

Committee of the Whole at 7:00 pm

AGENDA for the Council Meeting to be held on Monday, June 27, 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.

1. ADOPTION OF MINUTES

- | | | |
|----|---------------------------------|---------|
| a) | Regular Meeting - June 13, 2022 | 9 - 18 |
| b) | Special Meeting - June 17, 2022 | 19 - 20 |

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT AND QUESTIONS

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

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

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

5. PETITIONS AND DELEGATIONS

6. CORRESPONDENCE

Motion required to accept all correspondence listed on the agenda.

For Action:

- | | | |
|----|---|---------|
| a) | Letter received from the Union of BC Municipalities acknowledging receipt of the two resolutions submitted from the District of Mackenzie and that they will be included in the UBCM Resolutions Book for the 2022 UBCM Convention in September. | 21 - 22 |
| b) | 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. | 23 - 33 |
| c) | Email received from BC Bus North advising that they will be planning a roadshow on July 15th at the Mackenzie Recreation Centre advertising their services. BC Bus North has invited Mayor and Council to attend and is requesting assistance from the District in promoting the event. | 34 |

- d) Letter received from the Morfee Mountain Young Teen Outreach Society requesting a letter of support from the District of Mackenzie for an opportunity to access school facilities at Morfee Elementary School to help expand the early childhood education services they currently provide. 35 - 36
- e) Letter received from CN Rail requesting the following resolution be made in support of Rail Safety Week: 37 - 38

Whereas Rail Safety Week is to be held across Canada from September 19 to 25, 2022;

Whereas it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is hereby **RESOLVED** to support national **Rail Safety Week** to be held from September 19 to 25, 2022.

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

For Consideration:

- f) Resolution received from the City of New Westminster being submitted to the UBCM convention regarding library funding. 39 - 40

- g) Resolution received from the Town of Gibsons being submitted to the UBCM convention regarding hospice service funding. 41
- h) CN News Release announcing that they will be investing \$390 million towards enabling sustainable growth, improving capacity and advancing the company's commitment to safety in BC. These investments will ensure the continued safe movement of goods in BC and everywhere on CN's transcontinental network. 42 - 43
- i) Letter received from Stand.Earth requesting support for protecting BC's Coasts from acidic washwater dumping. Stand.Earth will be submitting a resolution to the UBCM convention and is requesting the District of Mackenzie pass a similar motion in support. 44 - 46

For Information:

- j) Announcement from the McLeod Lake Mackenzie Community Forest notifying Council that a shareholder dividend of \$350,000 each will be provided to the District of Mackenzie and the McLeod Lake Indian Band. 47
- k) Forest Enhancement Society of BC (FESBC) awarded \$25 million in funding to help protect communities from wildfire rise. The FESBC will be accepting applications to fund projects that will assist the Province of BC in reducing wildfire risk and increasing community resiliency to wildfire across BC. 48 - 49
- l) Letter received from the Northern Development Initiative Trust announcing that they are accepting grant applications to the Northern Healthy Communities Fund. A poster and post cards have been provided to help spread the word of funding available. 50 - 51

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

- m) Announcement from the BC Council of Forest Industries announcing new President and CEO, Linda Coady. 52 - 53
- n) Land Use Contract Bylaws (in reference to Council Report - Provincial Termination of Land Use Contracts)
 - Land Use Contract Bylaw No. 182, 1973
 - Land Use Contract Bylaw No. 212, 1973
 - Land Use Contract Bylaw No. 249, 1975
 - Land Use Contract Bylaw No. 250, 1975
 - Land Use Contract Bylaw No. 307, 1976
 - Land Use Contract Bylaw No. 311, 1977
 - Land Use Contract Bylaw No. 319, 1978
 - Land Use Contract Bylaw No. 341, 1978
- o) Coastal GasLink SEEMP Status Report No. 7
December 2021 - May 2022
- p) The Focus Project - Northern BC Victim Service
Violence Against women Monitoring and Engagement
Project - 2021 "What We Heard" Report
- q) Young Anderson Barristers & Solicitors - Newsletter
LGMA Conference Issue -
June 2022 Volume 33, Number 2
- r) The Journal of the BC Principals' & Vice-Principals'
Association - Vol. 3 - Issue 3 - June 2022

7. ADMINISTRATION REPORTS

- a) Draft2021 Annual Report 54 - 130

THAT Council receives this report for information.

June 27, 2022

- b) Council Travel and Expenses 131 - 133

THAT Council receives this report for information.

- c) Employee Code of Conduct Policy 5.22 134 - 140

THAT Council establish the Employee Code of Conduct Policy 5.22.

- d) Age-Friendly Grant Application 141 - 143

THAT Council supports the District's application for up to \$25,000 towards an Accessibility Plan;

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

- e) Provincial Termination of Land Use Contracts 144 - 148

THAT Council receives this report for information.

- f) Seniors Garden - Fencing Request 149 - 152

THAT Council direct staff how to proceed with the request.

- g) Road Upgrade Project Funding Opportunities 153 - 155

Recommendation #1

THAT Council supports the District of Mackenzie's application to the Canada Community-Building Fund Strategic Priorities Fund – Capital Infrastructure Stream for the Mackenzie Road Rehabilitation Project;

AND THAT Council commits to provide overall grant management and finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance costs associated with the completed project;

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

Recommendation #2

THAT Council supports the District of Mackenzie's application to the Canada Community-Building Fund Strategic Priorities Fund – Capacity Building Stream for an asset management plan for roadways;

AND THAT Council commits to provide overall grant management and finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance costs associated with the completed project;

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

8. COUNCIL REPORTS

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

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. BYLAWS

- | | | |
|----|--|-----------|
| a) | THAT Bylaw No. 1484, cited as "Voting Day Registration Bylaw No. 1484, 2022" be adopted. | 156 - 157 |
| b) | THAT Bylaw No. 1485, cited as "Delegation Amendment Bylaw No. 1485, 2022" be adopted. | 158 - 160 |

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

14. INQUIRIES

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

15. ADJOURNMENT

**District of Mackenzie
Regular Council Meeting
Monday, June 13, 2022**

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

PRESENT: Deputy Mayor A. Barnes
Councillor V. Brumovsky
Councillor P. Grogan
Councillor R. McMeeken
Councillor J. Wiens
Chief Administrative Officer
D. Smith
Chief Financial Officer K. Borne
Director of Corporate Services
E. Kaehn
Fire Chief J. Guise
Director of Recreation Services
T. Gilmer
Director of Operations
K. Gawryluk
Legislative Clerk/Executive Assistant
C. Smirle

CALLED TO ORDER: 7:15 pm

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

32472.
Defer Closed Meeting

MOVED by Councillor McMeeken
THAT the Special Closed meeting be deferred until after the regular meeting and will be closed to the public;

AND THAT 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].

CARRIED

1. ADOPTION OF MINUTES

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

The minutes of the Committee of the Whole Meeting held on May 24, 2022 were adopted as presented.

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

2. INTRODUCTION OF LATE ITEMS

N/A

3. ADOPTION OF AGENDA

32473. MOVED by Councillor Wiens
Adoption of Agenda THAT the agenda be adopted as presented.

CARRIED

4. PUBLIC COMMENT AND QUESTIONS

N/A

5. PETITIONS AND DELEGATIONS

Lucille Hinkleman, Mackenzie resident, appeared as a delegation to Mayor and Council regarding a petition that had been created to increase the Northern Resident Deduction for residents in Mackenzie.

32474. MOVED by Councillor McMeeken
Northern Resident Deduction Petition THAT the Northern Resident Deduction Petition be made available at the Mackenzie Recreation Centre front counter for residents to sign if they wish.

CARRIED

6. CORRESPONDENCE

32475. MOVED by Councillor McMeeken
Receipt of Correspondence THAT the correspondence listed on the agenda be received.

CARRIED

For Action:

32476. MOVED by Councillor Brumovsky
2022 *Climate Leaders Institute Conference*
Climate Leaders Institute Conference
Leaders Institute Conference
2022 THAT Council approve Councillor Hipkiss to attend the 2022 Climate Leaders Institute Conference that was held in Vancouver, BC from June 8-10, 2022.

CARRIED

32477. MOVED by Councillor McMeeken
New Horizons Bridging the Gap - Letter of Support
New Horizons Bridging the Gap - Letter of Support
Age Friendly Communities Grant program to the June 27th Regular Council meeting.
Age Friendly Communities Grant program to the June 27th Regular Council meeting.

CARRIED

32478. MOVED by Councillor Wiens
Motus Wildlife Tracking System
Motus Wildlife Tracking System
receiver at the Mackenzie Sewage Lagoon.
receiver at the Mackenzie Sewage Lagoon.

CARRIED

32479. MOVED by Councillor Brumovsky
Prince George Backcountry Recreation Society - Letter of Support
Prince George Backcountry Recreation Society - Letter of Support
for a Letter of Support towards building a community backcountry cabin in the southern portion of the Pine Pass to the June 27th Regular Council meeting.
for a Letter of Support towards building a community backcountry cabin in the southern portion of the Pine Pass to the June 27th Regular Council meeting.

CARRIED

OPPOSED by Councillor Grogan

32480. MOVED by Councillor Grogan
Global Week of Inclusion - Lighting
Global Week of Inclusion - Lighting
up the Mackenzie Recreation Centre during the week of July 18th in support of Global Week of Inclusion.
up the Mackenzie Recreation Centre during the week of July 18th in support of Global Week of Inclusion.

CARRIED

32481. MOVED by Councillor Grogan
Federal Funding for Rural Communities Town Hall THAT Council reach out to 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, to schedule a Town Hall with the District of Mackenzie to address federal funding for rural communities.

CARRIED

7. ADMINISTRATION REPORTS

32482. MOVED by Councillor McMeeken
Community Bike Park & Little Mac Contract Awards 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.

CARRIED

OPPOSED by Councillor Wiens

32483. MOVED by Councillor McMeeken
Resolution of Support – Community Bike Park Project 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.

CARRIED

OPPOSED by Councillor Grogan

PRIOR TO ADOPTION

32484. MOVED by Councillor McMeeken
Resolution *THAT Council supports the District's application to the South Peace Mackenzie*
of Support - *Trust's grant program towards the Little Mac Ski Chalet and Hill Upgrades*
Little Mac *project;*
Ski Chalet
and Hill *AND THAT the Chief Administrative Officer be authorized to execute the grant*
Upgrades *application and, if the application is successful, any related documentation.*
Project

CARRIED
OPPOSED by Councillor Grogan

32485. MOVED by Councillor Wiens
Council *THAT Council receives this report for information.*
Remuneration
and Expenses
- 2021

CARRIED

32486. MOVED by Councillor McMeeken
2021 *THAT Council approves the District of Mackenzie's Statement of Financial*
Statement of *Information for 2021.*
Financial
Information
(SOFI)

CARRIED

32487. MOVED by Councillor Brumovsky
Medical *THAT Council establish the Medical Forms Policy 5.21.*
Forms Policy
5.21

CARRIED

32488. MOVED by Councillor Brumovsky
FireSmart *THAT Council awards the FireSmart Coordinator contract to Ian LeBlanc of Mt.*
Coordinator *Blanc Ventures for a price of \$31,200 plus GST;*
Contract *AND THAT Council authorizes the Chief Administrative Officer to execute the*
contract and any other related documentation.

CARRIED
OPPOSED by Councillor Grogan

32489. MOVED by Councillor McMeeken
Electrical *THAT Council award the Audio-Visual Electrical Work contract to Prometheus*
Contract *Electrical in the amount of \$14,550 + GST.*
Award

CARRIED

PRIOR TO ADOPTION

32490. MOVED by Councillor McMeeken
Mackenzie *THAT Council awards, by single source, the Mackenzie 2.0 Marketing Materials*
2.0 *photography contract to Marcus Paladino Photography in the amount of \$10,000*
Photography + GST;
– Contract
Award *AND THAT the Chief Administrative Officer be authorized to execute the*
 contracts and any related documentation.

CARRIED
OPPOSED by Councillor Grogan

Councillor Grogan excused himself to avoid a conflict of interest.

32491. MOVED by Councillor Wiens
McLeod Lake *THAT Council approves the McLeod Lake Indian Band’s request for an in-kind*
Indian Band *contribution to use the portable stage and sound system for their 23rd Annual*
– Portable *General Assembly to be held August 10 to 12, 2022 on the McLeod Lake*
Stage & *Traditional Territory & McLeod Lake Heritage Site.*
Sound
System

CARRIED

Councillor Grogan returned.

32492. MOVED by Councillor Brumovsky
Amending *THAT Council amends the Inquiry section recorded in the May 9, 2022 Regular*
May 9, 2022 *Meeting minutes as noted in this report.*
Council
Minutes

CARRIED

32493. MOVED by Councillor McMeeken
Construction *THAT Council receives this report for information.*
Update for
the New
Mackenzie
Fire Hall and
the
Demolition
of the
Existing Fire
Hall

CARRIED

PRIOR TO ADOPTION

32494. MOVED by Councillor Brumovsky
Mackenzie *THAT Council authorize the Chief Administrative Officer to execute the Licence of*
Alpine *Occupation Agreement with the Province;*
Riders
Licence of *AND THAT Council approve the sub-tenure agreement between the District of*
Occupation *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.

CARRIED

32495. MOVED by Councillor Grogan
CBC FM *THAT Council approves the proposed location for CBC's communication tower to*
Radio *lease a portion of Lot 112, District Lot 12463, Cariboo District, Plan PGP16748;*
Station
Lease *AND THAT Council authorizes staff to proceed with drafting a lease with CBC*
 Radio for Council's consideration.

CARRIED

Councillor Grogan removed himself to avoid a conflict of interest.

32496. MOVED by Councillor Brumovsky
RDFFG – *THAT Council directs Administration on to notify the Regional District of Fraser-*
Referral for *Fort George that they have no objections regarding repetitive messaging with the*
DVP 1383 *application.*

CARRIED

Councillor Grogan returned.

32497. MOVED by Councillor Wiens
Letter of *THAT Council provide a letter of support to Roshan Pothumulla, owner of*
Support – *Evergreen Taxi Service, to include with his Passenger Transportation license*
Roshan *application to the Passenger Transportation Board of BC.*
Pothumulla,
Evergreen
Taxi Service

CARRIED

32498. MOVED by Councillor McMeeken
Taxi Saver *THAT Administration bring back a policy update allowing non-profit*
Program *organizations to purchase packages of Taxi Saver coupons for their eligible*
Review *patrons for Council's consideration.*

CARRIED

32499. MOVED by Councillor Brumovsky
Election THAT Council receives this report for information.
Bylaw
Updates –
Voting Day
Registration

CARRIED

32500. MOVED by Councillor Wiens
Delegation THAT Council receives this report for information.
Bylaw
Amendment
- Purchasing
Policy

CARRIED
OPPOSED by Councillor Grogan

8. COUNCIL REPORTS

Mayor's Report
N/A

Council Reports
Councillor Brumovsky provided a written report.

9. UNFINISHED BUSINESS

N/A

10. NEW BUSINESS

N/A

11. BYLAWS

32501. MOVED by Councillor McMeeken
Bylaw No. THAT Bylaw No. 1482, cited as "General Local Government Election Bylaw No.
1482 1482, 2022" be adopted.
General
Local
Government
Election

CARRIED

32502. MOVED by Councillor Wiens
Bylaw No. *THAT Bylaw No. 1483, cited as "Mail Ballot Authorization and Procedure Bylaw
1483 Mail No. 1483, 2022" be adopted.*
Ballot
Authorization
and
Procedure

CARRIED

32503. MOVED by Councillor Grogan
Bylaw No. *THAT Bylaw No. 1484, cited as "Voting Day Registration Bylaw No. 1484, 2022"
1484 Voting be given first three readings.*
Day
Registration

CARRIED

32504. MOVED by Councillor Wiens
Bylaw No. *THAT Bylaw No. 1485, cited as "Delegation Amendment Bylaw No. 1485, 2022"
1485 be given first three readings.*
Delegation
Amendment

CARRIED

OPPOSED by Councillor Grogan

12. NOTICE OF MOTION

N/A

13. COMING EVENTS

National Indigenous Peoples Day
June 21, 2022

Canada Day - July 1, 2022
Morfee Lake - First Beach
Events from 12:00 pm - 4:00 pm

Property Taxes - Due July 4, 2022

14. INQUIRIES

Janice Nelson, Publisher of the Macktown Buzette, asked what was decided on for item 7.a) from the administrative report section of the agenda? Emily Kaehn, Director of Corporate Services, replied that recommendation number one was chosen.

PRIOR TO ADOPTION

Ms. Nelson asked about the Bike Park original budget estimate from VDZ, in July 2021, of \$646,000 and where it was in the presentation provided by Terry Gilmer, Director of Recreation Services? Diane Smith, Chief Administrative Officer, replied that we would provide Ms. Nelson with further detailed information following the meeting.

Ms. Nelson asked if any consideration was given to building the Bike Park on the Mac 1 property? Ms. Smith replied that we would provide Ms. Nelson with further details following the meeting.

15. ADJOURNMENT

32505. MOVED by Councillor Wiens
Adjournment THAT the meeting be adjourned at 9:11 pm.

CARRIED

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

Signed:

Certified Correct:

Mayor

Corporate Officer

**District of Mackenzie
Special Meeting
Friday, June 17, 2022**

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

PRESENT Deputy Mayor R. McMeeken
Councillor A. Barnes (virtually)
Councillor V. Brumovsky
Councillor J. Wiens
Chief Administrative Officer
D. Smith
Director of Corporate Services
E. Kaehn
Director of Operations
K. Gawryluk
Finance Manager W. Peterson
Legislative Clerk/Executive Assistant
C. Smirle

CALLED TO ORDER: 12:05 PM

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

1. ADOPTION OF AGENDA

32510. MOVED by Councillor Wiens
Adoption of Agenda THAT the agenda be adopted as presented.

CARRIED

2. PUBLIC COMMENT AND QUESTIONS

N/A

3. ADMINISTRATION REPORTS

32511. MOVED by Councillor Brumovsky
*Paving Contract Award THAT Council awards, by single source, the paving contract to Dynastar Blacktop in the amount of \$127,070 plus GST;
AND THAT the Chief Administrative Officer be authorized to execute the contract and any related documentation.*

CARRIED

4. UNFINISHED BUSINESS

N/A

5. NEW BUSINESS

N/A

6. NOTICE OF MOTION

N/A

7. INQUIRIES

N/A

8. ADJOURNMENT

32512. MOVED by Councillor Wiens
Adjournment THAT the meeting be adjourned at 12:12 pm.

CARRIED

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

Signed:

Certified Correct:

Mayor

Corporate Officer

June 14, 2022

Mayor Joan Atkinson
District of Mackenzie
Bag 340
Mackenzie, BC V0J 2C0

RECEIVED

JUN 22 2022

DISTRICT OF
MACKENZIE

Dear Mayor Atkinson:

Re: 2022 NCLGA Resolution(s)

UBCM is in receipt of the attached resolution(s) endorsed by your Council. Your resolution(s) received endorsement at the 2022 NCLGA Spring Convention.

As such, the resolution(s) will be included in UBCM Resolutions Book for the 2022 UBCM Convention in September.

Please contact Jamee Justason, Resolutions and Policy Analyst, if you have any questions about this process, email: jjustason@ubcm.ca.

