.

Please register online to use the PlaceSpeak forum by [clicking here](#). Registration is open throughout the entire engagement period. The PlaceSpeak topic page for this engagement is “Modernizing the *New Substances Notification Regulations (Organisms)*”, which you will be able to search for once the site goes live.

Please do not hesitate to reach out to [substances@ec.gc.ca](mailto:substances@ec.gc.ca) if you have any questions or concerns.

Kind regards,

Kwasi Nyarko  
Director  
Emerging Priorities Division,  
Environment and Climate  
Change Canada

Maya Berci  
Director  
New Substances  
Assessment and Control  
Bureau,  
Health Canada

Thomas Kruidenier  
Acting Executive Director,  
Program Development and  
Engagement Division,  
Environment and Climate  
Change Canada



RECEIVED

JUN 08 2022

MAYOR JOAN ATKINSON  
PO BOX 340 1 MACKENZIE BLVD.  
MACKENZIE BC V0J 2C0

DISTRICT OF  
MACKENZIE

Ottawa, June 2022

Dear MAYOR JOAN ATKINSON and Council,

The economic contributions from rural communities are integral to Canada's success. Rural areas are home to many key industries such as manufacturing, forestry, agriculture, and energy.

Yet, municipalities under 20,000 residents receive less support from the federal government in comparison to their much larger counterparts. Red tape duplications and certain application requirements disproportionately burden small rural communities with very few staff.

This is unfair, unjust, and needs to be addressed urgently. As such, Conservative Shadow Minister for Rural Economic Development and Rural Broadband Strategy, M.P. Shannon Stubbs, Deputy Shadow Ministers M.P. Damien Kurek and M.P. Jacques Gourde, are seeking to convene a townhall with you to address federal funding for rural communities.

Rural Canadians must band together for fairer and more robust funding for communities all over rural Canada.

It is integral to our economy that the federal government works for everyone no matter where they live. The voices of rural Canadians need to be heard. We kindly ask you to express the three most important issues impacting your economic development as a rural community. We will use this feedback to ensure our work for rural Canada is as productive as possible and will determine the agenda for our proposed townhall. This is an opportunity to network, share your priorities, and solutions to the challenges we face.

We value hearing from you and should you wish to attend our forum, please email M.P. Stubbs at [shannon.stubbs@parl.gc.ca](mailto:shannon.stubbs@parl.gc.ca), M.P. Kurek at [damien.kurek@parl.gc.ca](mailto:damien.kurek@parl.gc.ca), or M.P. Gourde at [jacques.gourde@parl.gc.ca](mailto:jacques.gourde@parl.gc.ca).

Thank you for your time.

Shannon Stubbs, M.P.  
Shadow Minister for Rural Economic Development  
and Rural Broadband Strategy  
Lakeland

Damien C. Kurek, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Battle River—Crowfoot

Jacques Gourde, M.P.  
Deputy Shadow Minister for Rural Economic  
Development and Rural Broadband Strategy  
Lévis—Lotbinière

**From:** Janey Morgan <[manager@mackenziechamber.bc.ca](mailto:manager@mackenziechamber.bc.ca)>  
**Sent:** Friday, June 03, 2022 4:13 PM  
**Subject:** Fund the Find

## FUND THE FIND



A fundraising event and birthday celebration in honor of Angela Lascelle.  
Beloved sister, daughter, cousin, and friend, who has been missing since  
November 2019

Join us at the Legion June 11<sup>th</sup> 5-8pm

\$20 at the door, kids under 10 in for free

Food will be provided, drinks available for purchase from 6pm on

Door prizes to be won as well as a silent auction of a painting done by a  
local artist

ALL proceeds go towards installment of a Billboard to create further  
awareness.

**We hope to see you there!**

Sincerely,

*Janey Morgan*

Office Manager  
Mackenzie Chamber of Commerce  
#11-600 Mackenzie Blvd.  
PO Box 880  
Mackenzie, BC V0J 2C0

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Recreation Services  
**Date:** May 31, 2022  
**Subject:** Community Bike Park & Little Mac Contract Awards

---

**RECOMMENDATIONS:**

**Recommendation #1**

THAT Council awards Axis Mountain Technical Inc., the contract to build a pump track and jump track in a new community bike park (Appendix A) in the amount of \$449,770.78 plus GST;

AND THAT Council authorizes Recreation Services to address the landscape and drainage requirements for the community bike park in the amount up to \$225,000 plus GST using a combination of Diggers Impact, Cordwood Industries, and District staff/equipment.

AND THAT Council authorizes Recreation Services to begin implementing Little Mac improvements (Appendix B) in the amount up to \$25,000 plus GST using Cordwood Industries and District staff/equipment;

AND THAT Council authorizes the Chief Administrative Officer to execute the contracts and any related documentation.

**Recommendation #2**

THAT Council direct Administration as to whether they wish to move forward with an asphalt pump track;

AND THAT, if yes, award the asphalt contract to Axis Mountain Technical Inc. for the cost of \$86,689.48 plus GST;

AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any related documentation.

**BACKGROUND:**

The District of Mackenzie was awarded \$660,000 in grant funding through the Province of BC, Northern Development Initiative Trust (NDIT), the College of New Caledonia (CNC), and TC Energy towards the Signature Trail project which included upgrades to Little Mac Ski Hill, improvements to the local trail network, and the installation of a pump and jump track. Based on staff's review of the proposed budget, Council approved a total of \$831,000 towards the project during the 2022 provisional capital budget process. The total contribution from the District was estimated at \$171,000.

Several parts of the project have already been completed, including:

- Little Mac Drainage Upgrades
- Little Mac Mechanical Booth Upgrades
- Azan Trail Section 5 Construction

It was determined that an overall vision or master plan for the placement of the pump/jump tracks as well as the updates to Little Mac would be beneficial to ensure funding was allocated appropriately and the final products would align with other community priorities and planning projects.

As such, in 2021, VDZ+A was awarded the contract to complete a master plan for the jump/pump tracks and Little Mac Upgrades. VDZ+A representatives visited Mackenzie and reviewed all related material including grant information. From there a preliminary spatial design based on initial feedback and budget was created, reviewed with Council, and presented at a public engagement session. A survey was then conducted, which feedback confirmed that a large majority of the respondents were in favour of the overall plans.

In 2022, Council approved the concept designs and estimated budget for the master plan, which included a new Community Bike Park located in the downtown and upgrades to Little Mac Ski Chalet and grounds. Copies of the proposed plans have been attached to this report for further information.

Staff moved forward with technical drawings and a Request for Proposal was issued to obtain pricing for the Community Bike Park project. The District received one submission for the Community Bike Park RFP in the amount of \$1,445,616.94 plus applicable taxes. There were a number of factors that went into the higher than anticipated bid, so staff worked through the project with Axis Mountain Technical Inc. and local contractors in order to move the project forward and on budget. This approach brings the overall project in at \$674,770 (or \$761,460 for an asphalt pump track).

Although not required, it has been identified to staff that if the District proceeded with an asphalt pump track, it would allow for other users such as skate boarders, scooters, roller blades, roller-skis on the pump track as well in addition to biking. The asphalt is also considered lower maintenance than a dirt track in the long-term.

In addition, as part of the overall master plan project, VDZ+A created the conceptual design and budget for Little Mac improvements, which require official approval from Council in order for staff to



move forward. Staff recently received \$25,000 from TC Energy to build the fireplace and seating area at Little Mac as part of the overall project. Staff requested a bid from a number of contractors without any success, so it has been determined that a time and materials approach is the best path forward for this project.

**SUMMARY:**

The new Community Bike Park portion of the project will begin the transformation of the downtown into a more vibrant, accessible, and desirable space for the community and visitors to enjoy. The first phase will see the lot landscaped, trails and bike features added with areas for the public to hold music events, community markets, have a picnic and enjoy the scenic views of the mountains. It will also be the starting point for trail adventures and where people get comfortable riding a bike before graduating to the Azan and Morfee Mountain trail networks. The second phase will see art sculptures added and the third phase will be a natural playground element. Staff will work with the public and apply for grants before moving forward with the last two phases.

Little Mac upgrades will provide a four-season community living and gathering space. Once complete the fireplace will provide a controlled burning option and a place to get warm - especially important for cold winter nights at the ski hill and during events. The plan also includes seeding the hill to create wildflower meadows. This will assist with the erosion issue and create a scenic view in the spring/summer for private enjoyment and photography backdrops such as weddings/graduations.

**BUDGETARY IMPACT:**

Even with finding cost efficiencies, the quotes for the Community Park and Little Mack Ski Hill Upgrades portions of the project did come in higher than expected. This has increased the District's contribution to the overall project budget from \$171,000 to \$259,000, or more if we go with the asphalt surfacing.

The funding for the Community Bike Park and Little Mac upgrades was included as a capital budget expenditure in the 2022 Recreations Services Budget under the Signature Trails project. An amendment to the 2022 – 2025 Financial Plan will be required for the additional funding if approved to move forward with the project.

**Available Funding**

Province of BC	\$500,000	
District of Mackenzie	<del>\$171,000</del>	\$259,770 - \$346,459.48
NDIT	\$ 90,000	
CNC Legacy Forest	\$ 45,000	
TC Energy	\$ 25,000	
<b>TOTAL</b>	<b>\$919,770</b>	

**Expenses To Date**

Planning/Engineering	\$ 46,195.30
Signage	\$ 11,392.03
Community Bike Park	\$ 18,302.50 (planning/consulting fees)
Azan Trail Section 5	\$ 32,426.30
Mechanical Booth	\$ 50,083.46
<u>Drainage Improvements</u>	<u>\$ 40,968.29</u>
<b>Total Expenses</b>	<b>\$199,367.88</b>

**Further Grant Funding**

With costs being higher than expected, and recognizing the District’s current financial circumstance, staff have started exploring other funding opportunities to reduce the District’s contribution. One new funding opportunity that staff are considering applying to is the South Peace Mackenzie Trust for up to \$250,000 towards the project. Another report requesting support towards this grant application has been attached to this agenda for Council’s consideration.

**COUNCIL PRIORITIES:**

**Community and Social Development:**

- 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.

**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.

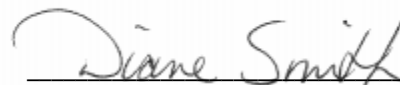
Respectfully Submitted,



Terry Gilmer  
Director of Recreation Services



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council





Fireplace & Circular Seating



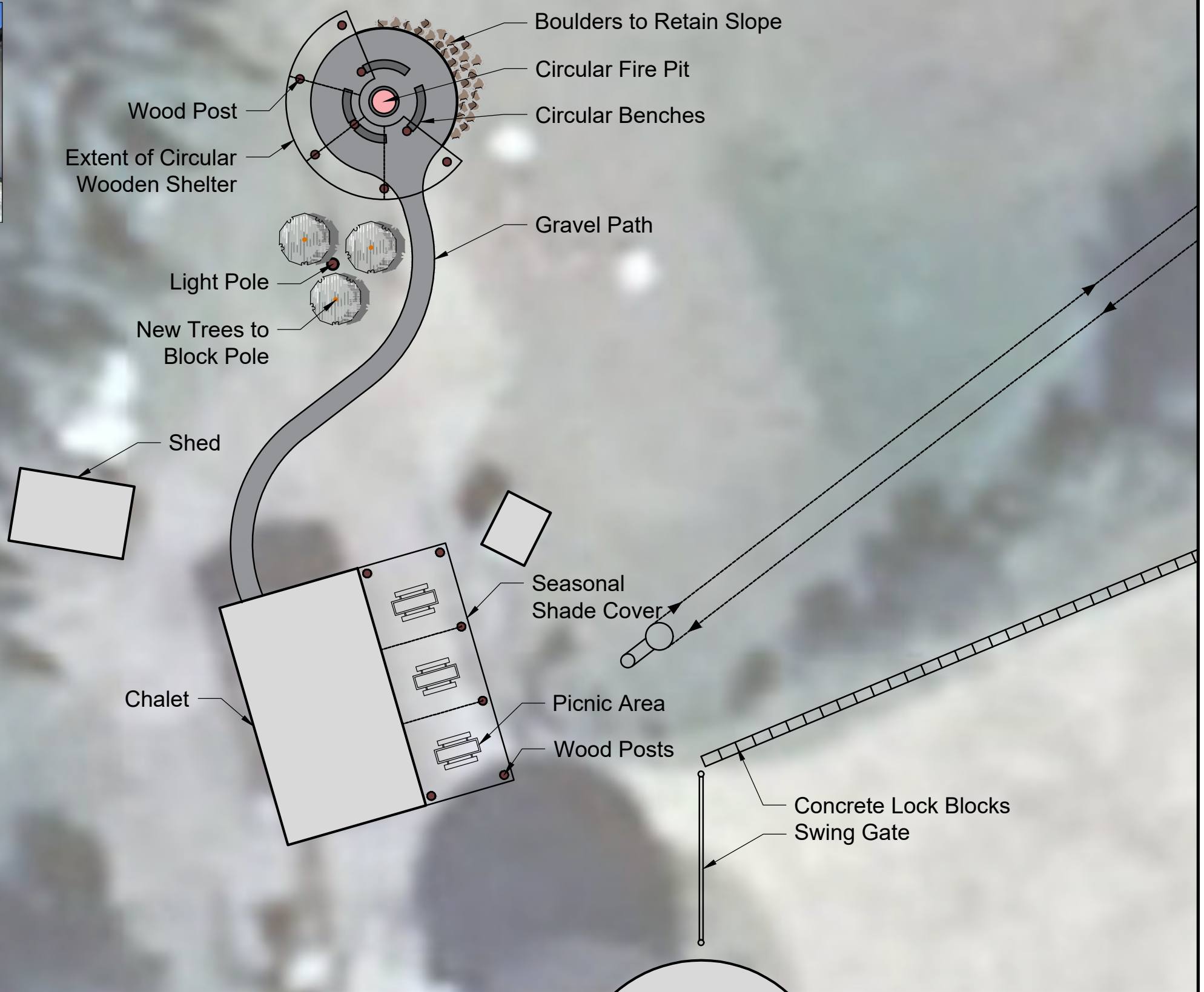
Seasonal Shade Cover



Sloped Wooden Shelter



Boulder Retaining Wall



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**VDZ+A**

LANDSCAPE ARCHITECTURE | CIVIL ENGINEERING | URBAN FORESTRY

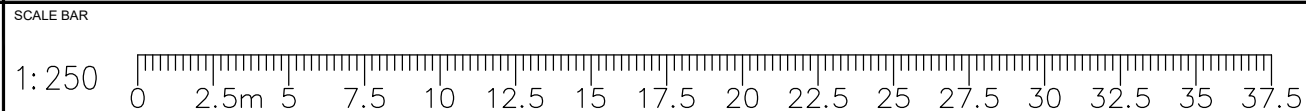
**FORT LANGLEY STUDIO** | **MOUNT PLEASANT STUDIO**  
 101-9181 Church St | 102-355 Kingsway  
 Fort Langley, BC | Vancouver, BC  
 V1M 1A0 | V5T 3J7  
 www.vdz.ca | 604-882-0024

DRAWING TITLE  
**Ski Hill Schematic Layout**

PROJECT NO.  
**PR2021-03**

PROJECT  
**Little Mac Ski Hill**

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DRAWN  
BF  
CHECKED  
DJ  
APPROVED  
DJ

SCALE  
1:250  
DRAWING NO.  
01  
DATE  
Oct. 14, 2021

SEAL



## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 9, 2022

**Subject:** Resolution of Support – South Peace Mackenzie Trust

---

### **RECOMMENDATION:**

#### Recommendation #1

THAT Council supports the District's application to the South Peace Mackenzie Trust's grant program towards the Community Bike Park project;

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

#### Recommendation #2

THAT Council supports the District's application to the South Peace Mackenzie Trust's grant program towards the Little Mac Ski Chalet and Hill Upgrades project;

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

### **BACKGROUND:**

The District of Mackenzie was awarded \$660,000 in grant funding through the Province of BC, Northern Development Initiative Trust (NDIT), the College of New Caledonia (CNC), and TC Energy towards the Signature Trail project which included upgrades to Little Mac Ski Hill, improvements to the local trail network, and the installation of a pump and jump track. Based on staff's review of the proposed budget, Council approved a total of \$831,000 towards the project during the 2022 provisional capital budget process.

In 2021, the District hired a planning consulting group, VDZ+A, to develop a master plan for the jump/pump tracks and Little Mac Upgrades. In 2022, Council approved the concept designs and estimated budget for the master plan and staff proceeded with a public procurement process to complete the work.



Following the Request for Proposal process and additional cost-reduction efforts, the total cost of the project still came over the original estimated budget. The District's contribution towards the community bike park and the Little Mac Ski Hill upgrades would require an additional \$100,000 - \$200,000 to complete the project.

Staff have identified the South Peace Mackenzie Trust (SPMTrust) as an opportunity to receive up to \$250,000 towards the project. This additional funding would reduce the District's contribution from up to \$346,459.48 to \$96,459.48 or less, which is under the original budget estimate.

Province of BC	\$500,000	
District of Mackenzie	<del>\$259,770</del> — <del>\$346,459.48</del>	\$9,770 - \$96,459.48
NDIT	\$ 90,000	
CNC Legacy Forest	\$ 45,000	
TC Energy	\$ 25,000	
South Peace Mackenzie Trust	<u>\$250,000</u>	
<b>TOTAL</b>	<b>\$919,770</b>	

### **South Peace Mackenzie Trust**

In Spring 2022, The Government of Canada provided the Province of British Columbia with the trust funding for the purpose of supporting communities and workers affected by the enactment of the various regulatory measures in the Intergovernmental Partnership Agreement for the Conservation of the Central Group of the Southern Mountain Caribou. The purpose of the SPMTrust is to encourage and support economic development, diversification and stabilization in the Specified Area by creating new income-earning positions that are consistent with the recovery of the Southern Mountain Caribou herds.

In most cases, the maximum grant that will be considered for any one project will be \$250,000. For projects like this, the SPMTrust requires that the applicant provides at least \$1 in matching fund for every \$3 granted by the SPMTrust for the first \$50,000 in a project, and \$1 for each additional \$1 beyond that. The District has already confirmed the required matching funds for the application.

### **BUDGETARY IMPACT:**

The funding for the Community Bike Park and Little Mac upgrades was included as a capital budget expenditure in the 2022 Recreations Services Budget under the Signature Trails project.

If the grant application is successful, the District's project budget be reduced by \$250,000, bringing it under the original estimates that were included in the 2022 – 2025 Financial Plan.

If the grant is unsuccessful, an amendment to the 2022 – 2025 Financial Plan would be required to accommodate the new budget required.

**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,



---

Terry Gilmer  
Director of Recreation Services



---

Kerri Borne  
Chief Financial Officer



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Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Finance

**Date:** June 6, 2022

**Subject:** Council Remuneration and Expenses - 2021

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

Section 168 of the *Community Charter* requires that municipalities report on council remuneration, expenses, and benefits. The report must be prepared on an annual basis, separately listing the following for each council member.

The report must include:

- The total amount of remuneration paid to the council member for discharge of the duties of office, including any amount specified as an expense allowance;
- The total amount of expense payments for the council member made to the council member or as an allowance that is not reported under paragraph (a);
- The total amount of any benefits, including insurance policies and policies for medical or dental services provided to the council member or member's dependents;
- Any disclosure of contracts with the council members and former council members, including a general description of their nature.

Attached are the statement of remuneration, expenses, and benefits for 2021. The disclosure of contracts for 2021 were previously reported to Council at the January 10, 2022 Council Meeting.

### **COUNCIL PRIORITY:**

#### **Strong Governance and Finances**

As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.





Respectfully Submitted,

A handwritten signature in blue ink that reads "Kerri Borne".

---

Kerri Borne  
Chief Financial Officer

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

---

Approved for Submission to Council

**2021 COUNCIL REMUNERATION AND EXPENSES**

<u>DISTRICT OF MACKENZIE COUNCIL</u>	<u>REMUNERATION</u>	<u>EXPENSES</u>	<u>*BENEFITS</u>
Atkinson , Joan - Mayor	\$28,315	\$1,343	\$2,728
Barnes, Andrew - Councillor	\$12,654	\$355	\$0
Brumovsky, Victor - Councillor	\$12,001	\$165	\$2,728
Gates-Grogan, Peter - Councillor	\$12,001	\$640	\$0
Hipkiss, Amber - Councillor	\$12,745	\$740	\$2,728
McMeeken, Raye - Councillor	\$12,646	\$165	\$0
Wiens, James - Councillor	\$12,001	\$165	\$2,728
<b>Total</b>	<b>\$102,363</b>	<b>\$3,573</b>	<b>\$10,912</b>

(\*Includes extended health and dental benefits)

**2021 DETAILED COUNCIL EXPENSES**

<u>DISTRICT OF MACKENZIE COUNCIL</u>	<u>EXPENSES</u>
Atkinson , Joan - Mayor	
Vehicle Business Insurance	\$ 177
North Central Local Government Association AGM	\$ 150
Indigenous Sustainable Investment Conference	\$ 125
Indigenous Partnerships Success Showcase	\$ 121
Resource Municipality Coalition Meeting	\$ 130
UBCM Convention – prepay 2022	\$ 640
	<u>\$ 1,343</u>
Barnes, Andrew - Councillor	
AME Roundup – prepay 2022	\$ 190
UBCM Convention – prepay 2022	\$ 165
	<u>\$ 355</u>
Brumovsky, Viktor - Councillor	
UBCM Convention – prepay 2022	\$ 165
	<u>\$ 165</u>

Gates-Grogan, Peter - Councillor

UBCM Convention – prepay 2022	\$	640	
			<u>\$ 640</u>

Hipkiss, Amber - Councillor

Council of Forest Industries Convention	\$	75	
Federation of Canadian Municipalities Conference	\$	250	
Northern Solid Waste Management Forum	\$	100	
UBCM Convention – prepay 2022	\$	165	
North Central Local Government Association AGM	\$	150	
			<u>\$ 740</u>

McMeeken, Raye - Councillor

UBCM Convention – prepay 2022	\$	165	
			<u>\$ 165</u>

Wiens, James - Councillor

UBCM Convention – prepay 2022	\$	165	
			<u>\$ 165</u>

<b>TOTAL</b>			<u><u>\$ 3,573</u></u>
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**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Finance  
**Date:** June 6, 2022  
**Subject:** 2021 Statement of Financial Information (SOFI)

---

**RECOMMENDATION:**

THAT Council approves the District of Mackenzie's Statement of Financial Information for 2021.

**BACKGROUND:**

The Statement of Financial Information (SOFI) is an annual report and is prepared in accordance with the Financial Information Act, and it must be made available for public viewing by June 30 of each year.

The 2021 SOFI contains the audited Annual Consolidated Financial Statements and the following schedules:

- Schedule of Debts
- Schedule of Guarantee and Indemnity Agreements
- Schedule of Remuneration and Expenses
- Schedule of Payments to Suppliers of Goods and Services

**COUNCIL PRIORITY:**

**Strong Governance and Finances**

As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.



Respectfully Submitted,

A handwritten signature in blue ink that reads "Kerri Borne".

---

Kerri Borne  
Chief Financial Officer

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

---

Approved for Submission to Council



# 2021 Statement of Financial Information (SOFI)



## DISTRICT OF MACKENZIE

*For the year ended December 31, 2021*

1 Mackenzie Blvd (Bag 340)  
Mackenzie, BC V0J 2C0  
Tel (250) 997-3221  
[finance@districtofmackenzie.ca](mailto:finance@districtofmackenzie.ca)

[www.districtofmackenzie.ca](http://www.districtofmackenzie.ca)

## STATEMENT OF FINANCIAL INFORMATION 2021

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**DISTRICT OF MACKENZIE**

**STATEMENT OF FINANCIAL INFORMATION**

**SCHEDULE A**

Annual Financial Statements

For the year ended December 31, 2021

Prepared as required by Financial Information Regulation, Schedule 1, Section 1-3

**Management Responsibility for the Consolidated Financial Statements**

**Independent Auditors' Report**

**Consolidated Financial Statements**

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## DISTRICT OF MACKENZIE

### MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

The accompanying consolidated financial statements of the District of Mackenzie (the "District") are the responsibility of the District's management and have been prepared in compliance with legislation, and in accordance with generally accepted accounting principles for local governments established by the Public Sector Accounting Board of the Chartered Professional Accountants of Canada. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of consolidated financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The District's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of the consolidated financial statements. These systems are monitored and evaluated by management.

Mayor and Council meet with management and the external auditors to review the consolidated financial statements and discuss any significant financial reporting or internal control matters prior to their approval of the consolidated financial statements.

The consolidated financial statements have been audited by KPMG LLP, independent external auditors appointed by the District. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the District's consolidated financial statements.