Sincerely,



Councillor Laurey-Anne Roodenburg
UBCM President

Enclosure

Community Forests Escalating Stumpage

**Burns Lake, Valemount,
Mackenzie, McBride**

Whereas the tabular stumpage rate system that currently applies to community forest agreements provides the means through which community forests innovate, operate in contentious areas, invest in long-term forest stewardship and provide jobs and other benefits to their communities;

And whereas the ability of community forests to innovate and invest in community priorities including climate change adaptation, wildfire risk reduction, ecosystem restoration, old growth management, recreational infrastructure development, and community economic development relies upon the current stumpage rates:

Therefore be it resolved that UBCM petition the Province of British Columbia to maintain the tabular rate structure for community forest agreements.

Convention Decision:

District Information

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

Lavitah Mountain Non-Motorized Community Cabin Tenure Proposal

Management Plan



Prince George Backcountry Recreation Society (PGBRS)
www.pgbrs.org 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

Alex Bevington, President, Prince George Backcountry Recreation Society
www.pgbrs.org 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 or contact 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 Policy¹ 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 recovery² 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

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

² <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.

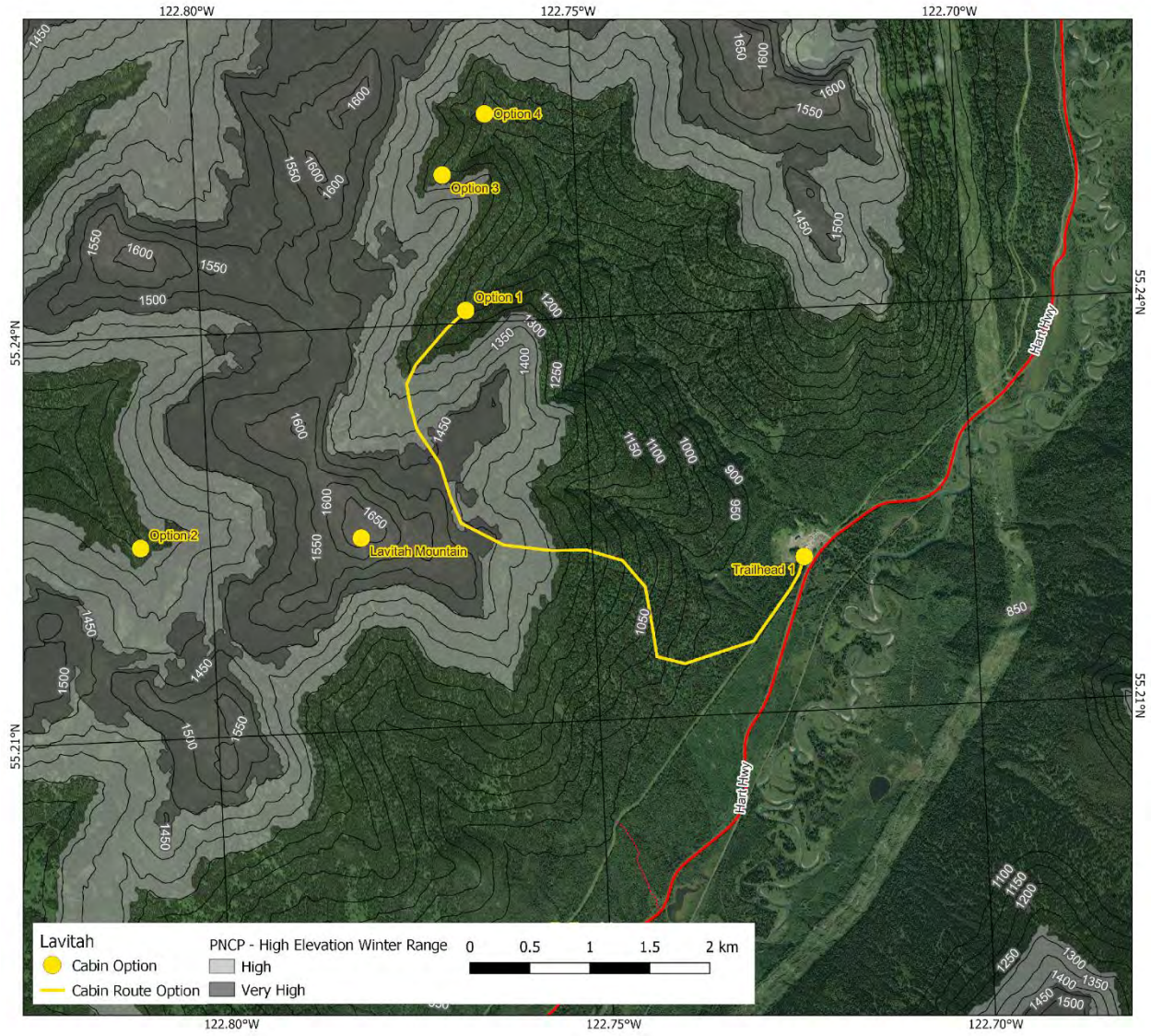


Figure 1: Map of Lavitah Mountain and the 4 location options for the proposed backcountry cabin. The grey and dark grey areas are High and Very high quality winter habitat for caribou. The cabin route (yellow) would be simple trail flagging and brush clearing - No machines will be used to build the trail.

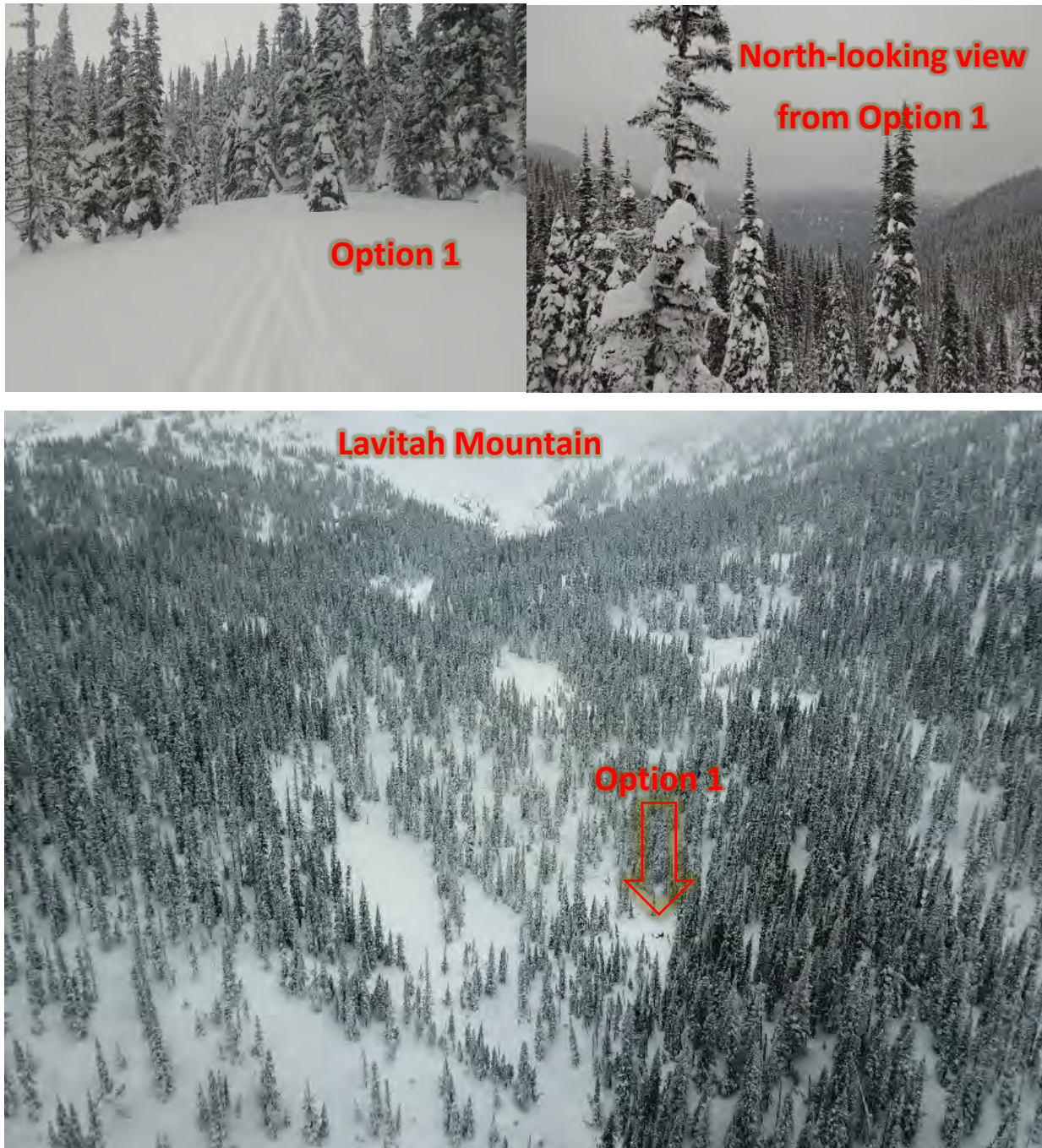


Figure 2: Top left: Site photo of Option 1. Top right: North-looking view from Option 1. Main: South-looking drone image of Option 1.

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.

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

From: Leigh Abra <leigha@redarrow.ca>
Sent: Wednesday, June 22, 2022 3:12 PM
To: Rachele Dumoulin <rdumoulin@districtofmackenzie.ca>
Subject: BC Bus North - Mackenzie Community Engagement Event

Hi Rachele,

I'm writing to let you know that BC Bus North is planning a Roadshow to some of the communities we serve and we've identified Mackenzie as one of the places we'd like to hold a small event. The event will consist of bringing one of our BC Bus North Buses for people to tour inside. We'll provide some local snacks and coffee, have some promotional items available, provide schedules, and route information, and will hold some draws for people to win free trips and such.

Event Details:

Date: Friday, July 15

Time: Approximately 11 am – 1 pm

Location: Mackenzie Recreation Centre

We invite Mayor Atkinson and Council attend the event to learn more about BC Bus North and also kindly ask if the District of Mackenzie could help spread the word to your community members.

Please do not hesitate to reach out for any questions,

LEIGH ABRA

Communications & Marketing Manager

P (403) 801-3443

C (403) 801-3443

F

E leigha@redarrow.ca

W www.redarrow.ca



REDARROW.CA



MYEBUS.CA

Our Safety Vision value, and is at the heart of all that we do. :

Safely Home is our deep conviction to Safety, and the ultimate promise we make to each other, to our clients, and to the communities in which we operate.

The Pacific Western Group of Companies is driven by safety. It is our first core

Megan Mitchell
Treasurer Morfee Mountain Young Teen Outreach Society
250 997 7359
Megann024@hotmail.com
311 and 310 Nechako Drive
Mackenzie BC, V0J2C0

RECEIVED

JUN 21 2022

DISTRICT OF
MACKENZIE

June 17, 2022.

1 Mackenzie Blvd.
Bag 340
Mackenzie, B.C.
V0J 2C0

Re: Seeking Permission to Expand Early Childhood Education Services at Morfee Elementary School.

To Mayor Joan Atkinson and Council

I am writing to you today on behalf of Morfee Mountain Young Teen Outreach Society (MMYTOS), a non-profit organization that provides early childhood education services, to our remote northern community, through affordable childcare and after school programs. The daycare was formed and continue to support young parents in Mackenzie Secondary School and college.

Our organization would like an opportunity to access school facilities, at Morfee Elementary on a full-time basis, to improve our program delivery. This would include a room of our own within the elementary school, as well as access to the Strongstart space and the Gymnasium.

At this time, our daycare is located within a private family home, near Morfee Elementary. We currently pay to access the Strongstart room and the Gymnasium between the hours of 7:00 am and 8:30 am, and then again from 2:30 pm to 5:00 pm. This split style of access requires us to admit limited number of children, transport children back and forth between the school and the daycare throughout the day.

There is a shortage of quality childcare within our small community, and it is our hope that by securing space within Morfee Elementary School, we could expand our program, enrol new children, and provide the children we serve with a continuous and supportive environment from the beginning to the end of their day.

We believe that by allowing our organization to rent space full-time onsite at Morfee Elementary, it aligns with the recent changes made to the Ministry of Education and Childcare Regulations. We believe this move will provide important early learning opportunities and support for future educational

I would appreciate an opportunity to discuss further our requests. Thank you for your consideration.

Sincerely,

Megan Mitchell

Treasurer of MMYTOS

A handwritten signature in black ink that reads "Megan Mitchell". The signature is written in a cursive style with a large, stylized "M" and "M" at the end.

From: Marie-Pier Triganne <marie-pier.triganne@cn.ca>
Sent: June 15, 2022 7:17 AM
To: Diane Smith <diane@districtofmackenzie.ca>
Subject: Rail Safety Week 2022 | Proclamation request



cn.ca

Dear Ms. Smith:

Every year, more than 2,100 North Americans are killed or seriously injured because of unsafe behaviour around tracks and trains. Every one of these incidents and deaths are preventable. By looking out for each other and working together, we can help keep our communities safe and prevent injuries and fatalities on or near railway property.

Safety is a core value at CN and we continue to take all necessary steps to protect our employees, communities, customers, vendors and partners with the objective of reducing rail related injuries and fatalities to zero. As we safely serve our customers and keep the economy moving, we remain committed in our efforts to educate the public on rail safety.

Rail Safety Week will be held in Canada, the United States, and Mexico from September 19-25, 2022. Once again this year, efforts to get the rail safety message out will be stronger than ever and represent a unique opportunity to work together with you, *Operation Lifesaver*, local authorities, CN Police Service officers and all CN employees to help prevent accidents and injuries at rail crossings in your community, and ensure everyone's safety on and around railroad infrastructure year-round.

Rail Safety is a shared responsibility

As leaders in your community, your council can play a key role in preventing incidents and saving lives by adopting the attached draft proclamation. Please send a copy of your proclamation by e-mail to Marie-Pier.Triganne@cn.ca and let us know about your plans to promote rail safety in your community.

If you have any questions or concerns about rail safety in your community, please contact our Public Inquiry Line at 1-888-888-5909. For additional information about Rail Safety Week 2022, please consult cn.ca/railsafety or operationlifesaver.ca.

Stephen Covey

Cyrus Reporter

Chief of Police and
Chief Security Officer

Vice-President, Public, Government & Regulatory Affairs



RESOLUTION IN SUPPORT OF RAIL SAFETY WEEK

Whereas *Rail Safety Week* is to be held across Canada from September 19 to 25, 2022;

Whereas it is in the public's interest to raise citizens' awareness of the dangers of ignoring safety warnings at level crossings and trespassing on rail property to reduce avoidable deaths, injuries and damage caused by incidents involving trains and citizens;

Whereas Operation Lifesaver is a public/private partnership whose aim is to work with the public, rail industry, governments, police services, media and others to raise rail safety awareness;

Whereas CN has requested City Council adopt this resolution in support of its ongoing efforts to raise awareness, save lives and prevent injuries in communities, including our municipality;

It is proposed by Councillor _____

seconded by Councillor _____

It is hereby **RESOLVED** to support national ***Rail Safety Week*** to be held from September 19 to 25, 2022.



Jonathan X. Côté
Mayor

June 21, 2022

Dear Mayor and Council,

Re: Library Funding UBCM Resolution

I am writing to ask for your support for a resolution that the City of New Westminster is bringing to the UBCM Annual Convention in September.

The Province of British Columbia provides grants to public libraries annually. In 2009, provincial funding for BC's public libraries was reduced from \$17.9 million to \$14 million. The grant has remained static at \$14 million since 2010. The lack of annual increases means that each year libraries receive less provincial funding as a portion of overall revenue, which results either in cuts to services or an increased cost to municipalities. Inflationary pressures compound the financial situation of BC libraries. Funding is provided to individual libraries; in 2022, the New Westminster Public Library (NWPL) received a grant of \$146,300, which represents 2.9% of NWPL's total operating budget, and a one-time COVID-19 relief and recovery grant of \$79,933.53 that will help address some needs this year only.

As in previous years, the BC Public Library Partners (BC Library Trustees Association, Association of BC Public Library Directors, BC Library Association and BC Libraries Cooperative) are coordinating advocacy efforts to increase provincial funding for libraries. The budget request in 2023 is for \$22 million.

In response to an appeal from our Library Board, at a meeting on June 13, 2022, New Westminster City Council received passed the following resolution to be considered by the UBCM:

WHEREAS libraries in British Columbia are largely financed by levies paid by local governments, and where provincial library funding has remained stagnant for the past 10 years;

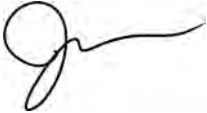
AND WHEREAS public libraries are central to communities, provide equitable access to vital resources, including internet, computers, digital

library tools and in-person services from expert staff which are essential for low-barrier services and support job seekers and small businesses, that increase literacy in communities, that advance reconciliation with Indigenous peoples, and that promote equity and inclusion;

THEREFORE BE IT RESOLVED that the Union of the BC Municipalities call on the Government of British Columbia to provide long-term sustainable funding for public libraries in BC and that the Province ensure that BC Libraries will henceforth receive regular increases to Provincial Government funding in subsequent years.

The support of your delegates to UBCM for this motion would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jonathan X. Cote', with a long horizontal flourish extending to the right.

Jonathan X. Cote
Mayor

Office of the Mayor

Corporation of the City of New Westminster

511 Royal Avenue, New Westminster, BC • Canada V3L 1H9 T (604) 527 4522 F (604) 527 4594

www.newwestcity.ca



TOWN OF GIBSONS

PO Box 340
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Gibsons BC | V0N 1V0

T 604-886-2274

F 604-886-9735

info@gibsons.ca

www.gibsons.ca

OFFICE OF THE MAYOR | WILLIAM BEAMISH

June 16, 2022

0560-30

Via Email

Dear Mayor and Council,

Re: Hospice Services Funding – UBCM resolution from Town of Gibsons

At our May 17, 2022 Regular meeting, Council considered and adopted the following resolution:

“WHEAREAS Hospice Societies across BC offer services and innovative programs which enhance the quality of life of palliative patients and their caregivers in the community where they live, as well as supportive bereavement programs for those who are left behind:

AND WHEREAS reliable government funding necessary for the sustainability of the essential social service provided by Hospice Societies is inconsistent and irregular:

NOW THEREFORE BE IT RESOLVED that UBCM call upon the Government of British Columbia to recognize the established place of Hospice Societies in the continuum of palliative care and bereavement support and develop a funding model which provides annual operational funding to community-based hospice societies for the provision of programs and services:

AND FURTHER THAT UBCM encourages local governments to also contribute financial support to Hospice Societies within their communities.”

Thank you in advance for your support and consideration for this resolution. Please feel free to contact our office should you have any questions or comments.

Yours truly,

William Beamish
Mayor of Gibsons

TOWN OF GIBSONS

“Nature is our most valuable asset”





North America's Railroad

NEWS RELEASE

CN to Invest \$390 Million in British Columbia Enabling Sustainable Growth, Improving Capacity and Advancing the Company's Commitment to Safety

CN is building the premier railway of the 21st century by investing in British Columbia

MONTREAL, June 20, 2022 – CN (TSX: CNR) (NYSE: CNI) announced today plans to invest approximately C\$390 million in British Columbia in 2022. This includes investments in technology, capacity, rolling stock units and company-wide decarbonization initiatives, as well as network improvements. These investments will power sustainable growth and ensure the continued safe movement of goods in British Columbia and everywhere on CN's transcontinental network.

"We continue to make significant investments in our network, technology, and capacity. We are building the premier railroad of the 21st century to do even more for our customers, railroaders, shareholders, and the communities in which we operate."

- Sean Finn, Executive Vice-President, Corporate Services and Chief Legal Officer of CN

"At a time when the resilience of our supply chains is more important than ever, investing in our rail transportation system ensures essential goods can reach Canadians on time. Railways play an important role in growing our economy, and I am pleased to see CN taking this important step to strengthen our rail networks. Today's announcement will help improve the fluidity of our rail network against the unprecedented disruptions to service we have seen in the last two years, and is good news for Canadians."

- The Honourable Omar Alghabra, Minister of Transport, Government of Canada

"CN's rail network is critical to the supply chain and underpins the provincial and national economy. The efficient and reliable transportation of goods will be especially valuable as the economy recovers from the unprecedented challenges of COVID-19."

- Rob Fleming, Minister of Transportation and Infrastructure, Government of British Columbia

Maintenance program highlights include:

- Replacing 111 miles of rail;
- Installing approximately 126,000 new railroad ties;
- Rebuilding 37 road crossing surfaces; and
- Maintenance work on bridges, culverts, signal systems, and other track infrastructure

British Columbia in numbers:

- Capital investments: More than \$ 1.8 billion in the last five years
- Employees: approximately 2,380
- Railroad route miles operated: 2,814
- Community partnerships: \$2.4 million in 2021
- Local spending: \$615 million in 2021
- Cash taxes paid: \$167 million in 2021

Forward-looking Statements

Certain statements included in this news release constitute “forward-looking statements” within the meaning of the United States Private Securities Litigation Reform Act of 1995 and under Canadian securities laws. By their nature, forward-looking statements involve risks, uncertainties and assumptions. The Company cautions that its assumptions may not materialize and that current economic conditions render such assumptions, although reasonable at the time they were made, subject to greater uncertainty. Forward-looking statements may be identified by the use of terminology such as “believes,” “expects,” “anticipates,” “assumes,” “outlook,” “plans,” “targets,” or other similar words. Forward-looking statements reflect information as of the date on which they are made. CN assumes no obligation to update or revise forward-looking statements to reflect future events, changes in circumstances, or changes in beliefs, unless required by applicable securities laws. In the event CN does update any forward-looking statement, no inference should be made that CN will make additional updates with respect to that statement, related matters, or any other forward-looking statement.

About CN

CN is a world-class transportation leader and trade-enabler. Essential to the economy, to the customers, and to the communities it serves, CN safely transports more than 300 million tons of natural resources, manufactured products, and finished goods throughout North America every year. As the only railroad connecting Canada’s Eastern and Western coasts with the U.S. South through a 18,600-mile rail network, CN and its affiliates have been contributing to community prosperity and sustainable trade since 1919. CN is committed to programs supporting social responsibility and environmental stewardship.

– 30 –

Contacts:

Media

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Senior Advisor
Media Relations
514-399-7956
media@cn.ca

Investment Community

Paul Butcher
Vice-President
Investor Relations
(514) 399-0052
investor.relations@cn.ca



Anna Barford
Stand.earth
5307 Victoria Drive, Suite 347
Vancouver, BC, V5P 3V6
anna@stand.earth, 604-757-7029

17 June 2022

Mayor and Council
District of Mackenzie

1 Mackenzie Blvd,
Bag 340,
Mackenzie, BC,

Sent via: email

Re: Motion at UBCM Protecting BC Coasts From Acidic Washwater Dumping being brought forward by Vancouver

We are writing today as Stand.Earth to bring your attention to an important resolution that will be coming before UBCM, having passed unanimously at LMLGA, to address acidic wastewater discharge in all waters off BC.

It is well established that ocean acidification has devastating effects on marine life, aquaculture, and coastal communities dependent on a thriving ocean. In recent years a new device has been taken up in record numbers that is dumping catastrophic volumes of acidic wastewater directly into the ocean from vessels.

In order to mitigate sulphur air pollution from burning heavy oil, the maritime shipping industry employs exhaust gas cleaning systems (scrubbers) instead of simply switching to lower sulphur fuels which are already available on the market. Scrubbers result in a solution of concentrated acidic sulphates, metals, and other toxins that are dumped directly into the ocean while the ship is in operation.

Cruise and cargo vessel traffic in Canadian jurisdiction annually discharge tens of millions tonnes of this acidic washwater directly into the coastal waters of BC. [The International Council for the Exploration of the Seas](#) has found that scrubber washwater has lethal and sub-lethal effects on plankton, a critical component of marine ecosystems.



The Vancouver Fraser Port Authority is demonstrating regional [leadership](#) in preventing acidic wastewater dumping and is [phasing in a requirement simply for ships to burn cleaner fuels](#). They join the [Port of Seattle](#), Quebec's Port Sept-Iles, [The State of California](#) and ports [around the world](#) in taking steps to prevent the use of scrubbers and mandate a transition to cleaner fuels.

The resolution before UBCM is critical to bring this issue to the table with levels of government that have jurisdiction over territorial waters and can protect the Salish and Great Bear Seas. We urge you to support the motion "Protecting B.C.'s Coasts From Acidic Washwater Dumping" at the upcoming UBCM convention in September.

Thank you for your consideration of our letter. Please do not hesitate to reach out at anna@stand.earth or call during daytime hours to 604-757-7029.

Sincerely,

Anna Barford
Canada Shipping Campaigner
Stand.earth
Vancouver, BC

We Need to Move Faster on the Ban of Marine Scrubbers in the Port of Vancouver and Across Canada

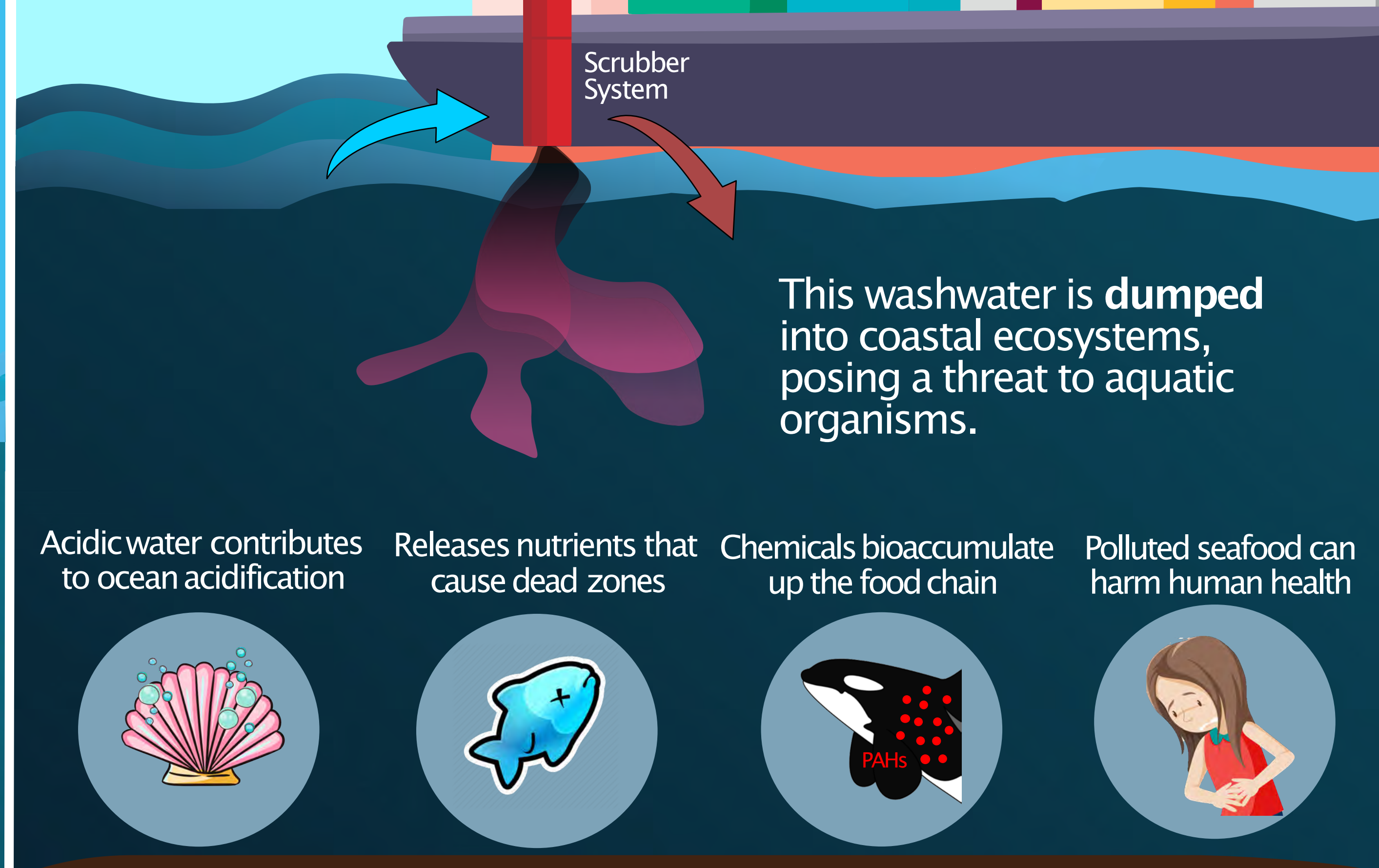
WHAT ARE MARINE SCRUBBERS?

Marine Scrubbers were created as a **loophole** for ships to avoid switching to cleaner fuels in response to more strict 2020 sulfur emission guidelines.



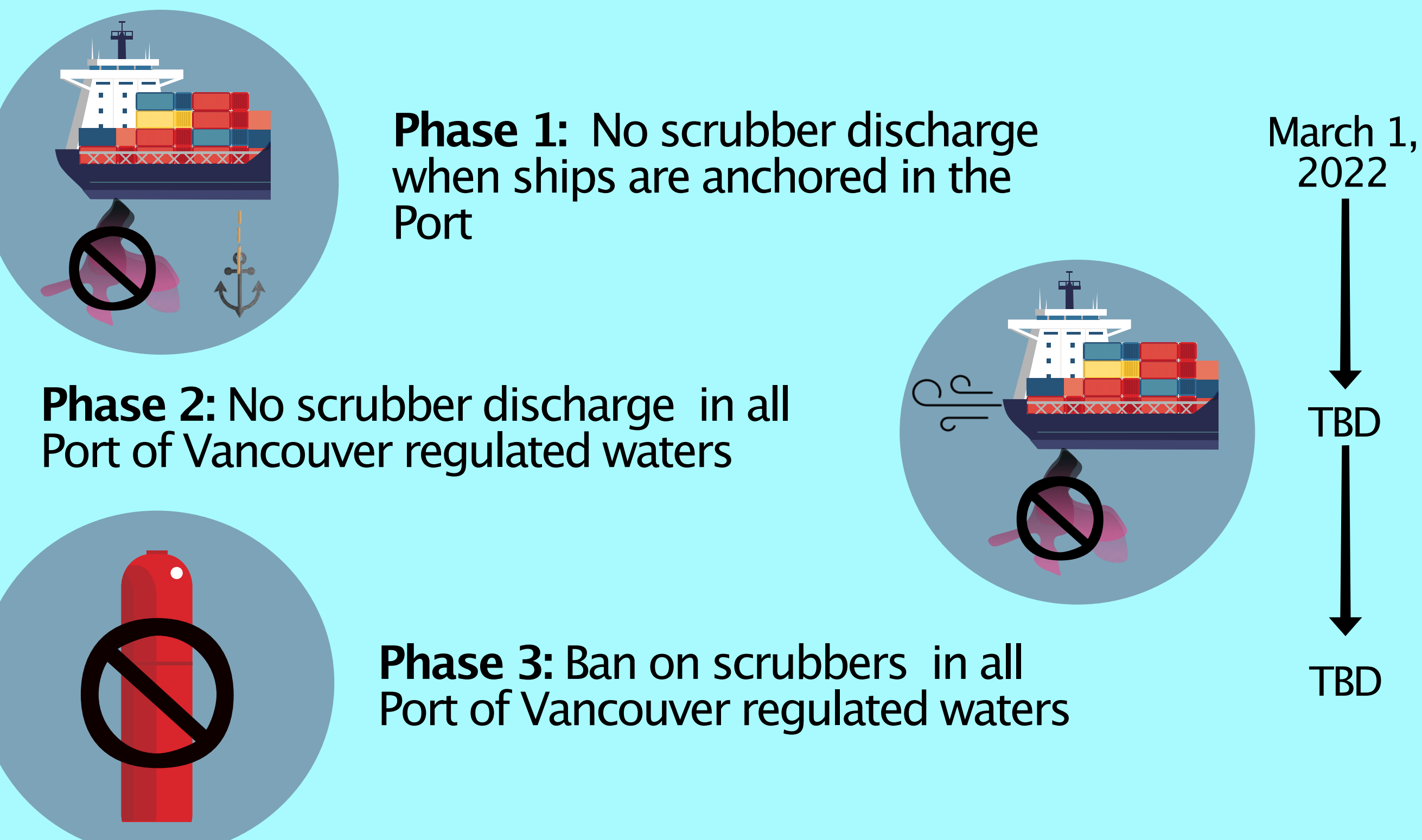
WHY ARE SCRUBBERS BAD?

Scrubbers use alkaline water (often seawater) to transfer harmful air pollutants such as sulfur oxides and other air pollutants into washwater.



WHAT IS BEING DONE LOCALLY?

The Port of Vancouver has enacted a 3 phase ban of scrubbers in its jurisdiction:



Currently, **ships can still dump scrubber washwater** while moving in and out of port. We need to move faster to a full scrubber ban.

We also need **Canada-wide** legislation banning scrubber use to protect all Canadian waters.

WHAT CAN YOU DO?

1. Get Talking



Spreading awareness about the issue helps to put more pressure on local and federal governments to **ban scrubbers now**.

2. Put Pressure on Government



Write an **e-mail** to your local MP or **tweet** Transport Canada.

#banscrubbers #nodumping

@Transport_gc



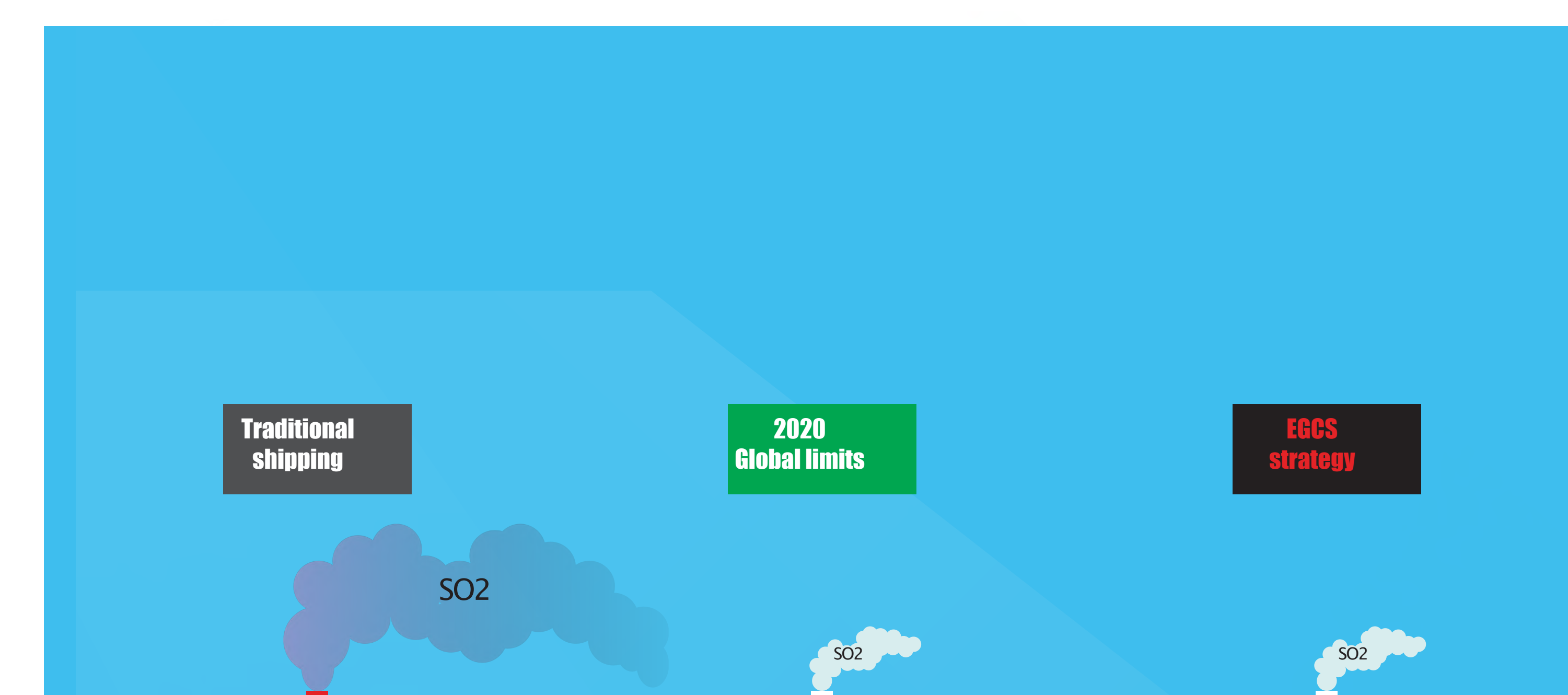
GRAPHICS ATTRIBUTION



There is no definite date for phases 2 and 3. Currently, **ships can still dump scrubber washwater** while moving in and out of port. We need to move faster to the phase 3 full scrubber ban.

We also need **Canada-wide** legislation banning scrubber use to protect all Canadian waters.

By **spreading awareness** about the issue, we can put more pressure on local and federal governments to **ban scrubbers now** and prevent any more damage to our coastal ecosystems.



MCLEOD LAKE MACKENZIE COMMUNITY FOREST



April 25, 2022

District of Mackenzie
Attn: Mayor Joan Atkinson and Council
c/o: Diane Smith, Chief Administrative Officer
Bag 340
Mackenzie BC V0J 2C0

Sent by email to: diane@districtofmackenzie.ca

Re: Announcement of Shareholder Dividends

Dear Diane

The McLeod Lake Mackenzie Community Forest Board of Directors has concluded a review of its current financial position, following the recent completion of our 2021 annual financial audit.

We are pleased to notify Chief and Council that we will be providing a shareholder dividend of \$350,000 each to McLeod Lake Indian Band and the District of Mackenzie this year. This decision was ratified at our April 20 2022 board meeting, and is payable from the MLMCF Dividend Reserve Fund in accordance with our Shareholder Dividend Reserve Policy.

We would like to make a formal presentation of the dividend cheque during our MLMCF Annual General Meeting (AGM) on June 22, 2022. In the interim, we ask that you please defer any public announcements until after the MLMCF AGM.

The MLMCF continues to work diligently to manage the K2M Community Forest License with sound stewardship, to provide meaningful benefits to our shareholders and communities. We look forward to many more successful years in this great partnership.

Sincerely,

A handwritten signature in blue ink that reads "Jim Atkinson".

Jim Atkinson
Chair, MLMCF Board of Directors



NEWS RELEASE

For Immediate Release
June 20, 2022

Forest Enhancement Society Awarded \$25 Million in Funding to Help Protect Communities from Wildfire Risk

British Columbia: With \$25 million in new funding from the provincial government, the Forest Enhancement Society of BC (FESBC) is launching its FESBC 2022-2023 Funding Program today. FESBC will be accepting applications to fund projects that will assist the Province of British Columbia in reducing wildfire risk and increasing community resiliency to wildfire across B.C.