Mrs. Diane Smith, *Chief Administrative Officer*

Mrs. Kerri Borne, *Chief Financial Officer*





KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Tel 250-563-7151  
Fax 250-563-5693

## INDEPENDENT AUDITORS' REPORT

To the Mayor and Council of District of Mackenzie

### **Opinion**

We have audited the consolidated financial statements of District of Mackenzie (the "District"), which comprise:

- the consolidated statement of financial position as at December 31, 2021
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of change in net financial assets for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(Hereinafter referred to as the "financial statements").

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December 31, 2021 and its consolidated results of operations, its consolidated changes in net financial assets and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "**Auditors' Responsibilities for the Audit of the Financial Statements**" section of our auditors' report.

We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### **Other Information**

Management is responsible for the other information. The other information comprises:

- Information, other than the financial statements and the auditors' report thereon, included in Schedule 1 - Northern Capital Planning Reserve and Schedule 2 - COVID-19 Safe Restart Grant

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.



Page 2

In connection with our audit of the financial statements, our responsibility is to read the other information and, identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the Information, other than the financial statements and the auditors' report thereon, included in Schedule 1 - Northern Capital Planning Reserve and Schedule 2 - COVID-19 Safe Restart Grant as at the date of this auditors' report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditors' report.

We have nothing to report in this regard.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

### ***Auditors' Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



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- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the District's to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

A handwritten signature in black ink that reads 'KPMG LLP'. The signature is written in a cursive, slightly slanted style. Below the signature is a horizontal line that starts under the 'K' and ends under the 'P'.

Chartered Professional Accountants

Prince George, Canada  
April 25, 2022



# DISTRICT OF MACKENZIE

## Consolidated Statement of Financial Position

December 31, 2021, with comparative information for 2020

	2021	2020
<b>Financial assets:</b>		
Cash and cash equivalents	\$ 7,519,153	\$ 11,139,159
Accounts receivable (note 2)	1,698,756	2,547,768
Investments (note 3)	16,150,662	12,950,327
Investment in government business entities (note 4)	3,823,062	4,384,282
	<u>29,191,633</u>	<u>31,021,536</u>
<b>Financial liabilities:</b>		
Accounts payable and accrued liabilities (note 5)	2,075,552	2,568,897
Deferred revenue	682,539	892,291
	<u>2,758,091</u>	<u>3,461,188</u>
Net financial assets	26,433,542	27,560,348
<b>Non-financial assets:</b>		
Tangible capital assets (note 6)	44,776,882	41,813,970
Assets held for resale (note 7)	1,601,866	1,734,574
Inventory	70,731	27,686
Prepaid expenses	264,878	293,115
	<u>46,714,357</u>	<u>43,869,345</u>
Commitments and contingencies (note 8)		
<b>Accumulated surplus</b> (note 9)	<u>\$ 73,147,899</u>	<u>\$ 71,429,693</u>

See accompanying notes to consolidated financial statements.

*Joan Atkinson*

Mayor

*Kerri Borne*

Chief Financial Officer

## DISTRICT OF MACKENZIE

### Consolidated Statement of Operations and Accumulated Surplus

Year ended December 31, 2021, with comparative information for 2020

	Budget (note 12)	2021	2020
<b>Revenue (note 13):</b>			
Net taxation revenue (note 10)	\$ 5,591,152	\$ 5,360,467	\$ 5,716,425
Sale of services	734,915	291,886	218,448
Government transfers (note 11)			
Provincial	3,619,939	4,227,341	7,862,881
Federal	-	481,087	259,648
Other	4,297,583	1,317,698	1,005,349
Investments and penalties	-	254,704	568,289
Other	1,232,015	214,170	250,936
Licenses and permits	76,275	103,544	76,043
User fees	1,058,995	1,503,293	1,452,296
Income from investments in government business entities and partnerships	-	-	1,367,256
	16,610,874	13,754,190	18,777,571
<b>Expenses (note 13):</b>			
Community services	4,290,007	3,906,168	3,949,775
Garbage and waste collection	329,447	344,385	314,941
General government	2,366,595	1,987,498	2,201,609
Protective services	1,687,575	1,988,199	2,008,599
Environmental and public health	97,371	108,294	127,802
Sewer system	547,036	368,908	357,975
Transportation services	2,747,586	2,760,808	2,571,402
Water utility	705,976	510,504	389,085
Loss from investments in government business entities and partnerships	-	61,220	-
	12,771,593	12,035,984	11,921,188
Annual surplus	3,839,281	1,718,206	6,856,383
Accumulated surplus, beginning of year	71,429,693	71,429,693	64,573,310
Accumulated surplus, end of year	\$ 75,268,974	\$ 73,147,899	\$ 71,429,693

See accompanying notes to consolidated financial statements.



## DISTRICT OF MACKENZIE

### Consolidated Statement of Change In Net Financial Assets

Year ended December 31, 2021, with comparative information for 2020

	Budget (note 12)	2021	2020
Annual surplus	\$ 3,839,281	\$ 1,718,206	\$ 6,856,383
Acquisition of tangible capital assets	(11,295,633)	(4,791,134)	(3,754,688)
Amortization of tangible capital assets	1,728,972	1,792,044	1,758,625
Loss on sale of tangible capital assets	-	36,178	126,355
Write-down of assets held for resale	-	-	83,304
Gain on sale of assets held for sale	-	(262,292)	-
Proceeds on sale of assets held for sale	-	395,000	-
	(9,566,661)	(2,830,204)	(1,786,404)
Acquisition of inventory	-	(70,731)	(27,686)
Acquisition of prepaid expenses	-	(264,878)	(293,115)
Consumption of inventory	-	27,686	39,115
Use of prepaid expenses	-	293,115	264,492
	-	(14,808)	(17,194)
Change in net financial assets	(5,727,380)	(1,126,806)	5,052,785
Net financial assets, beginning of year	27,560,348	27,560,348	22,507,563
Net financial assets, end of year	\$ 21,832,968	\$ 26,433,542	\$ 27,560,348

See accompanying notes to consolidated financial statements.

## DISTRICT OF MACKENZIE

### Consolidated Statement of Cash Flows

Year ended December 31, 2021, with comparative information for 2020

	2021	2020
Cash provided by (used in):		
<b>Operating activities:</b>		
Annual surplus	\$ 1,718,206	\$ 6,856,383
Items not involving cash:		
Amortization of tangible capital assets	1,792,044	1,758,625
Loss on sale of tangible capital assets	36,178	126,355
Loss (income) from investments in government business entities	61,220	(1,367,256)
Gain on sale of assets held for resale (note 7)	(262,292)	-
Write-down on assets held for resale (note 7)	-	83,304
Changes in non-cash operating working capital:		
Accounts receivable	849,012	(624,618)
Inventory	(43,045)	11,429
Accounts payable and accrued liabilities	(493,345)	1,461,280
Deferred revenue	(209,752)	423,681
Prepaid expenses	28,237	(28,623)
Net change in cash from operating activities	3,476,463	8,700,560
<b>Investing activities:</b>		
Investment (purchases) sales	(3,200,335)	347,778
Proceeds on sale of assets held for resale	395,000	-
Acquisition of tangible capital assets	(4,791,134)	(3,754,688)
Distribution from government business partnership	500,000	400,000
	(7,096,469)	(3,006,910)
(Decrease) increase in cash and cash equivalents	(3,620,006)	5,693,650
Cash and cash equivalents, beginning of year	11,139,159	5,445,509
Cash and cash equivalents, end of year	\$ 7,519,153	\$ 11,139,159

See accompanying notes to consolidated financial statements.

District of Mackenzie (the "District") is a municipality that was created in 1966 under the Community charter, formerly the Municipal Act, a statute of the Province of British Columbia. The District's principal activities include the provision of local government services to residents of the incorporated area. These services include administrative, protective, transportation, environmental, recreational, water, waste water and fiscal services.

## 1. Significant accounting policies:

These consolidated financial statements are prepared in accordance with Canadian generally accepted accounting principles for governments as recommended by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada. Significant accounting policies adopted by the District are as follows:

(a) Basis of consolidation:

(i) Consolidated entities:

The consolidated financial statements reflect the assets, liabilities, revenues and expenses of the reporting entity. The reporting entity is comprised of all organizations, committees and local boards accountable for the administration of their financial affairs and resources to the District and which are owned or controlled by the District.

Included in these consolidated financial statements is the Mackenzie Public Library which is controlled by the District.

(ii) Accounting for Region and School Board transactions:

The taxation, other revenues, expenses, assets and liabilities with respect to the operations of the Region and the School District are not reflected in these consolidated financial statements.

(iii) Trust funds:

Trust funds and their operations administered by the District are not included in these consolidated financial statements.

## 1. Significant accounting policies (continued):

### (a) Basis of consolidation (continued):

#### (iv) Investment in government business entities:

The District records its investments in government business enterprises ("GBEs") and government business partnerships ("GBPs") on a modified equity basis. Under the modified equity basis, the GBEs and GBPs accounting policies are not adjusted to conform with those of the District and inter-organizational transactions and balances are not eliminated. The District recognizes its equity interest in the annual earnings or loss of the GBEs and GBPs in its consolidated statement of operations and accumulated surplus with a corresponding increase or decrease in its investment asset account. Any dividends or other cash distributions are recorded as a reduction to the investment asset account. The GBEs and GBPs account for their transactions under accounting standards for private enterprises due to the fact that management believes that the difference between accounting standards from private enterprises and public sector accounting standards are not significant.

The District's investment in government business enterprises and partnerships consist of:

- McLeod Lake Mackenzie Community Forest Corporation 50%
- McLeod Lake Mackenzie Community Forest Limited Partnership 50%

### (b) Basis of accounting:

The District follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of receipt of goods and services and/or the creation of a legal obligation to pay.

### (c) Revenue recognition:

Taxation and user fee revenues are recognized in accordance with the provisions of the Community Charter. The District is required to act as the agent for the collection of certain taxes and fees imposed by other authorities. Collections for other authorities are excluded from the District's taxation revenues.

Revenue unearned in the current period is reported on the consolidated statement of financial position as deferred revenue or deposits.

# DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

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## 1. Significant accounting policies (continued):

(d) Investment income:

Investment income is reported as revenue in the period earned. When required by the funding government or related Act, investment income earned on deferred revenue is added to the investment and forms part of the deferred revenue balance.

(e) Cash equivalents:

Cash equivalents include short-term highly liquid investments with a term to maturity of 90 days or less at acquisition.

(f) Investments:

Investments are recorded at cost, adjusted for amortization of premiums or discounts. Provisions for losses are recorded when they are considered to be other than temporary..

(g) Non-financial assets:

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services; they have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets:

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets, excluding land, are amortized on a straight-line basis over their estimate useful lives as follows:

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Asset	Useful life - years
Buildings	40 - 75 years
Building improvements, equipment and IT	4 - 40 years
Drainage and transportation infrastructure	10 - 100 years
Machinery, equipment and vehicles	5 - 20 years
Water and sewer infrastructure	10 - 100 years

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## 1. Significant accounting policies (continued):

### (g) Non-financial assets (continued):

#### (i) Tangible capital assets (continued):

Annual amortization is charged in the year that an asset becomes available for productive use and in the year of disposal.

Assets under construction are not amortized until the asset is available for productive use.

#### (ii) Contributions of tangible capital assets:

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as revenue.

#### (iii) Interest capitalization:

The District does not capitalize interest costs associated with the acquisition or construction of a tangible capital assets.

#### (iv) Land held for resale:

Land held for resale is recorded at the lower of cost and net realizable value. Cost includes amounts for improvements to prepare the land for sale or servicing.

### (h) Inventory:

Inventory consist of supplies, repairs parts and materials consumed in operations and capital projects. Inventory is recorded at cost which is determined on a weighted average basis.



## 1. Significant accounting policies (continued):

(i) Use of estimates:

The preparation of the consolidated financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the period. Items subject to such estimates and assumptions include the carrying values of tangible capital assets, inventory and land held for resale, accrued liabilities and collectibility of accounts receivable. Actual results could differ from these estimates.

(j) Contaminated sites:

Contaminated sites are defined as the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or live organism that exceeds an environmental standard.

A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standards exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the organization is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up, and
- (v) a reasonable estimate of liability can be made.

(k) Government transfers:

Government transfers, which include legislative grants, are recognized as revenue in the consolidated financial statements when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfer revenue is recognized in the consolidated statements of operations as stipulations for liabilities are settled.

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 2. Accounts receivable:

	2021	2020
Taxation - current	\$ 119,987	\$ 644,969
Taxation - arrears/delinquent	132,604	167,688
Accrued interest	69,450	134,261
Grants	772,732	1,249,004
Sales tax	129,362	120,710
Utilities	90,087	131,272
Trade and miscellaneous	431,085	141,037
	1,745,307	2,588,941
Less allowance for doubtful accounts	(46,551)	(41,173)
	\$ 1,698,756	\$ 2,547,768

Included in trade and miscellaneous receivable is \$270,732 from McLeod Lake Mackenzie Community Forest Limited Partnership a related party, the balance is recorded as revenue on the Consolidated Statement of Operations and Accumulated Surplus as government transfers – other.

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 3. Investments:

	2021	2020
Term deposits	\$ 16,150,662	\$ 12,950,327

Investments are recorded at cost.

### 4. Investment in government business entities:

	2021	2020
<b>McLeod Lake Mackenzie Community Forest Limited Partnership:</b>		
Investment in shares	\$ 50	\$ 50
Advances	83,820	83,820
Accumulated earnings	6,353,530	6,419,441
Distributions	(2,665,095)	(2,165,095)
<b>McLeod Lake Mackenzie Community Forest Corporation:</b>		
Investment in shares	99	99
Accumulated earnings	50,658	45,967
<b>Total investment</b>	<b>\$ 3,823,062</b>	<b>\$ 4,384,282</b>

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

#### 4. Investment in government business entities (continued):

The following table provides condensed supplementary financial information for the McLeod Lake Mackenzie Community Forest Limited Partnership, for the year ended December 31:

	2021	2020
<b>(i) Financial position:</b>		
Assets:		
Current	\$ 369,560	\$ 2,039,776
Investments	7,616,101	6,817,490
Restricted cash	1,263,374	1,392,538
Property and equipment	149,948	105,373
<b>Total assets</b>	<b>\$ 9,398,983</b>	<b>\$ 10,355,177</b>
Liabilities:		
Current	\$ 600,562	\$ 295,772
Silviculture obligation - long-term portion	1,253,814	1,382,977
<b>Total liabilities</b>	<b>1,854,376</b>	<b>1,678,749</b>
Equity:		
Share capital	1	1
Partner's equity	7,544,606	8,676,428
<b>Total equity</b>	<b>7,544,607</b>	<b>8,676,429</b>
<b>Total liabilities and equity</b>	<b>\$ 9,398,983</b>	<b>\$ 10,355,178</b>
	2021	2020
<b>(ii) Operations:</b>		
Revenue	\$ 219,675	\$ 3,483,783
Expenses	(1,373,320)	(1,489,598)
Other income	1,021,824	729,395
<b>Net income (expense)</b>	<b>\$ (131,821)</b>	<b>\$ 2,723,580</b>
<b>(iii) Share of net income:</b>		
District's percentage of ownership	50%	50%
District's share of net (loss) income	\$ (65,910)	\$ 1,361,790

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

#### 4. Investment in government business entities (continued):

The following table provides condensed supplementary financial information for the McLeod Lake Mackenzie Community Forest Corporation, for the year ended December 31:

	2021	2020
<b>(i) Financial position:</b>		
Assets:		
Current	\$ 140,456	\$ 125,856
Investments	1	1
<b>Total assets</b>	<b>\$ 140,457</b>	<b>\$ 125,857</b>
Liabilities:		
Current	\$ 38,941	\$ 33,723
<b>Total liabilities</b>	<b>38,941</b>	<b>33,723</b>
Equity:		
Share capital	200	200
Retained earnings	101,316	91,934
<b>Total equity</b>	<b>101,516</b>	<b>92,134</b>
<b>Total liabilities and equity</b>	<b>\$ 140,457</b>	<b>\$ 125,857</b>
	2021	2020
<b>(ii) Operations:</b>		
Revenue	\$ 216,000	\$ 216,000
Expenses	(206,618)	(205,068)
<b>Net income</b>	<b>\$ 9,382</b>	<b>\$ 10,932</b>
<b>(iii) Share of net income:</b>		
District's percentage of ownership	50%	50%
District's share of net income	\$ 4,691	\$ 5,466



## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

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### 5. Accounts payable and accrued liabilities:

	2021	2020
Trade payables and accrued liabilities	\$ 1,025,516	\$ 1,362,443
Wages and related costs	483,431	497,678
Holdback payable	352,461	73,191
Other payables	134,506	573,392
Government remittances	79,638	62,193
	<hr/> \$ 2,075,552	<hr/> \$ 2,568,897



# DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

## 6. Tangible capital assets:

2021	Assets under construction	Land and improvements	Building improvements equipment and IT	Building	Machinery equipment and vehicles	Drainage and transportation infrastructure	Water infrastructure	Sewer infrastructure	Total
<b>Cost:</b>									
Balance, beginning of year	\$ 2,075,540	\$ 7,619,825	\$ 10,289,214	\$ 18,296,090	\$ 10,972,859	\$ 13,560,931	\$ 3,241,091	\$ 4,868,436	\$ 70,923,986
Additions	3,120,133	-	387,522	91,010	714,100	93,390	248,183	136,796	4,791,134
Disposals	(4,623)	-	(3,600)	-	-	-	(37,583)	(13,351)	(59,157)
Transfers	(842,918)	-	-	377,364	-	465,554	-	-	-
Balance, end of year	4,348,132	7,619,825	10,673,136	18,764,464	11,686,959	14,119,875	3,451,691	4,991,881	75,655,963
Balance, beginning of year	-	-	3,473,186	5,381,495	7,274,362	9,130,608	1,211,438	2,638,927	29,110,016
Amortization	-	-	486,429	361,891	453,068	370,377	48,269	72,010	1,792,044
Disposals	-	-	(3,600)	-	-	-	(10,478)	(8,901)	(22,979)
Balance, end of year	-	-	3,956,015	5,743,386	7,727,430	9,500,985	1,249,229	2,702,036	30,879,081
Net book value, end of year	\$ 4,348,132	\$ 7,619,825	\$ 6,717,121	\$ 13,021,078	\$ 3,959,529	\$ 4,618,890	\$ 2,202,462	\$ 2,289,845	\$ 44,776,882

# DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

## 6. Tangible capital assets (continued):

2020	Assets under construction	Land and improvements	Building improvements equipment and IT	Building	Machinery equipment and vehicles	Drainage and transportation infrastructure	Water infrastructure	Sewer infrastructure	Total
<b>Cost:</b>									
Balance, beginning of year	\$ 373,258	\$ 7,619,825	\$ 9,760,475	\$ 17,703,559	\$ 10,585,573	\$ 13,512,910	\$ 3,694,789	\$ 4,786,210	\$ 68,036,599
Additions	2,070,378	-	139,345	379,834	1,110,431	48,021	-	6,679	3,754,688
Disposal	-	-	(11,209)	(75,138)	(723,314)	-	-	-	(809,661)
Transfers	(368,096)	-	400,603	287,835	169	-	(453,698)	75,547	(57,640)
Balance, end of year	2,075,540	7,619,825	10,289,214	18,296,090	10,972,859	13,560,931	3,241,091	4,868,436	70,923,986
Balance, beginning of year	-	-	3,011,996	5,064,777	7,488,971	8,765,511	1,165,900	2,537,541	28,034,696
Amortization	-	-	470,998	348,909	426,697	365,097	45,538	101,386	1,758,625
Disposals	-	-	(9,808)	(32,191)	(641,306)	-	-	-	(683,305)
Balance, end of year	-	-	3,473,186	5,381,495	7,274,362	9,130,608	1,211,438	2,638,927	29,110,016
Net book value, end of year	\$ 2,075,540	\$ 7,619,825	\$ 6,816,028	\$ 12,914,595	\$ 3,698,497	\$ 4,430,323	\$ 2,029,653	\$ 2,229,509	\$ 41,813,970

## 7. Assets held for resale:

Land held for resale consists of the bell subdivision, airport subdivision, and other lands. During the year, the District sold 2 airport subdivision properties and a gain of \$262,292 was recognized in the consolidated statement of operations. In the prior year, a write-down of \$83,304 was recognized in the consolidated statement of operations for the bell subdivision.

## 8. Commitments and contingencies:

- (a) The District is responsible, as a member of the Regional District of Fraser-Fort George, for its portion of any operating deficits or capital debt related to functions in which it participates.
- (b) The District and its employees contribute to the Municipal Pension Plan (a jointly trustee pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits are based on a formula. As at December 31, 2020, the plan has about 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for the amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent actuarial valuation for the Municipal Pension Plan as at December 31, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District paid \$387,222 (2020 - \$366,458) for employer contributions to the Plan in fiscal 2021.

The next valuation will be as at December 31, 2021, with results available in 2022.

## 8. Commitments and contingencies (continued):

(b) Continued:

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

(c) The District is obligated to collect and transmit property taxes levied on District of Mackenzie taxpayers in respect of the following bodies:

- Ministry of Education, Province of British Columbia
- Regional District of Fraser-Fort George
- British Columbia Assessment Authority
- Municipal Finance Authority
- Fraser-Fort George Regional Hospital District
- Royal Canadian Mounted Police

(d) The District is a participant in the Municipal Insurance Association of British Columbia. Should the Association pay out claims in excess of premiums received, it is possible that the District, along with other participants, would be required to contribute towards the deficit. Management does not consider payment under this contingency to be likely and therefore no amounts have been accrued.

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 9. Accumulated surplus:

Accumulated surplus consists of individual fund surpluses and reserve funds as follows:

	2021	2020
<b>Surplus:</b>		
Invested in tangible capital assets	\$ 44,776,882	\$ 41,813,970
General fund	9,347,135	10,074,092
Water utility fund	191,786	602,549
Sewer utility fund	181,532	241,411
Library fund	92,711	112,784
<b>Total surplus</b>	<b>54,590,046</b>	<b>52,844,806</b>
<b>Reserve funds set aside for specific purposes by Council:</b>		
Parkland	41,003	40,600
Gas tax	930,414	490,523
Fire department vehicle/equipment replacement	1,594,486	1,290,632
Vehicle/equipment replacement	3,399,847	3,143,661
General capital	3,783,995	3,331,913
Northern Capital Planning (Schedule 1)	2,954,695	5,900,792
Capital renewal	1,804,623	1,119,313
Financial stability	2,442,066	2,329,706
Water	1,365,861	856,836
Sewer	145,863	25,911
Library - operating reserve	70,000	50,000
Library - relocation allowance reserve	5,000	5,000
Library - contracts reserve	20,000	-
<b>Total reserve funds</b>	<b>18,557,853</b>	<b>18,584,887</b>
	<b>\$ 73,147,899</b>	<b>\$ 71,429,693</b>

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 10. Net taxation revenue:

As disclosed in note 8(c), the District is required to collect taxes on behalf of and transfer these amounts to the government agencies below:

	2021	2020
Taxes collected:		
General purposes	\$ 5,360,429	\$ 5,716,398
Collection for other governments	2,350,415	2,209,500
	<u>7,710,844</u>	<u>7,925,898</u>
Transfers to other governments:		
Provincial government	1,251,465	1,078,740
Fraser-Fort George Regional Hospital District	424,059	411,105
Regional District of Fraser-Fort George	382,607	415,629
B.C. Assessment Authority	54,838	58,784
Municipal Finance Authority	134	141
Royal Canadian Mounted Police	237,274	245,074
	<u>2,350,377</u>	<u>2,209,473</u>
	<u>\$ 5,360,467</u>	<u>\$ 5,716,425</u>



# DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

## 11. Government transfers:

The government transfers reported on the consolidated statement of operations and accumulated surplus are:

	2021	2020
Provincial grants:		
Unconditional	\$ 239,741	\$ 30,121
Carbon tax	4,114	35,581
Conditional	1,385,732	1,637,455
Northern Capital Planning (Schedule 1)	-	2,459,000
Covid-19 Safe Restart Grant (Schedule 2)	-	1,244,000
BC Hydro	2,597,754	2,456,724
Subtotal provincial grants	4,227,341	7,862,881
Federal grants:		
Conditional	4,300	40,934
Gas tax	432,869	211,529
Miscellaneous	43,918	7,185
Subtotal federal grants	481,087	259,648
Other grants:		
Forest Enhancement Society of BC	663,025	603,376
Fortis BC	187,363	171,055
Miscellaneous	467,310	230,918
Subtotal other grants	1,317,698	1,005,349
<b>Total government transfers</b>	<b>\$ 6,026,126</b>	<b>\$ 9,127,878</b>

**12. Budget data:**

The budget data presented in the consolidated financial statements is based upon the 2021 operating and capital budgets approved by Council on May 10, 2021. The table below reconciles the approved budget to the budget figures reported in these consolidated financial statements.