“The Forest Enhancement Society of BC is a proven partner in delivering projects on the ground that protect people from wildfire risks and reduce emissions from slash pile burning,” said Katrine Conroy, Minister of Forests. “Along with the historic investments in Budget 2022 to transform the BC Wildfire Service into a year-round service and double funding for proactive wildfire prevention, this new funding for FESBC will help build communities that are safer and more resilient to climate change.”

Steve Kozuki, RPF, FESBC Executive Director, explained what this funding would mean for the work undertaken by FESBC to reduce wildfire risk throughout the province, and said that it was encouraging to see more people realizing the benefits of protecting communities from wildfire risk.

“The Forest Enhancement Society of BC is thrilled with the funding announcement, and we are looking forward to seeing applications for projects focused on reducing wildfire risk throughout the province,” said Kozuki.

FESBC has previously helped to reduce wildfire risk in 120 communities across the province.

Many of these projects have also gone above and beyond the primary objective of reducing wildfire risk and have identified additional outcomes that have proven beneficial to communities.

“Our favourite wildfire risk reduction projects not only reduce the risk of wildfire but also improve wildlife habitat, create recreation trails, increase the health of the forest so they are more resilient to climate change, and use the left-over biomass or wood waste to make green energy,” noted Kozuki. “Achieving multiple objectives is good forest management and good value for money.”

When it comes to wildfire risk reduction work, typically, communities will start by creating a wildfire risk reduction plan. The plan identifies infrastructure and priorities that need to be protected such as homes, buildings, water, power, communications towers, safe gathering places, escape routes, etc. Next, areas of risk are identified; oftentimes, these can be thicker or more dense forests near communities that might throw embers into the air if the forest catches on fire during a drought.

Then, after consulting with the citizens and considering other values such as wildlife habitat, recreational amenities, visual aesthetics, climate change, and so on, treatment prescriptions are written by forest professionals. FESBC funds all of these project activities from start to finish.



“In our five-year history, we have helped Indigenous communities, municipalities, regional districts, woodlots, and community forests take action to protect their communities from wildfire,” said Kozuki.

This year, successful applicants will receive funding to undertake activities that fall under at least one of the three criteria:

- Wildfire Risk Reduction planning and treatment prescription development
- Wildfire Risk Reduction treatments
- Recovery and utilization of low-value residual fibre resulting from wildfire risk reduction treatments funded by FESBC

Gord Pratt, RPF, FESBC Senior Manager said, “The primary purpose of our work is to assist the Province in reducing the wildfire risks to the people of B.C.”

A document with details on the application process, eligibility criteria and a step-by-step guide on next steps is available on the FESBC website, titled [FESBC 2022-23 Funding Program Guide](#).

FESBC will host a virtual information session that will guide proponents on the criteria FESBC wants to see in the applications, as well as on the steps that need to be taken to put together an application through the online portal.

“The Forest Enhancement Society of BC wants all good projects to succeed, and the information session will help people get the information they need to enable them to submit excellent proposals for our consideration,” said Pratt. “The information session is there to help them be successful.”

For those who cannot attend the information session, a recording will be available to view on FESBC’s website the following day or by contacting FESBC Communications Liaison, Aleece Laird, at communications@fesbc.ca

FESBC 2022 – 2023 Funding Program Information Session

When: June 28, 2022 at 2 p.m. (Pacific Time)

Where: Online, via Zoom

To register for the information session, please visit: bit.ly/FESBCFunding

Applications will be accepted through the Forest Enhancement Society Information Management System (FESIMS) starting on June 20, 2022. The on-line FESIMS portal will remain open for applications until all the funds have been allocated. Proposal evaluations will begin July 11, 2022. Funding applications will be required to clearly demonstrate that all activities under the proposal will be fully completed and invoiced by March 15, 2024. Interested proponents are encouraged to visit www.fesbc.ca and to click the **Applying for Funding** tab for details on how to apply through the FESIMS system.

FESBC would like to gratefully acknowledge the financial support of the Province of British Columbia through the Ministry of Forests.

For an interview with FESBC contact:

Aleece Laird, Communications Liaison | communications@fesbc.ca | 250.574.0221

About **FESBC**: the purposes of FESBC are to advance environmental and resource stewardship of B.C.'s forests by: preventing and mitigating the impact of wildfires; improving damaged or low-value forests; improving habitat for wildlife; supporting the use of fibre from damaged and low-value forests; and treating forests to improve the management of greenhouse gases. As of March 2021, FESBC has supported 269 projects valued at \$238 million, in partnership with governments of B.C. and Canada.



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

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

Northern Healthy Communities Fund

Hello,

Northern Development is continuing to accept grant applications to the Northern Healthy Communities Fund. To raise awareness about this funding, we are mailing posters and postcards to government offices in eligible communities.

Can you please help us spread the word about this opportunity by posting the poster on a community bulletin board and distributing the postcards to those who may be interested in the Northern Healthy Communities Fund?

More information about the fund, including eligible applicants, can be found on the reverse.

We sincerely appreciate your assistance in supporting communities who are being impacted by the LNG Canada and Coastal GasLink projects.

Warm regards,

A handwritten signature in blue ink, appearing to read "Anna Duff".

Anna Duff
Senior Communications Officer
Northern Development Initiative Trust
anna@northerndevelopment.bc.ca

Building a
Stronger North

Northern Healthy Communities Fund Overview: The Northern Healthy Communities Fund (NHCF) supports initiatives that assist healthy, sustainable and resilient communities facing rapid and large-scale economic development and associated need for enhanced social service readiness.

Given the immediacy of the current economic development activities, the NHCF is focusing on communities adjacent to the LNG Canada and Coastal GasLink projects. See below for eligible applicants and communities.

Eligible Applicants

- Local governments (*per below list*)
- Indigenous Nations (*per below list*)
- Registered not-for-profits (*that provide services within one of the eligible areas listed below*)

Local Governments:

- City of Dawson Creek
- City of Fort St. John
- City of Prince George
- City of Terrace
- District of Chetwynd
- District of Fort St. James
- District of Houston
- District of Hudson's Hope
- District of Kitimat
- District of Mackenzie
- District of Taylor
- District of Tumbler Ridge
- District of Vanderhoof
- Peace River Regional District
- Regional District of Bulkley-Nechako
- Regional District of Fraser-Fort George
- Regional District of Kitimat-Stikine
- Town of Smithers
- Village of Burns Lake
- Village of Fraser Lake
- Village of Pouce Coupe
- Village of Telkwa

Indigenous Nations:

- Blueberry River First Nations
- Doig River First Nation
- Gitga'at First Nation
- Gitxaala Nation
- Hagwilget Village Council
- Haisla Nation
- Halfway River First Nation
- Kitselas First Nation
- Kitsumkalum First Nation
- Lake Babine Nation (Woyenne area)
- Lax Kw'alaams Band
- Lheidli T'enneh First Nation
- McLeod Lake Indian Band
- Metlakatla First Nation
- Nadleh Whut'en First Nation
- Nak'azdli Whut'en Band
- Nee-Tahi-Buhn Band
- Office of the Wet'suwet'en Hereditary Chiefs
- Saik'uz First Nation
- Saulteau First Nations
- Skin Tyee Nation
- Stellat'en First Nation
- Ts'il Kaz Koh First Nation (Burns Lake Band)
- West Moberly First Nations
- Wet'suwet'en First Nation
- Witset First Nation
- Yekooche First Nation

June 13, 2022

New President and CEO of the BC Council of Forest Industries

I am delighted to announce the appointment of Linda Coady as President and CEO of the BC Council of Forest Industries.

Linda is a life-long strategic sustainability professional in the resources sector and is widely respected as one of the most accomplished ESG executives in the country. While she is joining us from her role as Executive Director at the Pembina Institute, an independent Canadian think tank on energy and climate policies, she has deep roots in the forest sector, having started her impressive career path at COFI where she was Senior Manager of Public Affairs from 1981-1993.

After leaving COFI, Linda joined MacMillan Bloedel as Vice President, Environmental Affairs where, working with the Chief Forester, she led the engagement with stakeholders during the challenging Clayoquot Sound protests, eventually leading to resolution. When Mac Blo was acquired by Weyerhaeuser, Linda stayed on to manage the environment and regulatory files for the Company's Coastal region, leading the company through another very significant set of issues in the central and mid-coast.

In 2003, Linda was ready for a change and was approached by the World Wildlife Federation to join their team and establish their office in Vancouver. Then in 2005, Linda was invited to join the Vancouver Organizing Committee for the 2010 Winter Olympics to lead the sustainability strategy for the Games, a key differentiating element for the 2010 Olympics.

At the conclusion of the 2010 Games, Linda taught at the Sauder School of Business at UBC and consulted for a period before going back to industry and working for Enbridge as the company's first ever Chief Sustainability Officer. She spent 6 years in this role advancing business strategies to meet new social, economic and environmental challenges in the energy sector. She was then recruited to the Pembina Institute to support policies that can accelerate decarbonization and diversification of Canada's energy economy.

Linda brings deep experience, a balanced, collaborative approach, and a pragmatic commitment to finding inclusive and competitive solutions – a hallmark of a unique career path that has allowed her to see issues from many sides. With Linda's leadership, together with the efforts of our talented COFI team, I believe we have just the right group to lead COFI's important work at this time, advocating for this industry that makes life better for British Columbians, enhancing our partnerships with indigenous communities and showcasing the important role that low carbon BC forest products can play as part of the climate solution.

I know you will all join me in welcoming Linda back to COFI and wishing her well as she takes up her new role on July 18th.

As we make this transition, I want to again thank Susan Yurkovich for her outstanding leadership over the last seven years. During a complex time, she has represented our industry and our interests with

exceptional skill on both the provincial and national stage and built a brand and a team we can all be proud of. I also want to thank her personally for all that she has done to ensure this transition is as smooth as possible for all of us and for agreeing to our request to continue to lead the work of the BC Lumber Trade Council for the next number of months to allow more time for transition.

I know I am joined by our Board, member companies and COFI Team in expressing our sincere gratitude to Susan and wish her nothing but the best as she begins her next chapter.

Don Kayne

Chair, BC Council of Forest Industries

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: June 21, 2022
Subject: Draft 2021 Annual Report

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

The District of Mackenzie is required by Section 98 (1) of the *Community Charter* to prepare an Annual Municipal Report which states goals and objectives for the coming year and demonstrates what progress has been made toward the preceding year's goals and objectives. Additional information has been included in the District of Mackenzie's report where suitable to demonstrate progress of Council's strategic priorities.

The annual report has been made available for public inspection to provide citizens with time to review, ask questions, and prepare submissions. The report is available on the District of Mackenzie website, our Let's Chat Mackenzie website, and hard copies can be picked up/viewed at the District Municipal Office.

Comments and questions can be submitted as follows:

- Written Submission: 1 Mackenzie Boulevard, Bag 340, Mackenzie, BC, V0J 2C0
- Email: info@districtofmackenzie.ca
- Let's Chat Mackenzie: <https://www.letschatmackenzie.ca/>

The report will be available for comment until 4:00 pm, July 18, 2022.

A report compiling feedback received will be presented at the July 26th Council Meeting. There will be an opportunity that evening for the public to attend in-person or electronically to share further comments.

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,



Diane Smith
Chief Administrative Officer



MACKENZIE
BRITISH COLUMBIA

DISTRICT OF MACKENZIE

2021 ANNUAL REPORT



DRAFT

Annual Report 2021

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COMMUNITY VISION

From its roots as a new town for forestry workers, Mackenzie has grown into a strong and supportive community that residents are proud to call home. Supported by a healthy environment, Mackenzie's economic base is now diverse and robust, providing consistent employment for residents. Recreation is key to our high quality of life and healthy lifestyle, with exceptional natural features drawing residents outdoors. Great community services and facilities complement the outdoors with opportunities to meet and engage with neighbors, and the town takes great pride in how attractive it is for both residents and visitors.



Photo Credit: Marcus Paladino

DISTRICT MISSION

It is the mission of the District of Mackenzie to improve the lifestyle, services and opportunities to our residents and visitors by:

1. Providing quality executive and administrative leadership from an open and responsible Council and administration.
2. Providing quality services, recreational facilities and programs that promote and enhance livability and a healthy lifestyle.
3. Maintaining a healthy environment and economic conditions that allow for business and individuals to flourish and realize their full potential.

MAYOR'S MESSAGE

Although the curtailments of the Canfor sawmill and Paper Excellence Pulp Mill have weighed heavily on our minds, our community has certainly not been dormant during this period of uncertainty. In 2021, our community celebrated some major accomplishments that will support Mackenzie well into the future.



- The Completion of the upgrade to the Mackenzie Airport including the construction of a new Terminal building, installation of an environmentally approved fuel distribution system, and purchase of de-icing and friction equipment. Although these upgrades totaled \$1,088,000, the District of Mackenzie's financial support was \$175,000 as we were successful in grant funding from Northern Development Initiative Trust and the BC Air Access program.
- With the assistance of \$1 million in grant funding from the Forest Enhancement Society of British Columbia, Highway 39 underwent a wildfire mitigation exercise that removed flammable woody material to facilitate the smooth evacuation of the community along this important corridor. All merchantable material was utilized by local processing facilities and local workers were hired to complete the work.
- Mackenzie hosted its first Annual Mountain Magic WinterQuest which provided residents and visitors with a safe experience showcasing our beautiful outdoor environment.
- Staff and Council have spent considerable time working with internet service providers and funding partners to facilitate the improvement of Internet to our community. We are currently awaiting notification of funding streams that will move this important project forward.

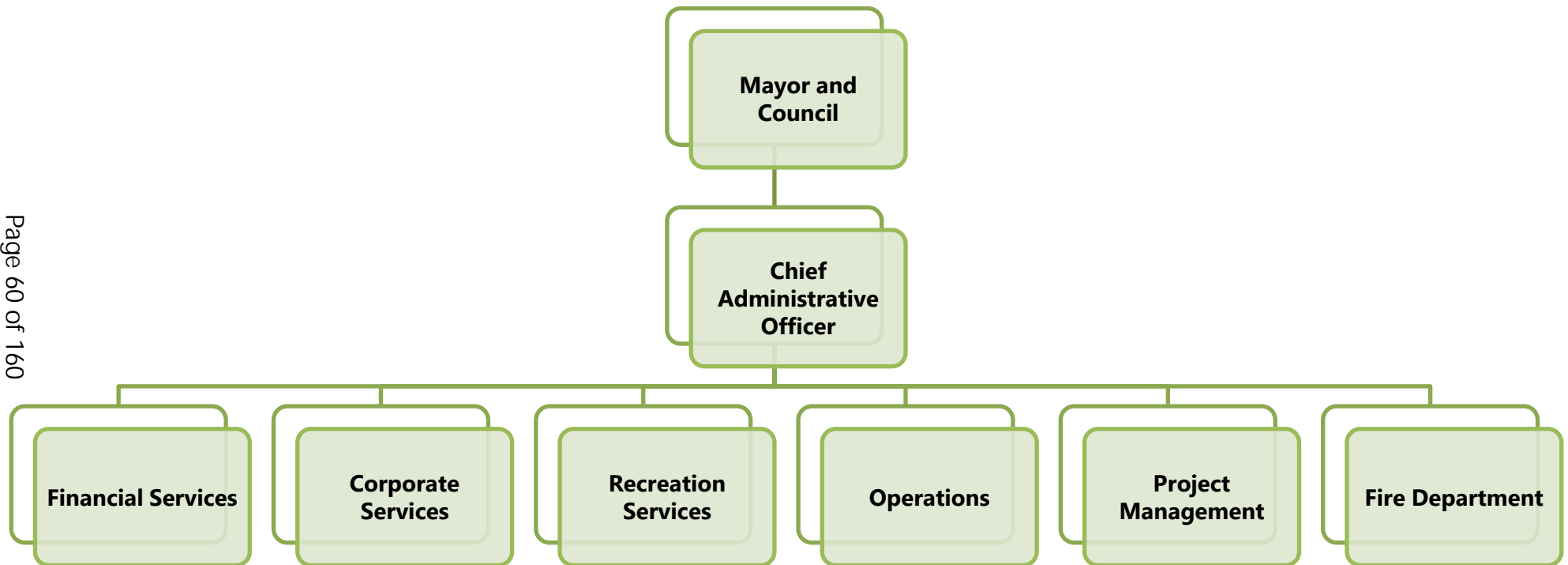
Our next municipal election will take place on October 15, 2022, and I encourage all residents to become informed of the issues and challenges facing our community. We all have a role to play in the success and sustainability of Mackenzie and each of us have contributions to make.

Sincerely

A handwritten signature in black ink that reads "Joan Atkinson". The signature is written in a cursive, flowing style.

Mayor Joan Atkinson

ORGANIZATIONAL CHART



2018 – 2022 MAYOR AND COUNCIL

The District of Mackenzie Council is comprised of a Mayor and six Councillors, elected for four-year terms. Municipal Councils are elected by the people and make decisions on behalf of the residents of our municipality.



Mayor Joan Atkinson



Councillor Andy Barnes



**Councillor Viktor
Brumovsky**



**Councillor Peter
Grogan**



**Councillor Amber
Hipkiss**



**Councillor Raye
McMeeken**



Councillor Jim Wiens

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Photo Credits: Marcus Paladino



COUNCIL PRIORITIES

The Council Priorities are designed to advance Council's vision, mission, and operational plans for the District of Mackenzie.

Council's Priorities for the 2021-2025 period reflect today's emerging issues and developing opportunities. Council reviews the plan annually to respond to new ideas and changes in circumstances that arise as we work through the 2021 - 2025 period. Community consultation is an important part of setting priorities, achieving our goals (operational plans) and in updating Council's Priorities.



COUNCIL LIASION APPOINTMENTS

Committee/Position	Elected Official
Deputy Mayor	Andy Barnes, Amber Hipkiss, and Raye McMeeken
Regional District of Fraser-Fort George	Liaison: Mayor Atkinson Alternate: Jim Wiens Second Alternate: Amber Hipkiss
Prince George Treaty Advisory Committee	Liaison: Mayor Atkinson Alternate: Jim Wiens
Municipal Library	Liaison: Jim Wiens Alternate: Amber Hipkiss
Emergency Executive Committee	Mayor Atkinson, Peter Grogan, and Jim Wiens
Forestry Liaison	Liaison: Mayor Atkinson Alternate: Deputy Mayor
Northern Development Initiative Trust – Regional Advisory Board	Liaison: Mayor Atkinson Alternate: Amber Hipkiss
Asset Management Committee	Liaison: Jim Wiens Alternate: Amber Hipkiss
Chamber of Commerce	Liaison: Viktor Brumovsky
Fire Hall Project Liaison	Liaison: Peter Grogan
Mackenzie Gets Healthy Committee	Liaison: Amber Hipkiss
Mining Liaisons	Liaison: Andy Barnes and Peter Grogan
McLeod Lake Mackenzie Community Forest	Liaison: Amber Hipkiss
CNC Advisory Group	Council Representative: Andy Barnes
New Horizons – Senior Inclusion Solutions Advisory Group	Council Representative: Jim Wiens
Outdoor Recreation Advisory Committee	Council Representatives: Viktor Brumovsky and Peter Grogan

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Mackenzie Wildfire Advisory Committee Council Representatives: Andy Barnes

BC Hydro Peace River/Williston Advisory
Committee Liaison: Mayor Atkinson

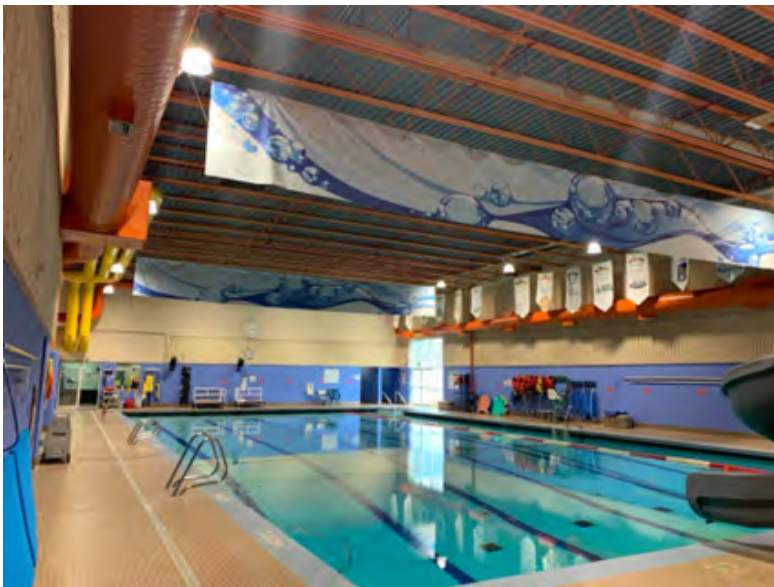
District Internal Grant Adjudication Council Representatives: Peter Grogan and Raye
Committee McMeeken

2021 COUNCIL REMUNERATION

Mayor Atkinson	\$28,315
Councillor Barnes	\$12,654
Councillor Brumovsky	\$12,001
Councillor Grogan	\$12,001
Councillor Hipkiss	\$12,745
Councillor McMeeken	\$12,646
Councillor Wiens	\$12,001

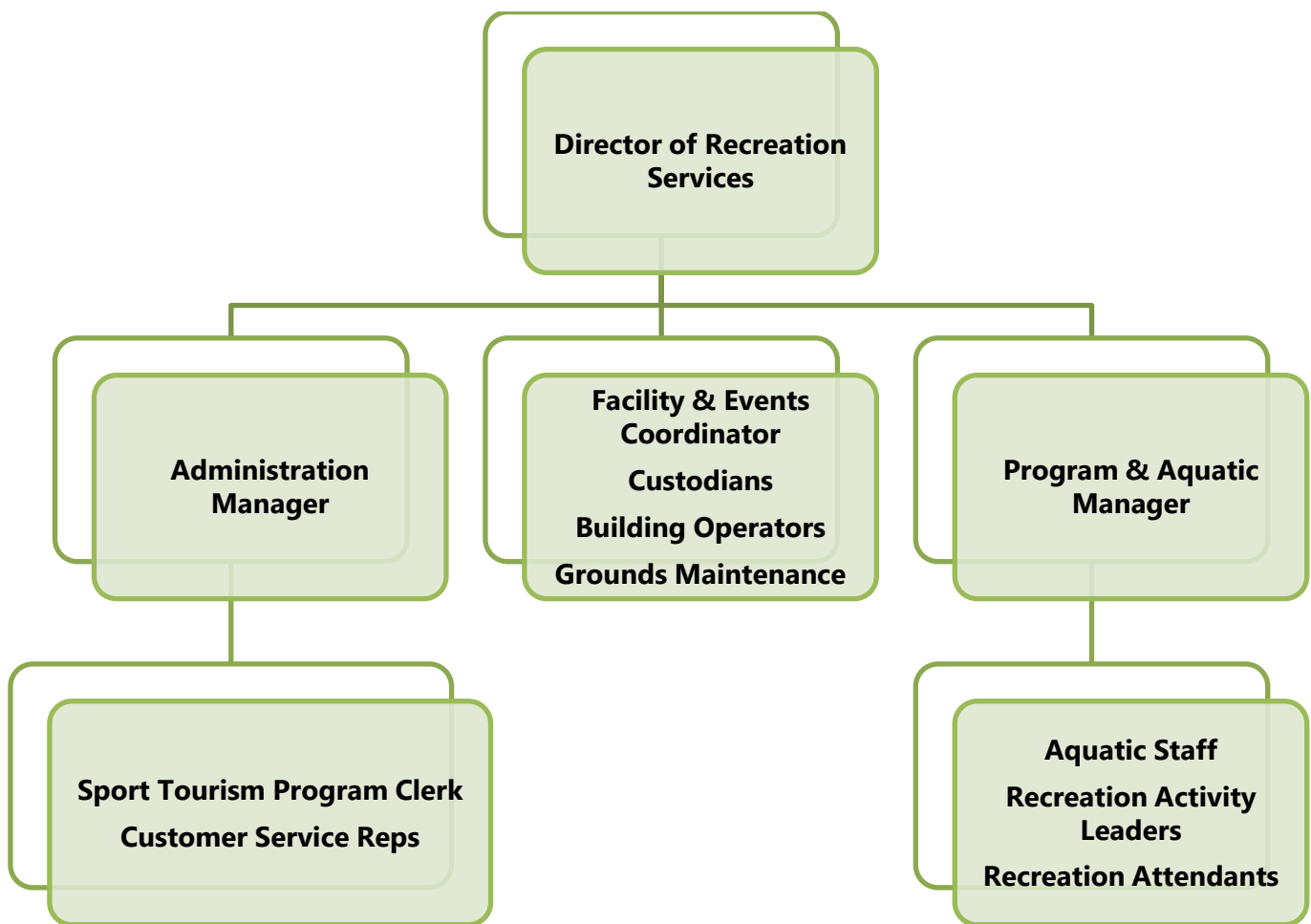


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RECREATION SERVICES

Recreation Services Department oversees the operation and maintenance of the Recreation Centre, Ernie Bodin Community Centre, Little Mac Ski Hill, John Dahl Trail, tennis court, outdoor rink, and playground inspections in Mackenzie. Recreation staff work to enhance the lifestyle and health of people in the community through a variety of quality programs and services based on public consultation. Their dedicated team is committed to providing recreation services for people of all ages, stages, and abilities.



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2021 Recreation Centre Utilization

Recreation Centre Activities	Number of Bookings
Fitness Centre	20,206
Skating	1,917
Aquafit	541
Pool	11,240
Curling	43
Climbing	290
Pickleball	1,133
Ski Hill	1,395
Batting Cage	71
Total Number of Bookings	36,836



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Recreation Services Action Planning

Actions Completed in 2021	Action Plan for 2022
1 st Annual WinterQuest 2021, ice carvers and trail light-up festival.	2 nd Annual WinterQuest 2021, ice carvers and trail light-up festival - work with McLeod Lake Indian Band
Pool boiler system and LED lights upgraded.	Update fees and charges by-law.
GRANT: Signature Trail, Park and Little Mac Master Plan was completed.	GRANT: Implement recommendations from Signature Trail, Park, and Little Mac Master Plan i.e., build Bike Park, improve landscape at ski hill and add community connector trail.
GRANT: Started Outdoor Pickleball/Tennis Courts renovation project with the cleanup of existing court and addition of new posts/nets.	GRANT: Complete Outdoor Pickleball/Tennis Courts resurfacing portion of the project.
Purchased batting cage for arena floor.	GRANT: Apply for Active transportation grant.
GRANT: Compressor room upgrade and addition of DDC system was completed.	Roof replacement to be completed in spring.
Update the outdoor rink.	Purchase proper snow removal equipment and develop solution for roof.
Assisted with the setup of the Scramble event hosted by MORATA.	Explore options for an art (Mural/Music/Food) festival in the community – planning for the fall in 2022 or 2023.
Started Ernie Bodin Community Centre needs assessment.	Complete Ernie Bodin Community Centre needs assessment.
Beautification projects in Spirit Square and Little Mac – upgrading painting, flowers, seating, and banners.	GRANT: Move climbing wall and install new multi-purpose court.
Fitness Instructor brought in for the weight room and cardio room to help support and coach users such as youth, seniors, women, and adults.	Build proper compound around condenser, which would improve storage and eliminate public access to area.
Added ski/snowboard and martial arts lessons.	Revamp program lineup, including summer camps and senior programming.

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Upgraded facility booking system, which includes online booking option.

Host 3rd Annual Holiday Parade.

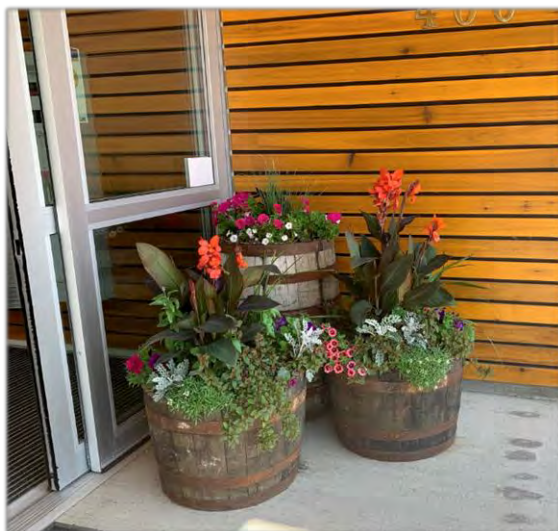
Held 2nd Annual Holiday Parade.

Host Recreation Fair for community groups.

Hosted Recreation Fair for community groups.

Upgraded facility booking system, which includes online booking option.

JR hockey team started playing in Mackenzie and called themselves the Mountaineers.



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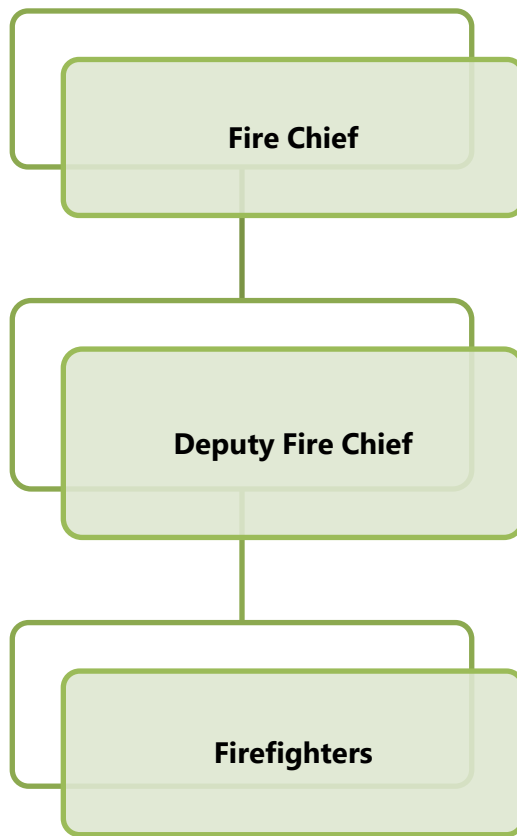
MACKENZIE
RECREATION



Photo Credit: Marcus Paladino

FIRE DEPARTMENT

The Fire Department strives to deliver quality services in a fiscally responsible manner to the citizens of the District of Mackenzie. The District of Mackenzie supports this service delivery through a well-established safety and training program. The Fire Department is responsible for fire suppression, vehicle extrication, hazardous material response, environmental protection, fire inspections of multi-residential, public assembly, industrial, and commercial properties, promotion of compliance to the provincial Fire and Building Codes and local municipal bylaws, and public education and awareness.



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2021 FIRE CALLS

Nature of Call	# of Calls
Assist other Agency	21
Burn Complaint	13
Electrical Hazard	5
False Alarm	33
Dumpster Fire	1
Grass/Bush Fire	1
Rubbish Fire	1
Structure Fire	7
Vehicle Fire	7
Wildland Fire	7
Gas Spill/Leak	4
Hazardous Material Incident	1
Motor Vehicle Incident	28
Public Service	7
Investigation	1
TOTAL	137

2021 FIRE FIGHTERS

Position	Number
Fire Chief	1
Deputy Fire Chief	1
Assistant Chiefs	1
Training Officers	2
Captains	2
Lieutenants	3
Engineers	2
Fire Fighters	12
Fire Fighters (Probationary)	5
Junior Fire Fighters	0
TOTAL	29



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Fire Department Action Planning

Actions Completed in 2021	Action Plan for 2022
Successfully hosted the FireSmart program for residents in Gantahaz and the Mackenzie townsite.	Mackenzie specific alerting system – when system is in place will promote in Mackenzie, create policy for the alerting system.
The tree faller service was offered to residents to help with FireSmarting their properties.	Completion of the new Fire Hall is expected in 2022.
Organized and held curbside pick-up days in the Spring and Summer.	
Provided daycare education days.	
Planned and organized Wildfire Preparedness days.	
Received a grant of \$25,000 from the UBCM to purchase new computers and tables to support the emergency support services upgrades project.	
Received a grant of \$25,000 from the UBCM for a new generator to support the new Fire Hall.	

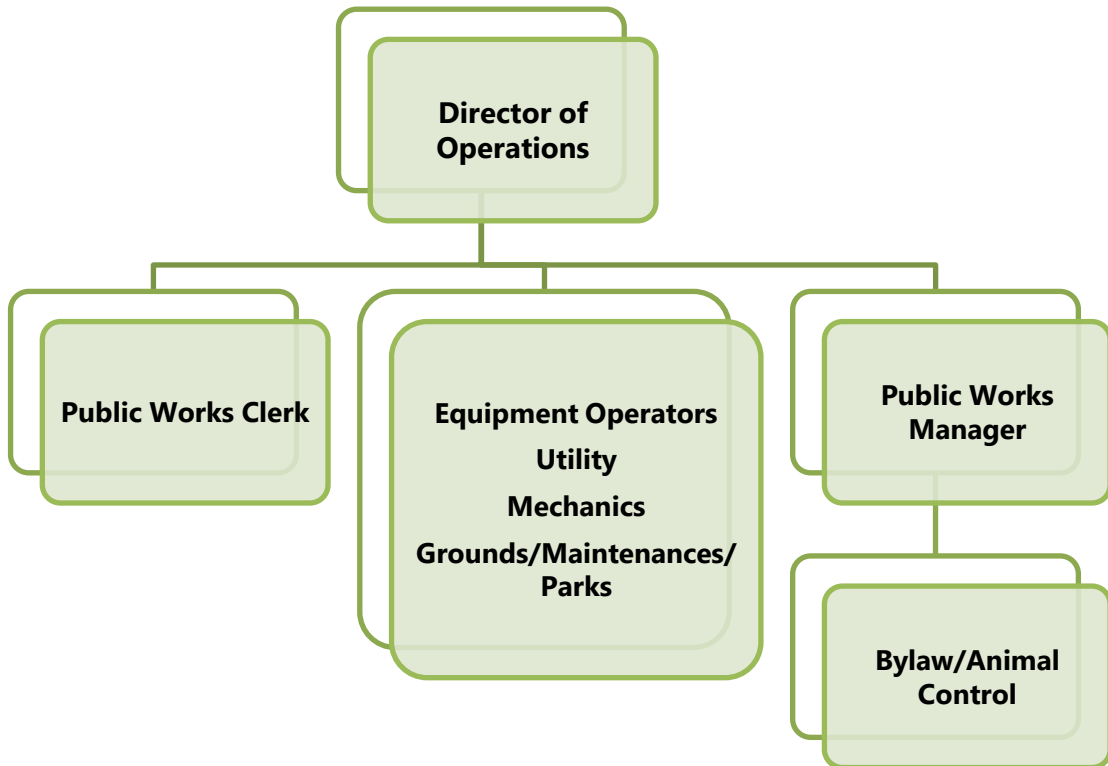


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DISTRICT OPERATIONS

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



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2021 By the Numbers

Water pumped from the Town pump house (Imperial Gallons)	122,222,423
Water pumped from the Gantahaz pump house (Imperial Gallons)	6,676,838
Refuse received by the Landfill (Kilograms)	1,313,290
Total number of Airport Airside Landings	53
Total number of Airport Non-Airside Landings	32
Total number of Airport Airside Departures	53

*Gantahaz pumphouse data does not include October – December 2021 as the water meter failed on the Booster Station.

*The Airport opened September 23rd, stats above are from September 23 – December 31, 2021.

Bylaw & Animal Control

Animals Impounded	40
Animals Adopted	4
Number of Tickets Issued	0
Dog Licenses Purchased	684

Permits & Licenses

Business Licenses Awarded	272
Plumbing Permits Awarded	74
Building Permits Awarded	30



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Operations Action Planning

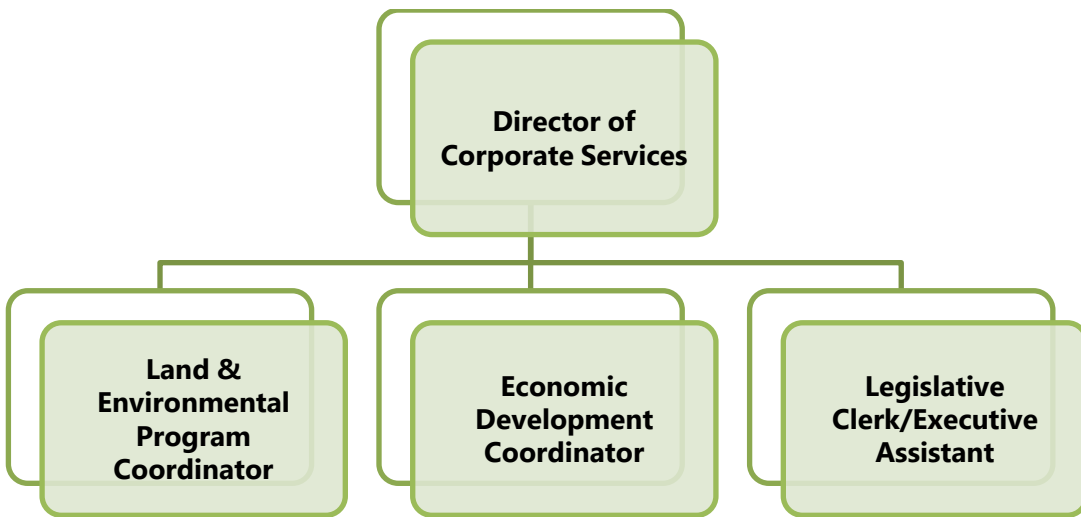
Actions Completed in 2021	Action Plan for 2022
Initiated the water and wastewater systems operation and maintenance management plan.	Continue to take courses for skill development, building inspection, water and sewer and bylaw enforcement.
Completed a water conservation plan and implemented water conservation strategies.	Induct new employees and training plans for each employee classification under development.
Continued to implement the capital replacement plan and updated vehicle fleet.	Complete the RV Park Power Upgrade to 50-amp services project.
RV park upgrade project, renovated bathrooms.	Continue conducting building safety inspections in conjunction with joint OH&S.
Continued to focus on asset management and capital replacement/repair plans.	Update lagoon licenses and permissions with the Province of BC.
Installed two new playgrounds on Stuart Drive and Munro Crescent.	Update Operations policy and procedures.
Upgrade/expansion completed of Fire Hall #2 Building.	Complete the Airport fuel and terminal building project.
RCMP front stairs replacement Project was finished.	Continue to implement the capital replacement plan and update vehicle fleet.
Assisted with the removal of Fire training ground props and setup at Fire Hall #2.	Initiate the roads and pathways replacement plans for the District.