	Budget amount
Revenue:	
Operating budget	\$ 25,503,900
Less:	
Transfer from reserve funds	(6,998,050)
Transfer from surplus funds	(166,004)
Transfer from invested in tangible capital assets	(1,728,972)
<b>Total revenues</b>	<b>16,610,874</b>
Expenses:	
Operating budget	25,503,900
Less:	
Transfers to reserve funds	(1,436,674)
Capital expenditures	(11,295,633)
<b>Total expenses</b>	<b>12,771,593</b>
<b>Annual surplus</b>	<b>\$ 3,839,281</b>

### 13. Segmented information:

Segmented information has been identified based upon lines of service provided by the District. District services are provided by departments and their activities are reported by functional area in the body of the consolidated financial statements. Certain lines of service that have been separately disclosed in the segmented information are as follows:

(a) General Government:

The general government operations provides the functions of corporate administration and legislative services and any other functions categorized as non-departmental in the District. It also administers economic development projects and provides grants to various community groups that provide recreational opportunities in the District.

(b) Protective Services:

Protective services is comprised of emergency management and regulatory services.

(c) Transportation Services:

Transportation services is responsible for a wide variety of services including the development and maintenance of the District's roadway systems through the Public Works department, snow removal and street lighting.

(d) Environmental and Public Health:

Environmental and public health provides the dental centre, mosquito control and maintenance of the cemetery to the residents of the District.

(e) Garbage and Waste Collection:

Garbage and waste collection provides garbage collection and disposal services to residents and businesses in the District.

(f) Community Services:

Community services is responsible for the construction and maintenance of the District's parks and green spaces. It provides for the operation of the community centre, library and recreation centre.

(g) Water Utility:

The water utility installs and maintains water wells, pump stations and the water reservoir. The treatment and distribution of water in the District through Public Works is included in this segment.

### 13. Segmented information (continued):

(h) Sewer System:

The sewer system installs and maintains sewer mains, lift stations and the sewage lagoon. The collection and treatment of sewage in the District through Public Works is included in this segment.

The following statement provides additional information for the foregoing functions. The accounting policies used in these segments are consistent with those followed in the preparation of the financial statements as disclosed in note 1.

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 13. Segmented information (continued):

2021	General Government	Protective Services	Transportation Services	Environmental and Public Health	Garbage and Waste Collection	Community Services	Water Utility	Sewer System	Total
<b>Revenue:</b>									
Taxation	\$ 5,360,467	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,360,467
Fees and permits	-	-	12,189	-	397,271	103,544	624,229	469,604	1,606,837
Sales of services	3,915	1,476	34,649	90	-	251,756	-	-	291,886
Grants	4,218,371	1,190,953	447,169	4,114	-	83,521	81,998	-	6,026,126
Other revenues	268,894	99,713	32,589	-	-	67,678	-	-	468,874
<b>Total revenue</b>	<b>9,851,647</b>	<b>1,292,142</b>	<b>526,596</b>	<b>4,204</b>	<b>397,271</b>	<b>506,499</b>	<b>706,227</b>	<b>469,604</b>	<b>13,754,190</b>
<b>Expenses:</b>									
Operating	709,798	1,145,474	831,521	48,389	-	751,140	248,294	213,755	3,948,371
Salaries, wages & employee benefits	1,205,556	678,864	1,195,767	10,921	165,157	2,358,528	155,795	58,479	5,829,067
Legislature	145,541	-	-	-	-	-	-	-	145,541
Amortization	51,768	146,048	654,211	48,763	-	738,918	71,738	80,598	1,792,044
Interest	190	-	-	-	-	-	-	-	190
Insurance	39,948	17,813	79,309	221	-	52,441	7,572	11,626	208,930
Professional services	92,366	-	-	-	-	5,141	-	-	97,507
Garbage disposal	-	-	-	-	179,228	-	-	-	179,228
Loss from disposal fixed assets	4,623	-	-	-	-	-	27,105	4,450	36,178
Loss from investments government business enterprises and partnerships	61,220	-	-	-	-	-	-	-	61,220
Gain on sale of assets held for sale	(262,292)	-	-	-	-	-	-	-	(262,292)
<b>Total expenses</b>	<b>2,048,718</b>	<b>1,988,199</b>	<b>2,760,808</b>	<b>108,294</b>	<b>344,385</b>	<b>3,906,168</b>	<b>510,504</b>	<b>368,908</b>	<b>12,035,984</b>
<b>Annual (deficit) surplus</b>	<b>\$ 7,802,929</b>	<b>\$ (696,057)</b>	<b>\$ (2,234,212)</b>	<b>\$ (104,090)</b>	<b>\$ 52,886</b>	<b>\$ (3,399,669)</b>	<b>\$ 195,723</b>	<b>\$ 100,696</b>	<b>\$ 1,718,206</b>

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 13. Segmented information (continued):

2020	General Government	Protective Services	Transportation Services	Environmental and Public Health	Garbage and Waste Collection	Community Services	Water Utility	Sewer System	Total
<b>Revenue:</b>									
Taxation	\$ 5,716,425	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	5,716,425
Fees and permits	-	-	-	-	399,532	76,044	621,125	431,638	1,528,339
Sales of services	1,500	2,748	47,258	90	-	166,852	-	-	218,448
Grants	6,837,905	1,897,277	226,702	35,581	-	84,911	45,502	-	9,127,878
Equity in income from government business enterprises and partnerships	1,367,256	-	-	-	-	-	-	-	1,367,256
Other revenues	589,402	92,156	38,431	-	-	99,236	-	-	819,225
<b>Total revenue</b>	<b>14,512,488</b>	<b>1,992,181</b>	<b>312,391</b>	<b>35,671</b>	<b>399,532</b>	<b>427,043</b>	<b>666,627</b>	<b>431,638</b>	<b>18,777,571</b>
<b>Expenses:</b>									
Operating	661,818	1,166,325	739,908	70,288	-	997,428	220,164	181,199	4,037,130
Salaries, wages & employee benefits	1,113,287	679,804	1,143,951	8,679	56,346	2,165,098	94,822	55,676	5,317,663
Legislature	139,611	-	-	-	-	-	-	-	139,611
Amortization	47,929	145,976	615,241	48,763	-	721,735	69,007	109,974	1,758,625
Interest	394	-	-	-	-	447	-	-	841
Insurance	25,560	16,494	46,140	72	-	41,863	5,092	11,126	146,347
Professional Services	63,535	-	-	-	-	23,204	-	-	86,739
Garbage disposal	-	-	-	-	258,595	-	-	-	258,595
Loss from disposal fixed assets	66,171	-	26,162	-	-	-	-	-	92,333
Write-down on land held for resale	83,304	-	-	-	-	-	-	-	83,304
<b>Total expenses</b>	<b>2,201,611</b>	<b>2,008,599</b>	<b>2,571,402</b>	<b>127,802</b>	<b>314,941</b>	<b>3,949,775</b>	<b>389,085</b>	<b>357,975</b>	<b>11,921,188</b>
<b>Annual surplus (deficit)</b>	<b>\$ 12,310,877</b>	<b>\$ (16,418)</b>	<b>\$ (2,259,011)</b>	<b>\$ (92,131)</b>	<b>\$ 84,591</b>	<b>\$ (3,522,732)</b>	<b>\$ 277,542</b>	<b>\$ 73,663</b>	<b>\$ 6,856,383</b>



## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 14. Significant taxpayers:

The District derives a significant portion of its taxation revenue from the major industry taxpayers. Any changes in this sector could have an impact on the ongoing operations of the District.

### 15. Recast of comparative figures:

During the year, the District determined the Mackenzie Public Library (the "Library") should be consolidated into the District's financial statements as the District exerts control over the Library. The Library is not material to the District's operations however Public Sector Accounting Standards require that the consolidated financial statements include controlled entities. This immaterial change has been recorded retroactively and, accordingly, the comparative financial information has been recast as follows:

	As previously reported	Increase (Decrease)	As recast
<b>Consolidated Statement of Financial Position:</b>			
Cash and cash equivalents	\$ 10,949,678	\$ 189,481	\$ 11,139,159
Accounts receivable	2,546,636	1,132	2,547,768
Financial assets	30,830,923	190,613	31,021,536
Accounts payable and accrued liabilities	2,545,897	23,000	2,568,897
Deferred revenue	889,089	3,202	892,291
Financial liabilities	3,434,986	215,773	3,461,188
<b>Net financial assets</b>	<b>27,395,937</b>	<b>164,411</b>	<b>27,560,348</b>
Tangible capital assets	41,700,732	113,238	41,813,970
Prepaid expenses	289,741	3,374	293,115
Non-financial assets	43,752,733	116,612	43,869,345
<b>Accumulated surplus</b>	<b>71,148,670</b>	<b>281,023</b>	<b>71,429,693</b>

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 15. Recast of comparative figures: (continued):

	As previously reported	Increase (Decrease)	As recast
Consolidated Statement of Operations and Accumulated Surplus:			
Government transfers:			
Provincial	7,844,571	18,310	7,862,881
Federal	199,581	60,067	259,648
Other	241,380	9,556	250,936
Revenue	18,689,638	87,933	18,777,571
Expenses:			
Community services	3,868,469	81,306	3,949,775
Total expenses	11,839,882	81,306	11,921,188
Annual surplus	6,849,756	6,627	6,856,383
Accumulated surplus, beginning of year	64,298,916	274,394	64,573,310
Accumulated surplus, end of year	71,148,670	281,023	71,429,693

## DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

### 15. Recast of comparative figures: (continued):

	As previously reported	Increase (Decrease)	As recast
<b>Consolidated Statement of Change in Net Financial Assets:</b>			
Annual surplus	6,849,756	6,627	6,856,383
Acquisition of tangible capital assets	(3,722,964)	(31,724)	(3,754,688)
Amortization of tangible capital assets	1,718,076	40,549	1,758,625
Sub-total	(1,795,228)	(8,824)	(1,786,404)
Acquisition of prepaid expenses	(289,741)	(3,374)	(293,115)
Use of prepaid expenses	261,811	2,681	264,492
Sub-total	(16,501)	(693)	(17,194)
Change in net financial assets	5,038,025	14,760	5,052,785
Net financial assets, beginning of year	22,357,912	149,651	22,507,563
Net financial assets, end of year	27,395,937	164,411	27,560,348
<b>Consolidated Statement of Cash Flows:</b>			
Annual surplus	6,849,756	6,627	6,856,383
Amortization of tangible capital assets	1,718,076	40,549	1,758,625
Accounts receivable	(623,981)	(1,132)	(624,618)
Accounts payable and accrued liabilities	1,448,162	13,118	1,461,280
Deferred revenue	421,239	2,442	423,681
Prepaid expenses	(27,930)	(693)	(28,623)
Net change in cash from operating activities	8,639,153	61,407	8,700,560
Acquisition of tangible capital assets	(3,722,964)	(31,724)	(3,754,688)
Increase in cash and cash equivalents	5,316,189	377,461	5,693,650
Cash and cash equivalents, end of year	10,949,678	189,481	11,139,159

In the prior year, cash and cash equivalents included investments which was reclassified in the current year for presentation purposes. The current year comparative information presents investments separately from cash and cash equivalents.



# DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

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**16. Comparative information:**

Certain comparative figures have been reclassified from those previously presented to conform to the presentation of the 2021 financial statements. The changes do not affect prior year annual surplus.

## DISTRICT OF MACKENZIE

Schedule 1 - Northern Capital Planning Reserve  
Year ended December 31, 2021  
(Unaudited)

In fiscal 2020, the District was the recipient of \$2,459,000 under the Northern Capital and Planning Grant (NCPG) program from the Province of British Columbia.

	2021	2020
Opening balance of reserve	\$ 5,900,792	\$ 4,545,825
Grant received	-	2,459,000
Reserve used	(2,989,858)	(1,237,238)
Interest	43,761	133,205
	<b>\$ 2,954,695</b>	<b>\$ 5,900,792</b>

## DISTRICT OF MACKENZIE

Schedule 2 - COVID-19 Safe Restart Grant  
Year ended December 31, 2021  
(Unaudited)

In November 2020, the District was the recipient of a \$1,244,000 grant under the COVID-19 Safe Restart for Local Government program from the Province of BC. As the conditions for use of this grant funding allow local governments to use this funding where the greatest need arises, the entire \$1,244,000 amount received was recognized as revenue in 2020 and included in grant revenue on the Consolidated Statement of Operations and Accumulated Surplus. The District allocated \$268,604 within 2021 to cover operational costs and overall pandemic response expenses incurred since the beginning of the pandemic in the spring of 2020.

	2021
Balance of COVID-19 Safe Restart grant funds at December 31, 2020	\$ 642,177
Less amount utilized in 2021	
Computer and technology	12,730
General government	30,473
Revenue shortfalls	205,696
Protective services	2,433
Public works	3,507
Recreation services	13,764
	268,603
Audio visual upgrades	373,574
Total 2021 allocation of COVID-19 Safe Restart grant	373,574
Remaining COVID-19 Safe Restart Grant	\$ -

**DISTRICT OF MACKENZIE**

**STATEMENT OF FINANCIAL INFORMATION**

**SCHEDULE B**

Schedule of Debts

The District of Mackenzie has no Long-Term Debt

Prepared as required by Financial Information Regulation, Schedule 1, Section 4



**DISTRICT OF MACKENZIE**

**STATEMENT OF FINANCIAL INFORMATION**

**SCHEDULE C**

Schedule of Guarantee and Indemnity Agreements

The District of Mackenzie has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Prepared as required by Financial Information Regulation, Schedule 1, Section 5

**DISTRICT OF MACKENZIE**

**STATEMENT OF FINANCIAL INFORMATION**

**SCHEDULE D**

Schedule of Remuneration and Expenses

For the year ended December 31, 2021

Prepared as required by Financial Information Regulation, Schedule 1, Section 6

**District of Mackenzie**

**Statement of Financial Information (SOFI)**

**Fiscal Year Ended December 31, 2021**

(a) Schedule of Council Remuneration and Expenses

**REMUNERATION - 2021**

**ELECTED OFFICIALS**

<b>NAME</b>	<b>POSITION</b>	<b>SALARIES</b>	<b>EXPENSES</b>	<b>TOTAL</b>
Atkinson, Joan	Mayor	\$ 28,315	\$ 1,343	\$ 29,658
Barnes, Andy	Councillor	12,654	355	13,009
Brumovsky, Viktor	Councillor	12,001	165	12,166
Gates-Grogan, Peter	Councillor	12,001	640	12,641
Hipkiss, Amber	Councillor	12,745	740	13,485
McMeeken, Raye	Councillor	12,646	165	12,811
Wiens, James	Councillor	12,001	165	12,166
<b>Total Elected Officials</b>		<b>\$ 102,363</b>	<b>\$ 3,573</b>	<b>\$ 105,936</b>

**District of Mackenzie**

**Statement of Financial Information (SOFI)**

**Fiscal Year Ended December 31, 2021**

(b) Schedule of Employee Remuneration and Expenses

**REMUNERATION - 2021**

**EMPLOYEES**

<b>NAME</b>	<b>POSITION</b>	<b>SALARIES</b>	<b>EXPENSES</b>	<b>TOTAL</b>
Smith, Diane	Chief Administrative Officer	\$ 165,115	\$ 3,253	\$ 168,367
Borne, Kerri	Chief Financial Officer	133,474	3,245	136,719
Gilmer, Terry	Director of Recreation Services	131,193	516	131,709
Guise, Jamie	Fire Chief	129,156	1,354	130,510
Gawryluk, Kenneth	Interim Director of Operations	123,726	952	124,678
Kaehn, Emily	Director of Corporate Services	121,635	2,259	123,894
Wall, Travis	Director of Operations	106,727	1,666	108,393
Carty, Keinan	Deputy Fire Chief	99,503	1,684	101,187
Barnes, Barry	Lead Hand Mechanic	88,787	-	88,787
Peterson, Wendy	Finance Manager	87,929	730	88,659
Petrie, Glen	Equipment Operator	83,450	556	84,006
Nearing, Corinne	Lead Hand Building Operator	83,346	615	83,961
McArthur, Brennan	Public Works Manager	83,061	932	83,993
Wallaker, Garth	Building Grounds Maintenance Foreman	82,831	438	83,269
Turnbull, Mark	Utility Service Person	80,476	3,399	83,875
Deley, Sarah	Recreation Admin Manager	81,809	-	81,809
House, Jonathan	Mechanic	79,330	220	79,550
Grant, Warren	Building Grounds Maintenance	76,822	594	77,416
Ceder, Carl	Economic Development Coordinator	73,489	3,892	77,380
Morgan, John	Equipment Operator	76,359	476	76,836
Employee Remuneration over \$75,000 and expenses		\$ 1,988,216	\$ 26,781	\$ 2,014,997
Consolidated Employee Remuneration less than \$75,000		\$ 2,783,351	\$ 44,953	\$ 2,828,304
<b>TOTAL EMPLOYEES</b>		<b>\$ 4,771,567</b>	<b>\$ 71,734</b>	<b>\$ 4,843,301</b>

**District of Mackenzie**  
**Statement of Financial Information (SOFI)**  
**Fiscal Year Ended December 31, 2021**

(c) Reconciliation of Schedule of Remuneration to Financial Statements

**Reconciliation**

Total remuneration - elected officials	\$	102,363
Total remuneration - other employees	\$	<u>4,771,567</u>
<b>Subtotal</b>	<b>\$</b>	<b>4,873,930</b>

**Reconciling Items**

Add: CPP and EI Employers' portion reported as supplier payment to Receiver General Canada	\$	266,353
Add: Other Employer share of benefits	\$	833,818
Others	\$	(145,034)
<b>Total per Statement of Revenue and Expenditure</b>	<b>\$</b>	<b>5,829,067</b>

**District of Mackenzie**

**Statement of Financial Information (SOFI)**

**Fiscal Year Ended December 31, 2021**

(d) Statement of Severance Agreements

There was one severance agreement under which payment commenced between the District of Mackenzie and its non-unionized employees during the fiscal year of 2021.

The agreement was for a lump sum payment.

Prepared as required by Financial Information Regulation, Schedule 1, Section 6(7)

**DISTRICT OF MACKENZIE**

**STATEMENT OF FINANCIAL INFORMATION**

**SCHEDULE E**

Schedule of Payments to Supplier of Goods and Services

For the year ended December 31, 2021

Prepared as required by Financial Information Regulation, Schedule 1, Section 7



**District of Mackenzie**

**Statement of Financial Information (SOFI)**

**Fiscal Year Ended December 31, 2021**

Schedule of Payments to Suppliers of Goods and Services

**1) Alphabetical list of Vendors who received aggregate payments exceeding \$25,000**

<b>Vendor</b>	<b>Amount</b>
ABC COMMUNICATIONS	\$ 58,269
AON REED STENHOUSE INC	\$ 123,497
BC ASSESSMENT	\$ 52,711
BC HYDRO	\$ 461,216
BRANDT TRACTOR LTD	\$ 331,033
BRENDA WARNER & ASSOCIATES LTD	\$ 28,626
BULL DOG DIESEL	\$ 25,074
C4 STRATEGIES	\$ 31,045
CANADIAN WESTERN MECHANICAL	\$ 134,833
CONCEPT DESIGN LTD	\$ 77,748
CONIFEX MACKENZIE FOREST PRODUCTS INC	\$ 240,924
CONSIDER IT DONE CLEANING SERVICES	\$ 54,448
CORDWOOD INDUSTRIES	\$ 56,634
C.U.P.E. NATIONAL OFFICE	\$ 38,884
DOMINION GOV LAW LLP	\$ 32,614
DUKA ENVIRONMENTAL SERVICES LTD	\$ 27,159
ECOPLAN INTERNATIONAL	\$ 39,429
FIELD LIEVERS ARCHITECTURE	\$ 64,575
FORTISBC - NATURAL GAS	\$ 83,187
FRASER FORT GEORGE REGIONAL HOSPITAL DISTRICT	\$ 427,163
GUILLEVIN INTERNATIONAL CO.	\$ 30,270
HAGEN'S HOME HARDWARE	\$ 46,024
HARRIS & COMPANY	\$ 29,408
I.C.B.C	\$ 44,670
IGI RESOURCES	\$ 50,522

INDUSTRIAL MACHINE INC	\$	210,618
INLAND TRUCK & EQUIPMENT	\$	33,540
JACE HEAVY DUTY REPAIR AND WELDING INC	\$	38,419
KGC FIRE RESCUE INC	\$	64,504
KODE CONTRACTING LTD.	\$	46,796
KPMG LLP,T4348	\$	33,390
L & M ENGINEERING LIMITED	\$	28,523
LANGFAB FABRICATORS LTD	\$	37,985
MACDUNN CONTROLS LTD.	\$	42,149
MACKENZIE FIRE FIGHTERS ASSOCIATION	\$	54,184
MACKENZIE GRAVEL	\$	49,266
MACLAK CONTRACTING	\$	37,935
MEQUIPCO LTD	\$	28,101
MIABC	\$	37,302
MIDWAY PURNEL	\$	74,660
MINISTER OF FINANCE	\$	105,106
MLMCF LTD - MCLEOD LAKE MACKENZIE COMMUNITY FOREST LTD PARTNERSHIP	\$	44,874
MORATA	\$	39,048
MT. BLANC VENTURES - DOUGLAS IAN LEBLANC	\$	39,303
MUNICIPAL PENSION PLAN	\$	725,038
NORLITE FURNACES LTD	\$	28,212
NORTHERN LITES TECHNOLOGY	\$	138,128
NORTHLANDS WATER & SEWER SUPPLIES	\$	41,868
NORTHWEST FUELS LIMITED	\$	52,006
PACIFIC BLUE CROSS	\$	316,730
PROVINCE OF BC - ETAX	\$	138,320
R.D. OF FRASER-FORT GEORGE	\$	563,183
RECEIVER GENERAL - 10702 1339 RP0001	\$	1,258,090
RECEIVER GENERAL - 10702 1339 RP0002	\$	96,724
RKS ELECTRIC LTD	\$	136,114
SEA ISLAND PROJECTS LTD	\$	38,603
SELECTRIC INSTALLATIONS	\$	34,766
SOUTHWEST DESIGN & CONSTRUCTION LTD	\$	2,964,405

SPECTRUM RESOURCE GROUP	\$	682,145
SUNCOR ENERGY PRODUCTS PARTNERSHIP	\$	191,985
TELUS	\$	76,405
TERUS CONSTRUCTION LTD	\$	26,652
TOMKO SPORTS SYSTEMS INC	\$	46,315
TRICAN FILTRATION GROUP INC	\$	73,724
TRICO INDUSTRIES LTD	\$	27,553
ULINE CANADA CORPORATION	\$	52,551
VDZ A CONSULTING INC	\$	31,007
VICTORY BUILDING CENTRE	\$	75,087
WESTERN THERMAL AND DEMOLITION	\$	49,429
WILLIAMS PETROLEUM	\$	25,552
WORKSAFE BC	\$	79,435
YETI REFRIGERATION INC	\$	258,676

**Total Aggregate Amount Paid to Suppliers > \$25,000**      **\$11,864,371**

**2) Consolidate Total Paid to Supplier < \$25,000**      **\$1,605,847**

**3) Total Payments to Supplier for grants and contributions exceeding \$25,000**

Consolidated total of grants and contributions exceeding \$25,000      **\$135,100**

**4) Reconciliation**

Total of aggregate payments exceeding \$25,000 paid to suppliers      \$11,864,371

Consolidated total of payments of \$25,000 or less paid to suppliers      \$1,605,847

Consolidated total of all grants/contributions exceeding \$25,000      \$135,100

**TOTAL**      **\$13,605,318**

Reconciling Items

Add: Salaries and Wages      5,829,067

Add: Remuneration Expenses      75,307

Add: Depreciation      1,792,044

Less: Capital Expenditures      (4,791,134)

Less: Other provisions and net adjustments      (1,572,802)

Less: Taxes levies paid to other Taxing Authorities      (861,638)

Gain/Loss on Assets      (164,894)

**\$13,911,268**

**Total per Statement of Revenue and Expenditure**  
**Variance**

**\$12,035,984**  
**(1,875,284)**

*Reasons for Difference between FIR Schedules and Consolidated Statement of Operations:*

- amounts are accrued at year end for good and services received in December, but paid for in the new year
- operational statements are prepared on accrual accounting basis whereby the statement prepared under the FIR regulations are prepared based on actual payments made throughout the year
- payments made to suppliers may include GST, which is 100% recoverable by the District of Mackenzie and not recorded in expenses

**DISTRICT OF MACKENZIE**

**STATEMENT OF FINANCIAL INFORMATION APPROVAL**

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included on this Statement of Financial Information, produced under the *Financial Information Act* .