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CORPORATE SERVICES

Corporate Services supports Council and ensures the District performs all its legislative duties, including preparing for Council Meeting and administering local elections. In addition, the department is also directly responsible for, and assists other departments with reviewing and creating policies, procedures, and bylaws, legal matters, records management and Freedom of Information requests, land use agreements, development applications, environmental programs and reporting, communications, as well as community and economic development. The department also works with Council, staff, and the community on long-term strategic planning, including the development of Mackenzie's Official Community Plan, Zoning Bylaw, Housing Needs Assessments, Economic Development and Tourism Plans, and Corporate and Community Environmental Plans.



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Corporate Services Action Planning

Actions Completed in 2021	Action Plan for 2022
Supported COVID-19 safety and service planning.	Continue to support COVID-19 safety and service planning.
Administered two in-takes of the Community Grants Program.	Offer two in-takes of the Community Grants Program.
Completed the Corporate Energy Emissions Plan.	Implement 2021/2022 actions from the Corporate Energy Emissions Plan.
Implemented 1 st Phase of Signage Strategy Participated on committees to form strategic regional and provincial partnerships to promote tourism development and economic development.	Implement 2 nd Phase of Signage Strategy Participate on committees to form regional and provincial partnerships to promote and encourage tourism and economic development – ie. Go North RV, Visit Northeast BC, Regional Economic Development Plan Initiative.
Provided the Grant Writing Support Service both to local non-profit organizations and departments.	Continue to provide Grant Writing Support Services.
Advertised available lots to promote community investment. Sold two industrial properties.	Update marketing materials for Bell Place and the Industrial Site.
Fully allocated the Business Façade Improvement Program grant funding.	Administer the Business Façade Improvement Program.
Adopted a new Community Economic Development Plan.	Complete the Mackenzie 2.0 Marketing Materials project to promote resident/workforce attraction and new investment in the community.
Adopted a new Tourism Plan for Mackenzie.	Develop a Downtown Vision and Action Plan as well as Development Permit Areas.
Implemented strategies to promote and grow the Love Mackenzie program.	Continue to promote and support shop local initiatives including, but not limited to the Love Mackenzie program.
Assisted in the application to the Universal Broadband Fund for fibre-to-home internet service in Mackenzie. Pending results.	Develop new Public Engagement Policy and implement new engagement website – Let's Chat Mackenzie
	Create an Accessibility Committee and pursue funding towards an Access and Inclusion Action Plan for Mackenzie.
	Administer the Local General Election on October 15, 2022.



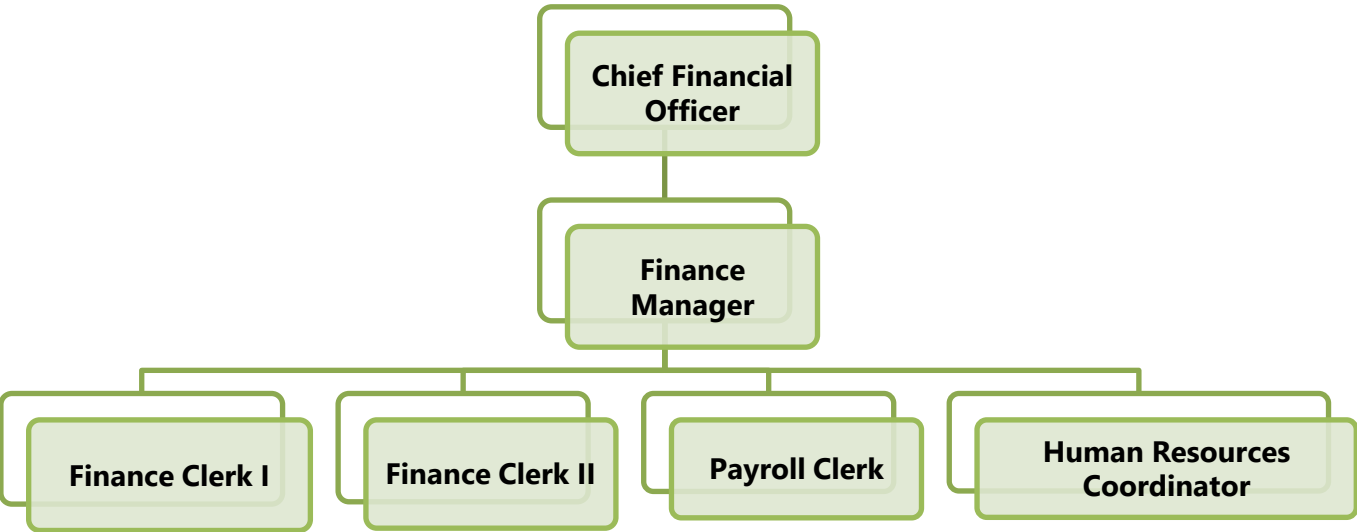
Photo Credit: Marcus Paladino

Photo Credit: Marcus Paladino



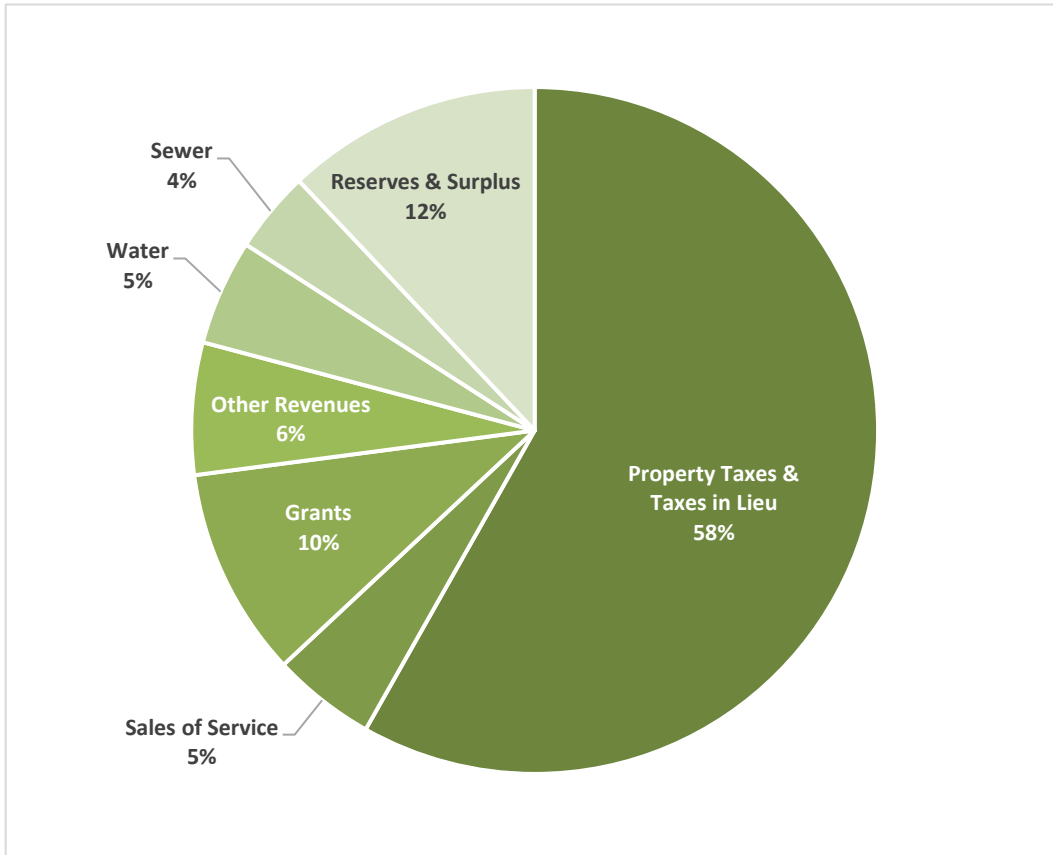
FINANCE

The Financial Services department is responsible for following legislative procedures related to local government finances including; financial planning, reporting, revenues (taxes and fees), liabilities, capital financing, and development financing.



Annual Report 2021

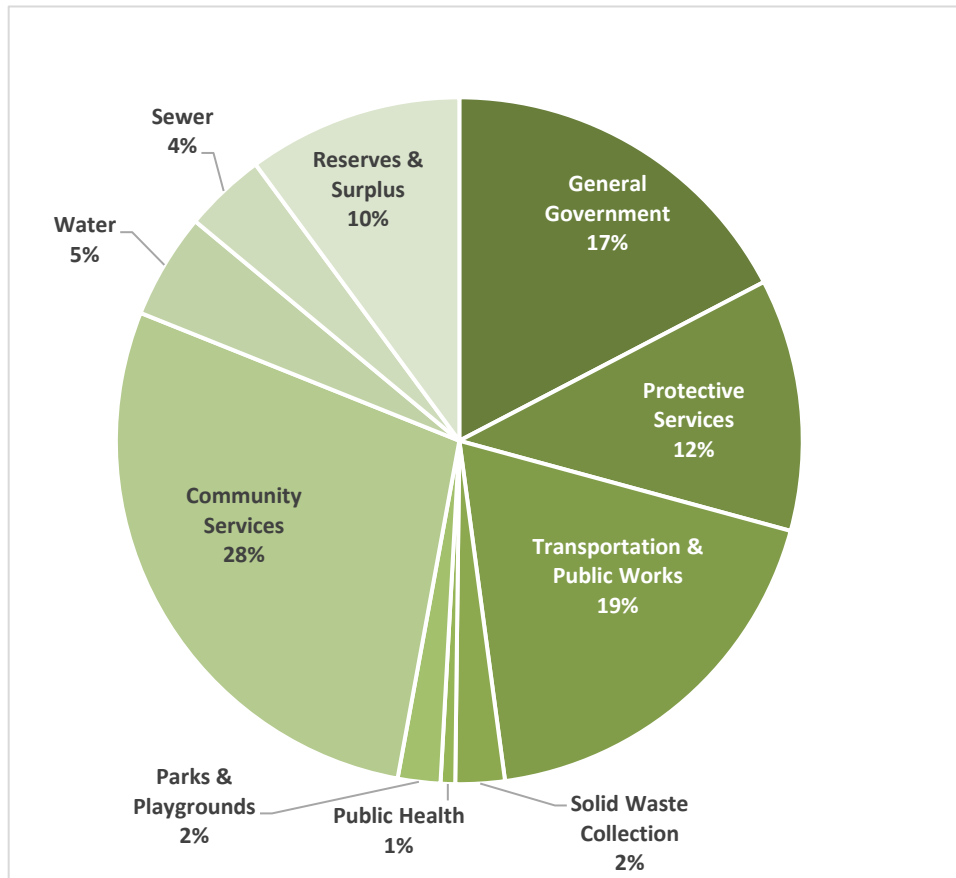
2021 Final Budget Revenue Sources



Revenue Source	Amount
Property Taxes & Taxes in Lieu	\$8,267,811
Sales of Service	\$690,915
Grants	\$1,401,774
Other Revenue	\$883,796
Water	\$705,976
Sewer	\$547,036
Reserves & Surplus	\$1,710,959
Total Budgeted Revenue	<u>\$14,208,267</u>

Annual Report 2021

2021 Final Budget Expenditures



Expenditures by Department

Department	Amount
General Government	\$2,465,295
Protective Services	\$1,687,575
Transportation and Public Works	\$2,648,886
Garbage & Waste Collection	\$329,447
Public Health	\$97,371
Parks and Playgrounds	\$284,717
Community Services	\$4,005,290
Water Operations	\$705,976
Sewer Operations	\$547,036
Reserves and Surplus	\$1,436,674
Total Budgeted Expenditure	<u>\$14,208,267</u>

Annual Report 2021

Finance Action Planning

Actions Completed in 2021	Action Plan for 2022
Hosted public engagement sessions for residents regarding tax revenue loss for the 2022 budget.	Update Purchasing/Procurement Policy and Tangible Capital Asset Policy.
Worked with Directors to create a draft 10-year capital plan.	Further develop the capital 10-year plan to ensure projects and asset replacement are identified.
Created inventory process and financial tracking system for fuel sales at the municipal airport.	Create policy and procedures for new Public Sector Accounting Board (PSAB) standard on asset retirement obligations.
	Create Business Continuity Plan to ensure operations continue during any unforeseen incidents/events.



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2021 GRANT FUNDING

The District applies for numerous grants each year. The grants allow the District to access additional funding and reduce the burden on the taxpayer. Below is the list of grants the District applied and the status of the applications for 2021.

Project Name	Funder	Approval/Status	Grant Amount
Tree Replacement Project	BC Hydro	Approved	\$4,300
Family Day Skate and Swim	BCRPA	Approved	\$1,000
Park Development – Little Mac Fireplace	Coastal Gas Link	Approved	\$25,000
Content Production Initiative	Destination BC	Approved	\$7,500
Spring & Fall GoByBike Week Events	GoByBikeBC	Approved	\$1,795
COVID-19 Airport Relief	Government of BC	Approved	\$90,000
FDI Marketing Material	Government of Canada	Approved	\$25,000
Celebrate Canada Day 2021	Heritage Canada	Approved	\$650
Economic Development Capacity Building	NDIT	Approved	\$50,000
Grant Writing Support	NDIT	Approved	\$8,000
Love Mackenzie	NDIT	Approved	\$1,200
Mackenzie Tennis & Pickleball Resurfacing	NDIT	Approved	\$24,500
Squash/Pickleball Court	NDIT	Approved	\$53,900
Mackenzie Gets Active	ParticipACTION	Approved	\$1,000
Community Grant in-Air – Mackenzie Fire Fighter Association	Regional District of Fraser-Fort George	Approved	\$15,000
Development Permit Guidelines & Engagement Platform Project	UBCM	Approved	\$35,840
Mackenzie FireSmart ERF Project	UBCM	Approved	\$149,872
Outdoor Recreation Space Roof Lights	Government of Canada	Denied	\$250,000
Arena Ice Slab & Board/Glass	Government of BC/Canada	Denied	\$2,157,936
Community Connection Trail	Government of BC	Denied	\$260,000

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Project Name	Funder	Approval/Status	Grant Amount
Pitching Machine Batting Cage Setup	Northern Health	Denied	\$5,000
Red Cross CRP Grant Program	Community Resiliency Grant Program	Pending	\$10,000
Facility Upgrades – Energy Efficiency & Capital Replacement Projects	Government of Canada	Pending	\$2,994,692
Wildfire Resiliency and FireSmart 2022	UBCM	Pending	\$150,000
Mainstreet Revitalization – Planning	NDIT	Pending	\$20,000
Total Funding Applied For	\$6,389,440		
Total Funding Approved	\$494,554		
Total Funding Pending	\$3,174,692		
Total Funding Denied	\$2,672,936		

2021 GOVERNMENT TRANSFERS

The District receives provincial and federal grant transfers every year. These transfers help to offset the cost of services and aid in funding capital projects.

Grant Source	Amount	Total
Provincial Grants Total		\$957,084
Conditional	\$432,351	
Unconditional	\$524,733	
Federal Grants Total		\$4,300
Conditional	\$4,300	
TOTAL GOVERNMENT TRANSFERS		\$961,384

Annual Report 2021

GRANTS TO ORGANIZATIONS

The District provides cash grants, grants-in-kind, and rental space to the many community groups in Mackenzie.

The 2021 Community Grants Budget was \$95,000. The approved cash grants totaled \$34,034, the in-kind grants totaled \$49,732, leaving a remaining balance of \$11,238 in the Community Grants Budget.

Organization	In-Kind	Cash
Care N Share		\$500
Curl Mackenzie	\$4,141	
Mackenzie Alpine Horse Riders Club	\$3,300	
Mackenzie and District Hospital and Health Centre (Northern Health Authority)	\$400	
Mackenzie Autumn Lodge		\$500
Mackenzie Community Arts Council (event cancelled due to COVID-19)	\$1,408	
Mackenzie Community Garden	\$2,000	
Mackenzie Counselling		\$10,000
Mackenzie Elks Lodge		\$2,000
Mackenzie Figure Skating Club (event cancelled due to COVID-19)	\$4,520	
Mackenzie Fish and Game Association	\$2,632	
Mackenzie Golf and Country Club		\$15,000
Mackenzie Nature Observatory	\$1,700	
Mackenzie Nordiques Cross Country Ski Club	\$10,000	
MORATA	\$18,000	\$2,735
Omenica Mining Association		\$295
Rotary Club of Mackenzie (event cancelled due to COVID-19)	\$611	
St. Peter's Pantry		\$3,000
The 92	\$1,020	
2021 Community Grants Budget	\$95,000	
Total In-Kind Requests Approved	\$49,732	
Total Cash Grant Requests Approved		\$34,030
Budget Remaining	\$11,238	

Annual Report 2021

Fee for Service Agreements

The District provides fee-for-service agreements to organizations for on-going operational support. This agreement may be considered when the recipient is a not-for-profit organization delivering a service or program that extends the reach of the District programs and services. The following is a list of organizations that have fee for service agreements with the District:

Mackenzie and District Museum	Mackenzie Chamber of Commerce	Mackenzie Golf and Country Club
Mackenzie Autumn Lodge Society	Mackenzie Community Arts Council	Mackenzie Outdoor Routes and Trail Association

Rental Space in District Facilities

The District provides accommodation or equipment storage space free of charge to non-profit or sports organizations that are presently allocated space in the Recreation Services Complex, the Ernie Bodin Community Centre, and Fire Hall #1 and 2 subject to availability. Following is a list of organizations that received this benefit in 2021:

Canadian Red Cross	Mackenzie Community Arts Council	Minor Lacrosse
CHMM Radio Station	Mackenzie Figure Skating Club	Northern Pioneers AA Group
CUPE Local 3706	Mackenzie Minor Baseball	Notable Expressions
Figure Skating Club	Mackenzie Nordiques	Old Timers Hockey
Girl Guides of Canada	Mackenzie Outdoor Routes and Trails Association	Rainbow Swim Club
Hospital Auxiliary Thrift Store	Mackenzie Search & Rescue	Rocky Mountain Riders
Mackenzie & District Museum	Mackenzie Soccer Association	Speed Skating Club
Mackenzie Autumn Lodge Society	Minor Hockey Association	



PERMISSIVE TAX EXEMPTIONS

In accordance with Section 98(2) (b) of the *Community Charter*, the following properties in the District of Mackenzie were provided permissive property tax exemptions for 2021 by Council:

Organization	2021 Value of Exemption
Canadian Baptists of Western Canada	\$2,097.05
Living Joy Christian Centre	\$1,540.30
Mackenzie Alpine Riders Horse Club (300 Mill Road)	\$4,623.19
Mackenzie Alpine Riders Horse Club (651 Mill Road)	\$1,654.82
Mackenzie Elks Lodge #547	\$1,994.14
Mackenzie Fish and Game Association	\$1,365.56
Mackenzie Golf & Country Club	\$3,996.29
Mackenzie Nordiques Cross-Country Ski Club	\$34.20
Mackenzie Sikh Society	\$2,246.84
Roman Catholic Episcopal Church	\$3,984.13
Royal Canadian Legion	\$1,126.84
Trustees Congregation of Jehovah's Witnesses	\$619.68
Youth for Christ Prince George	\$1,261.89

DECLARATION OF DISQUALIFICATIONS

There were no declarations of disqualifications made in 2021.

AUDITED FINANCIAL STATEMENTS

The 2021 District of Mackenzie Consolidated Financial Statements are attached to the end of this report.

Consolidated Financial Statements of



DISTRICT OF MACKENZIE

And independent Auditors' Report thereon

Year ended December 31, 2021

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.



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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
Financial assets:		
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>
Financial liabilities:		
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
Non-financial assets:		
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)		
Accumulated surplus (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
Revenue (note 13):			
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
Expenses (note 13):			
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):		
Operating activities:		
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
Investing activities:		
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

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:

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

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
McLeod Lake Mackenzie Community Forest Limited Partnership:		
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)
McLeod Lake Mackenzie Community Forest Corporation:		
Investment in shares	99	99
Accumulated earnings	50,658	45,967
Total investment	\$ 3,823,062	\$ 4,384,282

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
(i) Financial position:		
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
Total assets	\$ 9,398,983	\$ 10,355,177
Liabilities:		
Current	\$ 600,562	\$ 295,772
Silviculture obligation - long-term portion	1,253,814	1,382,977
Total liabilities	1,854,376	1,678,749
Equity:		
Share capital	1	1
Partner's equity	7,544,606	8,676,428
Total equity	7,544,607	8,676,429
Total liabilities and equity	\$ 9,398,983	\$ 10,355,178
	2021	2020
(ii) Operations:		
Revenue	\$ 219,675	\$ 3,483,783
Expenses	(1,373,320)	(1,489,598)
Other income	1,021,824	729,395
Net income (expense)	\$ (131,821)	\$ 2,723,580
(iii) Share of net income:		
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
(i) Financial position:		
Assets:		
Current	\$ 140,456	\$ 125,856
Investments	1	1
Total assets	\$ 140,457	\$ 125,857
Liabilities:		
Current	\$ 38,941	\$ 33,723
Total liabilities	38,941	33,723
Equity:		
Share capital	200	200
Retained earnings	101,316	91,934
Total equity	101,516	92,134
Total liabilities and equity	\$ 140,457	\$ 125,857
	2021	2020
(ii) Operations:		
Revenue	\$ 216,000	\$ 216,000
Expenses	(206,618)	(205,068)
Net income	\$ 9,382	\$ 10,932
(iii) Share of net income:		
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

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
Cost:									
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
Cost:									
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

Year ended December 31, 2021

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
Surplus:		
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
Total surplus	54,590,046	52,844,806
Reserve funds set aside for specific purposes by Council:		
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	-
Total reserve funds	18,557,853	18,584,887
	\$ 73,147,899	\$ 71,429,693

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
	7,710,844	7,925,898
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
	2,350,377	2,209,473
	\$ 5,360,467	\$ 5,716,425

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
Total government transfers	\$ 6,026,126	\$ 9,127,878

DISTRICT OF MACKENZIE

Notes to Consolidated Financial Statements (continued)

Year ended December 31, 2021

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)
Total revenues	16,610,874
Expenses:	
Operating budget	25,503,900
Less:	
Transfers to reserve funds	(1,436,674)
Capital expenditures	(11,295,633)
Total expenses	12,771,593
Annual surplus	\$ 3,839,281

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
Revenue:									
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
Total revenue	9,851,647	1,292,142	526,596	4,204	397,271	506,499	706,227	469,604	13,754,190
Expenses:									
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)
Total expenses	2,048,718	1,988,199	2,760,808	108,294	344,385	3,906,168	510,504	368,908	12,035,984
Annual (deficit) surplus	\$ 7,802,929	\$ (696,057)	\$ (2,234,212)	\$ (104,090)	\$ 52,886	\$ (3,399,669)	\$ 195,723	\$ 100,696	\$ 1,718,206

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
Revenue:									
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
Total revenue	14,512,488	1,992,181	312,391	35,671	399,532	427,043	666,627	431,638	18,777,571
Expenses:									
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
Total expenses	2,201,611	2,008,599	2,571,402	127,802	314,941	3,949,775	389,085	357,975	11,921,188
Annual surplus (deficit)	\$ 12,310,877	\$ (16,418)	\$ (2,259,011)	\$ (92,131)	\$ 84,591	\$ (3,522,732)	\$ 277,542	\$ 73,663	\$ 6,856,383

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
Consolidated Statement of Financial Position:			
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
Net financial assets	27,395,937	164,411	27,560,348
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
Accumulated surplus	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
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
Consolidated Statement of Change in Net Financial Assets:			
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
Consolidated Statement of Cash Flows:			
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.

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
	\$ 2,954,695	\$ 5,900,792

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	\$ -

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: June 21, 2022
Subject: Council Travel and Expenses

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

Throughout the year Mayor and Council attend various conferences and events to network with other government officials and to discover opportunities that may benefit the District of Mackenzie. Typically, Councillors may attend conferences or events that pertain to their liaison appointments or for District committees they belong to.

During 2022 budget discussions, a total budget of \$40,000 was set aside for conferences and events for Mayor and Council. The Mayor was allocated \$10,000, and each Councillor was given a budget of \$5,000. Mayor and Council as well as Administration have brought forward workshops, events, conferences of interest to open Council meetings for participant approval.

Many activities Council participates in are either held locally, virtually, or are free to attend, which has allowed Council engagement without the use of the allotted budgets. The following outlines the activities that Council has participated in that did incur expenses by the District:

Association for Mineral Exploration Roundup – January 31-February 3
Council of Forest Industries Convention – April 27-29
North Central Local Government Association AGM & Convention – May 3-6

If there are expenses related to an event/conference, they typically fall into one of the following categories in [Policy 1.1 Expense Account Regulations](#): Travel, accommodation, meal per diems, and event registration.

2022 Council Expenses

As of June 21, 2022, the total expenses and remaining balances are shown below:

	Budget	Spent	Remaining
Mayor Joan Atkinson	\$10,000	\$1,450.97	\$8,549.03
Deputy Mayor	\$10,000	-	-
Councillor Andy Barnes	\$5,000	\$2,696.00	\$2,303.32
Councillor Viktor Brumovsky	\$5,000	\$50.00	\$4,950.00
Councillor Peter Grogan	\$5,000	\$0.00	\$5,000.00
Councillor Amber Hipkiss	\$5,000	\$2,296.20	\$2,703.80
Councillor Raye McMeeken	\$5,000	\$1,463.96	\$3,536.04
Councillor Jim Wiens	\$5,000	\$0.00	\$5,000.00

UBCM

The Union of BC Municipalities Conference is held annually in September. This year's conference will be held September 11 – 15, 2022. The estimated cost to participate is \$3,000 each for registration and travel expenses.

Staff are asking Council who wishes to attend the event this year? Registration opens Monday, July 4th. A copy of the convention program can be found here: [2022 UBCM Convention Program](#)

Council Travel Policy:

The current practice for Mayor and Council attending conferences and events is to bring the request to an open Council Meeting for approval by the group as whole.

Staff welcome feedback on the current process and would recommend implementing any changes by way of an official Council Travel and Expense Policy and associated procedure that would outline the following:

- Intended and Approved Uses of the Budget
- Approval Process
- Reporting Structure

A new policy would clarify the process, improve efficiency, and maintain transparency with the public.

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,

Chelsea Smirle

Chelsea Smirle
Legislative Clerk/Executive Assistant

Diane Smith

Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: June 17, 2022
Subject: Employee Code of Conduct Policy 5.22

RECOMMENDATION:

THAT Council establish the Employee Code of Conduct Policy 5.22.

BACKGROUND:

Staff are recommending adopting an overarching Code of Conduct for employees. A Code of Conduct is a central guide and reference for employees to support day-to-day decision making. A code encourages discussions of ethics and compliance, empowering employees to handle ethical dilemmas they may encounter in everyday work. The code articulates the values the organization wishes to foster in leaders and employees and, in doing so, defines desired behavior. A copy of the new Code of Conduct Policy 5.22 has been attached for Council's review and consideration.

To align with the new *Community Charter* legislation and Provincial recommendations, a specific to Council code of conduct policy is in development by Administration and will be brought forward at the July 26th Council meeting for consideration.

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



Approved for Submission to Council

5.22: CODE OF CONDUCT

Established by Council on _____ – Resolution No. _____

1. PURPOSE

The District of Mackenzie is committed to accountable and transparent practices which serve the best interests of the District as a whole. All members of the District are expected to uphold high ethical standards, demonstrating integrity, honesty, and responsibility in all of the District's operations and in relationships with the community. The District is further committed to creating and maintaining an inclusive and safe environment in which everyone behaves with respect, adheres to professional standards, and complies with the rules of law. The District will not abide or tolerate unethical behaviour or impermissible conflicts of interest. Awareness of the provisions of this Code is fundamental in ensuring employees act appropriately in all dealings involving the District, its members, and the public.

This Code of Conduct (the "Code") defines and explains the expectations placed on employees to engage in ethical behaviour and to avoid unmanageable conflicts of interest. Employees should use this Code in tandem with any applicable contractual agreement, collective agreement, or obligation at law, for guidance on how to correctly recognize, disclose and manage these or related situations.

2. SCOPE AND APPLICATION

This Code applies in respect of all employees of the District when acting in their role as an employee. Any employee who contravenes this Code may be subject to a range of corrective measures, up to and including dismissal, with cause, from the District in accordance with the principles of progressive discipline and any terms and conditions in any relevant collective agreement or contractual agreement.

3. DEFINITIONS

"Close Personal Relationship" includes, with respect to an individual:

- a) The individual's spouse (including common-law), child, sibling, parent, spouse's parent, niece, nephew, aunt, uncle, grandparent, grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepchild, stepsister, stepbrother, or stepparent.

- b) Any other member of the individual's family who resides at the same household as the individual.
- c) Another individual whom the individual has an intimate relationship with.

"Conflict of Interest" exists when an individual has an external interest, financial or otherwise, that could impact their conduct at the District. This may occur when the external interest provides, directly or indirectly, a motivation or incentive to influence the individual's conduct in exercising their employment responsibilities. This creates a risk that the individual's judgment or actions could be, or could be seen to be, unduly influenced by that external interest. "Conflict of interest" includes both actual and apparent conflicts of interest.

"Apparent Conflict of Interest" is a situation where there exists a reasonable perception, which a reasonably well-informed person could properly have, that the individual's ability to exercise an official power or perform an official duty or function must have been affected by their private interest.

4. GUIDING ETHICAL PRINCIPLES

- a) The District requires all employees to uphold its high ethical standards of conduct.
- b) Employees must know and understand the duties and obligations of their role, including those provided in this Code. Employees must act impartially in carrying out their duties and meeting their obligations and must exercise any discretionary decision-making authority in accordance with the District's ethical standards.
- c) Employees of the District are prohibited from acting primarily in self-interest or furthering their private interests by virtue of their position with the District or through the carrying out of their employment responsibilities.
- d) An employee's primary responsibility is to the District and this responsibility should take precedence over all other working relationships.
- e) An employee's external interests should not compromise their ability to perform all activities expected of them.
- f) The employee should act in the best interest of the District and must not bring the company into disrepute.
- g) Employees must respect the confidentiality of the District and are not permitted to use resources or information that is not publicly available for the private benefit of any person.

- h) Any person who suspects or observes an employee engaging in unethical behaviour or other activities contrary to this Code should raise the concern or notify an appropriate party in the manner specified by Section 6 of this Code.
- i) An employee should not attempt to personally conduct investigations or interviews related to any suspected unethical activity.
- j) The following is a non-exhaustive list of examples of situations, behaviours, or activities that the District may consider unethical behaviour:
 - i. Attempting, encouraging, or knowingly permitting anyone to breach the District's policies, including this Code.
 - ii. Discriminating against or harassing anyone for cultural, religious, gender, lifestyle, or any other prohibited ground.
 - iii. Using social media, computers, or other electronic means/media in a manner that violates this Code.
 - iv. Using District assets or resources in an abusive or fraudulent manner.
 - v. Abusing computer or network resources of the District, including violating copyright law; interfering in network operations; engaging in inappropriate messaging; making unauthorized use of another person's identification or credentials; or conducting inappropriate internet searches.
 - vi. Causing or allowing any practice, activity, or decision which is unlawful, imprudent, indecent, or in violation of the law, commonly accepted business practices, or this Code.
 - vii. Exploiting a member of the District for personal gain.
 - viii. Disseminating information that is deceptive, false, misleading, or prejudicial to the interests of the District.
 - ix. Using any authority given by the District in an excessive or abusive manner, including placing extraordinary, contradictory, or unfair demands on employees/coworkers.
 - x. Using or permitting the use of District-owned equipment, material, or property for personal profit (except where expressly allowed by contract between the District and the employee).
 - xi. Speaking or acting on behalf of the District when participating in any activity, without having such authority or agency.
 - xii. Disrespecting the confidentiality of the District, coworkers, or other persons.

5. OBLIGATIONS RESPECTING CONFLICTS OF INTEREST

- a) Employees must exercise care to avoid conflicts of interest.

- b) An employee engaging in an activity or situation that creates a conflict of interest must immediately:
 - i. Self-report the conflict of interest to their Manager.
 - ii. End or resolve the conflict of interest or seek a determination that the conflict is manageable.
 - iii. Take reasonable steps to protect themselves and the interests of the District.
- c) An employee with a conflict of interest that will not be immediately ended or resolved must request that the District review the conflicting activity or situation and decide as to whether the conflict is a manageable conflict.
- d) The following is a non-exhaustive list of examples of situations that may be a conflict of interest:
 - i. Entering into a service contract on behalf of the District with a company in which the employee has a financial interest.
 - ii. Hiring a consultant because they are related to the employee.
 - iii. Using District resources (including time, equipment, or confidential information) for the benefit of another employer, business interest or appointment.
 - iv. Participation in the recruitment, hiring, promotion, or evaluation of someone related to the employee.
 - v. Awarding contracts to the employee's previous employer or firm without due process.
 - vi. Carrying on work related to an alternate employment, outside business interest or other appointment during a District work day.
 - vii. Using non-public District information for the personal gain or advantage of the employee.
- e) Any employee who observes or suspects another employee is engaging in a conflict-of-interest contrary to this Code should raise the concern or notify an appropriate party in the manner specified by Section 6 of this Code. An employee should not attempt to personally conduct investigations or interviews related to any suspected conflict of interest.

6. COMPLAINTS, INVESTIGATIONS AND RESPONSES TO ALLEGED VIOLATIONS

- a) It is the right of every person to make a report in good faith under this Code without fear of reprisal. Retaliation or reprisals against persons making such reports in good faith will not be tolerated.
- b) Concerns about violations of this Code, including ethical violations or conflicts of

interest, can be raised in a number of ways including:

- i. Raising the concern with an immediate supervisor.
 - ii. Notifying the Human Resources department.
 - iii. Notifying the CAO.
- c) All initial assessments will be reviewed periodically by the Human Resources department to ensure that:
- i. A consistent approach is being applied to all suspicions or complaints following discovery or notification of an alleged violation; and
 - ii. Any necessary risk mitigation activities are being undertaken to minimize any losses the District could experience.
- d) Any employee suspected or alleged to have committed an ethical violation or to have engaged impermissibly in a conflict of interest are to be treated fairly and consistently.
- i. All investigations undertaken, externally or internally, will be carried out in accordance with any applicable laws in the Province of British Columbia and any obligation existing in any collective agreement or contractual agreement.
- e) If the investigation substantiates that a violation of this Code has occurred, including any unethical behaviour, fraudulent activity, or unreported conflicts of interest, the Human Resources department will advise the employee's Manager and any others, as appropriate, in determining the appropriate course of action. The Human Resources department may share any report with an employee's immediate supervisor and/or the CAO, as necessary.

7. CONFIDENTIALITY

- a) The District treats all information received confidentially where possible.
- i. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect the District from potential civil liability.
- b) All copies of written complaints, findings, warnings, reprimands, or other documentation relating to an actual or alleged breach of this Code, including the result of any investigation, will be added to an employee's personnel file with the District.

8. PERSONAL RELATIONSHIPS

- a) The District permits individuals in close personal relationships to be employed, but under strict guidelines that are designed to prevent the creation of situations where preferential treatment could exist or be perceived to exist.
- b) Employees must not have influence, input, or participate in decisions related to the hiring, engagement, evaluation, promotion or establishment of terms and conditions of employment or contracts of anyone with whom they have a close personal relationship.
- c) Employees in close personal relationships with other employees are not eligible for transfer or promotion to the department or work unit in which the other employee is employed if the transfer or promotion would create a supervisory relationship between the two individuals.
 - i. In exceptional circumstances, the transfer or promotion may be allowed by special approval from the CAO in consultation with the Human Resources department, if the supervisory relationship resulting from the transfer or promotion can be managed appropriately.

9. ADMINISTRATIVE

- a) The District reserves the right to amend this Code as necessary.
- b) The District will respect and comply with its obligations under the law, its contractual agreements, and its collective agreements.
 - i. Where there are inconsistencies between this Code and a law, collective agreement, or contractual agreement, the law, collective agreement, or contractual agreement will prevail.
 - ii. Employees are expected to know and comply with applicable Federal and Provincial laws and regulations relating to their employment responsibilities with the District.
- c) Questions or concerns about this Code can be addressed to an employee's immediate supervisor or the Human Resources department.

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: June 17, 2022
Subject: Age-Friendly Grant Application

RECOMMENDATION:

THAT Council supports the District's application for up to \$25,000 towards an Accessibility Plan;

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

BACKGROUND:

The Province of BC has passed the *Accessible British Columbia Act* and has developed a 10-year implementation plan which will focus on culture change throughout with an emphasis on ongoing awareness and working closely with stakeholders and the public to help increase accessibility. Effective September 1, 2022, the Province of BC will mandate that all municipalities establish an accessibility committee, an accessibility plan, and build a tool to receive feedback on their accessibility. All organizations will have at least one year from the date to implement the requirements.

In preparation for the re-establishment of the District's Accessibility Committee, staff are recommending applying for grant funding to complete the required accessibility plan. The Province requires that an accessibility plan should outline how the organization will identify, remove, and prevent barriers to people in the organization or interacting with it.

It is recommended the plan be created in collaboration with a local government's Accessibility Committee, as well as through broader public engagement, and consider the following specified principles:

- Inclusion
- Adaptability
- Diversity
- Collaboration
- Self-determination
- Universal design

The plan must be reviewed and updated at least once every three years.

Grant Funding

At the meeting of June 13, 2022, Council deferred a letter from the New Horizons Bridging the Gap program about potentially supporting them in an application to the BC Healthy Communities Age-Friendly Communities grant funding program. Following discussion with staff, it was felt more appropriate that the District take on this initiative and as such are requesting Council's support in a grant application to move forward. The other proposal has been tabled for the time being as other opportunities that may work better have been identified.

The BC Healthy Communities Age-Friendly Grant program Planning Stream provides organizations up to \$25,000 to complete an age-friendly assessment and develop an age-friendly action plan. In speaking with the funding organization, they have indicated that an Accessibility Plan application could fit their criteria.

Grant Timeline

- **July 5, 2022:** Application due date
- **Late August 2022:** Applicants notified of result
- **September 2022—September 2023:** Projects take place
- **October 1, 2023:** Final report due

BUDGETARY IMPACT:

The Age-Friendly Grant program is a 100% cash grant, no matching funding is required. Staff are estimating the full cost of the plan will fall between \$20,000 and \$35,000 following the public bidding process. If further funding is required to complete the project, it will be budgeted in the 2023 General Government Operating Budget.