\_\_\_\_\_  
Kerri Borne  
Chief Financial Officer

\_\_\_\_\_  
Joan Atkinson  
Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Prepared pursuant to the Financial Information Regulation, Schedule 1, section 9

## **DISTRICT OF MACKENZIE**

### **MANAGEMENT REPORT**

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared in accordance with Canadian generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements. This statement of information includes the District of Mackenzie and the Mackenzie Public Library for the year ending December 31, 2021.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Mayor and Council are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control, and for reviewing and approving the audited financial statements and supplementary schedules contained in this Statement of Financial Information.

The external auditors, KPMG, conduct an independent examination, in accordance with Canadian generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the District of Mackenzie's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the District of Mackenzie.

On Behalf of District of Mackenzie

---

Kerri Borne  
Chief Financial Officer

June 14, 2022

Prepared as required by Financial Information Regulation, Schedule 1, Section 9

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** June 2, 2022  
**Subject:** Medical Forms Policy 5.21

---

**RECOMMENDATION:**

THAT Council establish the Medical Forms Policy 5.21.

**BACKGROUND:**

In an effort to continue to reduce additional costs within the organization, Management would like to implement the attached policy. Currently, the cost of medical forms has been growing and we feel this policy will allow us to better manage this process.

**COUNCIL PRIORITY:**

**Strong Governance and Finances**

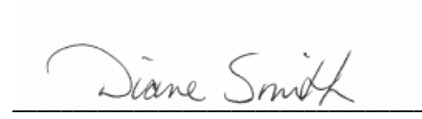
As the municipality's elected governing body, we serve all residents and businesses in the community. We engage residents and stakeholders on important issues and make our decisions through open and transparent processes. We are careful in our use of resources, mindful of the need to maintain programs and services, while also meeting the community's infrastructure needs.

Respectfully Submitted,



---

Kaleena Wilson  
Human Resources Coordinator



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Approved for Submission to Council



## **5.21: MEDICAL FORMS POLICY**

Established by Council on xxx – Resolution No. xxx

---

The District will cover the cost for medical forms and doctors notes requested by the organization, and those which are required for employment. Prior approval for these must be arranged through your direct Supervisor or through Human Resources. Any form or doctors note *not* requested by the employer will be directly billed to the employee from Northern Health or billed back to the employee from the District. The list below outlines the forms the District may require:

- Doctors Notes
- Functional Assessment Forms
- Drivers Medical Forms
- Physical Assessments
- Short/Long Term Disability Forms

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Fire Department  
**Date:** June 1, 2022  
**Subject:** FireSmart Coordinator Contract

---

### **RECOMMENDATION:**

THAT Council awards the FireSmart Coordinator contract to Ian LeBlanc of Mt. Blanc Ventures for a price of \$31,200 plus GST;

AND THAT Council authorizes the Chief Administrative Officer to execute the contract and any other related documentation.

### **BACKGROUND:**

The Community Resiliency Investment (CRI) was developed by the Province of British Columbia to support communities in order to build local wildfire resiliency. On March 7<sup>th</sup>, the District of Mackenzie was notified that our grant application was successful and that we had been awarded 100% funding, up to \$150,000, for 2022 FireSmart Community Funding & Supports.

Projects must be completed within two years, and no later than January 31, 2024. In order to get this project started this year and completed within the required timelines, staff are recommending sole sourcing the FireSmart Coordinator contract for this project.

Mt. Blanc Ventures has been working with the District of Mackenzie as the Wildfire Project Coordinator (WPC) to manage the wildfire fuel mitigation treatments around town funded by the Community Resiliency Investment (CRI) Program. The WPC has worked closely with the previous Emergency Program Coordinator and District staff, has taken the Local FireSmart Representative training, and is very familiar with the program.

Purchasing Policy 3.1 states that the procurement of goods and services can be purchased from one supplier due to lack of competitors in the market, or where only one supplier can provide that particular good or service.

### **BUDGETARY IMPACT:**

The contract for this position is fully funded by the 2022 FireSmart Community Funding grant.

**COUNCIL PRIORITIES:**

**Environmental Sustainability**

- The way we operate has an impact on the environment. We are committed to integrating sustainability and Environmental, Social and Governance factors (ESG) into our decision making and business practices.

**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,



---

Jamie Guise  
Fire Chief



---

Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 1, 2022

**Subject:** Electrical Contract Award

---

**RECOMMENDATION:**

THAT Council award the Audio-Visual Electrical Work contract to Prometheus Electrical in the amount of \$14,550 + GST.

**BACKGROUND:**

As part of the Audio-Visual Upgrades to Council Chambers and the Mackenzie Recreation Centre, a series of electrical installations are required to be in place prior to the equipment arriving. MC<sup>2</sup> provided staff with a scope of work, indicating it was not a specialized and if available, we could work with local contractors. Staff solicited estimates for the scope of work by local electrical companies and two responses were received. Both were able to perform the work as required, and Prometheus was selected based on a more favorable budget in line with what we had previously estimated for this component of the project in 2021.

Below outlines the project phases and where we are at today:

Phase	Status
Current System Assessment	Complete
Desired Design Development	Complete
Contract Document Development	Complete
Request for Proposals	Complete
Contract Administration	Current Phase
Electrical Work	Current Phase
Commissioning and Closeout	June/July 2022 Fall 2022**

The commissioning and closeout of the project has been delayed due to supply chain challenges. MC<sup>2</sup> has indicated this has been a challenge on several projects over the last year. The final and critical component is on back-order and is expected to arrive in September. Everything else has arrived and is being securely stored off-site until time to install. Matrix Video

Communications Corp. had indicated this potential risk in their original proposal and had provided an alternative schedule in the event equipment was on back-order or delayed.

**BUDGETARY IMPACT:**

The project is 100% grant funded through surplus funds from the COVID-19 Safe Restart Grants for Local Government that have not been utilized.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- 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.

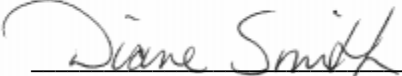
**Strong Governance and Finances**

- 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:** May 20, 2022

**Subject:** Mackenzie 2.0 Photography – Contract Award

---

### **RECOMMENDATION:**

THAT Council awards, by single source, the Mackenzie 2.0 Marketing Materials photography contract to Marcus Paladino Photography in the amount of \$10,000 + GST;

AND THAT the Chief Administrative Officer be authorized to execute the contracts and any related documentation.

### **BACKGROUND:**

The District's 2021 – 2026 Mackenzie 2.0 Community Economic Development Plan (CED) identified seven strategy areas to guide how Mackenzie will pursue economic development. These are listed in order of where the most impact will be made, as identified by the community.

1. Industry supports
2. Local business and entrepreneurship
3. Quality of life
4. Local food economy
5. Resident attraction and retention
6. District revenue generation
7. Collaboration and partnerships

To support the strategy areas 1, 2, and 5, in the fall of 2021 and spring 2022, the District applied for grant funding towards a comprehensive Mackenzie 2.0 Marketing Materials update project that would develop new community investment attraction materials that reflect the community's ambitions for the future, aligning with the new plan. The key deliverables of the project:

- Updates to the "Economic Development" sections of the website
- New web pages with content about the sector opportunities in the area
- New Key Sector Quicksheets
- New Industrial Land Marketing Packages
- New Individual Lot Listings online

- Adding land information and photos to the Mackenzie Map
- New sector specific video profiles to complete the current video library
- New tourism related photography – summer and winter
- Social media and online marketing campaign using all materials

A great example of what staff are hoping to achieve with this project is similar to the [Invest Tumbler Ridge website](#).

**Marcus Paladino**

In summer of 2021, the District applied for and was successful in receiving 100% funding from Destination BC (DBC) for a fall photography contract. The resulting photographs would be available both to the District and uploaded to an online image bank for DBC and the Northern BC Tourism Association staff to use in their Provincial and regional marketing initiatives. Marcus Paladino Photography was one of several photographers that meet the Destination BC quality standards and was recommended by our regional partners. Staff are recommending working with this photographer again to retain continuity between the series of seasonal contracts and ensure they are DBC brand compliant.

**PROCUREMENT POLICY:**

The District’s Purchasing Policy 3.1 defines Single Source as the procurement of goods and services from one supplier despite there being competitors in the market. For purchases of goods and services for more than \$10,000, Single Source Purchases must be approved by the Chief Administrative Officer, and contract signing authority must be granted by Council.

In this case, Single Source has been selected as Administration anticipates efficiencies due to positive experience working with Marcus Paladino Photography in the past and the value add of their work also being able to be used to promote tourism in the region by aligning with Destination BC. Based on previous projects, the estimate for this scope of work is on par with other organizations.

**BUDGETARY IMPACT:**

Funding for the photography portion of the project will be allocated from the Economic Development 2022 Operating Budget. The following outlines the cost breakdown upon receipt of two grants towards the project as a whole:

Federal CanExport Community Investments	\$25,000
Northern Development Initiative Trust	\$20,000
<u>District of Mackenzie</u>	<u>\$ 5,000</u>
Total Budget	\$50,000

**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.


**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:** June 1, 2022

**Subject:** McLeod Lake Indian Band – Portable Stage & Sound System

---

### **RECOMMENDATION:**

THAT Council approves or denies the McLeod Lake Indian Band's request for an in-kind contribution to use the portable stage and sound system for their 23<sup>rd</sup> Annual General Assembly to be held August 10 to 12, 2022 on the McLeod Lake Traditional Territory & McLeod Lake Heritage Site.

### **BACKGROUND:**

At the May 24, 2022 Council Meeting Council considered two requests (copies attached) from the McLeod Lake Indian Band for in-kind contributions to use the portable stage and sound system for the National Indigenous Day event on June 21, 2022 and the Annual General Assembly event on August 10 to 12, 2022.

Council indicated that they would be in a position to grant an in-kind contribution to one of these events and staff was directed to approach the McLeod Lake Indian Band in order to determine which of these two events was the preferred event to receive the in-kind contribution.

The McLeod Lake Indian Band has indicated that the Annual General Assembly is the preferred event. It has also been confirmed that there will be onsite security for the duration of this event.

### **COUNCIL PRIORITIES:**

#### **Community and Social Development**

- 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 cursive script that reads "Diane Smith".

---

Diane Smith,  
Chief Administrative Officer



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

---

Date: April 29, 2022

To: District of Mackenzie Mayor and Council  
Attn: Diane Smith, CAO

Dana'chea!

The McLeod Lake Indian Band will be celebrating its 23<sup>rd</sup> Annual General Assembly and is seeking assistance in hosting this memorable event on August 10<sup>th</sup> - 12<sup>th</sup> of 2022, on the McLeod Lake Traditional Territory & McLeod Lake Heritage Site. This is an opportunity to honor our membership and neighbouring communities. During these three eventful days our membership will come together with family and friends to celebrate the accomplishments of our generations, as well as our culture and traditions.

The Education Achievement Celebration and Career Fair 2022 will be an important part of the Annual General Assembly. To honour and showcase the achievements of Band Members, McLeod Lake requests the use of the portable outdoor stage and sound system. The stage will be a focal point for the Annual General Assembly and will help to make the event a success.

Please do not hesitate to contact Kandy Stout to discuss how the District of Mackenzie can be represented at this long-awaited event. The theme of the AGA this year is *Every Child Matters*. We look forward to coming together with you and celebrating.

McLeod Lake Indian Band Requests:

The use of the Portable Stage, set up on Aug 9, 2022, Tuesday afternoon, take down at your convenience Aug 13, 2022, Saturday.

The use of the portable sound system.

The use of four (4) portable toilets, drop off Aug 9, 2022, Tuesday afternoon pick up at your convenience Aug 13, 2022, Saturday

Mussi Cho (Many Thanks),

Adele Chingee  
Band Manager



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

---

Date: May 10, 2022

To: District of Mackenzie Mayor and Council  
Attn: Diane Smith, CAO

Dana'chea!

The McLeod Lake Indian Band will be celebrating National Indigenous Day June 21, 2022, and is seeking assistance in hosting this memorable event, on the McLeod Lake Traditional Territory beside the Education Building. This is an opportunity to honor our membership and neighboring communities. During this eventful day our community will come together with family and friends to celebrate all indigenous peoples, as well as our culture and traditions.

To honour and showcase the performers we will be having for June 21st, McLeod Lake requests the use of the portable outdoor stage and sound system.  
The stage will be a focal point for the event and will help to make the day a success.

Please do not hesitate to contact Jodie Ware or Rachael Weber to discuss how the District of Mackenzie can be represented at this long-awaited event.

McLeod Lake Indian Band Requests:

The use of the portable Stage, set up on June 20th, 2022, Monday afternoon, take down at your convenience Wednesday June 22, 2022.  
The use of the portable sound system.

Mussi Cho (Many Thanks),

Jodie Ware  
Director of  
Education

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** June 7, 2021  
**Subject:** Amending May 9, 2022 Council Minutes

---

### **RECOMMENDATION:**

THAT Council amends the Inquiry section recorded in the May 9, 2022 Regular Meeting minutes as noted in this report.

### **BACKGROUND:**

The District of Mackenzie Council Procedure Bylaw No. 1379 requires that staff maintain and make public a record of the proceedings during any Regular, Committee, or Special meetings of Council. After final review, these recorded minutes are adopted at the subsequent Council meeting.

Staff have been approached Ms. Nelson, requesting Council amend the May 9, 2022 Regular Meeting minutes to capture her question more accurately to Council. As the May 9, 2022 meeting minutes have already been adopted, a Council resolution to amend the minutes is required. The recommended alterations are as follows:

### **Current Minutes Recorded:**

Janice Nelson of the Macktown Buzzette asked what the result was of the Azan Trail discussion. Mayor Atkinson indicated that the proposed changes to the location of the accessible section of the trail were approved.

Ms. Nelson also mentioned that the District received \$500,000, which has mostly gone into the downtown park, not necessarily the trail. She commented on how many people are truly using it.

### **Proposed Change:**

Janice Nelson, **Mackenzie resident**, asked what the result was of the Azan Trail discussion. Mayor Atkinson indicated that the proposed changes to the location of the accessible section of the trail were approved.

Ms. Nelson also commented on the \$500,000 in funding the District received being utilized for the jump and pump track planned for the centre of town.

**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,



Chelsea Smirle  
Legislative Clerk/Executive Assistant



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Fire Department

**Date:** May 31, 2022

**Subject:** Construction Update for the New Mackenzie Fire Hall and the Demolition of the Existing Fire Hall

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **Status of Project:**

Since the last Council update, provided on May 24, 2022, the contractor has come to the Fire Hall team and let us know that they have been struggling with the schedule, mainly due to delivery delays on materials. The orders for materials have been submitted, but material availability is pushing back delivery of the items to site. Items with delays include:

- Millwork
- Flooring
- Clear stain
- Roofing
- Insulation
- Brick
- Concrete board
- Window trim

Unfortunately, at this time, these delays have pushed the project completion date once again. The Fire Hall team has done everything they can to aid Southwest in the completion of the project in terms of making timely decisions, accepting more readily available alternates equal to what was specified, and providing help on site from time to time (such as digging a drainage ditch to help with spring run-off).

The new estimated substantial completion is July 29, 2022. The District will take occupancy in early August, and the old hall will come down late August, with landscaping and final completion of the project in full expected by September 16, 2022.

### **BUDGETARY IMPACT:**

These delays have no impact to the overall project budget at this time.

**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,



---

Jamie Guise, Fire Chief



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Approved for Submission to Council



**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** May 26, 2022

**Subject:** Mackenzie Alpine Riders Licence of Occupation

---

**RECOMMENDATION:**

THAT Council authorize the Chief Administrative Officer to execute the Licence of Occupation Agreement with the Province;

AND THAT Council approve the sub-tenure agreement between the District of Mackenzie and the Mackenzie Alpine Riders Club;

AND THAT Council authorizes the Chief Administrative Officer to execute the sub-tenure agreement;

AND THAT Council approve the Management Plan as submitted by the Mackenzie Alpine Riders Club.

**BACKGROUND:**

The Alpine Riders Horse Club is a not-for-profit organization that became a registered society in April of 1986. The purpose of the club is to foster interest and promote proper care of horses and other equine. The club started leasing the Crown Lands in July of 1982 with 20.1 hectares of land. This renewal period, the Province reevaluated the size of the tenure area and has negotiated with the Mackenzie Alpine Riders and staff to reduce the footprint of the tenure area to 7.01 hectares leaving a buffer from their buildings and paddocks to the lot line as seen in Appendix A.

**License of Occupation and Sub-Tenure Agreement**

The Licence of Occupation between the District of Mackenzie and the Province for the portion of Crown Land used by the Mackenzie Alpine Riders Club and the "sub-tenure agreement" with the Mackenzie Alpine Riders Club expired in April of 2022. Representatives of the Mackenzie Alpine Riders Club have indicated their wish to continue the current use of the property and to enter into a new agreement for the property. The Province of BC and staff have no concerns for the continued use and entering into another agreement, as such have worked together with the

Mackenzie Alpine Riders Club to bring forward the attached 10-year License of Occupation and sub-tenure agreement for Council's consideration. The tenure offer, which includes the Licence of Occupation and Management Plan is attached as Appendix A and C respectively. Also attached is the ten-year "sub-licence" agreement between the District of Mackenzie and the Mackenzie Alpine Riders Club as Appendix B.

### **Management Plan**

A Management Plan is also required as a condition of the offer. The representative from the Province has reviewed the management plan from the Mackenzie Alpine Riders Club as well as the site area imagery. An amended Management Plan will be sent to the Province for approval should any significant changes be contemplated by the Mackenzie Alpine Riders Club. For more information, please refer to Appendix C.

### **BUDGETARY IMPACT:**

The District is charged a one-time rental fee for the License of Occupation at the cost of \$200.00 + GST. These fees and any additional will be charged back to the Mackenzie Alpine Riders Club.

### **COUNCIL PRIORITIES:**

#### **Community and Social Development**

- 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.

#### **Strong Governance and Finances**

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Respectfully Submitted,

*Luke Thorne*

---

Luke Thorne  
Land and Environmental Coordinator

*Diane Smith*

---

Approved for Submission to Council



**LICENCE OF OCCUPATION**

Licence No.:

File No.: 0311084

Disposition No.: 942241

THIS AGREEMENT is dated for reference April 30, 2022 and is made under the *Land Act*.

**BETWEEN:**

**HER MAJESTY THE QUEEN IN RIGHT OF THE PROVINCE OF BRITISH COLUMBIA**, represented by the minister responsible for the *Land Act*, Parliament Buildings, Victoria, British Columbia

(the "Province")

**AND:**

**DISTRICT OF MACKENZIE**  
PO Box 340  
Mackenzie, BC V0J 2C0

(the "Licensee")

The parties agree as follows:

**ARTICLE 1 - INTERPRETATION**

1.1 In this Agreement,

**"Agreement"** means this licence of occupation;

**"Commencement Date"** means April 30, 2022;

**"disposition"** has the meaning given to it in the *Land Act* and includes a licence of occupation;

**"Fees"** means the fees set out in Article 3;

**"Hazardous Substances"** means any substance which is hazardous to persons, property or the environment, including without limitation

(a) waste, as that term is defined in the *Environmental Management Act*; and

- (b) any other hazardous, toxic or other dangerous substance, the use, transportation or release into the environment of which, is now or from time to time prohibited, controlled or regulated under any laws or by any governmental authority, applicable to, or having jurisdiction in relation to, the Land;

**“Improvements”** includes anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunnelling, filling, grading or ditching of, in, on or under the Land;

**“Land”** means that part or those parts of the Crown land either described in, or shown outlined by bold line on, the schedule attached to this Agreement entitled “Legal Description Schedule” except for those parts of the land that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water;

**“Management Plan”** means the most recent management plan prepared by you in a form approved by us, signed and dated by the parties, and held on file by us;

**“Realty Taxes”** means all taxes, rates, levies, duties, charges and assessments levied or charged, at any time, by any government authority having jurisdiction which relate to the Land, the Improvements or both of them and which you are liable to pay under applicable laws;

**“Security”** means the security referred to in section 6.1 or 6.2, as replaced or supplemented in accordance with section 6.5;

**“Term”** means the period of time set out in section 2.2;

**“we”, “us” or “our”** refers to the Province alone and never refers to the combination of the Province and the Licensee: that combination is referred to as **“the parties”**; and

**“you” or “your”** refers to the Licensee.

- 1.2 In this Agreement, “person” includes a corporation, partnership or party, and the personal or other legal representatives of a person to whom the context can apply according to law and wherever the singular or masculine form is used in this Agreement it will be construed as the plural or feminine or neuter form, as the case may be, and vice versa where the context or parties require.
- 1.3 The captions and headings contained in this Agreement are for convenience only and do not define or in any way limit the scope or intent of this Agreement.
- 1.4 This Agreement will be interpreted according to the laws of the Province of British Columbia.

- 1.5 Where there is a reference to an enactment of the Province of British Columbia or of Canada in this Agreement, that reference will include a reference to every amendment to it, every regulation made under it and any subsequent enactment of like effect and, unless otherwise indicated, all enactments referred to in this Agreement are enactments of the Province of British Columbia.
- 1.6 If any section of this Agreement, or any part of a section, is found to be illegal or unenforceable, that section or part of a section, as the case may be, will be considered separate and severable and the remainder of this Agreement will not be affected and this Agreement will be enforceable to the fullest extent permitted by law.
- 1.7 Each schedule to this Agreement is an integral part of this Agreement as if set out at length in the body of this Agreement.
- 1.8 This Agreement constitutes the entire agreement between the parties and no understanding or agreement, oral or otherwise, exists between the parties with respect to the subject matter of this Agreement except as expressly set out in this Agreement and this Agreement may not be modified except by subsequent agreement in writing between the parties.
- 1.9 Each party will, upon the request of the other, do or cause to be done all lawful acts necessary for the performance of the provisions of this Agreement.
- 1.10 Any liabilities or obligations of either party arising, or to be performed, before or as a result of the termination of this Agreement, and which have not been satisfied or remain unperformed at the termination of this Agreement, any indemnity and any release in our favour and any other provision which specifically states that it will survive the termination of this Agreement, shall survive and not be affected by the expiration of the Term or the termination of this Agreement.
- 1.11 Time is of the essence of this Agreement.
- 1.12 Wherever this Agreement provides that an action may be taken, a consent or approval must be obtained or a determination must be made, then you or we, as the case may be, will act reasonably in taking such action, deciding whether to provide such consent or approval or making such determination; but where this Agreement states that you or we have sole discretion to take an action, provide a consent or approval or make a determination, there will be no requirement to show reasonableness or to act reasonably in taking that action, providing that consent or approval or making that determination.
- 1.13 Any requirement under this Agreement for us to act reasonably shall not require us to act in a manner that is contrary to or inconsistent with any legislation, regulations, Treasury Board directives or other enactments or any policy, directive, executive direction or other such guideline of general application.
- 1.14 Wherever this Agreement provides that you may not undertake some activity or do something
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without our prior written approval or consent, our prior approval of the Management Plan will constitute our approval of, or consent to, the activity or thing to the extent the same is specifically and expressly described in the Management Plan and subject always to any conditions or qualifications that may be set in the Management Plan.

## ARTICLE 2 - GRANT AND TERM

- 2.1 On the terms and conditions set out in this Agreement, we grant you a licence of occupation of the Land for constructing, maintaining and operating a riding academy purposes, as set out in the Management Plan. You acknowledge this licence of occupation does not grant you exclusive use and occupancy of the Land.
- 2.2 The term of this Agreement commences on the Commencement Date and terminates on the 10th anniversary of that date, or such earlier date provided for in this Agreement. We reserve the right to terminate this Agreement in certain circumstances as expressly provided in this Agreement.

## ARTICLE 3 - FEES

- 3.1 The Fee for the Term is \$1.00, the receipt of which we acknowledge.

## ARTICLE 4 - COVENANTS

- 4.1 You must
- (a) pay, when due,
    - (i) the Fees to us at the address set out in Article 10,
    - (ii) the Realty Taxes, and
    - (iii) all charges for electricity, gas, water and other utilities supplied to the Land for use by you or on your behalf or with your permission;
  - (b) deliver to us, immediately upon demand, receipts or other evidence of the payment of Realty Taxes and all other money required to be paid by you under this Agreement;
  - (c) observe, abide by and comply with
    - (i) all applicable laws, bylaws, orders, directions, ordinances and regulations of any

government authority having jurisdiction in any way affecting your use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety, and

- (ii) the provisions of this Agreement;
- (d) in respect of the use of the Land by you or by any person who enters upon or uses the Land as a result of your use of the Land under this Agreement, keep the Land and the Improvements in a safe, clean and sanitary condition satisfactory to us, and at our written request, rectify any failure to comply with such a covenant by making the Land and the Improvements safe, clean and sanitary;
- (e) not commit any wilful or voluntary waste, spoil or destruction on the Land or do anything on the Land that may be or become a nuisance to an owner or occupier of land in the vicinity of the Land;
- (f) use and occupy the Land only in accordance with and for the purposes set out in the Management Plan;
- (g) not construct, place or affix any Improvement on or to the Land except as permitted in the Management Plan;
- (h) pay all accounts and expenses as they become due for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, except for money that you are required to hold back under the *Builders Lien Act*;
- (i) if any claim of lien over the Land is made under the *Builders Lien Act* for work performed on or materials supplied to the Land at your request, on your behalf or with your permission, immediately take all steps necessary to have the lien discharged, unless the claim of lien is being contested in good faith by you and you have taken the steps necessary to ensure that the claim of lien will not subject the Land or any interest of yours under this Agreement to sale or forfeiture;
- (j) not cut or remove timber on or from the Land without
  - (i) our prior written consent, and
  - (ii) being granted the right under the *Forest Act* to harvest Crown timber on the Land;
- (k) not alter, repair or add to any Improvement that was, or may be, placed on or made to the Land under another disposition or in connection with the use of Land apart from this Agreement, unless you obtain our prior written approval;

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- (l) take all reasonable precautions to avoid disturbing or damaging any archaeological material found on or under the Land and, upon discovering any archaeological material on or under the Land, you must immediately notify the ministry responsible for administering the *Heritage Conservation Act*;
- (m) permit us, or our authorized representatives, to enter on the Land at any time to inspect the Land and the Improvements, including without limitation to test and remove soil, groundwater and other materials and substances, where the inspection may be necessary or advisable for us to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances, provided that we take reasonable steps to minimize any disruption of your operations;
- (n) indemnify and save us and our servants, employees and agents harmless against all claims, actions, causes of action, losses, damages, costs and liabilities, including fees of solicitors and other professional advisors, arising out of one or more of the following:
- (i) any breach, violation or non-performance of a provision of this Agreement,
  - (ii) any conflict between your use of the Land under this Agreement and the lawful use of the Land by any other person, and
  - (iii) any personal injury, bodily injury (including death) or property damage occurring or happening on or off the Land by virtue of your entry upon, use or occupation of the Land,
- and the amount of all such losses, damages, costs and liabilities will be payable to us immediately upon demand; and
- (o) on the termination of this Agreement,
- (i) peaceably quit and deliver to us possession of the Land and, subject to paragraphs (ii), (iii) and (iv), the Improvements in a safe, clean and sanitary condition,
  - (ii) within 90 days, remove from the Land any Improvement you want to remove, if the Improvement was placed on or made to the Land by you, is in the nature of a tenant's fixture normally removable by tenants and is not part of a building (other than as a tenant's fixture) or part of the Land and you are not in default of this Agreement,
  - (iii) not remove any Improvement from the Land if you are in default of this Agreement, unless we direct or permit you to do so under paragraph (iv),



- (iv) remove from the Land any Improvement that we, in writing, direct or permit you to remove, other than any Improvement permitted to be placed on or made to the Land under another disposition, and
- (v) restore the surface of the Land as nearly as may reasonably be possible, to the condition that the Land was in at the time it originally began to be used for the purposes described in this Agreement, but if you are not directed or permitted to remove an Improvement under paragraph (iii), this paragraph will not apply to that part of the surface of the Land on which that Improvement is located,

and all of your right, interest and estate in the Land will be absolutely forfeited to us, and to the extent necessary, this covenant will survive the termination of this Agreement.

4.2 You will not permit any person who enters upon or uses the Land as a result of your use of the Land under this Agreement to do anything you are restricted from doing under this Article.

4.3 You must not use all or any part of the Land

- (a) for the storage or disposal of any Hazardous Substances; or
- (b) in any other manner whatsoever which causes or contributes to any Hazardous Substances being added or released on, to or under the Land or into the environment from the Land;

unless

- (c) such storage, disposal, release or other use does not result in your breach of any other provision of this Agreement, including without limitation, your obligation to comply with all laws relating in any way to Hazardous Substances, the environment and human health and safety; and
- (d) we have given our prior written approval to such storage, disposal, release or other use and for certainty any such consent operates only as a consent for the purposes of this section and does not bind, limit, or otherwise affect any other governmental authority from whom any consent, permit or approval may be required.

4.4 Despite any other provision of this Agreement you must:

- (a) on the expiry or earlier termination of this Agreement; and
- (b) at any time if we request and if you are in breach of your obligations under this Agreement relating to Hazardous Substances;

promptly remove from the Land all Hazardous Substances stored, or disposed of, on the Land, or which have otherwise been added or released on, to or under the Land:

- (c) by you; or
- (d) as a result of the use of the Land under this Agreement; or
- (e) as a result of the use of the Land under the following prior agreements: Licence of Occupation No. 706264 dated April 30, 2012 and Licence of Occupation 705687 dated April 30, 2007

save and except only to the extent that we have given a prior written approval expressly allowing specified Hazardous Substances to remain on the Land following the expiry of the Term.

4.5 We may from time to time

- (a) in the event of the expiry or earlier termination of this Agreement;
- (b) as a condition of our consideration of any request for consent to an assignment of this Agreement; or
- (c) if we have a reasonable basis for believing that you are in breach of your obligations under this Agreement relating to Hazardous Substances;

provide you with a written request to investigate the environmental condition of the Land and upon any such request you must promptly obtain, at your cost, and provide us with, a report from a qualified and independent professional who has been approved by us, as to the environmental condition of the Land, the scope of which must be satisfactory to us and which may include all such tests and investigations that such professional may consider to be necessary or advisable to determine whether or not you have complied with your obligations under this Agreement with respect to Hazardous Substances.

4.6 You must at our request from time to time, but not more frequently than annually, provide us with your certificate (and if you are a corporation such certificate must be given by a senior officer) certifying that you are in compliance with all of your obligations under this Agreement pertaining to Hazardous Substances, and that no adverse environmental occurrences have taken place on the Land, other than as disclosed in writing to us.

## ARTICLE 5 - LIMITATIONS

5.1 You agree with us that

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- (a) in addition to the other reservations and exceptions expressly provided in this Agreement this Agreement is subject to the exceptions and reservations of interests, rights, privileges and titles referred to in section 50 of the *Land Act*;
- (b) other persons may hold or acquire rights to use the Land in accordance with enactments other than the *Land Act* or the *Ministry of Lands, Parks and Housing Act*, including rights held or acquired under the *Coal Act*, *Forest Act*, *Geothermal Resources Act*, *Mineral Tenure Act*, *Petroleum and Natural Gas Act*, *Range Act*, *Water Sustainability Act* or *Wildlife Act* (or any prior or subsequent enactment of the Province of British Columbia of like effect); such rights may exist as of the Commencement Date and may be granted or acquired subsequent to the Commencement Date and may affect your use of the Land;
- (c) other persons may hold or acquire interests in or over the Land granted under the *Land Act* or the *Ministry of Lands, Parks and Housing Act*; such interests may exist as of the Commencement Date; following the Commencement Date we may grant such interests (including fee simple interests, leases, statutory rights of way and licences); you acknowledge that your use of the Land may be affected by such interests and the area or boundaries of the Land may change as a result of the granting of such interests;
- (d) you have no right to compensation from us and you release us from all claims, actions, causes of action, suits, debts and demands that you now have or may at any time in the future have against us arising out of any conflict between your use of the Land under this Agreement and any use of, or impact on the Land arising from the exercise, or operation of the interests, rights, privileges and titles described in subsections (a), (b), and (c);
- (e) this Agreement does not limit any right to notice, compensation or any other benefit that you may be entitled to from time to time under the enactments described in subsection (b), or any other applicable enactment;
- (f) you will not commence or maintain proceedings under section 65 of the *Land Act* in respect of any interference with your use of the Land as permitted under this Agreement that arises as a result of the lawful exercise or operation of the interests, rights, privileges and titles described in subsections (a), (b) and (c);
- (g) you will not remove or permit the removal of any Improvement from the Land except as expressly permitted or required under this Agreement;
- (h) any interest you may have in the Improvements ceases to exist and becomes our property upon the termination of this Agreement, except where an Improvement may be removed under paragraph 4.1(o)(ii), (iii) or (iv) in which case any interest you may have in that Improvement ceases to exist and becomes our property if the Improvement is not removed from the Land within the time period set out in paragraph 4.1(o)(ii) or the time
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period provided for in the direction or permission given under paragraph 4.1(o)(iii); and

- (i) if, after the termination of this Agreement, we permit you to remain in possession of the Land and we accept money from you in respect of such possession, a tenancy from year to year will not be created by implication of law and you will be deemed to be a monthly occupier only subject to all of the provisions of this Agreement, except as to duration, in the absence of a written agreement to the contrary.

#### ARTICLE 6 - SECURITY AND INSURANCE

- 6.1 On the Commencement Date, you will deliver to us Security in the amount of \$0.00 which will
  - (a) guarantee the performance of your obligations under this Agreement;
  - (b) be in the form required by us; and
  - (c) remain in effect until we certify, in writing, that you have fully performed your obligations under this Agreement.
- 6.2 Despite section 6.1, your obligations under that section are suspended for so long as you maintain in good standing other security acceptable to us to guarantee the performance of your obligations under this Agreement and all other dispositions held by you.
- 6.3 We may use the Security for the payment of any costs and expenses associated with any of your obligations under this Agreement that are not performed by you or to pay any overdue Fees and, if such event occurs, you will, within 30 days of that event, deliver further Security to us in an amount equal to the amount drawn down by us.
- 6.4 After we certify, in writing, that you have fully performed your obligations under this Agreement, we will return to you the Security maintained under section 6.1, less all amounts drawn down by us under section 6.3.
- 6.5 You acknowledge that we may, from time to time, notify you to
  - (a) change the form or amount of the Security; and
  - (b) provide and maintain another form of Security in replacement of or in addition to the Security posted by you under this Agreement;

and you will, within 60 days of receiving such notice, deliver to us written confirmation that the change has been made or the replacement or additional form of Security has been provided by you.

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6.6 You must

- (a) without limiting your obligations or liabilities under this Agreement, at your expense, purchase and maintain during the Term the following insurance with insurers licensed to do business in Canada:
  - (i) Commercial General Liability insurance in an amount of not less than \$2,000,000.00 inclusive per occurrence insuring against liability for personal injury, bodily injury (including death) and property damage, including coverage for all accidents or occurrences on the Land or the Improvements. Such policy will include cross liability, liability assumed under contract, provision to provide 30 days advance notice to us of material change or cancellation, and include us as additional insured;
- (b) ensure that all insurance required to be maintained by you under this Agreement is primary and does not require the sharing of any loss by any of our insurers;
- (c) within 10 working days of Commencement Date of this Agreement, provide to us evidence of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (d) if the required insurance policy or policies expire or are cancelled before the end of the Term of this Agreement, provide within 10 working days of the cancellation or expiration, evidence of new or renewal policy or policies of all required insurance in the form of a completed "Province of British Columbia Certificate of Insurance";
- (e) notwithstanding subsection (c) or (d) above, if requested by us, provide to us certified copies of the required insurance policies.

6.7 We may, acting reasonably, from time to time, require you to

- (a) change the amount of insurance set out in subsection 6.6(a); and
- (b) provide and maintain another type or types of insurance in replacement of or in addition to the insurance previously required to be maintained by you under this Agreement;

and you will, within 60 days of receiving such notice, cause the amounts and types to be changed and deliver to us a completed "Province of British Columbia Certificate of Insurance" for all insurance then required to be maintained by you under this Agreement.

6.8 You shall provide, maintain, and pay for any additional insurance which you are required by law to carry, or which you consider necessary to insure risks not otherwise covered by the insurance specified in this Agreement in your sole discretion.

6.9 You waive all rights of recourse against us with regard to damage to your own property.

#### ARTICLE 7 - ASSIGNMENT

7.1 You must not sublicense, assign, mortgage or transfer this Agreement, or permit any person to use or occupy the Land, without our prior written consent, which consent we may withhold.

7.2 Prior to considering a request for our consent under section 7.1, we may require you to meet certain conditions, including without limitation, that you provide us with a report as to the environmental condition of the Land as provided in section 4.5.

#### ARTICLE 8 - TERMINATION

8.1 You agree with us that

(a) if you

- (i) default in the payment of any money payable by you under this Agreement, or
- (ii) fail to observe, abide by and comply with the provisions of this Agreement (other than the payment of any money payable by you under this Agreement),

and your default or failure continues for 60 days after we give written notice of the default or failure to you,

(b) if, in our opinion, you fail to make diligent use of the Land for the purposes set out in this Agreement, and your failure continues for 60 days after we give written notice of the failure to you;

(c) if you

- (i) become insolvent or make an assignment for the general benefit of your creditors,
- (ii) commit an act which entitles a person to take action under the *Bankruptcy and Insolvency Act* (Canada) or a bankruptcy petition is filed or presented against you or you consent to the filing of the petition or a decree is entered by a court of competent jurisdiction adjudging you bankrupt under any law relating to bankruptcy or insolvency, or
- (iii) voluntarily enter into an arrangement with your creditors;

- (d) if you are a corporation,
  - (i) a receiver or receiver-manager is appointed to administer or carry on your business, or
  - (ii) an order is made, a resolution passed or a petition filed for your liquidation or winding up;
- (e) if you are a society, you convert into a company in accordance with the *Society Act* without our prior written consent;
- (f) if this Agreement is taken in execution or attachment by any person; or
- (g) if we require the Land for our own use or, in our opinion, it is in the public interest to cancel this Agreement and we have given you 60 days' written notice of such requirement or opinion;

this Agreement will, at our option and with or without entry, terminate and your right to use and occupy the Land will cease.

8.2 If the condition complained of (other than the payment of any money payable by you under this Agreement) reasonably requires more time to cure than 60 days, you will be deemed to have complied with the remedying of it if you commence remedying or curing the condition within 60 days and diligently complete the same.

8.3 You agree with us that

- (a) you will make no claim against us for compensation, in damages or otherwise, upon the lawful termination of this Agreement under section 8.1; and
- (b) our remedies under this Article are in addition to those available to us under the *Land Act*.

#### ARTICLE 9 - DISPUTE RESOLUTION

9.1 If any dispute arises under this Agreement, the parties will make all reasonable efforts to resolve the dispute within 60 days of the dispute arising (or within such other time period agreed to by the parties) and, subject to applicable laws, provide candid and timely disclosure to each other of all relevant facts, information and documents to facilitate those efforts.

9.2 Subject to section 9.5, if a dispute under this Agreement cannot be resolved under section 9.1, we or you may refer the dispute to arbitration conducted by a sole arbitrator appointed pursuant to the *Commercial Arbitration Act*.

- 9.3 The cost of the arbitration referred to in section 9.2 will be shared equally by the parties and the arbitration will be governed by the laws of the Province of British Columbia.
- 9.4 The arbitration will be conducted at our offices (or the offices of our authorized representative) in Prince George, British Columbia, and if we or our authorized representative have no office in Prince George, British Columbia, then our offices (or the offices of our authorized representative) that are closest to Prince George, British Columbia.
- 9.5 A dispute under this Agreement in respect of a matter within our sole discretion cannot, unless we agree, be referred to arbitration as set out in section 9.2.

### ARTICLE 10 - NOTICE

- 10.1 Any notice required to be given by either party to the other will be deemed to be given if mailed by prepaid registered mail in Canada or delivered to the address of the other as follows:

to us

**MINISTRY OF FORESTS, LANDS, NATURAL RESOURCE OPERATIONS AND  
RURAL DEVELOPMENT**

5th Floor 499 George Street  
Prince George, BC V2L 1R5;

to you

**DISTRICT OF MACKENZIE**

PO Box 340  
Mackenzie, BC V0J 2C0;

or at such other address as a party may, from time to time, direct in writing, and any such notice will be deemed to have been received if delivered, on the day of delivery, and if mailed, 7 days after the time of mailing, except in the case of mail interruption in which case actual receipt is required.

- 10.2 In order to expedite the delivery of any notice required to be given by either party to the other, a concurrent facsimile copy of any notice will, where possible, be provided to the other party but nothing in this section, and specifically the lack of delivery of a facsimile copy of any notice, will affect the deemed delivery provided in section 10.1.
- 10.3 The delivery of all money payable to us under this Agreement will be effected by hand, courier or prepaid regular mail to the address specified above, or by any other payment procedure agreed to by the parties, such deliveries to be effective on actual receipt.



**ARTICLE 11 - MISCELLANEOUS**

- 11.1 No provision of this Agreement will be considered to have been waived unless the waiver is in writing, and a waiver of a breach of a provision of this Agreement will not be construed as or constitute a waiver of any further or other breach of the same or any other provision of this Agreement, and a consent or approval to any act requiring consent or approval will not waive or render unnecessary the requirement to obtain consent or approval to any subsequent same or similar act.
- 11.2 No remedy conferred upon or reserved to us under this Agreement is exclusive of any other remedy in this Agreement or provided by law, but that remedy will be in addition to all other remedies in this Agreement or then existing at law, in equity or by statute.
- 11.3 The grant of a sublicense, assignment or transfer of this Agreement does not release you from your obligation to observe and perform all the provisions of this Agreement on your part to be observed and performed unless we specifically release you from such obligation in our consent to the sublicense, assignment or transfer of this Agreement.
- 11.4 This Agreement extends to, is binding upon and enures to the benefit of the parties, their heirs, executors, administrators, successors and permitted assigns.
- 11.5 If, due to a strike, lockout, labour dispute, act of God, inability to obtain labour or materials, law, ordinance, rule, regulation or order of a competent governmental authority, enemy or hostile action, civil commotion, fire or other casualty or any condition or cause beyond your reasonable control, other than normal weather conditions, you are delayed in performing any of your obligations under this Agreement, the time for the performance of that obligation will be extended by a period of time equal to the period of time of the delay so long as
- (a) you give notice to us within 30 days of the commencement of the delay setting forth the nature of the delay and an estimated time frame for the performance of your obligation; and
  - (b) you diligently attempt to remove the delay.
- 11.6 You acknowledge and agree with us that
- (a) this Agreement has been granted to you on the basis that you accept the Land on an “as is” basis;
  - (b) without limitation we have not made, and you have not relied upon, any representation or warranty from us as to

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- (i) the suitability of the Land for any particular use, including the use permitted by this Agreement;
  - (ii) the condition of the Land (including surface and groundwater), environmental or otherwise, including the presence of or absence of any toxic, hazardous, dangerous or potentially dangerous substances on or under the Land and the current and past uses of the Land and any surrounding land and whether or not the Land is susceptible to erosion or flooding;
  - (iii) the general condition and state of all utilities or other systems on or under the Land or which serve the Land;
  - (iv) the zoning of the Land and the bylaws of any government authority which relate to the development, use and occupation of the Land; and
  - (v) the application of any federal or Provincial enactment or law to the Land;
- (c) you have been afforded a reasonable opportunity to inspect the Land or to carry out such other audits, investigations, tests and surveys as you consider necessary to investigate those matters set out in subsection (b) to your satisfaction before entering into this Agreement;
  - (d) you waive, to the extent permitted by law, the requirement if any, for us to provide you with a “site profile” under the *Environmental Management Act* or any regulations made under that act;
  - (e) we are under no obligation, express or implied, to provide financial assistance or to contribute toward the cost of servicing, creating or developing the Land or the Improvements and you are solely responsible for all costs and expenses associated with your use of the Land and the Improvements for the purposes set out in this Agreement; and
  - (f) we are under no obligation to provide access or services to the Land or to maintain or improve existing access roads.
- 11.7 You agree with us that nothing in this Agreement constitutes you as our agent, joint venturer or partner or gives you any authority or power to bind us in any way.
- 11.8 This Agreement does not override or affect any powers, privileges or immunities to which you are entitled under any enactment of the Province of British Columbia.

The parties have executed this Agreement as of the date of reference of this Agreement.

SIGNED on behalf of **HER MAJESTY  
THE QUEEN IN RIGHT OF THE  
PROVINCE OF BRITISH COLUMBIA**  
by the minister responsible for the *Land Act*  
or the minister's authorized representative

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Minister responsible for the *Land Act*  
or the minister's authorized representative

SIGNED on behalf of **DISTRICT OF MACKENZIE**  
By its authorized signatories

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Authorized Signatory

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Authorized Signatory

**LEGAL DESCRIPTION SCHEDULE**

UNSURVEYED CROWN LAND IN THE VICINITY OF DISTRICT LOT 12479, CARIBOO DISTRICT.

123°7'30"W

123°7'0"W

# SITE MAP

BCGS Mapsheet: 0930035

Lat/Long:

023611928

PARSHIP WEST  
Parship West FSR

Mill Rd

MACKENZIE

024108898

DL 12479

DL 12479

private driveway

023349221

930.035

010330976

023349212

55°18'30"N

55°18'30"N

## File Number: 0311084

Site # 1 of 1 - Application

Area = 7.0 Ha.

TYPE: LICENCE

PURPOSE: INSTITUTIONAL

SUBTYPE: LICENCE OF OCCUPATION

SUBPURPOSE: MISCELLANEOUS

LOCATION: MACKENZIE

IMAGERY: N/A

Produced by  
Ministry of Forests, Lands &  
Natural Resource Operations  
Northern Service Centre  
FrontCounterBC  
Date: April 25, 2022

Scale: 1:4,500

\* if printed on 8.5X14 page

Projection: BC Albers  
Datum: NAD 83

FrontCounter

0 100 200 Meters



### Legend

- Crown Land Application
- Primary Survey Parcel
- Subdivision
- Municipality
- Surveyed Rights of Way**
  - Surveyed Road R/W
  - Gas/Oil R/W District Lot
  - Power Transmission R/W
  - Gas/Oil R/W
  - Telecom R/W District Lot
  - Miscellaneous R/W
- Transportation Corridors**
  - Highway
  - Railway
  - Surveyed Road R/W
- Protected Areas**
  - Provincial Park
  - Protected Area
  - OIC Ecological Reserve
  - Recreation Area
- Base Mapping Features (20K)**
  - River or Stream
  - River or Stream - Dry
  - Lake
  - Reservoir - Definite
  - Glacier/Icefield
  - Contour - 20m Interval
- Transportation - Lines (20K)**
  - Airfield
  - Road
  - Forest Service Road
  - Road Permit
  - Trail
  - Rail Line

All measurements are approximate.

Appendix B

THIS Agreement dated this \_\_\_\_\_ day of \_\_\_\_\_, 2022

BETWEEN:

The District of Mackenzie of Bag 340, in the District of Mackenzie, in the Province of British Columbia, V0J 2C0

(hereinafter called the “District”)

AND:

MACKENZIE ALPINE RIDERS CLUB of Box 2009, in the District of Mackenzie, in the Province of British Columbia, V0J 2C0

A Society incorporated under the Society Act

(hereinafter called the “Club”)

WHEREAS, under the terms of a Licence of Occupation between the Province of British Columbia, dated for reference December 14, 2012 (the “Head Agreement”), the District is the Licensee, of certain Crown Lands lying and situate in the District of Mackenzie in the Province of British Columbia, more particularly known and described as:

7.0 Hectares ( 17.3 acres)  
of unsurveyed Crown Land in the vicinity of District Lot 12479  
Cariboo District

as shown outlined in red on the schedule attached to the Head Agreement entitled “Legal Description Schedule” but excluding those parts of the Lands that, on the Commencement Date, consist of highways (as defined in the *Transportation Act*) and land covered by water.