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,



Emily Kaehn
Director of Corporate Services



Wendy Peterson (on CFO's behalf)
Finance Manager



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: June 21, 2022

Subject: Provincial Termination of Land Use Contracts

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

A land use contract (LUC) is formed between the owner of a specific property and the municipality and is adopted by Council as a bylaw. This approach was commonly used through the 1970's as a means to negotiate the terms and conditions of subdivision and development within the District and the Regional District. The contract can describe the subject lands, the uses permitted, the regulations for siting of building, the use of parks, landscaping requirements, and many other development criteria (variances). The presence of a contract on a land title requires that any regulations with the contract take precedence over zoning or subdivision regulations on that land. When the land use contract legislation was repealed in 1978, the existing contracts remained in place, however no new contracts could be created.

In 2014, the *Local Government Act* was changed to terminate all land use contracts by June 30, 2024, giving local governments time to ensure that zoning and other bylaws are in place when the land use contracts terminate. If the use permitted by the Land Use Contract did not align with that of a local government's current zoning bylaw, there is an opportunity for property owners to seek a variance. If the property owner feels that the timing of the termination of the land use contract by the bylaw will cause hardship, they may apply for a development variance within 6 months after the adoption of the Bylaw to terminate said contract.

AUTHORITY

Termination of all land use contracts in 2024

- 547** (1) All land use contracts are terminated on June 30, 2024.
- (2) A local government that has jurisdiction over land subject to a land use contract must, by June 30, 2022, adopt a zoning bylaw that will apply to the land on June 30, 2024.

TERMINATION OF LAND USE CONTRACT PROCESS

Staff identified all the LUCs that are currently on title in Mackenzie with the Land Title and Survey Authority. Staff reviewed those LUCs that are still currently in effect and have identified that the uses do not conflict with Zoning Bylaw No. 1368, 2017. As a result, unlike in some communities, rezoning or development variances are not required to accommodate the uses if property owners wish to continue after June 30, 2024.

Staff have reached out to the property owners that currently have an active LUC notifying them of the wish to discharge them from title. Two letters were sent out to each property owner with a deadline of June 3, 2022 to respond with any questions or concerns regarding the termination. A final letter was sent to all property owner's that have LUC's on title explaining what a LUC is, what the variance was and what zoning will come into effect after the termination takes place. To date staff has had no response.

CURRENT LAND USE CONTRACT BYLAWS

The following Land Use Contract Bylaws are registered on title in Mackenzie and have been included in the Centre Table File for Council's further information. A map has been attached to this report for context.

Land Use Contract Bylaw No. 182

Land Use Contract Bylaw No. 182, 1973 (Land Title Office Document Number J6015) registered on the legal title. This LUC permits "Housing Sales and Trailer Court Admission Office". On LOT B DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 18122. The LUC was agreed to be terminated on May 7, 1975 but remains on title.

This property was then split into LOT 1 DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 21788, 340 Mackenzie Blvd (Appendix A) and LOT 2 DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 21788, 375 Osilinka Rd (Appendix A), with LUC Bylaw No. 182 remaining on both titles. The current zoning of this property is C1 commercial. Currently there are no conflicts, with Zoning Bylaw 1368, 2017.

Land Use Contract Bylaw No. 212

Land Use Contract Bylaw No. 212, 1973 (Land Title Office Document Number J8780) registered on the legal title. This LUC permits "one additional free-standing sign". On LOT A DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 20186, 260 Mackenzie Blvd (Appendix A). The current zoning of this property is C1 commercial. Currently there are no conflicts, with Zoning Bylaw 1368, 2017.

Land Use Contract Bylaw No. 249

Land Use Contract Bylaw No. 249, 1975 (Land Title Office Document Number K29819) registered on the legal title. This LUC permits "General Offices". On LOT 1 DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 21723, 220 Mackenzie Blvd (Appendix A). The LUC was agreed to be terminated on July 30, 1977 but remains on title. The current zoning of this property is C1 commercial, currently there are no conflicts with Zoning Bylaw 1368, 2017.

Land Use Contract Bylaw No. 250

Land Use Contract Bylaw No. 250, 1975 (Land Title Office Document Number K30658) registered on the legal title. This LUC permits "Sewing Machine Sales and Service". On LOT 1 DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 21723, 220 Mackenzie Blvd (Appendix A). The LUC was agreed to be terminated on July 30, 1977 but remains on title. The current zoning of this property is C1 commercial, currently there are no conflicts, with Zoning Bylaw 1368, 2017.

Land Use Contract Bylaw No. 307

Land Use Contract Bylaw No. 307, 1976 (Land Title Office Document Number M38559) registered on the legal title. The LUC was agreed to be terminated on September 20, 1986, but still remains on title. The lands affected by this LUC is Lot 1, D.L. 12463 Plan 21767, 100 Mackenzie Blvd (Appendix A). The current zoning of this property is C1 commercial.

Land Use Contract Bylaw No. 311

Land Use Contract Bylaw No. 311, 1977 (Land Title Office Document Number N 9744) registered on the legal title. This LUC permits an "cabaret, dining room and banquet purposes". The LUC was agreed to be terminated on November 28, 1987 but remained on title. The current zoning of this property is C2 Service Commercial. The lands affected by this LUC is LOT 2 DISTRICT LOT 12463 CARIBOO DISTRICT PLAN 21723, 200 Osilinka Rd (Appendix A).

Land Use Contract Bylaw No. 319

Land Use Contract Bylaw No. 319, 1978 (Land Title Office Document Number N 10387) registered on the legal title. This LUC permits "General Offices for Mackenzie Rehabilitation Society". On against Lot A, D.L. 12463, Cariboo District, Plan 21868, 300 Osilinka Rd (Appendix A). The LUC was agreed to be terminated on February 27, 1980 but remained on title. The current zoning of this property is C2 Service Commercial.

Land Use Contract Bylaw No. 341, No. 634, No. 678

Land Use Contract Bylaw No. 341, 1978 (Land Title Office Document Number O 145) registered on the legal title. The lands affected by this LUC is LOT 18 DISTRICT LOT 12463 CARIBOO

DISTRICT PLAN 16647, 18 Clearwater Crescent (Appendix A). This LUC permits the land to be used as a daycare, under the current zoning of R1 - Residential a daycare is permitted under accessory uses.

Bylaw No. 341 has been repealed by the listed bylaws No. 634 and No. 678. Bylaw No. 341 remains on the properties title, subsequent LUC, does not conflict with Zoning Bylaw 1368, 2017. This LUC was agreed to be terminated on November 6, 1998 but remains on title.

NEXT STEPS

A local government must give written notice of the termination of a land use contract to the owners of land that is within the jurisdiction of the local government and subject to the land use contract.

Staff have sent out the required letters to the property owners that currently have a LUC on title. Staff will continue to answer any questions that arise regarding the LUC termination process.

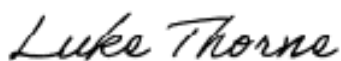
The termination of the Land Use Contracts will come into effect on June 30, 2024.

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,

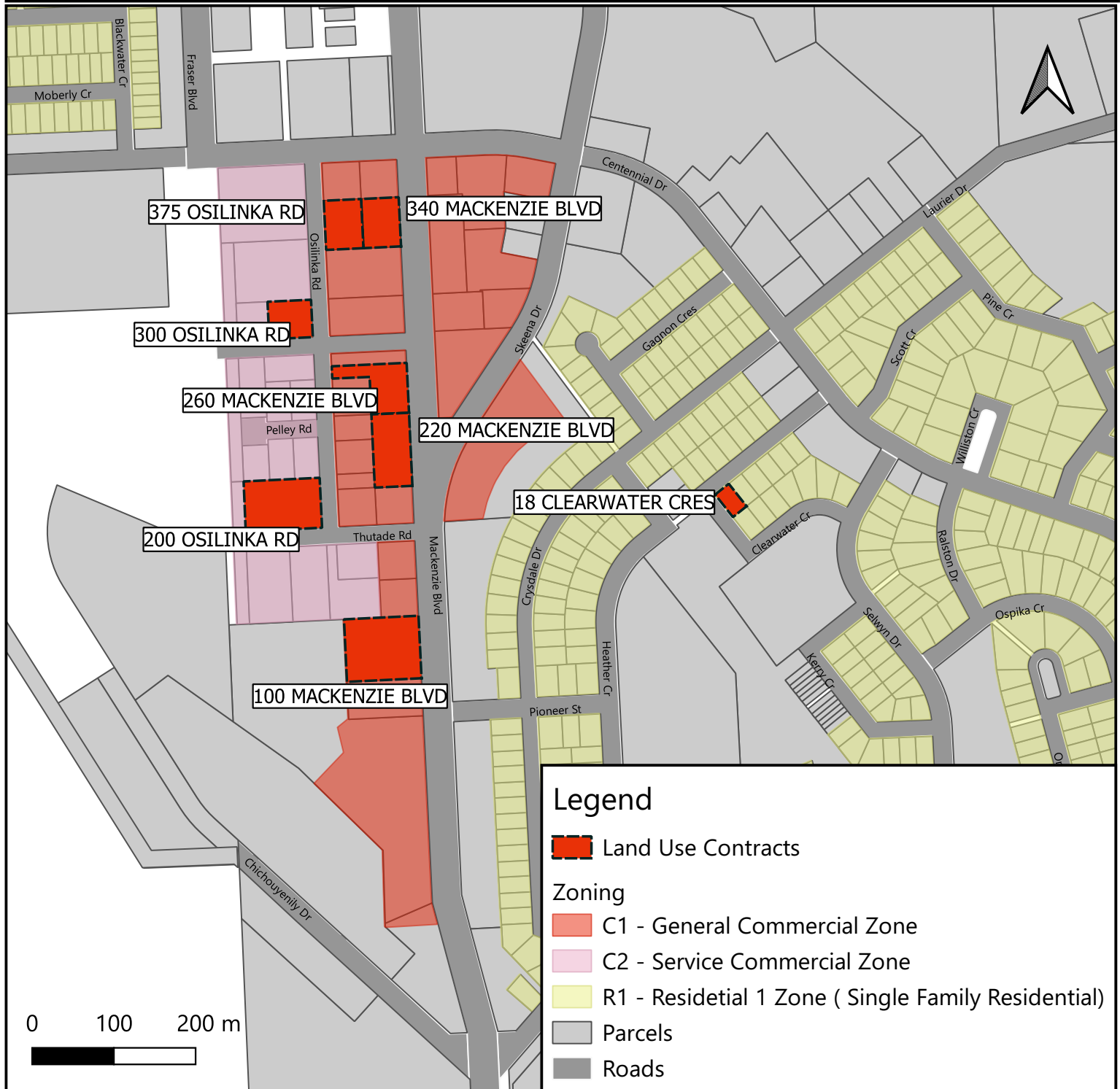


Luke Thorne
Land & Environmental Coordinator



Approved for Submission to Council

Appendix A - Land Use Contract Termination



Description of Land Use Contracts and Status

- 200 Oslinka RD - Land Use Contract Bylaw No. 311 - Status expired on title.
- 300 Oslinka RD - Land Use Contract Bylaw No. 319 - Status expired on title.
- 375 Oslinka RD - Land Use Contract Bylaw No. 182 - Status expired on title.
- 220 Mackenzie BLVD - Land Use Contract Bylaw No. 249, No.250 - Status expired on title.
- 260 Mackenzie BLVD - Land Use Contract Bylaw No. 212 - Status active, no conflict with current zoning.
- 340 Mackenzie BLVD - Land Use Contract Bylaw No. 182 - Status expired on title.
- 100 Mackenzie BLVD - Land Use Contract Bylaw No. 307 - Status expired on title.
- 18 Clearwater CRES - Land Use Contract Bylaw No. 341 - Status expired on title.

COUNCIL REPORT

To: Mayor and Council

From: Recreation Services / Operations

Date: June 20, 2022

Subject: Seniors Garden - Fencing Request

RECOMMENDATION:

THAT Council direct staff how to proceed with the request.

BACKGROUND:

Attached to this report is a letter from Mackenzie resident, Pat Cowan, representing the seniors who have raised garden beds in the Legacy Garden beside the Ernie Bodin Community Centre. They have outlined the following requests of Council:

1. Approve Fence at Legacy Garden

The seniors have raised garden beds adjacent to the Senior's Centre at EBCC. In the last couple of years, they have had some vandalism and produce stolen from the garden. For this reason, they are asking permission to build an aluminum fence around the garden. The fence would be approximately 100 ft x 120 ft and 10 ft tall. If approved, Ms. Cowan would begin applying for grants to get the materials.

Policy Considerations:

According to Zoning Bylaw No. 1368, 2017 Section 4.14 Fences, fences in Public Institution Zones cannot exceed 1.2 metres (~4 ft) in the front yard and side and rear fencing cannot exceed 2.4 meters (~8 ft).

If Council approved the fence, in order to authorize the height, the Senior's would need to apply for, and Council approve, a Development Variance Permit. Council could consider waiving the permit fee of \$300.

Alternative Security Option

Recreation Staff have identified another option and that is to explore adding a wireless security camera to that would oversee the garden area. The cost of the proposed camera system is \$550 including installation.

2. District to Install the New Fence

If approved for the fence, the group has requested the District complete the installation. Depending on the style of fence, Operations could accommodate the request in spring/summer 2023. Operations could install a wood or aluminum panel style fence, however, do not have the professional tools available to complete a chain link fence project of this size. If the fence was approved by Council, it would be staff's recommendation that the group hire a fencing company to install a chain link fence.

The estimated installation cost for a wood/panel fence would be approximately \$20,000 in District labour as this could take up to month of staff time to install the 440 lineal feet of fencing.

3. Improve Water System

Lastly, the group is asking that new yard hydrants be installed near the garden to reduce the length of hoses being pulled to the beds from the Ernie Bodin Community Centre. This would improve the accessibility of the garden for their members. Operations has indicated this could be accommodated this summer and would cost approximately \$4,000 in supplies and labour.

GRANT POLICY 3.16 - PRECEDENT

In 2020, the Mackenzie Community Garden Society requested water infrastructure upgrades in the amount of \$5,000. The project included running additional water piping around the garden to reduce the length of hoses needed and improve accessibility. The group applied through the Community Grants Program and were approved under the Capital Expenditure Stream, which awarded them 50% funding up to \$2,000.

Based on previous application of the Community Grants Policy, the Legacy Garden water and fence upgrades would fall into the Capital Expenditure funding stream.

2023 COMMUNITY GRANTS IN-TAKE

As only part of the request can be accommodated in 2022, Council may choose to ask the group to apply through the Community Grants Program at the September 15th in-take to be reviewed by the Grant Adjudication Committee for 2023 with other applications.

BUDGETARY IMPLICATIONS:

If any of the requests are approved, the funding would be allocated from the 2022 Community Grants budget. The following provides an overview of the costs of each request:

Available 2022 Community Grant Budget	= \$20,953.77
Eligible Grant Request based on Policy 3.16	2 x \$2,000 = \$ 4,000.00
Camera Installation (<i>optional</i>)	= \$ 550.00
Permit Waiver	= \$ 300.00
Remaining	= \$16,103.77

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.

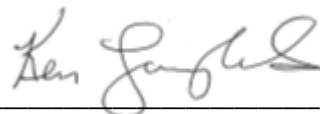
Strong Governance and Finances

- 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



Ken Gawryluk
Interim Director of Operations



Approved for Submission to Council

June 15, 2022

Dear Mayor and Council,

I am writing to you on behalf of the seniors who have gardens in the Legacy Garden adjacent to the Senior's Centre. In the last couple of years we have had some vandalism and produce stolen from the garden; with the high cost of food now we expect to see more and more of our produce taken from the garden. For this reason we are asking permission to put a fence around the garden; this fence will be aluminum, approximately 100 by 120 feet and 10 feet high. We don't feel an 8 ft. fence will keep people out but perhaps a 10 ft fence will. We are also asking the District of Mackenzie to install this fence when we have it; we will be applying for grants to get the materials for the fence and would love to have it installed asap but that will depend on the grant situation.

We are also asking permission to have the watering system for the garden improved; the system we have now far from ideal for seniors as they have to pull the hose a long distance to water their beds. I would like to see a hose run under ground from the Thrift Store where there is a water source across the parking lot to the garden, This is not a great distance and it would make an incredible difference for safety and ease of access to water for the garden. I know the building is slated to come down in three to five years but that three to five years is about 400 days that the seniors don't have to haul a heavy watering hose a long distance to water their garden. Thank you for considering our requests and I look forward to hearing from you.

Sincerely your,

Pat Cowan

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: June 21, 2022
Subject: UBCM Grant Resolutions – Paving Projects

RECOMMENDATION:

Recommendation #1

THAT Council supports the District of Mackenzie’s application to the Canada Community-Building Fund Strategic Priorities Fund – Capital Infrastructure Stream for the Mackenzie Road Rehabilitation Project;

AND THAT Council commits to provide overall grant management and finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance costs associated with the completed project;

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

Recommendation #2

THAT Council supports the District of Mackenzie’s application to the Canada Community-Building Fund Strategic Priorities Fund – Capacity Building Stream for an asset management plan for roadways;

AND THAT Council commits to provide overall grant management and finance any unanticipated cost overruns, ineligible expenses, and any ongoing maintenance costs associated with the completed project;

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

BACKGROUND:

Annually, the District allocates funding towards road upgrade projects throughout the community including sidewalk and pothole repair as well as road paving. This past spring, the

District purchased new asphalt equipment which will allow staff to complete minor repairs throughout the community in a more cost effective and timely manner. For major projects, paving and patching opportunities are advertised through a public bid process.

Several sections of the community's road infrastructure is starting to fail. Staff anticipate the typical budget for paving each year will not cover the cost to keep up with the upgrades required. As a result, staff are requesting Council's approval to apply for funding towards two projects to help catch up and maintain our road infrastructure:

Application #1 - \$6 million towards roadway rehabilitation (paving and patching)
Application #2 – Up to \$100,000 towards an asset management plan specifically for roadways.

The \$6 million will fix the high priority areas in the community, and the plan will provide recommendations and budget amounts that can be included in the capital plan for maintaining and upgrading our aging road infrastructure.

GRANT INFORMATION

The Strategic Priorities Fund (SPF) is one of three funding streams delivered through the Canada Community-Building Fund (CCBF) in British Columbia, formerly known as the Gas Tax Fund. Applications must fall into one of two categories and municipalities may make one application to each funding stream.

- 1. Capital Infrastructure Stream** - Provides grant funding specifically targeted for the capital costs of local government infrastructure projects that are large in scale, regional in impact, or innovative and support the national objectives of productivity and economic growth, a clean environment and strong cities and communities.
- 2. Capacity Building Stream** - Provides grant funding for local government capacity building projects, including asset management, long term infrastructure planning and integrated community sustainability planning that support the national objectives and are large, regional in impact or innovative.

BUDGETARY IMPACT:

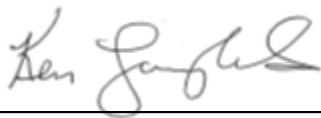
The Strategic Priorities Fund program provides 100% of the cost of eligible activities.

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,



Ken Gawryluk
Interim Director of Operations



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 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 _____ 13th _____ day of _____ June _____, 2022.

READ a second time this _____ 13th _____ day of _____ June _____, 2022.

READ a third time this _____ 13th _____ day of _____ June _____, 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".

Mayor

Corporate Officer

Corporate Officer

DISTRICT OF MACKENZIE

BYLAW NO. 1485

A bylaw to amend Delegation Bylaw No. 1332, 2016.

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:

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.

(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 13th day of June, 2022.

READ a second time this 13th day of June, 2022.

READ a third time this 13th day of June, 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