(hereinafter called the “Lands”)

AND WHEREAS the Club is desirous of occupying the Lands to facilitate the provision of facilities to bring together equestrians for mutual enjoyment and to further the knowledge of horsemanship;

AND WHEREAS the parties hereto desire to enter into this agreement for the purpose of facilitating the provisions of the Mackenzie Alpine Riders Club;

NOW THEREFORE THIS INDENTURE WITNESSETH THAT, in consideration of the mutual covenants and agreements herein contained, the parties hereto covenant and agree each with the other as follows:

1. The District hereby covenants:
  - (a) to grant to the Club leave and licence to occupy the Lands from April 30, 2022 to April 29, 2032 for the purpose of maintaining and operating a riding academy, subject to the Club performing, observing and complying with obligations of the District under the terms and conditions of the Head Agreement which is attached as Schedule “A”.
2. The District and the Club mutually agree that this Agreement shall be subject to termination immediately upon written notice of termination being served by the District upon the Club. In addition, this Agreement shall terminate immediately and without notice to the Club in the event that the Head Agreement terminates.
3. The Club hereby covenants:
  - (a) to pay to the District the sum of \$210.00 upon the execution of this document;
  - (b) to prepare and maintain a Management Plan, as required under the Head Agreement, that is approved by the District of Mackenzie and the Province;
  - (c) use and occupy the Lands only in accordance with and for the purposes set out in this Agreement and the Management Plan,
  - (d) not construct, place or affix any Improvements on or to the Land except as permitted in the Management Plan. Improvements include anything made, constructed, erected, built, altered, repaired or added to, in, on or under the Land, and attached to it or intended to become a part of it, and also includes any clearing, excavating, digging, drilling, tunneling, filling, grading or ditching of, in, or under the Land;
  - (e) to not construct nor alter any Improvements including any building or structure unless, prior to construction, it has obtained:
    - (i) the District’s approval in writing to the site plan, working drawings, plans, specifications as required, and
    - (ii) a building permit from the District authorizing the construction of the buildings and structures set out in the permit and the plans and specifications attached to it, and
    - (iii) all inspections as required;
  - (f) to maintain all Improvements, including fencing and paddocks, in a state of good repair;

- (g) to pay all charges for taxes, electricity, gas and other utilities supplied to the Land;
- (h) to observe, abide by and comply with all applicable laws, bylaws, orders, directions, ordinances and regulations of any government authority having jurisdiction in any way affecting the use or occupation of the Land or the Improvements including without limitation all laws, bylaws, orders, directions, ordinances and regulations relating in any way to Hazardous Substances, the environment and human health and safety;
- (i) to indemnify and save harmless the District from and against any and all actions, causes of action, suits, claims, demands, damages, expense, liens or rights of liens of any nature or kind whatsoever arising either directly or indirectly out of the occupancy and use of the lands and premises by the Club;
- (j) to take out and maintain for the benefit of the Club and the District general public liability and property damage insurance against any and all claims, providing coverage in the amount of at least \$5,000,000 for any single occurrence, and to make provision for having the District named as an additional insured party in any such policies of insurance and to provide proof satisfactory to the District that such insurance has been taken out and is being maintained by the Club;
- (k) not to store or otherwise keep on the Lands any gasoline, oils or other such fuels in quantities other than allowed under the local Municipal Bylaws and the BC Fire Code;
- (l) to make no alterations, removals or improvements to the premises without the District's prior written consent;
- (m) to maintain the Lands in a safe, clean and sanitary condition including the removal of garbage and litter that may be scattered upon the grounds and to maintain signs, buildings and paddock facilities in a state of good repair satisfactory to the District, and shall, upon termination thereof, remove the improvements thereon to the satisfaction of the District; or, in the event that the improvements are not removed from the premises to the satisfaction of the District, to pay to the District the cost of returning the premises to a state of good repair;
- (n) to preserve the natural ecology of the area and to ensure against any and all types of pollution which might occur as a result of the proposed land use;
- (o) to ensure that any and all animals owned by the members of the Club are maintained and controlled in such a manner as not to create a danger to the public;



- (p) to abide by any and all regulations respecting open fires;
  - (q) to obtain all necessary licences and permits required to facilitate operation of the Mackenzie Alpine Riders Club;
  - (r) to abide by any and all Federal, Provincial and Municipal regulations, laws and bylaws pertaining to the operations of the Club;
  - (s) to observe all provisions of the Head Agreement under which the District holds the lands of Her Majesty the Queen in Right of the Province of British Columbia, and to do nothing on the Lands that contravenes the Head Agreement or could bring about a forfeiture of that Head Agreement.
4. Notwithstanding any of the terms of this Agreement, it is understood and hereby agreed that the Club shall not acquire any rights hereunder or otherwise in any way derogatory to or conflicting with or endangering the District's position as a Licensee of the Lands from Her Majesty the Queen as represented by Her Minister of Crown Lands for the Province of British Columbia and that the District retains legal possession of the Lands at all times.
  5. Nothing in the Agreement shall constitute the Club a tenant of the District.

IN WITNESS WHEREOF the said parties have hereunto set their hands and seals the day and year first above written.

The **DISTRICT OF MACKENZIE** )  
by its authorized signatories. )  
)  
)  
)  
)  
)  
\_\_\_\_\_)  
Chief Administrative Officer )  
)  
)

The **MACKENZIE ALPINE RIDERS** )  
**CLUB** in the presence of: )  
 )  
 )  
 )

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_) )  
Witness Name )  
 )

\_\_\_\_\_) )  
Witness Occupation )  
 )  
 )

\_\_\_\_\_  
Witness Address

\_\_\_\_\_  
Club President

\_\_\_\_\_  
Club Secretary

# MANAGEMENT PLAN

**File # 0311084**  
**Document #**

ACCEPTED BY:

SIGNED on behalf of HER MAJESTY THE QUEEN IN RIGHT OF THE **PROVINCE OF BRITISH COLUMBIA** by the minister responsible for the *Land Act* or the Minister's authorized representative.

*The signature of the Province's authorized representative is solely for the purpose of acknowledging the Province's acceptance of this document as the Management Plan for the purposes of the tenure document and does not represent a certification by the Province or its signatory of any factual content or acceptance of professional responsibility by the Province's signatory for any advice or analysis contained in this document.*

\_\_\_\_\_  
Authorized Signatory  
**Ministry of Forests**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

SIGNED on behalf of **District of Mackenzie**  
by a duly authorized signatory

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

MACKENZIE ALPINE RIDERS HORSE CLUB

PO Box 2088

Mackenzie, BC

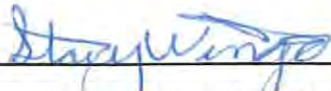
V0J 2C0

March 2, 2022

To Whom It May Concern;

Hello! We are the Mackenzie Alpine Riders Horse Club. We are a not-for-profit organization that became a registered society in April of 1986. We are the only facility that offers a safely maintained environment for horses and other equines and their owners as well as for visitors in a group setting in the Mackenzie area. The purpose of the Mackenzie Alpine Riders Horse Club is to foster interest in and to promote the proper care of horses and other equines. Also, to organize activities relating to equestrian pursuits for Club members and the general public in the District of Mackenzie and the surrounding area. We are striving to become a self-sufficient organization through our membership, paddock, hydro, and water pump fees as well as through our fund-raising efforts and donations. These monies have and will be used to build and maintain new and existing infrastructure set to the standards established by our Lease Agreement, the SPCA, the District of Mackenzie, BC Agriculture, and by the Mackenzie Alpine Riders Constitution & By-Laws and Rules & Regulations. Over the past ten years, the Mackenzie Alpine Riders Horse Club has built a Clubhouse where we can gather inside and store Club tools. We have rebuilt the pumphouse. We have also installed twelve street lights and a number of security cameras in order to dissuade two and four-legged intruders from entering Club property and paddocks. We have had a number of break-ins by vandals and a rogue black bear boar killed one of our miniature horses in the spring of 2021. We are a small group of dedicated equine owners that love our animals and want only the very best for them. Our goal over the next ten years will be to maintain the existing structures, fencing, facilities, and roads to meet all standards and, in the process, encourage new members and animals. We, as Club members and as residences of Mackenzie and area, will endeavor to present and maintain an equine facility that we can all be proud of.

Yours Sincerely,



Stacy Wingo ( President)

Home: (250)997-5966

Cell : (250)997-7732



Dave Bodin ( Vice-President)

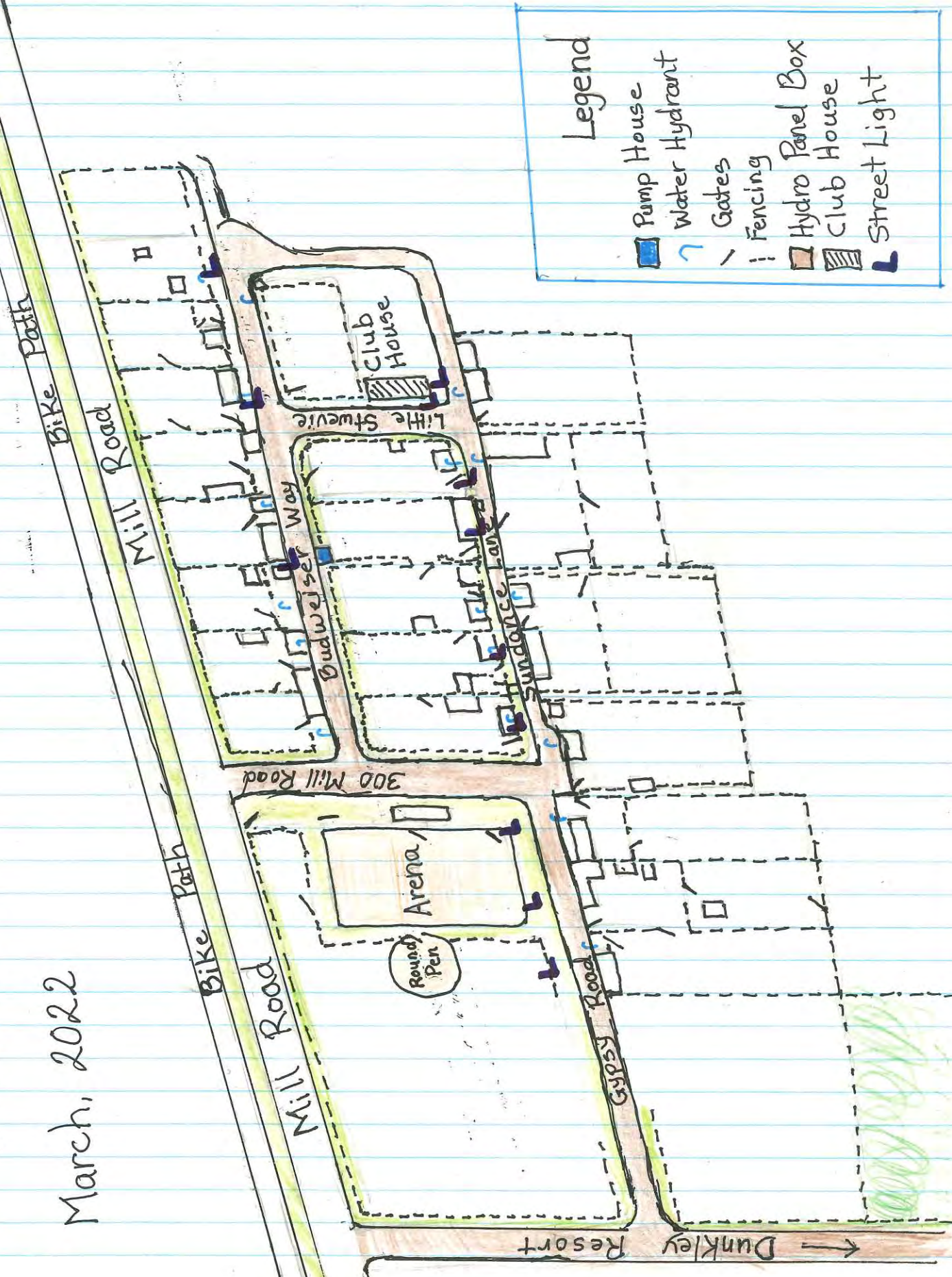
Home: (250)997-4546

Cell: (250)997-1075



Mackenzie Alpine Riders  
Horse Club

March, 2022



Legend

- Pump House
- Water Hydrant
- Gates
- Fencing
- Hydro Panel Box
- Club House
- Street Light

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** June 6, 2022  
**Subject:** CBC FM Radio Station Lease

---

**RECOMMENDATION:**

THAT Council approves the proposed location for CBC's communication tower to lease a portion of Lot 112, District Lot 12463, Cariboo District, Plan PGP16748;

AND THAT Council authorizes staff to proceed with drafting a lease with CBC Radio for Council's consideration.

**BACKGROUND:**

CBC Radio currently services Mackenzie and the local area with an AM radio service (920 AM) they are looking to transfer to an FM radio broadcast. With the transfer from AM to FM they are looking at a different location to provide better coverage for Mackenzie and the surrounding area, see Appendix A.

CBC is proposing a small sea-can shelter with a 60-foot tower mounted to the shelter wall near the water tower to serve as the communication tower. This location would allow CBC to cover Mackenzie and the local area with CBC's FM radio broadcast and help to meet their mandate as Canada's national public broadcaster.

The land needed would be approximately 20' by 20', there would be minimal ground disturbance as the 10' by 10' concrete pad does not require a deep foundation. Please see Appendix B for visual reference of a finished product.

Staff has discussed the potential location to look for impacts both technical and visual and have found no concerns. Due diligence will be used when the final footprint area is decided on Lot 112 to maintain a safe distance from any existing infrastructure, if another site is suggested at that time, staff will bring back a report to council for further examination.

**BUDGETARY IMPACT:**

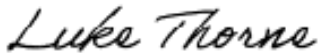
Rent for the first lease year will be approximately \$193.08 and would be adjusted annually at the Vancouver Consumer Price Index (CPI) rate for each subsequent lease year. This will be negotiated through the lease review process.

**COUNCIL PRIORITIES:**

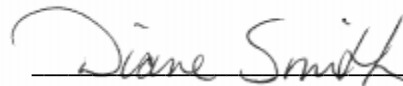
**Community and Social Development**

- 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,

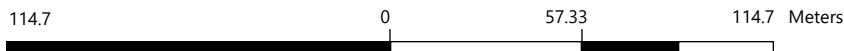


\_\_\_\_\_  
Luke Thorne  
Land and Environmental Programs Coordinator



\_\_\_\_\_  
Approved for Submission to Council





Print Generated: 6/9/2022

The information provided herein is for assistance and convenience only, and should not be relied upon as or as a substitute for legal advice. In the event of any conflict between the information provided herein and any enactments of the District of Mackenzie or the Provincial/Federal governments, the enactments will prevail.



## Appendix B – On-site Installation



Installation will be a 10' by 10' concrete pad with an footprint of 10' by 12' to accommodate the tower. For sufficient access around the site staff is proposing 20' by 20' lease area with a 400 square foot footprint.

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** May 25, 2022  
**Subject:** RDFFG – Referral for DVP 1383

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### **RECOMMENDATION:**

THAT Council directs Administration on how to respond to the referral request.

### **BACKGROUND:**

The Regional District of Fraser-Fort George is requesting comments on the attached Development Variance Permit to allow the building of a billboard style sign at 1005 Highway #39 .

The McLeod Lake Indian Band is proposing to place advertising signs along Highway #97 to attract visitors to their community and services. One proposed billboard style sign will be located at the junction of Highway #97 and Highway #39 at 1005 Highway #39 and will be advertising the Tse'khene Food & Fuel Ltd. store, gas station, café and bed and breakfast on one side as well as an informational sign on the opposite side.

### **PROPOSED VARIANCE:**

The subject area is zoned Rural 3 (Ru3) and designated Agriculture/Resource (AG/RES). The Ru3 zone permits General Permitted uses including signs.

#### Regulations for Signs Section 5.0 (8)(d):

Signs larger than 2.9 m<sup>2</sup> are to be:

- i. Spaced a minimum of 200.0 m apart; and
- ii. Set back a minimum of 100.0 m from any side lot line, and 7.5m from a front lot line.

The setback requirements for signs larger than 2.9 m<sup>2</sup> and the shape of the property would prohibit the establishment of one billboard sign in the location of the License of Occupation. The applicant has requested to vary the minimum setback of one sign from a side lot line from 100.0 m to 5.0 m and reduce the minimum spacing between signs from 200.0 m to 50.0 m. Please see attached Draft Development Variance Permit (Appendix A) for more information.

**STAFF RECOMMENDATIONS:**

Staff have not identified any concerns with the application and welcome any feedback from Council to forward to the RDFFG as part of their consultation process.

Based on feedback from the RDFFG, staff would propose including in the referral feedback a question to the applicant about what the signs will be displaying to avoid duplicate messaging that may exist already. The current content proposed in the attached application includes a moose information sign. A similar sign already exists on the site.

The RDFFG has indicated a deadline of June 2, 2022 for feedback, however recognizing our meeting schedule have extended the feedback period to June 14, 2022.

**NEXT STEPS:**

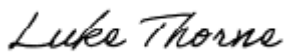
The RDFFG is looking for feedback regarding any concerns or outlining any conditions related to concerns that the District may have regarding the placement of the proposed Billboard. Responses will be forwarded for consideration by the Regional District Board of Directors and will become public information.

**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,



---

Luke Thorne  
Land and Environmental Coordinator



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Approved for Submission to Council

**Return to:**
**REGIONAL DISTRICT  
of Fraser-Fort George**

155 George Street  
Prince George, B.C. V2L 1P8  
Phone 250-960-4400 or Toll Free 1-800-667-1959  
Fax: 250-562-8676

**REFERRAL FORM**

Item Referred: Development Variance Permit No. 1383 – Billboard Sign  
File No: DVP 13090  
Location: 1005 Highway 39 - Mackenzie Junction -Electoral Area 'G'  
PID: N/A

You are requested to provide written comments on the attached item for the potential effect on your interests. We would appreciate your written response by the date indicated below. If no response is received within that time, it will be assumed that your interests are unaffected.

This referral has also been sent to the following:

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> RDFFG Building Inspections                    | <input type="checkbox"/> Ministry of Energy and Mines | <input type="checkbox"/> City of Prince George            |
| <input checked="" type="checkbox"/> BC Hydro                                      | <input type="checkbox"/> MoFLNRORD –                  | <input checked="" type="checkbox"/> District of Mackenzie |
| <input checked="" type="checkbox"/> Telus   | <input type="checkbox"/> Ministry of Environment      | <input type="checkbox"/> Village of Valemount             |
| <input type="checkbox"/> Ministry of Agriculture                                  | <input type="checkbox"/> Dept. of Fisheries & Oceans  | <input type="checkbox"/> PG Farmers Institute             |
| <input checked="" type="checkbox"/> Ministry of Transportation and Infrastructure | <input type="checkbox"/> RDFFG Bylaw Enforcement      | <input type="checkbox"/> PG Cattlemen Association         |
| <input type="checkbox"/> Volunteer Fire Dept –                                    | <input type="checkbox"/> RDFFG Environmental Services | <input type="checkbox"/> First Nations –                  |
| <input type="checkbox"/> Northern Health Authority                                | <input type="checkbox"/> RDFFG Community Services     | <input type="checkbox"/> First Nations –                  |
| <input checked="" type="checkbox"/> MoFLNRORD – Crown Lands Section               | <input type="checkbox"/> CN Rail                      | <input type="checkbox"/> First Nations –                  |
| <input type="checkbox"/> MoFLNRORD – Water Stewardship                            | <input type="checkbox"/> School District No. 57       | <input type="checkbox"/> First Nations –                  |
| <input type="checkbox"/> MoFLNRORD – Landbased Stewardship-Habitat                | <input type="checkbox"/> FortisBC                     | <input type="checkbox"/> First Nations –                  |

If your interests are unaffected no further information is necessary. In other instances, we would appreciate receiving information regarding any concerns you may have, or outlining any conditions related to your concerns. Please note any legislation or official policy which would affect our consideration of this item. Responses will be forwarded for consideration by the Regional District Board of Directors and will become public information.

Please submit your written comments via email, fax or mail by: **June 2, 2022**

Development Services  
Regional District of Fraser-Fort George  
155 George St  
Prince George BC V2L 1P8

Phone: 250-960-4400  
Fax: 250-562-8676  
Email: daniel.burke@rdffg.bc.ca



**REFERRAL REPORT**

FROM: Daniel Burke, Planner II

DATE: May 17, 2022

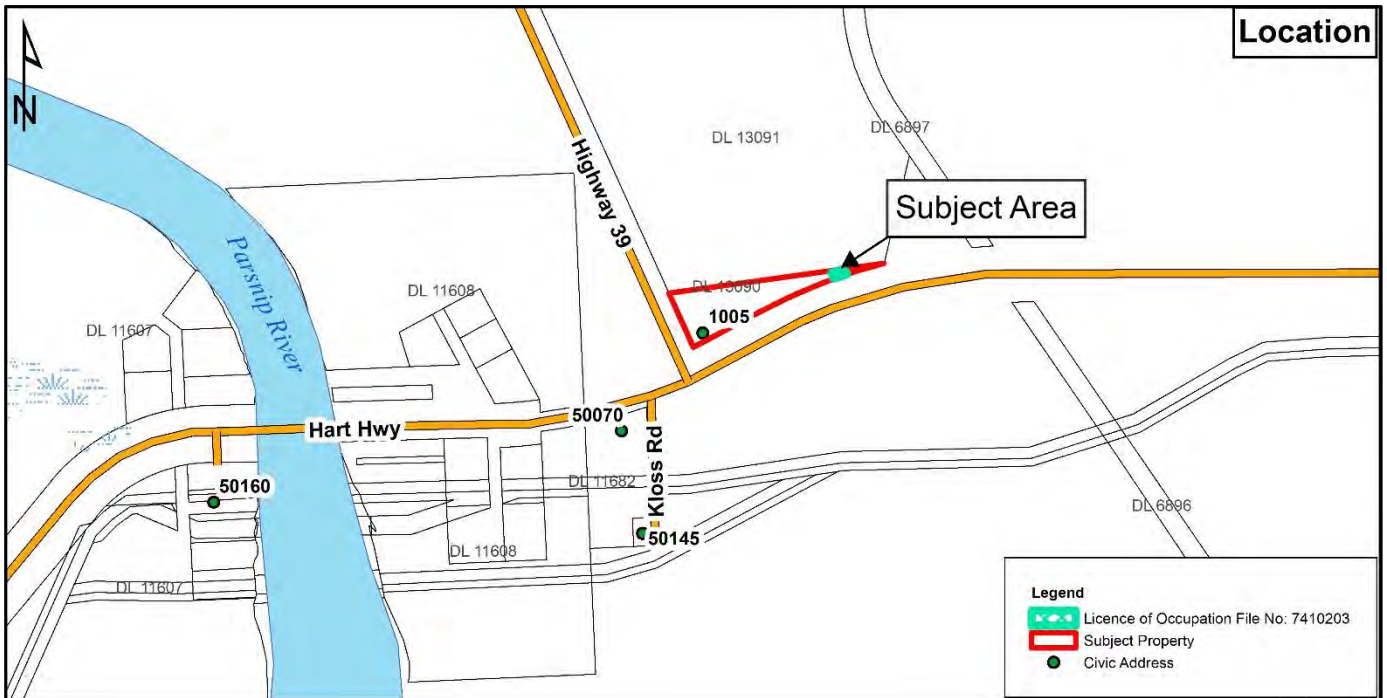
**SUBJECT: Application for Development Variance Permit No. 1383 – Mackenzie Junction**

Owner: Province of British Columbia

Agent/Applicant: McLeod Lake Indian Band

Location: 1005 Highway 39 - Electoral Area 'G'

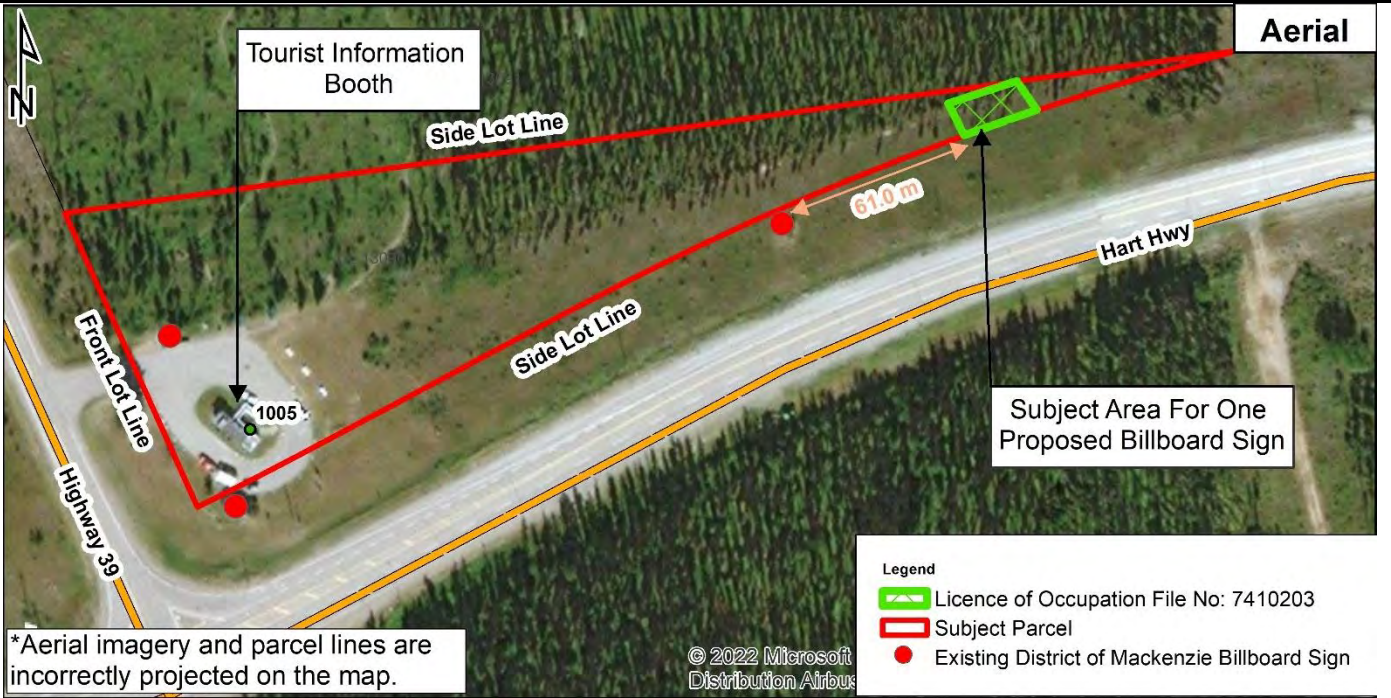
Legal Description: District Lot 13090, Cariboo District – 1.36 ha (3.37 acres) – Province of British Columbia License of Occupation #7410203



**Proposal:** An application has been made to vary the setback requirements of Zoning Bylaw No. 2892 to allow the establishment of one billboard sign on the subject property within the subject area. The proposed billboard sign will advertise the services provided at the Tse'khene Food and Fuel Ltd. in the community of McLeod Lake and information on the protection of the moose population. A workplan and example of signage proposed by McLeod Lake Indian Band are attached. The variance is required to reduce setback requirements from the side lot line and spacing between signs to permit the establishment of the billboard sign which is larger than 2.9 m<sup>2</sup>.

**Current Land:** The property is Crown land and the applicant has obtained a Licence of Occupation from the province to establish a billboard sign. The lot contains an existing District of Mackenzie tourist information booth and three other District of Mackenzie billboard signs.





Official Community Plan:

The property is designated Agriculture/Resource (AG/RES) by the Crooked River-Parsnip Official Community Plan (OCP).

Zoning:

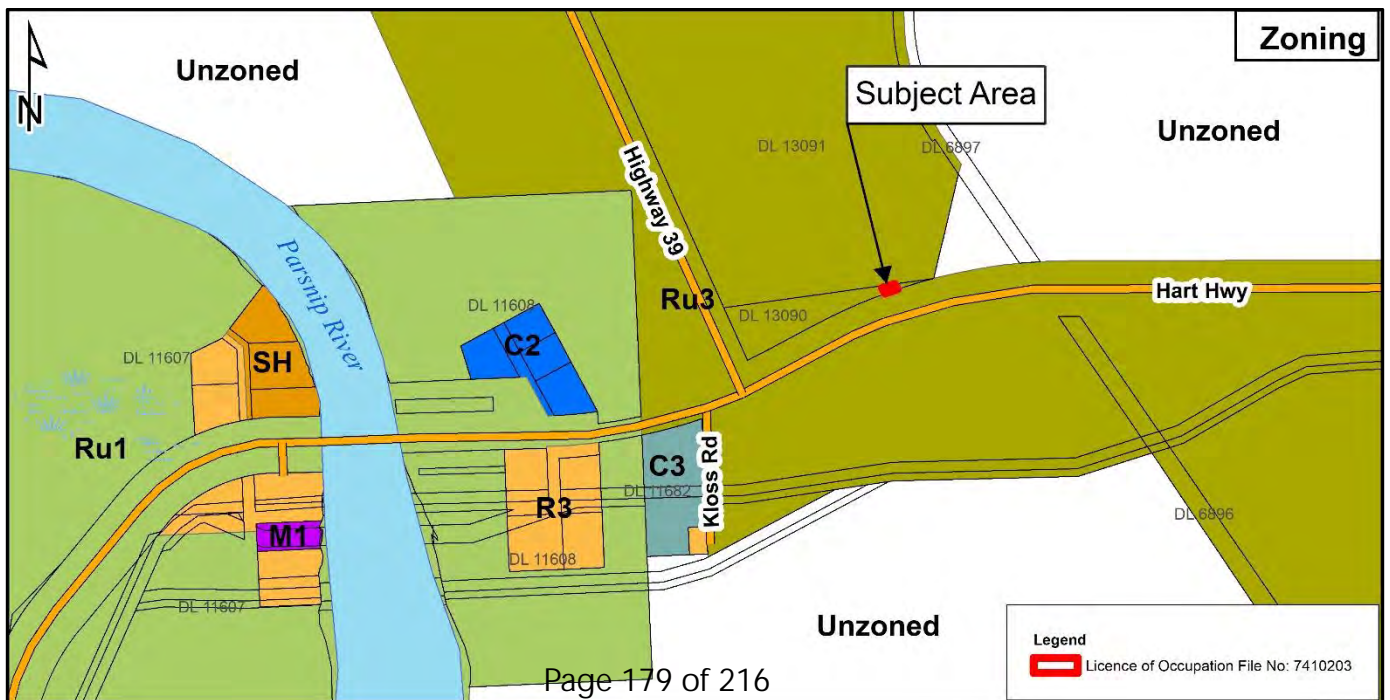
The subject area is zoned Rural 3 (Ru3) by Zoning Bylaw No. 2892. The Ru3 zone permits General Permitted Uses including signs.

Section 5.0 (8)(d) - Signs:

Signs larger than 2.9 m<sup>2</sup> are to be:

- (i) spaced a minimum of 200.0 m apart: and
- (ii) set back a minimum of 100.m from any side lot line, and 7.5 m from a front lot line.

The setback requirements for signs larger than 2.9 m<sup>2</sup> and the shape of the property would prohibit the establishment of one billboard sign in the location of the License of Occupation. The applicant has requested to vary the minimum setback of one sign from a side lot line from 100.0 m to 5.0 m and reduce the minimum spacing between signs from 200.0 m to 50.0 m.



Proposed Variances      If approved, the proposed development variance permit would:

1. Vary section 5.0 (8)(d)(i) of Zoning Bylaw No. 2892, by decreasing the minimum spacing between signs larger than 2.9 m<sup>2</sup> from 200.0 m to 50.0 m.
2. Vary section 5.0 (8)(d)(ii) of Zoning Bylaw No. 2892, by decreasing the minimum setback of a sign larger than 2.9 m<sup>2</sup> from a side lot line from 100.0 m to 5.0 m.

Find the draft Development Variance Permit No. 1383 attached to the report.

ALR:                      The area is not within the Agricultural Land Reserve.

Fire Protection:      The area is not within a volunteer fire department protection area.

Future RDFFG Applications:      If approved, no further land use application will be required.

Your referral comments would be appreciated.



# McLeod Lake Indian Band

General Delivery, McLeod Lake, BC V0J 2G0  
Main Office (250) 750-4415 Fax: (250) 750-4420

June 21<sup>st</sup>, 2021

## **One Page Workplan for Signage Along Highway #97**

McLeod Lake Indian Band would like to put up advertising signs along Highway #97, either directly in front of or across from our Reserve land. We would like to erect 10' x 20' signs with advertising for:

- Tse'Khene Food & Fuel Ltd., gas station & convenience store
- Little Teapot Café
- Bed & Breakfast

Our Reserve land is too far from the highway for advertising purposes. The store, gas station, café and bed & breakfast; are a wonderful addition to our community, and not only services our Nation, but the surrounding community and tourists passing by.

Unfortunately, the lack of advertising has proven to be detrimental to our businesses. Approving this application, at the following sites will be extremely helpful to our livelihood, the community's staple services, and to the local economy:

- North of Mackenzie Junction, just before the caboose/information centre
- North of the community of Bear Lake
- Near Summit Lake

These signs will be 10' x 20', and putting these signs up will not impede traffic in any way, shape or form.

Sincerely,

Tania Solonas  
Land Management Officer

\TS



Store Sign:



Moose sign:





**DRAFT Development Variance Permit No. 1383**

ISSUED TO: McLeod Lake Indian Band and the Province of British Columbia

WITH RESPECT TO THE FOLLOWING LAND:

District Lot 13090, Cariboo District  
PID: N/A

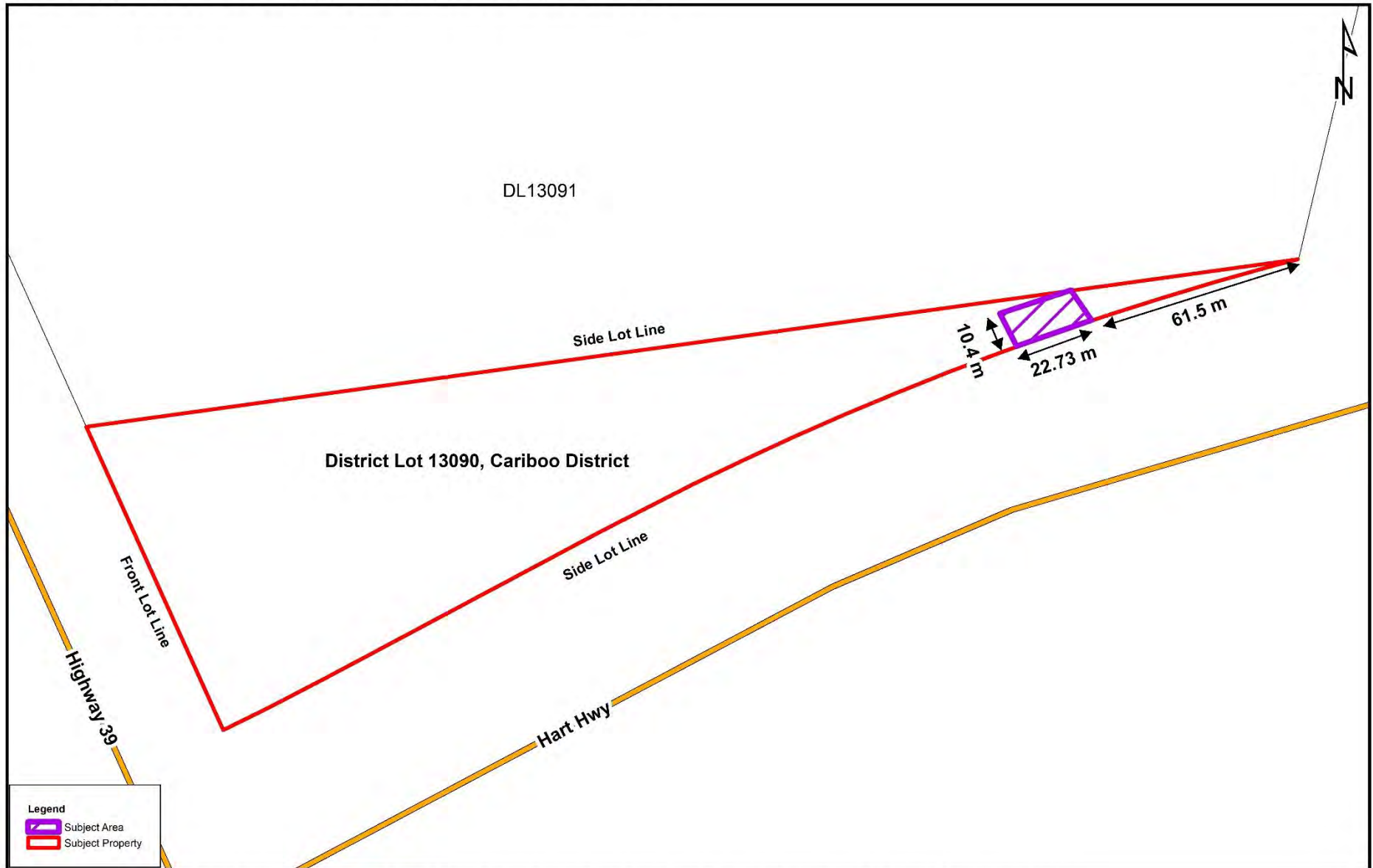
1. This Development Variance Permit is issued pursuant to the *Local Government Act*.
2. The general purpose of this Permit is to vary the setback of a sign larger than 2.9 m<sup>2</sup> from a side lot line and to vary the required minimum spacing between signs.
3. This Permit specifically varies Section 5.0 (8)(d)(i) of Schedule 'A' to Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014, as amended, by decreasing the minimum spacing between signs larger than 2.9 m<sup>2</sup> from 200.0 m to 50.0 m to permit one sign to be established within the subject area as shown on Appendix 'A'.
4. This Permit specifically varies Section 5.0 (8)(d)(ii) of Schedule 'A' to Regional District of Fraser-Fort George Zoning Bylaw No. 2892, 2014, as amended, by decreasing the minimum setback of a sign larger from a side lot line from 100.0 m to 5.0 m to permit one sign to be established within the subject area as shown on Appendix 'A'.
5. This Permit shall lapse if the holder of this Permit does not substantially commence work with respect to which this Permit is issued within two years after the date it is issued.
6. For any earthworks necessary for the construction of any building or structure allowed by this Permit, a geotechnical report may be required to confirm the safety of such developments for the intended use without undue risk. The report shall be prepared by a Qualified Professional registered in British Columbia with qualifications and experience in the fields of geoscience and training in geotechnical engineering and geohazard assessment.
7. This Permit does not relieve the owner or occupier from obtaining any other approvals required by the Regional District or any other jurisdiction, or from meeting any applicable regulations. Furthermore, this Permit is not a building or sewage disposal permit. The owner or occupier is responsible for verifying the location of all lot lines prior to development.
8. The land shall be developed strictly in accordance with this Permit.

[The zoning on this property at date of issuance of this Permit is Rural 3 (Ru3) pursuant to Zoning Bylaw No. 2892]

DEVELOPMENT VARIANCE PERMIT NO. 1383 ISSUED BY RESOLUTION OF THE REGIONAL DISTRICT BOARD ON THE DAY OF 2022.

---

K. Jensen, General Manager of Legislative  
and Corporate Services



APPENDIX 'A' ATTACHED TO AND FORMING PART OF DEVELOPMENT VARIANCE PERMIT No. 1383

K. Jensen, General Manager of Legislative  
and Corporate Services

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 13, 2022

**Subject:** Letter of Support – Roshan Pothumulla, Evergreen Taxi Service

---

### **RECOMMENDATION:**

THAT Council provide a letter of support to Roshan Pothumulla, owner of Evergreen Taxi Service, to include with his Passenger Transportation license application to the Passenger Transportation Board of BC.

### **BACKGROUND:**

Roshan Pothumulla has identified, with the help of community feedback seen on social media, that there is a need for a taxi service in the community of Mackenzie and McLeod Lake. Mackenzie and McLeod Lake statistics and weather conditions are included in this report to support the need for a licensed taxi service.

Mackenzie Taxi has been out of business since January 15, 2022. Currently, no licensed taxi service is available in Mackenzie, leaving those with transportation barriers without means of service. With the taxi service absent, some residents have utilized uninsured/unlicensed resources to meet their needs.

Mackenzie has a current population of 3,281, with approximately 80 residential homes situated 8.5 km away from the center of town. The ever-growing senior population in Mackenzie is currently sitting at 17% of the population who are 65 years of age and over. McLeod Lake currently has a population of 81, with 12.3% of them of the age of 65 and over. McLeod Lake residents often consider Mackenzie a hub for services and amenities, including grocery shopping, hospital, and recreation. Without a taxi service available, spontaneous travel would be impossible for residents who face transportation barriers.

### **DISTRICT SUPPORT OF TAXI SERVICE**

Mackenzie experiences over five months of winter weather conditions making walking a difficult task, plus it presents a higher risk of falling, especially for seniors and those with physical disabilities. In an effort to provide accessibility and inclusion for all residents, the District has invested in a Taxi Saver program since 2010 as a way to allow seniors and people with

disabilities greater convenience for spontaneous travel throughout Mackenzie. The Taxi Saver program provides a 50% subsidy towards the cost of taxi rides for eligible individuals. The District has budgeted to spend \$2,000 yearly on the program. The program has been successful and has stayed within the proposed budget, aside from 2018. Currently, there are \$240 worth of coupons that have been purchased and have yet to be used due to the closure of Mackenzie Taxi on January 15, 2022. If this new service is established, the District would work with Evergreen Taxi Service to ensure residents can continue to use the vouchers.

**REQUEST:**

Roshan Pothumulla has approached the District for a letter of support to utilize for his Passenger Transportation license application that would allow him to start a taxi service in Mackenzie. Roshan's request letter, along with community letters of support have been attached to this report for further information.

**BUDGETARY IMPACT:**

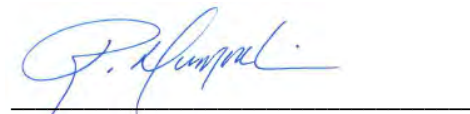
No impact to this request.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- 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,



Rachelle Dumoulin  
Economic Development Clerk



Approved for Submission to Council

**Roshan Pothumulla**

Evergreen Taxi Service  
15 McIntyre Dr  
Mackenzie BC

June 2, 2022  
District of Mackenzie

Dear Sir/Madam

Me and my family have moved to Mackenzie on June second 2021. Soon after I arrived I started working as a CNC Machinist at Quadra Machine Works. I lost my job at Quadra in January 2022 due to shortage of work. I couldn't find any job in my profession ever since. I have bought a house and permanently moved to Mackenzie and I am not interested in moving out of the town, also me and my wife and our three kids are greatly enjoying the community and the outdoors.

As I got to know and researched the community, I realized that our town does not have currently running taxi service. I recognized that this is a great opportunity for me to provide such much needed service. My intension is to provide a good quality, friendly and reliable taxi service to our community.

The Passenger Transportation Board of British Columbia requires a letter of support from the District of Mackenzie to attach to my application.

Also I am including support letters that I have got from community so far.

I am looking forward to start the service approximately by mid September 2022.

This letter of support will greatly help me to start taxi service in our community.

Sincerely yours,  
Roshan Pothumulla  
[14bayne@gmail.com](mailto:14bayne@gmail.com)  
(204)998-4467



May 31, 2022

Mr. Roshan Pothumulla  
Evergreen Taxi  
204-998-4467

Dear Mr. Pothumulla

I would like to write a letter of support for your proposal to operate a Taxi service in Mackenzie, B.C.

It has been enjoyable to work with you as your employment advisor. You moved to Mackenzie and recognized a need for transportation for residents in Mackenzie. During working with you to start a business plan, I could see you are motivated, hardworking, and dedicated with a business mindset and high integrity.

I strongly support your proposal to move forward to launch a Taxi business to ensure the needs are addressed in the community of Mackenzie. There have been challenges for residents as 40% population in Mackenzie is over the age of 55 and faces not having any form of transportation available to meet the most basic human needs.

Mackenzie needs a Taxi business. Adding a Taxi service in the community of Mackenzie would significantly improve the quality of life of the people in Mackenzie.

Sincerely,



Xiao Xue Liu  
Employment Advisor  
Mackenzie Work BC  
250-977-7208



## *Mackenzie Counselling Services*

*P.O. Box 790  
Mackenzie, BC V0J 2C0  
Phone (250) 997-6595  
Fax (250) 997-3903*

To whom it may concern:

Please accept this letter of support for Roshan Pothumulla to bring Evergreen Taxi services to Mackenzie, B.C.

Reliable transportation to our agency as well as within the community is a critical service we have been without. The lack of service has greatly impacted many members of the community including our own staff. Many people with disabilities are unable to drive, and with no other alternative methods, getting around can be dangerous especially in our harsh winters.

Many families that access our counselling agency have social-economic barriers and do not drive. They need a safe and reliable way to transport their families to our centre.

Women fleeing violence have limited transportation options available. In the past, we have had a Taxi service transport women out of town to the nearest city for more appropriate resources. Without a car service, we have had to rely on a bus service that only comes twice a week.

Mackenzie Counselling Services fully supports the prospect of a Taxi service in Mackenzie. It is critical to our small, remote community and would benefit many of our residents.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lisa Gagnon', with a wavy, decorative flourish at the end.

Lisa Gagnon  
Administrative Assistant  
On behalf of:  
Mackenzie Counselling Services



May 27, 2022

Mr. Roshawn Pothumulla  
Evergreen Taxi  
204-998-4467

Dear Mr. Pothumulla

It is my pleasure to write a letter of support for your proposal of operating a Taxi service in Mackenzie B.C.

As an Emergency Paramedic and Community Paramedic in Mackenzie I have seen the challenges some of our more valuable residence face not having any form of transportation available to them.

There have been instances that we have taken a person to the hospital via the ambulance, and upon discharge from the hospital people are left to figure out how to get them selves' home. There have been instances that the patient has been so concerned about their ability to get home that they have declined necessary medical treatment and transport because we could not without certainty ensure that there would be a means from them to get home. In the past the then Taxi service was a critical part in getting patients home safely.

In my role as a Community Paramedic, working in a community health role I have seen the struggles that my clients have being able to do the most basic human needs, buying enough groceries to feed themselves. Patients that don't drive or no longer can due to medical conditions heavily relayed on the then Taxi service to be able to shop, check their mail and even go to necessary doctor appointments.

In conclusion I strongly that the addition of you proposed Taxi to the community of Mackenzie would greatly improve the quality of life of the people in Mackenzie that have no other means of leaving their homes.

Sincerely,

Crystal Fox  
Paramedic Unit Chief  
British Columbia Emergency Health Service  
Mackenzie

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** June 13, 2022

**Subject:** Taxi Saver Program Review

---

**RECOMMENDATION:**

THAT Council advise Administration whether to allow non-profit organizations to purchase packages of Taxi Saver coupons for their patrons.

**BACKGROUND:**

The Taxi Saver program started in 2010 to allow seniors and people with disabilities greater convenience for spontaneous travel throughout Mackenzie. The Taxi Saver program provides a 50% subsidy towards the cost of taxi rides, for example eligible individuals would purchase \$60 worth of Taxi Saver coupons for \$30. The purchaser then uses the coupons to pay the dollar meter rate of the taxi fare.

To purchase taxi saver coupons, individuals must be over the age of 65 or have a physical or mental disability and must provide proof to obtain a Handy Pass. Once they have a Handy Pass, they can purchase taxi saver coupons at any time. Taxi Saver coupons can only be used by Handy Pass holders.

The program was reviewed in 2011 and Mayor and Council voted in favour of continuing the program. The District has budgeted to spend \$2,000 yearly on the program, until 2021 where the budget was decreased to \$1,500, with the actual amount spent shown below for the last five years:

	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Year to Date Budget</b>	\$2,000	\$2,000	\$2,000	\$2,000	\$1,500
<b>Year to Date Actual</b>	\$1,890	\$3,360	\$1,950	\$1,050	\$1,470
<b>Remaining</b>	\$110	(\$1,360)	\$250	\$950	\$30

Aside from 2018, the program has stayed within budget. Currently, there are 62 pass holders who can purchase taxi saver coupons. The District received two new Handy Pass applications for 2021.

**REQUEST:**

Local non-profits are not eligible to purchase packages of Taxi Saver coupons for their patrons. Administration has been approached by Northern Health about purchasing booklets of coupons to be able to provide those patrons who arrive by ambulance or other means but may not have a ride home with coupons to help cover the cost of the taxi. Staff would recommend limiting the booklet purchases for non-profits that provide health services or who's patrons already meet the eligibility criteria set out in the program.

**BUDGETARY IMPACT:**

Allowing non-profit organizations to purchase packages of Taxi Saver coupons will potentially increase the amount the District spends on the program if there is increased uptake and advertising of the program.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- 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,



Rachelle Dumoulin  
Economic Development Clerk



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** June 7, 2022  
**Subject:** Election Bylaw Updates – Voting Day Registration

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

In accordance with Section 56 of the *Local Government Act*, if a Local Government wishes to adopt a new election bylaw or amend an existing bylaw, it must be done at least 56 days before the first day of the nomination period of a general local election, which this year is July 4, 2022.

Staff have identified an additional election bylaw requiring administrative changes and are putting forward the following recommendations.

### **AMENDMENTS:**

#### Voting Day Registration Bylaw No. 1221, 2008

Legislation in the *Local Government Act* has been updated since the current bylaw has been adopted and the Section numbers referenced in the proposed amendment have been updated to match.

### **SUMMARY:**

The current bylaw with recommended changes are attached to this report with changes highlighted in yellow. The amended bylaw with proposed changes is included in the Bylaw Section of this agenda for Council's consideration.

**COUNCIL PRIORITIES:**

**Community and Social Development**

- 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.

**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,



---

Chelsea Smirle  
Legislative Clerk/Executive Assistant



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Approved for Submission to Council

**DISTRICT OF MACKENZIE**

**BYLAW NO. 1484**

A bylaw to limit registration of electors  
to registration at the time of voting.

---

**WHEREAS** pursuant to Section 54 **69** of the *Local Government Act*, Council may, by bylaw, limit registration of electors to registration at the time of voting;

**AND WHEREAS** the Council of the District of Mackenzie wishes to limit registration of electors to registration at the time of voting for all elections under Part **3 and** 4 of the *Local Government Act*;

**NOW THEREFORE** the Council of the District of Mackenzie, in open meeting assembled, **HEREBY ENACTS** as follows:

1. This bylaw may be cited as "Voting Day Registration Bylaw No. 1484, 2022."
2. For the purposes of all elections and other voting under Part **3 and** 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.
3. Registration as an elector under Section 2 of this bylaw is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.
4. Bylaw No. 1221 cited as "Voting Day Registration Bylaw No. 1221, 2008" is hereby repealed.

**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 the District of Mackenzie  
Bylaw No. 1484 cited as  
"Voting Day Registration  
Bylaw No. 1484, 2022".

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Mayor

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Corporate Officer

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Corporate Officer

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Finance  
**Date:** June 8, 2022  
**Subject:** Delegation Bylaw Amendment – Purchasing Policy

---

### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

With increasing costs for goods and services along with supply chain issues and short construction season in Mackenzie, staff have recognized that the authorization spending limit for Chief Administrative Officer, Chief Financial Officer and Directors in the current Purchasing & Procurement Policy provides limited flexibility and time constraints when requiring Council approval to purchase or award contracts for timely project commencements. As such, staff are recommending revising the "Authority to Issue Purchase Orders" section of the policy to increase the authorized spending limit to \$25,000.

A more detailed review and update of the Policy will be brought forward to Council later this year.

The suggested changes to this section are highlighted below:

### **AUTHORITY TO ISSUE PURCHASE ORDERS:**

The authority delegated through this policy applies to the supply of all goods and services required by the District and purchased through purchase orders, except for:

- (1) utilities and telephone services
- (2) legal services
- (3) insurance premiums
- (4) grants
- (5) wages and benefits
- (6) travel expenses that require the submission of expense claim form
- (7) requests for additions to the list of exempt purchases must be forwarded to the Chief Financial Officer



All purchase orders should be pre-numbered and issued in numeric sequence with those persons indicated below being responsible for the security and distribution of all purchase orders allocated to their departments.

The following are delegated the authority to approve contracts and the commitments for the provision of goods and services or other District activities, works or services in the ordinary course of business, and to approve payments pursuant to such contracts and commitments, to the maximum amounts, being the total monetary value of each contract or commitment inclusive of permitted renewals, set out below:

Position	Delegated Approval Authority Limit
Chief Administrative Officer	\$25,000
Chief Financial Officer	\$25,000
Director	\$25,000
Managers & Superintendent	\$5,000
Coordinator	\$5,000
Bylaw Enforcement Officer II	\$500
Lead Hand Mechanic	\$500

**Purchase Orders greater than \$25,000**

The authority to authorize and execute purchase orders in an amount over \$25,000 but less than \$75,000 is delegated as follows:

- The order must be initiated by a Director or the Chief Administrative Officer.
- If the Order is initiated by a Director, then it must be authorized and executed by the Director and by the Chief Administrative Officer or in his/her absence, the Chief Financial Officer.
- If the order is initiated by the Chief Administrative Officer it must be authorized and executed by the Chief Administrative Officer and the Chief Financial Officer. If the Chief Financial Officer is not available then the Mayor must also authorize and execute the purchase order.

The changes made to the policy would be further reflected in the summary table on page 18 of the Purchasing/Procurement Procedures & Guidelines. Both the "Authority to Issue Purchase Orders" section and the summary table have been included as an attachment to this report for Council's comparison and review.

As the policy is attached as a schedule to Delegation Bylaw No. 1332, 2016, we are asking Council to consider Delegation Amendment Bylaw No. 1485, 2022, included in this agenda, which would enforce the recommended changes above.



**COUNCIL PRIORITY:**

**Good 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,

A handwritten signature in blue ink that reads "Kerri Borne".

Kerri Borne  
Chief Financial Officer

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

Approved for Submission to Council

**Attachment #1 – Excerpt from Current Purchasing/Procurement Policy**

**AUTHORITY TO ISSUE PURCHASE ORDERS:**

The authority delegated through this policy applies to the supply of all goods and services required by the District and purchased through purchase orders, except for:

- (8) utilities and telephone services
- (9) legal services
- (10) insurance premiums
- (11) grants
- (12) wages and benefits
- (13) travel expenses that require the submission of expense claim form
- (14) requests for additions to the list of exempt purchases must be forwarded to the Chief Financial Officer

All purchase orders should be pre-numbered and issued in numeric sequence with those persons indicated below being responsible for the security and distribution of all purchase orders allocated to their departments.

The following are delegated the authority to approve contracts and the commitments for the provision of goods and services or other District activities, works or services in the ordinary course of business, and to approve payments pursuant to such contracts and commitments, to the maximum amounts, being the total monetary value of each contract or commitment inclusive of permitted renewals, set out below:

<b>Position</b>	<b>Delegated Approval Authority Limit</b>
Chief Administrative Officer	\$10,000
Chief Financial Officer	\$10,000
Director	\$10,000
Managers & Superintendent	\$5,000
Coordinator	\$5,000
Bylaw Enforcement Officer II	\$500
Lead Hand Mechanic	\$500

**Purchase Orders greater than \$10,000**

The authority to authorize and execute purchase orders in an amount over \$10,000 but less than \$75,000 is delegated as follows:

The order must be initiated by a Director or the Chief Administrative Officer.

- If the Order is initiated by a Director, then it must be authorized and executed by the Director and by the Chief Administrative Officer or in his/her absence, the Chief Financial Officer.
- if the order is initiated by the Chief Administrative Officer it must be authorized and executed by the Chief Administrative Officer and the Chief Financial Officer. If the Chief Financial Officer is not available then the Mayor must also authorize and execute the purchase order.

## Attachment #2 – Current Summary Table

### PURCHASING GUIDELINES SUMMARY BASED ON VALUE RANGES

Anyone given responsibility for initiating or approving a purchase under this schedule is accountable and responsible to ensure that proper and adequate budget authorities exist and that the purchase does not violate any District policy, legal or statutory requirements. Note that this chart is a summary only. Staff should review the applicable sections of the Guidelines in every case.

Authorities and Responsibilities for All Goods & Services, & Construction	VALUES			
	\$0-5,000 (See pages 14)	\$5,000- <del>\$10,000</del> (See page 15)	<del>\$10,000</del> – 75,000 (goods and services) <del>Up to \$100,000</del> Capital Construction/ Project (See pages 16-17)	\$75,000+ (goods and services) \$100,000+ Capital Construction/Project (See page 18-19)
Goods & Services Acquisition Authority (P. 201 of 219)	<ul style="list-style-type: none"> <li>Maximum limit of \$500 -BE Officer II</li> <li>Lead Hand Mechanic/Mechanic</li> <li>Maximum limit of \$5,000</li> <li>Directors</li> <li>Building Inspector</li> <li>Managers</li> <li>Executive Assistant</li> <li>PW Admin Coord.</li> </ul> (Refer to Policy)	<ul style="list-style-type: none"> <li>Directors</li> </ul> (Refer to Policy)	<ul style="list-style-type: none"> <li>Initiated by Chief Administrative Officer or a Director</li> </ul> (Purchase Order must be authorized by two of the following authorities: CAO, CFO, Director or Mayor - Refer to Policy for conditions)	<ul style="list-style-type: none"> <li>Initiated by Chief Administrative Officer or a Director</li> </ul> (Purchase Order must be authorized by two of the following authorities: CAO, CFO, Director or Mayor - Refer to Policy for conditions)  Further Council Approval required when the expenditures are to be committed
Contract Signing Authority	<ul style="list-style-type: none"> <li>Directors</li> </ul> (Refer to Policy)	<ul style="list-style-type: none"> <li>Directors</li> </ul> (Refer to Policy)	<ul style="list-style-type: none"> <li>Chief Administrative Officer upon approval from Council</li> </ul> (Refer to Policy)	<ul style="list-style-type: none"> <li>Chief Administrative Officer upon approval from Council</li> </ul> (Refer to Policy)
Competition	<ul style="list-style-type: none"> <li>No written quotes required although 2 or 3 verbal quotes are suggested</li> </ul>	<ul style="list-style-type: none"> <li>Three or more written or verbal quotes.</li> <li>Verbal quotes must include an e-mail confirmation</li> </ul>	<ul style="list-style-type: none"> <li>Minimum of Three Written Quotes.</li> <li>Invitation to Tender/RFP/RFQ or other suitable process (e.g. other processes: Expression of Interest, Request for Qualification with appropriate contract language to enter into an agreement)</li> <li>When the minimum of three written quotes are not available, there should be an explanation of “Non-Compliance”</li> <li>Advertising is an option</li> </ul>	<ul style="list-style-type: none"> <li>Invitation to Tender/RFP/RFQ or other suitable process (e.g. other processes: Expression of Interest, Request for Qualification with appropriate contract language to enter into an agreement)</li> <li>Must advertise on BC Bid</li> </ul>
Required Documentation	<ul style="list-style-type: none"> <li>Email, notes of verbal quotes</li> <li>Invoice Signoff</li> <li>Purchase Order</li> <li>Purchasing Card</li> <li>Contract or Purchase Agreement, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Email, notes of written/verbal quotes</li> <li>Invoice Signoff</li> <li>Purchase Order</li> <li>Contract or Purchase Agreement, if applicable</li> </ul>	<ul style="list-style-type: none"> <li>Depends on purchase type For Goods and Services</li> <li>Copy of written quotes</li> <li>Invoice Signoff, Purchase Order or Contract For Capital Construction/Project</li> <li>Tender/RFP/RFQ or other document</li> <li>Contract or Purchase Agreement, as applies</li> <li>Summary of Evaluation of Competitive Bids</li> <li>Invoice Signoff, Purchase Order, or copy of contract if applicable</li> </ul> (Refer to Guidelines)	<ul style="list-style-type: none"> <li>Tender/RFP or other process (see above) document</li> <li>Contract or Purchase Agreement, as applies</li> <li>Summary of Evaluation of Competitive Bids</li> <li>WorkSafe BC, Insurance, Safety Standards (Refer to Guidelines)</li> </ul>
Other Purchase Types	Exclusions: **Approved Single Source ** Approved Sole Source **Co-operative Ventures ** Emergency Purchases ** Special Category Expenditures (see relevant pages)			

**COUNCIL MEMBER ACTIVITY REPORT**

**To:** Mayor and Council

**From:** Councillor Viktor Brumovsky

**Date:** June 2, 2022

**Subject:** Report for the Month of May 2022

<b>Date:</b>	<b>Activity:</b>
May 3	Participated in the monthly Chamber of Commerce Director’s meeting as the District liaison.
May 6	Attended the Spring Expo (trade show) at the Mackenzie Recreation Centre as well as the dance afterward at the Mackenzie Legion. This was the first time the Expo was held since the start of the pandemic, reviving a decades old mainstay on the Mackenzie event calendar!
May 19	Attended the Chamber of Commerce Annual General Meeting. The guest speaker at the meeting was Bob Gammer of BC Hydro. He gave a detailed presentation on progress at the Site C Hydroelectric Dam construction project. Afterward he entertained questions about the project as well as other topics related to BC Hydro in Mackenzie.

Respectfully Submitted,  
Councillor Brumovsky

**DISTRICT OF MACKENZIE**

**Bylaw No. 1482**

A bylaw to provide for the determination of various procedures for the conduct of local government elections and other voting

---

**WHEREAS** under the *Local Government Act*, Council may, by bylaw, determine various procedures and requirements to be applied to the conduct of local government elections and other voting;

**AND WHEREAS** Council wishes to establish voting procedures and requirements under that authority.

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the District of Mackenzie in open meeting assembled, **HEREBY ENACTS** as follows:

**1. CITATION**

This Bylaw may be cited for all purposes as "General Local Government Election Bylaw No. 1482, 2022".

**2. ADDITIONAL ADVANCE VOTING OPPORTUNITIES**

- (a) In addition to the required advance voting opportunity on the 10<sup>th</sup> day before general voting day, the following day is hereby established as an advance voting opportunity for the general local election and other voting:
  - (i) on the day before general voting day.
- (b) Advance voting opportunities on the dates specified in subsection 2(a) shall be available between the hours of 8:00 am and 8:00 pm.
- (c) As authorized under Section 108 of the *Local Government Act*, the Council authorizes the Chief Election Officer or designate to establish additional advance voting opportunities for each election to be held in advance of general voting day and to designate the voting places, and to establish the date and voting hours for these voting opportunities.

### **3. SPECIAL VOTING OPPORTUNITIES – MACKENZIE AND DISTRICT HOSPITAL**

(a) To give electors who may otherwise be unable to vote an opportunity to do so, the Council will provide a special voting opportunity as authorized under Section 109 of the *Local Government Act* for each election and authorizes the Chief Election Officer or designate to establish a special voting opportunity for each election and designate the location, the date and the voting hours within the limits set out in Section 109 of the *Local Government Act*, for the special voting opportunities.

(b) The following restrictions apply to persons who may vote at this special voting opportunity:

The only electors who may vote are electors who, on the date on which the special voting opportunity is held and before the end of the voting hours for that special voting opportunity, have been admitted as a patient to the Mackenzie and District Hospital or are employees of the Mackenzie and District Hospital.

(c) Council authorizes the Chief Election Officer or designate to limit the number of candidate representatives who may be present at the special voting opportunity.

### **4. RESOLUTION OF TIE VOTE AFTER JUDICIAL RECOUNT**

In the event of a tie vote after a judicial recount, the tie vote will be resolved by conducting a lot in accordance with Section 151 of the *Local Government Act*.

### **5. REPEAL**

Bylaw No. 1178 cited as "General Local Government Election Bylaw No. 1178, 2005" is hereby repealed.

**READ** a first time this 24<sup>th</sup> day of May, 2022.

**READ** a second time this 24<sup>th</sup> day of May, 2022.

**READ** a third time this 24<sup>th</sup> day of May, 2022.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

I hereby certify the foregoing  
to be a true and correct copy of  
District of Mackenzie Bylaw No. 1482  
cited as "General Local Government  
Election Bylaw No. 1482, 2022.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer



## **DISTRICT OF MACKENZIE**

### **BYLAW NO. 1483**

A bylaw to permit voting by mail ballot.

---

**WHEREAS** pursuant to Section 110 of the *Local Government Act*, Council may, by bylaw, permit voting by mail ballot and establish procedures therefor;

**NOW THEREFORE** the Council of the District of Mackenzie in open meeting, enacts as follows:

#### **1. CITATION**

1.1 This bylaw may be cited as "Mail Ballot Authorization and Procedure Bylaw No. 1483, 2022".

#### **2. AUTHORIZATION**

2.1 Voting may be done by mail ballot and registration of election may be done by mail in conjunction with mail ballot voting.

2.2 The following time limits shall apply in relation to voting by mail:

- a) Commencing seven days before the first day of advance voting; and
- b) Ending at 4:00 pm on the Thursday two days before general voting day.

#### **3. APPLICATION PROCEDURE**

3.1 A person wishing to vote by mail ballot shall apply by giving their name and address to the Chief Election Officer or to the person designated by the Chief Election Officer for such purposes, during the period commencing seven days before the first day of advance voting and ending at 4:00 pm on the Thursday two days before general voting day.

3.2 Upon receipt of a request for a mail ballot, the Chief Election Officer or designate shall, between the time when the ballots are ready ~~first day of advanced voting~~ and 4:00 pm on the Thursday two days before general voting day:

- a) Make available to the applicant, a mail ballot package which contains:
  - i. The content set out in Section 110(7) of the *Local Government Act*;

- ii. Additional instructions; and
  - iii. A statement advising the elector that
    - a) The elector must meet the eligibility to vote criteria, and
    - b) The elector must attest to such fact; and
  - b) Record in the register of Mail Ballots and, upon request, make available for inspection:
    - i. The name and address of the elector to whom the mail ballot package was issued; and
    - ii. Any other information that the Chief Election Officer or designate deems helpful to maintain the register of mail ballots.
- 3.3 As per the applicant's direction, the Chief Election Officer or designate may distribute the mail ballot package in any of the following ways:
- a) Sending the mail ballot package by Canada Post;
  - b) Sending the mail ballot package by courier at the expense of the applicant;
  - c) Having the mail ballot package picked up by the applicant at a designated time and location; or
  - d) Having the mail ballot package picked up by an authorized person at a designated time and location
- 3.4 The Chief Election Officer or designate may request that the authorized person show identification and sign a form before providing the authorized person with the mail ballot package.

#### **4. VOTING PROCEDURE**

- 4.1 To vote using a mail ballot, the elector shall mark the ballot in accordance with the instructions contained in the mail ballot package provided by the chief election officer.
- 4.2 After marking the ballot, the elector shall:
- a) place the ballot in the secrecy envelope provided and seal the secrecy envelope;
  - b) place the secrecy envelope in the certification envelope, and complete and sign the certification printed on such envelope, and then seal the certification envelope;

- c) place the certification envelope, together with a completed elector registration application, if required, in the outer envelope, and then seal the outer envelope;
- d) mail, or have delivered, the outer envelope and its contents to the Chief Election Officer or designate at the address specified so that it is received no later than the close of voting on general voting day.

## **5. BALLOT ACCEPTANCE OR REJECTION**

5.1 Until 4:00 pm on the Thursday two days before general voting day, upon receipt of the outer envelope and its contents, the Chief Election Officer or designate shall immediately record the date of such receipt and shall then open the outer envelope and remove and examine the certification envelope and the completed elector registration application, if applicable, and if satisfied as to:

- a) the identity and entitlement to vote of the elector whose ballot is enclosed; and
- b) the completeness of the certification; and
- c) the fulfilment of the requirements of Section 70 of the *Local Government Act* in the case of a person who is registering as a new elector;

the Chief Election Officer or designate shall mark the certification envelope as "accepted" and shall retain in his custody all such certification envelopes in order to deal with any challenges made in accordance with Section 6 of this bylaw.

5.2 The unopened certification envelopes shall remain in the custody of the Chief Election Officer or designate until 4:00 pm on the Thursday two days before general voting day, at which time the certification envelopes containing the secrecy envelopes shall be opened in the presence of at least one other person, including any scrutineers present.

5.3 At 4:00 pm on the Thursday two days before general voting day, the Chief Election Officer or designate shall place all secrecy envelopes received up until that time into a ballot box specified for such purpose, where such secrecy envelopes were received from persons whose right to vote using a mail ballot has not been challenged, or where such challenge has been resolved and the challenged person permitted to vote.

5.4 Where an outer envelope and its contents are received by the Chief Election Officer or designate between 4:00 pm on the Thursday two days before general voting day and the close of voting on general voting day, the provisions of Section 5.1 of this bylaw with regard to ballot acceptance shall apply and the Chief Election Officer or designate shall retain such envelopes in their possession until the close of voting and at that time shall open such certification envelopes in the presence of at least one other person, including

any scrutineers present, and place the secrecy envelope containing the ballot into the ballot box containing the other unopened secrecy envelopes.

5.5 As soon as possible after all of the secrecy envelopes have been placed in the ballot box designated for that purpose, the ballot box shall be opened under the supervision of the Chief Election Officer or designate, and in the presence of at least one other person and any scrutineers present, the secrecy envelopes shall be opened and the ballots contained therein counted in accordance with the provisions of the *Local Government Act*.

5.6 Where:

- a) upon receipt of an outer envelope, the Chief Election Officer or designate is not satisfied as to the identity of the elector whose ballot is enclosed; or
- b) in the case of a person required to complete an application for registration as an elector, such application has not been completed in accordance with Section 70 of the *Local Government Act*; or
- c) the outer envelope is received by the Chief Election Officer or designate after the close of voting on general voting day,

the certification envelope shall remain unopened and the Chief Election Officer or designate shall mark such envelope as "rejected", and shall note the reasons therefor, and the ballot contained therein shall not be counted in the election.

5.7 Any certification envelopes and their contents rejected in accordance with Section 5.6 of the bylaw shall remain unopened and shall be subject to the provisions of Section 160(6) of the *Local Government Act* with regard to their destruction.

## **6. CHALLENGE OF ELECTOR**

6.1 A person exercising the right to vote under the provisions of this bylaw may be challenged in accordance with and on the grounds specified in Section 126 of the *Local Government Act*, until 4:00 pm on the Thursday two days before general voting day.

6.2 The provisions of Section 126(2) to (5) inclusive of the *Local Government Act* shall apply where a challenge of an elector using a mail ballot has been made.

## **7. ELECTOR'S NAME ALREADY USED**

7.1 Where, upon receiving a request for a mail ballot, the Chief Election Officer or designate determines that another person has voted or has already been issued a mail ballot in

the elector's name, the provisions of Section 127 of the *Local Government Act* shall apply, so far as applicable.

**8. REPLACEMENT OF SPOILED BALLOT**

- 8.1 Where an elector unintentionally spoils a mail ballot before returning it to the Chief Election Officer or designate, the elector may request a replacement ballot by advising the Chief Election Officer or designate of the ballot spoilage and by mailing or otherwise delivering by any appropriate means, the spoiled ballot package in its entirety to the Chief Election Officer or designate.
- 8.2 The Chief Election Officer or designate shall, upon receipt of the spoiled ballot package, record such fact, and proceed in accordance with Section 3.2 of this bylaw.

**9. REPEAL**

Bylaw No. 1222 cited as "Mail Ballot Authorization and Procedure Bylaw No. 1222, 2008" is hereby repealed.

**READ** a first time this 24<sup>th</sup> day of May, 2022.

**READ** a second time this 24<sup>th</sup> day of May, 2022.

**READ** a third time this 24<sup>th</sup> day of May, 2022.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

I hereby certify the foregoing  
to be a true and correct copy  
of the District of Mackenzie  
Bylaw No. 1483 cited as  
"Mail Ballot Authorization and  
Procedure Bylaw No. 1483, 2022".

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Mayor

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Corporate Officer

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Corporate Officer

**DISTRICT OF MACKENZIE**

**BYLAW NO. 1484**

A bylaw to limit registration of electors  
to registration at the time of voting.

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**WHEREAS** pursuant to Section 69 of the *Local Government Act*, Council may, by bylaw, limit registration of electors to registration at the time of voting;

**AND WHEREAS** the Council of the District of Mackenzie wishes to limit registration of electors to registration at the time of voting for all elections under Part 4 of the *Local Government Act*;

**NOW THEREFORE** the Council of the District of Mackenzie, in open meeting assembled, **HEREBY ENACTS** as follows:

1. This bylaw may be cited as "Voting Day Registration Bylaw No. 1484, 2022."
2. For the purposes of all elections and other voting under Part 4 of the *Local Government Act*, a person may register as an elector only at the time of voting.
3. Registration as an elector under Section 2 of this bylaw is effective only for the voting or other matters on which the opinion of the electors is being sought at the time of voting.
4. Bylaw No. 1221 cited as "Voting Day Registration Bylaw No. 1221, 2008" is hereby repealed.

**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 the District of Mackenzie  
Bylaw No. 1484 cited as  
"Voting Day Registration  
Bylaw No. 1484, 2022".

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Mayor

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Corporate Officer

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Corporate Officer



**DISTRICT OF MACKENZIE**

**BYLAW NO. 1485, 2022**

A bylaw to amend Delegation Bylaw No. 1332, 2016.

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**WHEREAS** the Council of the District of Mackenzie deems it prudent and desirable to amend its Delegation Bylaw;

**NOW THEREFORE** the Council of the District of Mackenzie, in open meeting assembled, **HEREBY ENACTS** as follows:

1. That "Delegation Bylaw No. 1332, 2016" is hereby amended as follows:

- (a) By replacing the "AUTHORITY TO ISSUE PURCHASE ORDERS" section of Schedule "A" Purchasing/Procurement Policy with the following:

**"AUTHORITY TO ISSUE PURCHASE ORDERS:**

The authority delegated through this policy applies to the supply of all goods and services required by the District and purchased through purchase orders, except for:

- (1) utilities and telephone services
- (2) legal services
- (3) insurance premiums
- (4) grants
- (5) wages and benefits
- (6) travel expenses that require the submission of expense claim form
- (7) requests for additions to the list of exempt purchases must be forwarded to the Chief Financial Officer

All purchase orders should be pre-numbered and issued in numeric sequence with those persons indicated below being responsible for the security and distribution of all purchase orders allocated to their departments.

The following are delegated the authority to approve contracts and the commitments for the provision of goods and services or other District activities, works or services in the ordinary course of business, and to approve payments pursuant to such contracts and commitments, to the maximum amounts, being the total monetary value of each

contract or commitment inclusive of permitted renewals, set out below:

<b>Position</b>	<b>Delegated Approval Authority Limit</b>
Chief Administrative Officer	\$25,000
Chief Financial Officer	\$25,000
Director	\$25,000
Managers & Superintendent	\$5,000
Coordinator	\$5,000
Bylaw Enforcement Officer II	\$500
Lead Hand Mechanic	\$500

**Purchase Orders greater than \$25,000**

The authority to authorize and execute purchase orders in an amount over \$25,000 but less than \$75,000 is delegated as follows:

- The order must be initiated by a Director or the Chief Administrative Officer.
- If the Order is initiated by a Director, then it must be authorized and executed by the Director and by the Chief Administrative Officer or in his/her absence, the Chief Financial Officer.
- If the order is initiated by the Chief Administrative Officer it must be authorized and executed by the Chief Administrative Officer and the Chief Financial Officer. If the Chief Financial Officer is not available then the Mayor must also authorize and execute the purchase order.

(b) By amending the Purchasing Guidelines Summary Based on Value Ranges table to reflect the above changes to the overall policy.

2. This bylaw may be cited for all purposes as "Delegation Amendment Bylaw No. 1485, 2022."

**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. 1485 cited as "Delegation Amendment Bylaw No. 1485, 2022".

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer