

Committee of the Whole at 7:00 pm

AGENDA for the Council Meeting to be held on Monday, July 25, 2022 electronically and in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

CALLED TO ORDER 7:15 PM

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

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

The basis of the Special Closed Meeting relates to Section 90 (1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public.

1. ADOPTION OF MINUTES

- | | | |
|----|--|---------|
| a) | Committee of the Whole Meeting - June 27, 2022 | 6 - 7 |
| b) | Regular Meeting - June 27, 2022 | 8 - 14 |
| c) | Special Meeting - July 6, 2022 | 15 - 16 |
| d) | Special Meeting - July 14, 2022 | 17 - 18 |

2. INTRODUCTION OF LATE ITEMS

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT AND QUESTIONS

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

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

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

5. PETITIONS AND DELEGATIONS

- a) Mitch Mortenson, resident, will speak to Council regarding the construction that has taken place at 113 Moberly Crescent. 19 - 27

6. CORRESPONDENCE

Motion required to accept all correspondence listed on the agenda.

THAT the correspondence listed in the agenda be received.

For Action:

- a) Letter received from the Northern Interior Rural Division of Family Practice (NIRD) advising Mayor and Council of their initiative of recruitment and retention of health care workers for the population of Mackenzie and McLeod Lake. They are seeking to create a partnership with the District to support the initiative with one or two Council members to assist with guided tours along with the health care providers. 28

- b) Email received from CKPG-TV requesting a Letter of Support from the District of Mackenzie to include with their licence renewal application to the Canadian Radio-Television and Telecommunications Commission. 29 - 30

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

For Consideration:

- c) Invitation to attend Annual Resource Breakfast Series - September 13-15, 2022 31 - 32
- d) Thank-you letter received from recipient of District of Mackenzie 2022 Secondary School bursary 33
- e) FireSmart Wildland-Urban Interface Case-Study Research Project 34 - 50
- f) Resource Municipalities Coalition Meeting Minutes - May 11, 2022 & June 8, 2022 51 - 58

For Information:

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

- g) Correspondence from RMC Meetings - May 8, June 8
- h) Northern Health Media Bulletin
- i) Logging & Sawmilling Journal - May/June 2022
- j) BC Forest Professional - Summer 2022
- k) Northern Health Healthy Communities E-Brief July 2022

7. ADMINISTRATION REPORTS

- a) Ernie Bodin Community Centre (EBCC) 59 - 63

THAT Council directs staff as to whether they wish to proceed with the recommended decommissioning and subsequent demolition of the EBCC within a two-year timeframe.

- b) MORATA – Alcohol Permit 64 - 65

THAT Council authorizes Recreation Services to approve a special event permit for MORATA that would allow them to serve alcohol at Second Beach on August 20, 2022.

- c) Code of Conduct 5.22 – Revisions 66 - 72

THAT Council establish the Code of Conduct 5.22 Policy.

- d) Council Code of Conduct Policy 73 - 89

THAT Council provides feedback on the draft Council Code of Conduct Policy.

- e) Business Façade Improvement Program 2022 90 - 92

THAT Council approves the applications to the Mackenzie Business Façade Improvement Program to a maximum amount of \$2,500.00.

- f) Mackenzie Nordiques Cross Country Ski Club – Licence of Occupation 93 - 105

THAT Council approves the renewal of the five-year Licence of Occupation with the Mackenzie Nordiques Cross Country Ski Club;

AND THAT Council authorizes the Chief Administrative Officer to execute the agreement.

- g) Construction Update for the New Mackenzie Fire Hall and the Demolition of the Existing Fire Hall 106 - 107

THAT Council receives this report for information.

8. COUNCIL REPORTS

- a) Mayor's Report
b) Council Reports

9. UNFINISHED BUSINESS

10. NEW BUSINESS

11. BYLAWS

12. NOTICE OF MOTION

13. COMING EVENTS

- a) Airport Community Day 108
August 7, 2022
1:00 - 4:00 pm

14. INQUIRIES

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

15. ADJOURNMENT

**District of Mackenzie
Committee of the Whole Meeting
Monday, June 27, 2022**

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

PRESENT: Mayor J. Atkinson
Councillor A. Barnes
Councillor V. Brumovsky
Councillor P. Grogan
Councillor A. Hipkiss
Councillor R. McMeeken
Councillor J. Wiens
Chief Administrative Officer
D. Smith
Director of Corporate Services
E. Kaehn
Director of Recreation Services
T. Gilmer
Director of Operations
K. Gawryluk
Finance Manager W. Peterson
Fire Chief J. Guise
RCMP Cst. X. Del Vecchio
Land & Environmental Coordinator
L. Thorne
Legislative Clerk/Executive Assistant
C. Smirle

CALL TO ORDER - 7:00 PM

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

1. REPORTS

<i>Operations</i>	MOVED by Councillor Wiens <i>THAT the Operations reports for the month of May 2022 be received.</i>	CARRIED
<i>RCMP</i>	MOVED by Councillor Barnes <i>THAT the RCMP report for the month of May 2022 be received.</i>	CARRIED
<i>Fire</i>	MOVED by Councillor Hipkiss <i>THAT the Fire report for the month of May 2022 be received.</i>	CARRIED

Recreation Services MOVED by Councillor McMeeken
THAT the Recreation Services report for the month of May 2022 be received.
CARRIED

Finance MOVED by Mayor Atkinson
THAT the Finance report for the month of May 2022 be received.
CARRIED

2. OTHER BUSINESS

N/A

3. ADJOURNMENT

Adjournment MOVED by Councillor Barnes
THAT the meeting be adjourned at 7:07 pm.
CARRIED

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

Signed:

Certified Correct:

Councillor Grogan

Corporate Officer

**District of Mackenzie
Regular Council Meeting
Monday, June 27, 2022**

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

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

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

CALLED TO ORDER: 7:15 pm

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

32513.
Defer Closed Meeting

MOVED by Councillor Barnes
THAT the Special Closed meeting be deferred until after the regular meeting;

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.

CARRIED

1. ADOPTION OF MINUTES

The minutes of the Regular Meeting held on June 13, 2022 were adopted as presented.

The minutes of the Special Meeting held on June 17, 2022 were adopted as presented.

2. INTRODUCTION OF LATE ITEMS

N/A

3. ADOPTION OF AGENDA

32514. 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

N/A

6. CORRESPONDENCE

32515. MOVED by Councillor Hipkiss
Receipt of Correspondence THAT the correspondence listed on the agenda be received.

CARRIED

For Action:

32516. MOVED by Councillor Wiens
UBCM Resolution THAT Council receive a letter from the UBCM acknowledging receipt of one resolution from the District of Mackenzie to be included in the UBCM Resolution Book for the 2022 UBCM Convention in September for information.

CARRIED

32517. MOVED by Councillor Brumovsky
Letter of Support - Backcountry Cabin *THAT the District of Mackenzie provide a Letter of Support to the Prince George Backcountry Recreation Society in support of their plans to build a community backcountry cabin in the southern portion of the Pine Pass.*

CARRIED
OPPOSED by Councillor Wiens

32518. MOVED by Councillor Hipkiss
BC Bus North Roadshow *THAT the District of Mackenzie supports BC Bus North's roadshow planned for July 15th at the Mackenzie Recreation Centre and will advertise the event on the District website and social media pages.*

CARRIED

32519. MOVED by Councillor Grogan
Letter of Support - Morfee Mountain Young Teen Outreach Society *THAT the District of Mackenzie provide a Letter of Support to the Morfee Mountain Young Teen Outreach Society in support of their plans to expand the early childhood education services they currently provide into the Morfee Elementary School.*

CARRIED

32520. MOVED by Councillor Barnes
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 hereby **RESOLVED** to support national **Rail Safety Week** to be held from September 19 to 25, 2022.*

CARRIED

7. ADMINISTRATION REPORTS

32521. *Draft 2021 Annual Report* MOVED by Councillor Brumovsky
THAT Council receives this report for information.
- CARRIED
32522. *Council Travel and Expenses* MOVED by Councillor Wiens
THAT Council receives this report for information.
- CARRIED
32523. *Council Travel and Expense Approval Process* MOVED by Councillor Hipkiss
THAT Council is authorized without prior Council approval to attend any Conferences and Events with a yearly budget of \$5,000 and must report any Conferences and Events attended back to Council.
- CARRIED
32524. *Employee Code of Conduct Policy 5.22* MOVED by Councillor Wiens
THAT Council receives this report for information;
AND THAT the Code of Conduct Policy be brought back to a future Council meeting for adoption with suggested changes made.
- CARRIED
32525. *Age-Friendly Grant Application* MOVED by Councillor McMeeken
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.
- CARRIED
32526. *Provincial Termination of Land Use Contracts* MOVED by Councillor Wiens
THAT Council receives this report for information.
- CARRIED

32527. MOVED by Councillor Grogan
Seniors *THAT Council does not support the installation of the proposed fence but directs*
Garden - *staff to work with the Senior's Garden representatives to find alternative solutions*
Fencing *for security (i.e., a camera) and the installation of the new yard hydrants.*
Request

CARRIED

32528. MOVED by Councillor McMeeken
Mackenzie *THAT Council supports the District of Mackenzie's application to the Canada*
Road *Community-Building Fund Strategic Priorities Fund – Capital Infrastructure*
Rehabilitation *Stream for the Mackenzie Road Rehabilitation Project;*
Project -
Grant *AND THAT Council commits to provide overall grant management and finance*
Opportunity *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.

CARRIED

32529. MOVED by Councillor Barnes
Asset *THAT Council supports the District of Mackenzie's application to the Canada*
Management *Community-Building Fund Strategic Priorities Fund – Capacity Building Stream*
Plan Grant *for an asset management plan for roadways;*
Opportunity *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.

CARRIED

8. COUNCIL REPORTS

Mayor's Report

N/A

Council Reports

Councillor Barnes and Councillor Hipkiss provided verbal reports.

9. UNFINISHED BUSINESS

N/A

10. NEW BUSINESS

N/A

11. BYLAWS

32530. MOVED by Councillor Brumovsky
Bylaw No. 1484 THAT Bylaw No. 1484, cited as "Voting Day Registration Bylaw No. 1484, 2022" be adopted.

CARRIED

32531. MOVED by Councillor Wiens
Bylaw No. 1485 THAT Bylaw No. 1485, cited as "Delegation Amendment Bylaw No. 1485, 2022" be adopted.

CARRIED

OPPOSED by Councillor Grogan

12. NOTICE OF MOTION

N/A

13. COMING EVENTS

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

14. INQUIRIES

Mitch Mortenson, resident, asked about opening up land for agriculture suggesting the community gardens be expanded. Mayor Atkinson replied that there is an opportunity currently in the works regarding agriculture.

Mr. Mortenson discussed the Code of Conduct Policy and suggested people should have the freedom to express discontent about various issues.

Janice Nelson, resident, asked in regard to the accessibility grant application what else needed to be studied for the community as a Motus report was completed in 2018. Emily Kaehn, Director of Corporate Services, replied that the plan will be broader, will include all ages and not just seniors housing and healthcare. Ms. Nelson further asked what new resources will be put towards the Accessibility Committee? Mayor Atkinson replied that the committee will be provided with appropriate support.

Ms. Nelson asked if the Employee Code of Conduct was new or being updated? Mayor Atkinson replied that it is new.

15. ADJOURNMENT

32532. MOVED by Councillor Grogan
Adjournment THAT the meeting be adjourned at 8:36 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
Wednesday, July 06, 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
Councillor A. Hipkiss
Councillor J. Wiens (virtually)
Chief Administrative Officer
D. Smith
Legislative Clerk/Executive Assistant
C. Smirle
Economic Development Clerk
R. Dumoulin
Wildfire Project Coordinator
McLeod Lake Mackenzie Community
Forest - I. LeBlanc

CALLED TO ORDER: 12:27 PM

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

1. ADOPTION OF AGENDA

32537. MOVED by Councillor Barnes
Adoption of Agenda THAT the agenda be adopted as presented.

CARRIED

2. PUBLIC COMMENT AND QUESTIONS

N/A

3. CORRESPONDENCE

32538. MOVED by Councillor Hipkiss
Receipt of Correspondence THAT the correspondence listed on the agenda be received.

CARRIED

For Action:

32539. MOVED by Councillor Barnes
MLMCF *THAT the District of Mackenzie provide a letter of support to the McLeod Lake
Letter of Mackenzie Community Forest Association in support of their application to the
Support - Forest Enhancement Society of BC for a grant to help fund wildfire mitigation
Wildfire projects.
Mitigation*

CARRIED

4. UNFINISHED BUSINESS

N/A

5. NEW BUSINESS

N/A

6. NOTICE OF MOTION

N/A

7. INQUIRIES

N/A

8. ADJOURNMENT

32540. MOVED by Councillor Barnes
Adjournment THAT the meeting be adjourned at 12:28 pm.

CARRIED

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

Signed:

Certified Correct:

Deputy Mayor

Corporate Officer

**District of Mackenzie
Special Meeting
Thursday, July 14, 2022**

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

PRESENT: Mayor J. Atkinson
Councillor A. Barnes
Councillor V. Brumovsky
Councillor A. Hipkiss
Councillor R. McMeeken
Councillor J. Wiens
Chief Administrative Officer
D. Smith
Land & Environmental Coordinator
L. Thorne
Principal, Planner, Designer, Facilitator
E. Peterson - Barefoot Planning & Design
Community Planner - M. McNaughton
Barefoot Planning & Design

1. CALLED TO ORDER AT 5:33 PM

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

2. DEFER CLOSED MEETING

32541. MOVED by Councillor Barnes
Defer Closed Meeting THAT a Special Closed Meeting be deferred until after the Special Meeting and will be closed to the public;

The basis of the Special Closed Meeting relates to Section 90 (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.

CARRIED

3. ADJOURNMENT

32542. MOVED by Councillor McMeeken
Adjournment THAT the meeting be adjourned at 5:35 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

To Mayor and Council

June 24/2022

Recently, I came home at 115 Moberly Crescent to a large tin structure being constructed in my neighbors back yard at 113.

The only side that meets with zoning bylaw is the front of it. The rest of the structure sits on ground that has been built up 30inches at the back. It is actually taller than the peak of the house built on the property.

There is wooden structure bolted together that sits along my fence. It appears to be a poor means to retain the building up of the property with fill. The building up of property with fill is now encroaching on my property and erosion is inevitable. The fence I built with my own hands and expense is buried under feet of fill. Even at the front of the structure, the fill is 12inches against my fence.

The tin roof is a hazard that will affect my property. Whether it be a snow load that collapses my fence, injures a child, a dog or cat walking under it. It is a clear and present danger. The snow load will also fall into my yard which defeats the purpose of a fence to house and contain my animals.

Further this interferes with my right under the Canadian Bill of Rights Part One Bill of Rights

1 It is hereby recognized and declared that in Canada there have existed and shall continue to exist without discrimination by reason of race, national origin, colour, religion or sex, the following human rights and fundamental freedoms, namely,

- *(a) the right of the individual to life, liberty, security of the person and enjoyment of property, and the right not to be deprived thereof except by due process of law;*

When I bought this property in 2008 it was for the view of the green belt and the privacy it offered. The rising sun shines through my kitchen window in the dead of winter. As it stands I will never see it again because of this monstrosity. It also interferes with my religious practices too as the rising sun is a time of prayer for me.

In my opinion, To attempt to cheat the zoning bylaws by building up a property with fill to construct an obviously oversized building for the property and on fill instead of virgin ground is unacceptable. It creates a ridiculous mentality where 16 foot zoning bylaws will sit on several feet of fill. Where does it become wrong? One foot of fill? Four feet? Ten feet?

I urge council to order that this structure be removed and order the fill used in the building up of the property and encroaching on my property to be removed also.

With respect It is this district that has inadvertently created this problem. There is no Marina complete with dry dock for Williston Reservoir. People who own boats are forced to store them at home or at the industrial site. Is this what Mackenzie wants because these buildings take away rather than add to the value of a property in this town.

Thank you

Mitch Mortensen



















Northern Interior Rural Division of Family Practice (NIRD) Primary Care Network

Engaging with communities across the region in partnership with
FNHA, Northern Health and the Ministry of Health

June 24, 2022

Dear Mayor and Council:

Thank you for your time to review our request below for consideration of collaborating with the local Primary Care Collaborative Community Table for Mackenzie and McLeod Lake to support the initiative of recruitment and retention of health care workers and their partners as it is essential in maintaining and improving health services for the population of Mackenzie and McLeod Lake.

The Northern Interior Rural Division (NIRD) of Family Practice supports providers in the Northern Interior to improve patient care through primary health care initiatives, provincial programs as well as networking and collaborating with other community providers.

The NIRD is working in partnership with FNHA, Northern Health and the Ministry of Health to improve attachment, access and primary health care through a Primary Care Network that serves the communities of Mackenzie, McBride, Valemount, Fort St. James, Vanderhoof, Fraser Lake, Burns Lake, and Quesnel and the surrounding 21 First Nation communities.

As part of the network, the Ministry of Health has funded some additional health care resources for our communities; Mackenzie and McLeod Lake will benefit from the allocation of an additional Primary Care Nurse, Physician, and an Occupational Therapist to the Northern Health Primary Care Team to support their communities.

Additionally, the network is establishing a collaborative community table in each of the NIRD communities. The Primary Care Collaborative Community Table for Mackenzie and McLeod Lake was formed late last year and have had several meetings. Establishing a priority to improve health care hinges on adequate staffing to provide services. Therefore, the table has elected to focus their attention on recruitment and retention and develop processes and plans to welcome employees and their partners to the community. This includes inviting potential providers to visit Mackenzie and support them to make this community their home.

The table is developing a 'Red Carpet' program and part of that is recruiting Ambassadors for the community who will take our recruits, student learners, and locums on a guided tour the community. The intent is to highlight all that Mackenzie has to offer, connect individuals with community members who have similar interests, understand their partner's occupational skillset, and link them with companies and organizations where they may find employment, etc.

We are seeking a partnership with council to support this initiative with one or two council members who would be willing and able to support guided tours along with our health care providers.

Thank you in advance for your consideration to participate and we look forward to hearing from you.

Warm regards,

Heather Goretzky

Northern Interior Rural Division of Family Practice (NIRD)

hgoretzky@nirdbc.ca

Cell: 250-570-8947

From: Kevin Gemmell <Kevin.Gemmell@pattisonmedia.com>
Sent: Friday, July 15, 2022 11:17 AM
To: Kevin Gemmell <Kevin.Gemmell@pattisonmedia.com>
Subject: CKPG TV - Request for Letter of Support - CRTC License Renewal
Importance: High

Good morning,
First, my apologies for the blind email, this is being sent to several people.

As you may or may not be aware, CKPG TV as regulated by the Canadian Radio-Television and Telecommunications Commission (CRTC) must seek a license renewal on a regular basis (anywhere from 2-7 years depending on the previously granted term). On August 31st, the renewal application for CKPG TV is due to be delivered to the CRTC.

One of the key elements of our renewal is support from individuals and organizations in our community for our renewal.

I would appreciate if you could take a moment to provide a letter in PDF form on your organizations letterhead by July 31, 2022.

To help the process, I have provided an example letter of support. Feel free to copy, paste and replace the items in red with your own information and forward back my way, or you can also take a moment to write your own letter. Either way, I appreciate your effort and support in our license renewal application.

If you have any questions or concerns, please feel free to reach out to me by reply to this email or at my office number below.

Sincerely,
kg



Kevin Gemmell | General Manager

99.3 REWIND Radio | 101.3 The River | CKPG TV | CKPGToday.ca

Divisions of Pattison Media Ltd. | t 250.960.1366

kevin.gemmell@pattisonmedia.com | ckpgtoday.ca | www.993rewindradio.ca | www.1013theriver.ca



Pattison Media Ltd. is a proud Employer Partner of the Canadian Center for Diversity & Inclusion. Together our mission is to be more inclusive, free of prejudice and discrimination, and to generate awareness, dialogue and action in all of our workplaces. Our goal is to ensure diversity is embraced as an asset, not an obstacle.

(On your Letterhead)

July 31, 2022

Kevin Gemmell
General Manager
Pattison Media Ltd., Prince George Division
CKPG Television
2nd Floor, 1810 3rd Avenue
Prince George, BC V2M 1G4

RE: Broadcasting License Renewal: CKPG Television (Pattison Media Ltd.)

CKPG Television, a division of Pattison Media continues to be a valuable service to Prince George and the Northern BC region. (organization name) is writing in support of CKPG TV's application to renew their broadcast license with the Canadian Radio-Television and Telecommunications Commission (CRTC).

CKPG TV has proven itself to be an integral part of the community for over 60 years, however, never more than over the past two years of the worldwide pandemic. CKPG TV has provided viewers with local news, sports and local weather along with a constant commitment to the community. As BC's Northern Capital, it is vital that there is a voice and recognition to the important work that our community is accomplishing and contributing to the Province of BC. I appreciate that CKPG TV values and cares about sharing the important issues that affect our local community across our region.

CKPG TV is community minded and supports countless community events and organizations through sponsorship and promotion. I recognize and appreciate the valuable role that CKPG TV plays in our community and support the renewal of their broadcasting license.

Sincerely,

(signature)

(Your Name)

(Your Title)

(Other items you may wish to include – email phone etc)



RECEIVED

JUL 19 2022

DISTRICT OF
MACKENZIE

July 12, 2022

Mayor and Council
District of Mackenzie
Bag 340, 1 Mackenzie Blvd
Mackenzie, BC, V0J 2C0

Dear Mayor and Council,

Re: Invitation to Attend the 9th Annual Resource Breakfast Series – September 2022

It is my pleasure to invite you to register for the 9th Annual *Resource Breakfast Series*. The annual event returns for the 9th year in person, hosted on three consecutive mornings from 7:00 – 8:30 am on September 13, 14, and 15, 2022, at the Caramba restaurant in Whistler, BC.

Over the past eight years, the *Breakfast Series* has remained an unparalleled opportunity to bring together Mayors, Councillors, the Resource Sector and Provincial Government together to discuss the latest news and developments related to BC's natural resource sectors. The Series is not affiliated with the Union of BC Municipalities, but the event is conveniently hosted during the Annual Convention and offers a friendly and relaxed environment to discuss BC's natural resource sector and its importance to the communities and economy of the province.

Event Details:

Date: September 13-15, 2022
Time: 7:00 am - 8:30 am
Style: Buffet Breakfast
Location: Caramba Restaurant (4314 Main Street #12 Town Plaza, Whistler, BC V0N 1B4)
Price: \$27.00 + tax per breakfast
Dress: Business Casual
Registration: <https://www.eventbrite.ca/e/301503333587>

We are pleased to announce the following Ministers have confirmed to speak:

Tuesday, September 13

Hon. Bruce Ralston, Minister of Energy, Mines and Low Carbon Innovation

Wednesday, September 14

Hon. Josie Osborne, Minister of Land, Water and Resource Stewardship and Minister Responsible for Fisheries

Thursday, September 15

Hon. Katrine Conroy, Minister of Forests

To support and encourage a broad spectrum of participation from leaders from across the province, we are suggesting local government limit themselves to two tickets per Municipal Council or Regional District at each of the breakfasts. If you have any questions, please email events@c3alliancecorp.ca.

Sincerely,



Sarah Weber, P.Geo., MBA
President & CEO
C3 Alliance Corp.

Wilbert Johnson Suteja
101 McIntyre Drive no. 45
Mackenzie, BC V0J 2C0

July 07, 2022

Mayor and Council
District of Mackenzie
Bag 340, Mackenzie, BC V0J 2C0

Dear District of Mackenzie,

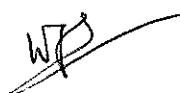
I was the graduate chosen to receive the *District of Mackenzie Bursary*. I would like to thank you for making this generous award possible sincerely. I am very grateful for this financial assistance.

I am currently working a full-time job for the summer to save up some funds. But I am also learning how to code and practice a programming language on my day off because I'm pursuing a Computer Science degree. I'm doing this because I don't want to be left behind in my studies later in the university. While the other reason is that I think I'm a bit behind compared to the others who are pursuing this degree.

I plan to pursue a career in technology with the long-term goal of becoming a Software Engineer. I will begin my undergraduate degree as a freshman at the University of Northern British Columbia (UNBC) this September. Granting me this award has greatly reduced my financial burden, allowing me to focus on my schoolwork and not worry so much about how I am going to pay for school.

Once again, thank you for providing this award to me. I can only promise to work hard and hope one day that I will also be able to help struggling students reach their goals in higher education by assisting them in the same way you are helping me. Thank you very much for your generosity.

Sincerely,



Wilbert Johnson Suteja

From: research@firesmartbc.ca <research@firesmartbc.ca>
Sent: Tuesday, July 12, 2022 2:45 PM
To: research@firesmartbc.ca
Subject: FireSmart BC Wildland-urban interface case-study research project 2022

Hello,

I am reaching out to inform you of the FireSmart BC's Wildland-urban interface case-study project that will be going ahead with its second year.

Research may be conducted during active wildfires in the wildland-urban interface during the 2022 fire season. The purpose of this research project is to assist in the development of tools, resources, and assets that will mitigate the losses to structures and their surroundings. Ultimately, the goal is to collect data that will help develop new approaches to ensure in the future we as a province are better prepared to prevent catastrophic wildfire events in the interface.

Should there be a fire within your jurisdiction, there may be researchers present. These researchers will fall under the Incident Command System of the BC Wildfire Service and have experience researching in wildland-urban interface scenarios. There will also be a Research Liaison present to accompany the researchers.

PLEASE NOTE: Research will **NOT** prevent, impact, or delay structural protection. The first priority, after the safety of firefighters and other personnel, will continue be to defending structures from wildland fire.

This research will also **NOT** look to assign blame or responsibility for losses. Data collected during this research will **NOT** affect the insurance of individual homeowners or their liability regarding the wildfire. Researchers will **ALWAYS** respect private property and community sensitivities.

This email is to make you aware of this research project and share in-depth information on the project in attached document. Please do not hesitate to contact me should you have any questions or concerns.

All the best,



Helena Marken

FireSmart Analyst | BC Wildfire Service

Ministry of Forests

Office: 250-985-2043

Cell: 250-255-4848

Report Wildfires: 1 800 663-5555 or *5555



I acknowledge with gratitude the Southern Carrier Nations, Lhtako Dene Nation, and Southern Dakelh Nations, traditional keepers of this land.



Research that may be conducted during active wildfires in the wildland-urban interface during the 2022 fire season in British Columbia. This document is relevant for wildfire management agencies, first responders, communications staff, local governments, First Nations, and other authorities having jurisdiction.

FireSmart BC

Wildland-urban interface case-study research project

FireSmart BC: Wildland-urban interface case-study research project

The purpose of this guidance document is to outline FireSmart BC research that may be conducted during active wildfires in the wildland-urban interface during the 2022 fire season in British Columbia. This document is relevant for wildfire management agencies, first responders, communications staff, local governments, First Nations, and other authorities having jurisdiction and Crown land managers.

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FireSmart background

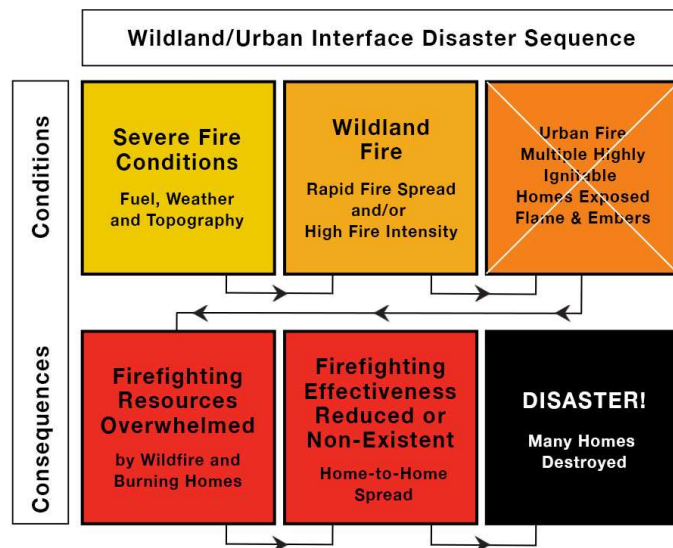
FireSmart is a national program designed to increase the resiliency of homes, neighbourhoods and communities to wildfire. Wildfires play a natural part in the BC ecosystem but as the climate warms, forest conditions change, populations grow and more people move into the wildland-urban interface (WUI), the threat of wildfire to homes and infrastructure continues to increase. FireSmart provides the tools for individuals, neighbourhoods, and authorities to greatly reduce the risk of wildfire losses to homes and to communities. For more information on FireSmart in BC and available programs visit www.FireSmartBC.ca.

Purpose and necessity for this research

Fires in the WUI are now one of the leading causes of natural disasters in Canada⁶, and the impact that they are having on communities is increasing. Wildfires in the WUI continue to represent a growing concern in BC and over the last three fire seasons more than 600 homes in BC were destroyed. The WUI is area where the wildland and human development mix, where houses are interspersed with wildland vegetation. To become more resilient to wildfire as a province, the BC FireSmart Committee recognizes the need for adjustments to the built environment that are based on sound science. For FireSmart BC to continue to provide solid recommendations on how to increase wildfire resiliency of structures, the scientific basis of FireSmart guidelines must be increased.

Currently there are few studies in Canada that discuss WUI fire disasters and structure damage and there is an urgent need for further research. What is known is that majority of large fires in the WUI follow the WUI fire disaster sequence^{2,3}. In this sequence, disasters result due to large numbers of structure ignitions overwhelming the responders. Creating structures/homes that are ignition resistant using scientifically proven FireSmart guidelines, is the most effective way of preventing and/or limiting WUI fire disasters.

Figure 1: Graphic depiction of the Wildland-Urban Disaster Sequence²



The purpose of this research project is to assist in the development of tools, resources and assets that will mitigate the losses to structures and their surroundings. Ultimately the goal is to collect data that will help develop new approaches to ensure in the future we as a province are better prepared to prevent catastrophic wildfire events in the interface. Further, this research would be a step towards meeting the recommendations of “[Addressing the New Normal](#)”¹ regarding FireSmart, better equip us to improve our prevention programs provincially and guide the BC FireSmart Committee in its creation of a FireSmart BC.

The key deliverables are:

- A better understanding of the factors leading to ignition and loss of homes and other structures,
- An improved foundation for enhanced FireSmart guidelines and FireSmart communications with the public,
- Better informed policy, legislation and development initiatives regarding FireSmart, and
- A stronger foundation for future wildfire resiliency initiatives.

Focus of the research

The research that will be conducted in 2022 across BC will focus on determining why some homes are more impacted by wildfire than others and, collect data on the susceptibilities for home ignition and analyzing how fire the spreads independently within the community. To reduce the ignitability of structures, adjustments must be made to the structure itself and the 30 metres surrounding it^{2,5}, the Home Ignition Zone (HIZ). Data collected through this research will aim to improve the survivability of homes in years to come by identifying hazard factors that increase the ignition potential of structures as well as how fires travel between structures.

PLEASE NOTE: this research will **NOT** look to assign blame or responsibility for losses. Data collected during this research will **NOT** affect the insurance of individual homeowners or their liability regarding the wildfire. Researchers will **ALWAYS** respect private property and community sensitivities.

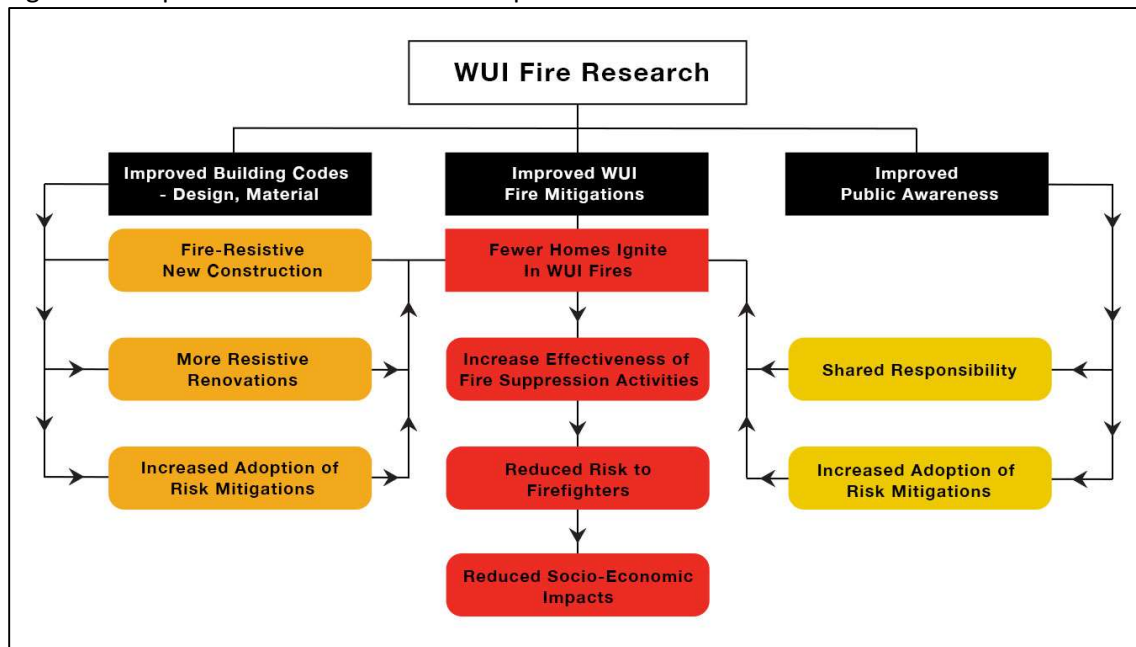
Personal information captured inadvertently like street signs and house numbers (which researchers will avoid gathering) will all subsequently be removed from data and results. If in the communication of the research certain pictures are anticipated to be used, permission will first be requested from homeowners.

Research foundation

Standards Council Canada working with the Institute of Catastrophic Loss Reduction recently released a [report](#) that outlined the importance of conducting national case-study research on fires in the WUI. There has only been a handful of case-studies conducted in Canada to analyze the effect of wildfire on the built environment. Due to the complicated nature of studying wildfires and their impact on communities, there have been rare opportunities and most often they are missed⁶. The report asserts that to identify where knowledge is lacking and improve current wildfire mitigation efforts, case-studies need to be conducted in the WUI.

Case-studies like the ones to be conducted through this project are integral to help prevent further structure ignition and loss. “Wildland fires are inevitable but the ecological consequences and the susceptibility of human values (i.e., the built environment) are not inevitable ... because management actions, like building or modifying structures for fire-resistance, can be undertaken to change the outcome.”⁴ The parties that contributed to the national case-study report maintain that the quality of research conducted in the WUI and how those results are shared with the public can have lasting positive influences on public participation in WUI wildfire mitigation activities. Figure 2 is taken from the Westhaver and Taylor’s foundational document and show the anticipated benefits from research projects like the one being undertaken this year in BC.

Figure 2. Adaptation of the Model of anticipated benefits of WUI fire research.⁶



How this research will be used

The results from this research project will ultimately be used to better understand how the impact of wildfire on communities can be reduced. Government policy bodies, industry, the general public, fire departments, public safety organizations, wildfire management agencies, insurance agencies, builders, Crown land managers and several other key stakeholders can all benefit from a better understanding on structural ignition and wildfire risk in the built environment.

Data will first be shared with the authorities having jurisdiction (AHJs) involved in the project to inform their own organizations and to share with their communities. Before any data is shared publicly there will be a formal approval process with the AHJ. Data will also be gathered into a report(s) that will be shared publicly to assist provincial and territorial stakeholders, Indigenous communities as well as national organizations in benefiting from current Canadian research conducted in the WUI. It is hoped that this research fosters more understanding and support for further research in the same field.

Past wildland urban fire research

In 2021, wildland-urban fire destruction was researched in Lytton, BC. [The Lytton Report](#), authored by Jack D. Cohen, PhD., and Alan Westhaver, M.Sc., was commissioned by the BC FireSmart Committee and published by the Institute of Catastrophic Loss Reduction (ICLR). It provides a comprehensive examination of the Lytton Wildland-Urban fire disaster for the purpose of:

- Understanding the relationship between the wildfire conditions and how homes and businesses ignited and burned to total destruction resulting in the Lytton WU fire disaster on June 30, 2021.
- Communicating understanding and awareness specifically related to the Lytton WU fire disaster examination revealing fundamental principles of all WU fires that can be generally applied by residents, municipal and emergency managers such that all communities can choose to become more wildfire resilient and more likely to avoid future disasters.

- Making recommendations for readily attainable ignition resistant materials and designs, and best practices for rebuilding and maintenance of fire-resistant communities at the Village of Lytton and Lytton First Nations, Klahkamich (IR 17) and Klickkumcheen (IR 18).

Research methods

[FPInnovations](#) will be applying a wholistic qualitative approach to data collection. Data will be collected on fuel attributes, structural characteristics and neighborhoods using UAV's (drones), 360-degree cameras and data collection forms. As much data as possible will be collected during pre-fire operations and will be collected post-fire from the same positions for data analysis. During the fire passage data will be collected using in-fire video cameras, sensors (heat flux and temperature) and potentially a sensor that collects ember data. This data will be analyzed post fire and stored securely in an access-controlled data platform developed for the project.

Profile of the researchers

FPInnovations is a private not-for-profit forest research organization of which the Fire Operations Group is a small part of. The group includes five researchers and a Manager, and they are based out of Kamloops, Penticton, and Nelson in BC and Edmonton and Cochrane in Alberta. Quick response is assured from the BC locations and will be followed up by those based primarily in Alberta. Equipment will be moved to Kamloops (or a centrally designated location) when the fire hazard increases. FPInnovations possesses all the equipment required for data collection in two trucks and a trailer as well as any other supplies that are potentially required.

The research team has experience in; wildfire operations (Incident Command Level 3 certified), fire behaviour, fuels management, firefighter safety, drone work, prescribed fire, data equipment and collection technology, IT specialization, mechanical engineering, experimental fires, Emergency Medical Response and Geographic Information Systems. As a group, they are trained to work in and around wildfires with a range of certifications and experience. FPInnovations has produced several WUI wildfire case studies and conducted 18 years of applied wildfire research in the WUI throughout western Canada.

How researchers will be integrated with authorities managing the incident

To ensure this research project is successful there will be communication and close collaboration between the research team, the authorities having jurisdiction, and all wildfire management organizations that are involved in the incident. As such, much thought was put into the integration of the research team into the Incident Command Structure (ICS).

Link to Structural Protection Specialists

The research team will be a part of BC Wildfire Service response, to gather the most meaningful data, it is important that they are involved in the earliest stages so that on-scene arrival can happen swiftly. The time that the research team arrives at the incident in the WUI and the ability to work in areas not affected by fire protection activities are the biggest factors in determining what data they can collect and the value of that data⁶. To address the biggest knowledge gaps regarding structure ignition, it is important that the researchers arrive to conduct data collection before and during the wildfire event. A primary objective of this research is early deployment of the research team. In BC, it has been

determined that this can best be achieved by linking the dispatch of the FireSmart research team to that of the Structural Protection Specialists (SPS).

The SPS are the BC Wildfire Service members that manage and implement structure protection units in interface wildfires where structures may be impacted. These crews employ FireSmart principles that are useful in protecting homes that may be in the path of an active wildfire. SPS are deployed to coordinate the protection of structures during a wildland fire incident. Linking the deployment of the research team to the SPS means that early dispatch is more likely to be achieved.

Deployment of the research team will not be possible in every situation as there is only one such team. The team may have to travel a significant distance depending on the location of the incident, and certain wildfires may not be considered appropriate for data collection. The research team has developed a decision table to best determine the type of situations which it can be most effectively dispatched with the SPS.

PLEASE NOTE: Research will **NOT** prevent, impact, or delay structural protection. The first priority, after the safety of firefighters and other personnel, will continue be to defending structures from wildland fire.

Deployment procedures

The following is the deployment procedure that will be utilized to deploy the SPS Research and FireSmart BC Research team for 2022.

A candidate wildfire is identified by the BC Wildfire Service staff at the site level possibly requiring structure protection resources, including potential deployment of the FireSmart research team.

1. BC Wildfire Service or structural fire crew responds to a wildfire incident.
2. Incident Commander determines the need for structural protection and works with the local Zone, Fire Centre, or Incident Management Team (IMT) to submit a Resource Request to the Provincial Wildfire Coordination Centre (PWCC) for a Senior Structure Protection Specialist (SPS).
3. PWCC coordinates with the Structure Protection Coordinator Officer (SPCO).
4. SPCO dispatches the best resource to the incident.
5. PWCC does initial screen for FireSmart Research suitability using a decision tree.
6. PWCC relays request to FireSmart Research Liaison who confirms the availability of the FireSmart Research Team.
7. FireSmart Research Liaison confirms dispatch of FireSmart Research Team is approved by Incident Commander or agency in control of the incident (i.e. Fire Department, Zone, Fire Centre, PWCC).
8. PWCC dispatches the FireSmart Research Team to the incident alongside the initially mobilized SPS.
9. Senior SPS does assessment and determines further SPS requirements, request is made through SPS for Structure Protection or Structure Defense resources.
10. The FireSmart Research Team does an assessment and determines further Research requirements, request for further resources is through FireSmart Research Liaison.
11. FireSmart Research Liaison connects with IMT, Zone, or Fire Centre to submit a request for additional resources.
12. On the incident, the Research Team reports to the Senior SPS.

PLEASE NOTE: A qualified staff member from the FireSmart BC business area of the BC Wildfire Service will also be dispatched with the research team to fill the FireSmart Research Team Liaison role. This individual's position will be to coordinate the communications between the AHJ, wildfire operations and the research team. If a Liaison has been activated by the Office of the Fire Commissioner, the Research Team Liaison will work closely with this person.

Considerations for this project

Case-studies conducted in the WUI are challenging both operationally and technically, however with coordination and communications and a priority placed on safety, those challenges can be overcome. Due to the unpredictable nature of wildfire and the variation in candidate interface incidents, researchers involved with this project will be well-prepared in advance, be able to respond quickly and will need the support of AHJ as well as wildfire management agencies. As this is a multi-year research project that will hopefully be duplicated across Canada, there is an expectation of learning through doing and continuing to adapt methods and protocols to ensure research needs as well as the needs of the involved stakeholders and communities are met.

COVID

Research teams will follow all COVID related safety measures that are currently in place for the BC Wildfire Service and will coordinate through their liaison with the AHJ to ensure they are meeting COVID requirements of the area. The research team will be briefed on and expected to integrate current COVID protocol and mitigation strategies in place based on the public health and BC wildfire standards.

Safety of operations

First and foremost, the research team's activities should not affect the ability of the AHJ to conduct prepare for wildfire or manage an active wildfire incident. The research team must not affect the safety of fire responders and wildfire operations staff.

Safety of researchers

Concerns regarding the responsibility for the safety of the research team can be mitigated. The SPS designate and Research Team Liaison will pay particular attention to researcher safety and will ensure that no additional emergency resources are taken from their required duties to assist researchers. The research team will be appropriately checked-in to the incident and will receive a briefing from the Safety Officer or Structure Protection Specialist. Due to the nature of the research, there must also be physical separation between fire suppression and control operations and research activities. For safety, where intensive fire activity begins to develop, researchers must withdraw. However, pre-positioned equipment will be left behind to allow collection of critical data without risk to personnel. Data collected during stages of active fire or in fire-impacted areas during times where dangerous levels of ember activity or flames and radiant heat are present will be collected by equipment and not research personnel. Additional health and safety protocols will be adopted to further reduce the potential for safety concerns as this project unfolds.

Additional considerations

There is valid concern regarding the operational necessity of requesting individuals to evacuate an active wildfire area for safety reasons as a research team is subsequently granted access. It is important to note that the research team will only be present in areas where structure protection has been

requested and there are other wildfire management staff operating in that area. Researchers will not be in areas where other frontline operators have been restricted from entering due to safety. There is no proper time to study how wildfire effects structures, but the need is great and imperative if the aim is to prevent damage to property from wildfire in the future. Transparent and coordinated communication should be part of the research project deployment and will assist in alleviating the majority of concerns around optics.

Project communications

Stakeholders within the WUI, host agencies, AHJs and the public (particularly those evacuated) must have timely information regarding the research project if it is to be conducted in their area. This prevents misunderstandings, ensures transparent communication, and facilitates a coordinated approach. Media and public interest in wildfires is great when people are asked to leave their homes. This is precisely when the research team alongside the Structural Protection staff will be coming to site so curiosity regarding their presence and purpose should be expected.

The communications package that is included with this guideline document will focus on the importance of risk mitigation and preventing damage to communities. Key messages will outline that the more fire agencies and resident of the WUI work together to reduce the vulnerability of homes and property to ignition, well before wildfires occur, the safer and more effective fire fighters and firefighting in general is. This communications package aims to provide information for AHJ to explain why this research project is important for reducing the potential for home ignitions and to start discussions on the participation of WUI resident in the FireSmart program.

Further resources

For more information please contact:

Helena Marken
FireSmart Analyst
250.255.4848
Research@FireSmartBC.ca

Thank you to the following contributors to this guidance document

Operations and logistics staff (BCWS)
Incident Management Team staff (BCWS)
Fire Chiefs Association of BC
Emergency Management BC
Communications Specialists (BCWS)
Structural Protection Specialists
TEAMS Information Officers
BC Parks
Parks Canada
Indigenous Services Canada
Union of BC Municipalities

First Nations' Emergency Services Society
Forest Enhancement Society of BC
Emergency Program Coordinators from
Regional Districts
BC Office of the Fire Commissioner
Research and Innovation (BCWS)
Risk Management Branch (BCWS)
FPInnovations (primary contractor)
Institute for Catastrophic Loss Reduction
FireSmart Canada

References

1. Abbott, G. and Chief M. Chapman. (2018). Addressing the New Normal: 21st Century Disaster Management in British Columbia. Report and Findings of the BC Flood and Wildfire Review: An Independent Review Examining the 2017 Flood and Wildfire Seasons.
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Appendix 1: Communication Package

The communications package includes the following:

- One-page project summary document
- Community bulletin template
- Key messages for media and communications personnel that cover:
 - o FireSmart
 - o Wildfire risk
 - o The research project
 - o Concerns regarding the research
 - o How the research will be conducted and by whom
 - o Research link to wildfire response through structural protection
 - o Safety
- Information to be shared on partner platforms (logos and brief project description)

This communications package can be accessed through this link:

<https://firesmartbc.ca/research/>

What is FireSmart? FireSmart is a national program designed to increase the resiliency of homes, neighbourhoods and communities to wildfire. FireSmart provides the tools for individuals, communities, and authorities to greatly reduce the threat of wildfire to communities.

Why FireSmart research in the WUI matters. Fires in the wildland-urban interface (WUI) are now one of the leading causes of natural disasters in Canada, and the impact that they are having on communities is increasing. To become more resilient to wildfire as a province, the BC FireSmart Committee recognizes the need for adjustments to the built environment that are based on sound science. For FireSmart BC to continue to provide solid recommendations on how to increase wildfire resiliency of homes, the scientific basis of FireSmart guidelines must be increased.

What will the research do? The purpose of this research project is to assist in the development of tools, resources and, assets, that will mitigate the losses to structures and their surroundings. The key deliverables are:

- A better understanding of the factors leading to ignition and loss of homes and other structures,
- An improved foundation for enhanced FireSmart guidelines and FireSmart communications with the public,
- Better informed policy, legislation and development initiatives regarding FireSmart, and
- A stronger foundation for future wildfire resiliency initiatives.

Creating structures and homes that are ignition resistant using scientifically proven FireSmart methods, is the most realistic way of preventing WUI wildfire disasters.

PLEASE NOTE: this research will **NOT** look to assign blame or responsibility for losses. Data collected during this research will **NOT** affect the insurance of individual homeowners or their liability regarding wildfire. Researchers will **ALWAYS** respect private property and community sensitivities.

How will the research be carried out? FPInnovations, a not-for-profit forest research organization, makes up the research team. They have extensive experience in everything from wildfire operations and firefighter safety, to mechanical engineering and data collection technology. Data will be collected on fuel arrangement, structural characteristics and neighborhoods using UAV's (drones), 360-degree cameras and data collection forms. The data will be analyzed post fire and stored securely in an access-controlled data platform developed for this project.

How will the researchers be part of wildfire response? The research team will be deployed with a designated Structure Protection Specialist and a Liaison from the BC Wildfire Service's Research and Innovations Branch. They will be incorporated into the Incident Command Structure and will not prevent, impact, or delay structural protection or the authority having jurisdiction's (AHJ) ability to prepare or manage an active WUI incident.

What can we share about the research project? Stakeholders within the WUI, host agencies, AHJs and the public (particularly those evacuated) must have timely information regarding the research project if it is to be conducted in their area. This prevents misunderstandings, ensures transparent communication, and facilitates a coordinated approach. Please use the communications package on www.FireSmartBC.ca under FireSmart Research to help you communicate regarding this project.

For more information please contact:

Helena Marken

FireSmart Analyst

Research@FireSmartBC.ca 250.255.4848

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FireSmart BC: Wildland-urban interface case-study research project

[Insert information about the current wildfire incident here: area, resources, summary, timeline – can be taken from the BC Wildfire Service [website](#).]

The BC FireSmart Committee, in partnership with FPInnovations and the Institute for Catastrophic Loss Reduction are currently conducting research in your area.

A team of qualified and experienced professionals, working closely with the Structural Protection Branch and the Incident Management Team will be collecting data on how the wildfire is affecting the built environment. The purpose of this research is to assist in the development of tools, resources and, assets, that will mitigate the losses to structures and their surroundings. The key deliverables are:

- A better understanding of the factors leading to ignition and loss of homes and other structures,
- An improved foundation for enhanced FireSmart guidelines and FireSmart communications with the public,
- Better informed policy, legislation and development initiatives regarding FireSmart, and
- A stronger foundation for future wildfire resiliency initiatives.

The *[insert name of the wildfire here]* wildfire provides an opportunity to further our understanding of how adjustments to properties in the interface can better protect you from wildfire in the future. Please note that research will not prevent, impact, or delay suppression or protection operations. This research will not look to assign blame or responsibility for losses. Data collected during this research will not affect the insurance of individual homeowners or their liability regarding wildfire. Researchers will always respect private property and community sensitivities.

For further questions regarding:

- This research project please contact:
Helena Marken, FireSmart Analyst at Research@FireSmartBC.ca or at 250.255.4848
- Evacuation alerts or orders please contact:
[insert contact here]
- Wildfire specifics please visit www.bcwildfire.ca
- Steps to increase the wildfire resiliency of your property and community please visit www.FireSmartBC.ca



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Key messages

FireSmart

- FireSmart is a national program designed to increase the resiliency of homes, neighbourhoods and communities to wildfire.
- FireSmart provides the tools for individuals, communities, and authorities to greatly reduce the risk of wildfire losses to property owners and communities.
- For more information on FireSmart in BC and available programs visit www.FireSmartBC.ca

Wildfire risk

- Globally, and despite enhanced control capabilities, the number, size, and intensity of wildfires have been, and will continue to increase due to climate warming.
- Fires in the wildland-urban interface are now one of the leading causes of natural disaster losses in Canada, and the impact that they are having on communities is increasing.
- Wildfires in the wildland-urban interface continue to represent a growing concern in BC and over the last three fire seasons more than 600 homes in BC were destroyed.
- The wildland-urban interface is area where the wildland and human development mix, where homes are vulnerable to ignition – mostly by burning embers.

The research project

- To become more resilient to wildfire as a province, the BC FireSmart Committee recognizes the need for adjustments to the built environment that are based on sound science.
- For FireSmart BC to continue providing improved recommendations on how to increase wildfire resiliency of homes and communities, the scientific basis of FireSmart guidelines must be increased.
- Creating structures/homes/properties that are ignition resistant using scientifically proven FireSmart methods, is the most realistic way of preventing wildland-urban interface fire disasters.
- The purpose of this research project is to assist in the development of improvements to building design/materials, prevention tools and public awareness that will reduce the risk of losses to structures and their surroundings.
- Data collected through this research will aim to improve the survivability of homes in years to come by identifying hazard factors that increase the ignition potential of structures as well as the knowledge of how fires travel between structures.
- The results from this research project will ultimately be used to better understand how homes ignite and how the impact of wildfire on communities can be reduced.
- Government policy bodies, industry, the public, fire departments, public safety organizations, wildfire management agencies, builders, and several other key stakeholders can all benefit from a better understanding on structural ignition and wildfire risk in the built environment.

Concerns regarding the research

- This research will not look to assign blame or responsibility for losses. Data collected during this research will not affect the insurance of individual homeowners or their liability regarding the wildfire.
- Researchers will always respect private property and community sensitivities.
- Personal information captured inadvertently like street signs and house numbers (which researchers will avoid gathering) will all subsequently be removed from data and results.
- If in the communication of the research certain pictures are anticipated to be used, permission will first be requested from homeowners.

How the research will be conducted and by whom

- Data will be collected on fuel arrangement, structural characteristics and neighborhoods using UAV's (drones), 360-degree cameras and data collection forms.
- As much data as possible will be collected during pre-fire operations and will be collected post-fire from the same positions for data analysis. During the fire passage data will be collected using in-fire video cameras, sensors (heat flux and temperature) and potentially a sensor that collects ember data.
- All data will be analyzed post fire and stored securely in an access-controlled data platform developed for the project.
- FPInnovations is a private not-for-profit forest research organization that makes up the research team.
- They have extensive experience in everything from wildfire operations and firefighter safety, to mechanical engineering and data collection technology.

Research link to wildfire response through structural protection

- The research team will be a part of BC Wildfire Service response, linked to the Structure Protection Branch and a designated Structure Protection Specialist.
- The Structure Protection Specialists are the BC Wildfire Service members that manage and implement structure protection units in interface wildfires where structures may be impacted.
- These crews employ FireSmart principles that are useful in protecting homes that may be in the path of an active wildfire.
- Research will not prevent, impact, or delay structural protection. Priority, after the safety of firefighters and other personnel, still remains with defending structures from embers and flames of wildland fire.

Safety

- Research teams will follow all COVID related safety measures that are currently in place for the BC Wildfire Service and will coordinate through their liaison with the authority having jurisdiction to ensure they are meeting COVID requirements of the area.
- Due to the nature of the research, there will be physical separation between fire suppression and control operations and research activities. Areas that are significant for research will likely not overlap with areas where the wildfire has impinged the community and is not safely extinguished.
- Researchers will not be in areas where other frontline operators have been restricted from entering due to safety.

Logos and brief project description

The BC FireSmart Committee, in partnership with FPInnovations, the Institute for Catastrophic Loss Reduction and FireSmart Canada have launched a research project in British Columbia aimed at the development of tools, resources and, assets, that will mitigate losses to structures and their surroundings caused by wildfire. By implementing a case-study research model for wildfires in the wildland-urban interface, they hope to gain a better understanding of the factors leading to ignition and loss of homes and other structures. This intent behind this long-term research project is to improve the foundation for enhanced FireSmart guidelines and FireSmart communications with the public, as well as better inform policy, legislation and development initiatives regarding FireSmart, and enhance future wildfire resiliency initiatives.



**Resource Municipalities Coalition
Meeting Minutes
May 11th, 2022
Via Zoom
9:00 am (MST)**

Present:

Executive Members

Mayor Atkinson (video)
Mayor Foster (video)

Mayor Fraser (video)
Mayor Ackerman (video)

CAOs

Scott Barry (video)
Moir Green (video)

Diane Smith (video)

Others

Naomi Larsen – Chetwynd Chamber of Commerce (video)
Bev Vandersteen – Fort Nelson Chamber of Commerce (video)
Mike Whalley – Executive Director (video)
Recording Notes: Mike Whalley

1. Call to order

The meeting was called to order at 9:06 am (MST) by acting chair Mayor Foster.

2. Additions to the Agenda

The following items were added to the agenda:

- a. Budget 2023 submission
- b. Electoral Boundaries submission

3. Adoption of the agenda

The agenda for May 11th, 2022.

“THAT, the amended Agenda of May 11th, 2022, be approved as presented.”

Moved/seconded,
Carried

4. Adoption of Minutes

March 9th, 2022 RMC meeting minutes.

“THAT, the minutes of the March 9th, 2022 Resource Municipalities Coalition meeting be adopted as amended.”

Moved/Seconded

Carried

5. Financial Statement

“THAT, the YTD financial report for the Resource Municipalities Coalition be accepted as presented”

Moved/Seconded

Carried

6. Presentation

Michelle Schwabe – Executive Director, Regulatory and Infrastructure – Ministry of Energy, Mines and Low-Carbon Innovation, Chris Pasztor – Executive Director, Tenure and Geoscience Branch – Ministry of Energy, Mines and Low-Carbon Innovation, and Mike Janzen – Executive Director, Liabilities and Orphans – BC Oil and Gas Commission, provided an update on the Orphan Well Program. Presentation is attached as a separate document for reference.

7. Work in Progress and Old Business

- a. As part of the Strategic Action Plan for the RMC, employment was labeled as a key concern, and it was brought forward by the Executive Director that there has been extensive work on this in recent years by Northern Lights College and the Province.
 - i. 2020 Northeast Labour Market Strategy
 - ii. 2021 Northeast BC Agriculture Labour Market Study
 - iii. NRRM Labour and Economic Study Report

The Executive Director has reached out to Northern Lights College for an update on recommendation that came from each of these reports and had not received any comments as of this meeting.

It was further noted by the Executive Director, that Sohee Ahn, Future Ready Skills Plan, Executive Project Lead – Ministry of Advanced Education and Skills Training, had reached out requesting the Executive Director to participate in a Virtual session on May 3rd.

- b. TLA Forestry Summit was attended by Mayor Fraser who provided a written update of the event, conversations with Bob Brash, Executive Director of the Truck Loggers Association noted that attendance was encouraging and was working to schedule a follow-up event.

Mayor Fraser provided a report that is a separate attachment for reference.

- c. Indigenous Partnership Success Showcase sponsorship ratification of email motion:

“THAT, the Resource Municipalities Coalition will support the Indigenous Partnership Success Showcase Conference by contributing \$10K to the Resource Works Society for facilitating a banquet and guest speaker Chief Desjarlais’s participation.”

Moved/Seconded

Carried

8. Correspondence

- a. Rail Transportation – Alberta Forest Products Association
- b. Response form Ministry of Health – NNPABC support

9. Reports

- a. ESG and the Canadian Energy Sector – Canada West Foundation

10. New Business

- a. Fighting Climate Change – documentary discussion and was presented as information. The link to the documentary is [Watch the Full Documentary](#)
- b. Geoscience BC has invited the RMC to register as an Associate Member. Concerns were raised that this may be a conflict of interest as the RMC provides lobbying support for funding and program advancement with the government of BC.
The Executive Director was asked to review further.
- c. Budget 2023 submission to the Select Standing Committee, is a document that the RMC provides annually. Last year’s themes of interest were, Health Care, Transportation and PST Legislation. With the Ministry of Finance notifying the RMC that they were not re-evaluating the PST Legislation any further, the Executive discussed a new third item for this year’s submission – Immigration.
- d. The Electoral Boundaries Commission is holding a public consultation opportunity to express thoughts and ideas on Electoral Boundary reform. The RMC discussed this at the March 9th meeting with no plan of action to respond.

As the deadline draws near, the Executive Director was looking for specific direction as the review may have implication to our current electoral boundaries in northern BC, further reducing the representation of small and rural remote communities.

A copy of the submission is a separate attachment for reference.

The Executive agreed that the RMC should provide input to the Commission,

“THAT, The Executive Director provide feedback to the Electoral Boundaries Commission in regard to maintain the current electoral boundaries within northern BC.”

Moved/Seconded
Carried

11. Upcoming Events

- a) 2022 FCM – June 2-5, 2022 – Regina, SK – virtual and in-person
- b) 2022 UBCM – Sept 12 – 16, 2022 – Whistler, BC

Next RMC meeting on June 8th, 2022 – District of Taylor.

Meeting was adjourned at 10:43 am (MST).



Mayor Gary Foster
Northern Rockies Regional Municipality
Acting Chair Resource Municipalities Coalition



May 11 2022
Federally Funded Re



7b_Forestry Summit
summary.pdf



Electoral
Boundaries Submiss

**Resource Municipalities Coalition
Meeting Minutes
June 8th, 2022
District of Taylor
&
Via Zoom
9:00 am (MST)**

Present:

Executive Members

Mayor Atkinson (video)	Mayor Fraser
Mayor Foster (video)	Mayor Ackerman

CAOs

Scott Barry (video)	Diane Smith (video)
Moira Green	

Others

Bev Vandersteen – Fort Nelson Chamber of Commerce (video)
Mike Whalley – Executive Director
Recording Notes: Mike Whalley

1. Call to order

The meeting was called to order at 9:05 am (MST) by acting chair Mayor Fraser.

2. Additions to the Agenda

a. NTCF letter of support for Dave Nikolejsin, re rail line between Buick and Fort Nelson

3. Adoption of the agenda

The agenda for June 8th, 2022.

“THAT, the amended Agenda of June 8th, 2022, be approved as presented.”

Moved/seconded,
Carried

4. Adoption of Minutes

May 11th, 2022 RMC meeting minutes.

“THAT, the minutes of the May 11th, 2022 Resource Municipalities Coalition meeting be adopted as received.”

Moved/Seconded
Carried

5. Financial Statement

“THAT, the YTD financial report for the Resource Municipalities Coalition be accepted as presented”

Moved/Seconded

Carried

6. Presentation

No presentation for June 8, 2022.

7. Work in Progress and Old Business

a.

- i. Northern BC Rail Analysis will be presented to member councils on June 8th at 6:00 pm this evening with a more viewer friendly version completed for release purposes.
- ii. Northern Health call for an audit and meeting has gone unanswered by the province, despite media attention and multiple requests from the RMC and other communities, and other organizations.

Recent support from the BC Nurses Union has failed to generate further attention to the matter by the province. This led to a discussion as to what steps do we need to make as an organization to advance the request.

The RMC through this discussion felt it would be best to reach out to the Northern Health Board to request a meeting at their next Board meeting to have a discussion on why the RMC has requested an audit and what can we collaboratively do to rectify the challenges facing Northern Health.

While working to coordinate this meeting, the Executive Director will continue to reach out to the province, requesting a meeting with the Premier and Minister of Health, will research the ability to connect with the Ombudsperson of BC, and reach out to RMC area MLAs to open discussions.

The Executive passed the following resolution:

“THAT, the Executive Director of the Resource Municipalities Coalition will reach out to one of the northeast representatives of the Northern Health Board to discuss a meeting between the Northern Health Board and the Resource Municipalities Coalition at their next Board meeting.”

Moved/Seconded

Carried

- b. Geoscience BC membership was reviewed and determined that there was no value to the RMC to become an Associate Member at this time.

8. Correspondence

- a. Supporting Federal Funding Initiative – Minister Fleming
 - i. It was noted that Minister Fleming requested support and that the RMC within a week had reached out to the Ministry to determine how we could be of assistance and have yet to receive correspondence regarding the request.
- b. Electoral Boundaries Commission Submission
 - i. A brief review and discussion of the submission took place. No further direction was given at this time; however, the Executive Director will monitor for findings from the Commission.
- c. Peace Region Community Corridor – Mayor Ackerman
 - i. Mayor Ackerman discussed the origins of the letter, and the Executive passed a resolution for the Executive Director to reach out to the organization.

“THAT, the Executive Director contact the author of the letter to discuss intent and next steps associated to the Peace Region Community Corridor.”

Moved/Seconded
Carried

9. Reports

- a. Canada’s Productivity Performance over the Past 20 Years – Business Council of BC
 - i. This report, along with others have been shared with the Executive for information purposes over the past few years.

10. New Business

- a. Request for a letter of support from Dave Nikolejsin was received and discussed. The request is associated to a National Trades Corridor Fund application being made regarding upgrading the rail line between Buick and Fort Nelson.

The Executive discussed the positive impacts of this support and made the following resolution:

“THAT, the Executive Director will draft a letter of support for the National Trades Corridor Fund application being made by Dave Nikolejsin.”

Moved/Seconded
Carried

11. Upcoming Events

- a) BC First Nations Forestry Conference – June 22-23, 2022, Virtual Event
- b) Fort St John & District Chamber – Creating Energy Conference – June 22-24, 2022, Virtual Event
- c) 2022 UBCM – Sept 12 – 16, 2022 – Whistler, BC

Next RMC meeting on July 13th, 2022 – District of Mackenzie.

Meeting was adjourned at 10:47 am (MST).



Mayor Rob Fraser
District of Taylor
Acting Chair Resource Municipalities Coalition

COUNCIL REPORT

To: Mayor & Council

From: Recreation Services

Date: July 18, 2022

Subject: Ernie Bodin Community Centre (EBCC)

RECOMMENDATION:

THAT Council directs staff as to whether they wish to proceed with the recommended decommissioning and subsequent demolition of the EBCC within a two-year timeframe.

BACKGROUND:

The Ernie Bodin Community Centre is a modular building constructed around 1970. The footprint resembles a 'T' and consists of 25-12'X60' modules joined together. The building is single story with a crawlspace and has a total building area of approximately 18,228ft². The building was originally constructed to serve as a hospital. Since then, a change in use has occurred and the building now operates as a community center. At over 50 years old the modular building has far outlived the expected age of a facility of this type and as a result is not up to current codes or health and safety requirements.

In February of 2018, a high-level building code analysis and building assessment was completed for the existing space to identify code deficiencies and make recommendations for each building system. Upon completion of the code analysis, several items of concern regarding fire and life safety were discovered. Of these, fire separations, fire resistance rating of the roof and loadbearing walls, and fire protection ratings and hardware for exit doors were the most prominent. No structural deficiencies were observed, nor was there any cause for concern of the structural integrity of the building at the time of the report although the mechanical and electrical building systems require further assessment.

Council directed staff to engage the services of an architectural firm to complete a detailed assessment of the EBCC facility's current condition, including a hazmat assessment, to determine if a retrofit is feasible and what the estimated cost of the project would be.

Staff approached ThinkSpace Architecture Planning Interior Design to provide a recommendation on the current and future use of the EBCC. ThinkSpace did not complete any building or code assessments but rather reviewed the existing Code Analysis and Building

Assessment completed in 2018. As well they had discussions with the Chief Building Inspector about the history of the building. Their recommendation to demolish is based on this research.

In discussions with the Chief Building Inspector, ThinkSpace understands that although it is not reasonable to expect the entire building to be brought up to current code as suggested in the 2018 report, there are several items that should be addressed to bring the building to a reasonable level of safety. Some of these items have been flagged in the 2018 Access Engineering report and others will be requested by the Authority having Jurisdiction. These include but are not limited to a new fire alarm panel, adequate heat detectors, and added carbon monoxide detection.

It is ThinkSpace's opinion that the EBCC has reached the end of its service life and is a facility that does not lend itself to a retrofit and therefore they recommend that it should be decommissioned within the next two to five years.

If the existing facility is going to remain in operation beyond the two-year period ThinkSpace recommends that life safety improvements at an estimated cost of \$97,680 be implemented – see attachment for a Cost B estimate prepared by NRS Engineering Ltd. with a breakdown of costs. The design of these identified life safety items would need to be completed by a certified professional in correspondence with the Chief Building Inspector.

If the building is intended to perform past the previously noted five-year mark, ThinkSpace recommends more significant upgrades to the life safety system including the installation of an automatic sprinkler system. It is their opinion that if the building is intended to function beyond the five-year mark significant costs will be required to bring the building up to a reasonable standard.

SUMMARY:

The EBCC has been a pivotal part of the Mackenzie community for over 50 years offering space for a diverse group of tenants. As the building nears the end of its service life, a transition master plan is being developed to continue supporting the community.

A Vision & Needs Workshop was conducted with the current EBCC user groups to understand how the existing facility is performing and what could be done to support users. These results were then discussed with Council, which further clarified the project direction. In summary, the critical items further detailed are:

1. The existing facility is not functioning well for its current use and should be decommissioned in 2-5 years.
2. A plan should be developed to move each tenant from the EBCC to an appropriate new location.

3. If a new facility is constructed it should be multi-generational, modern and support the healthy and active lifestyle critical to the community – a subcommittee could be formed to determine overall community needs and not just those in EBCC.
4. If a new facility is desired, next steps should be taken to develop a Functional Program, “Class D” construction estimate, and Conceptual Design to assist in grant applications as they arise.

Understanding the existing building and how it functions is critical to making decisions moving forward. The existing users were asked to describe their current use of the space, how many employees/guests use the space and elements that were working well and those that weren't.

Overall understanding:

- The existing building and interior spaces are not designed for their current use. Many of the smaller rooms are being used for storage rather than activities.
- The “core” programs of the building are the Seniors Club, District Museum, Arts Center (including Pottery), Radio Station and Thrift Store.
- Seniors are Mackenzie's fastest growing demographic. The Seniors Club is the most well used and active space.

Specific uses:

- Arts Centre & Pottery Club
 - Sporadic usage 4-7 days a week.
 - 2 Arts employees working in office.
 - Pottery users are required to access space through Arts studio with secured keys.
 - 2 Large kilns located within space.
 - Gift Shop attached to Arts Club sells some items created within the Arts Club.
- Museum
 - May to September are busy months, approximately 1200ppl/year 75% local.
 - 2.5 people currently working within space.
 - Minimal storage and archive space provided.
- Thrift Store
 - Run by volunteers, could be open 5 days a week.
 - Store front would be helpful, currently no direct access or visual presence.
- Radio
 - Adequate space, location is great, mostly volunteer run.
 - 24/7 access is critical to operations especially during emergency situations.
 - 1 Person in space 18 hours a day.

- Seniors Club
 - Legacy garden outside space is very important to users.
 - Kitchen is fully equipped and used daily.
 - Up to 30 people using small space prior to Covid.
- Alcohol Anonymous
- Storage

Existing facility issues as identified by tenants:

- Heating is very poor and inconsistent.
 - Only 4 furnaces for entire building, poor zoning.
 - Space heaters are used regularly to mitigate poor zoning.
- No cooling in summer, space becomes very hot.
- Drinking water in building has been a concern due to age of building.
- The number of keys (many) required to access the entire building is a concern for users and the fire department.
- Maintenance needs to be proactive, not reactive.
 - Broken windows and doors need to be replaced - cost of \$5k each.
- Users are concerned that the ventilation rates are not up to code and asbestos may be present – asbestos is present in tiles, drywall, and insulation.
- The Pottery Studio does not have separate dedicated access even though it is a separate tenant.
- Insect infestation issues such as ants and wasps.
- Accessibility, parking lot and snow clearing issues.
- Location and storefront are not ideal to encourage visitors.

Existing facility issues as identified by staff/engineer/architect:

- Health & Safety concerns due to crawl/confined space under building.
- Roof needs a 45min rating as do all load bearing main floor walls.
- Exit doors and frames in load bearing walls require 30 min fire protection rating.
- 2 HR Fire Protection Rating required between thrift store and remainder of building.
- 1 1/2 HR Fire Protection Rating required for doors into corridor from thrift store.
- New exit door required for thrift store due to requirement for distance between exits.
- Insulation of crawlspace as it is now a heated space due to hot air plenum.
- Ground cover in crawlspace required i.e., 6 mil poly. Lapped/caulked/weighted.
- Repair of 1 HR separation in crawlspace.
- Installation of dampers and fire caulking at fire separation in crawlspace.
- Remediation of underground oil tank.
- Significantly more washrooms are required for the occupancy load.

- There will also be a number of recommendations for building envelope if we choose to repurpose the existing facility i.e., thermal efficiency, and suggested assessment reports on electrical and mechanical systems by discipline specific engineers.

If Council's direction is that the EBCC is to be decommissioned staff will provide existing tenants with formal letters advising that their agreement to use space in the facility will come to an end effective August 1, 2024, or August 2027 respectively. Staff intend to work with all tenants to help them develop a moving plan however the responsibility to find a suitable location will rest with the various tenants.

BUDGETARY IMPACT:

The funding for any EBCC upgrades will be included in the 2023 Recreation Services 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.

Strong Governance and Finances

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

Respectfully Submitted,



Terry Gilmer
Director of Recreation Services



Kerri Borne
Chief Financial Officer



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Recreation Services
Date: July 19, 2022
Subject: MORATA – Alcohol Permit

RECOMMENDATION:

THAT Council authorizes Recreation Services to approve a special event permit for MORATA that would allow them to serve alcohol at Second Beach on August 20, 2022.

BACKGROUND:

MORATA is planning on running the Morfee Lake Scramble again this year at Second Beach on August 20, 2022. They would like to have the entire event in the same location; however, our existing alcohol policy does not allow for staff to approve this request. It was approved last year and was a successful event at this location.

SUMMARY:

Staff spoke with our insurance provider last year about the possibility of a waterfront event. They offered some ways to help the 3rd party organizer to successfully manage the event while minimizing the exposure to the District - that would include:

1. A plan to manage the waterfront - security, lifeguards, "rules" for event attendees, etc.
2. Ensuring that the event planner provides insurance that includes:
 - a. The District as additional insured
 - b. Host liquor liability
3. That those who serve alcohol have or are supervised by someone who has Serving It Right
4. Parking management or transport plan.

Based on MORATA successfully providing this information, staff recommend approving the location and alcohol permit.

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



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: July 18, 2022
Subject: Code of Conduct 5.22 – Revisions

RECOMMENDATION:

THAT Council establish the Code of Conduct 5.22 Policy.

BACKGROUND:

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.

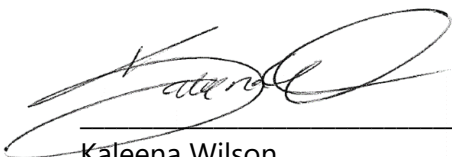
At the Regular Meeting of July 4, 2022, Council reviewed the proposed Employee Code of Conduct Policy 5.22. During the meeting, Council suggested several changes be made to this policy prior to adoption. Staff have prepared the proposed changes and a copy of the revised policy has been attached for Council's consideration. Changes have been highlighted.

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 in~~ relation to an employee's work at the District and in alignment with the District's Bullying and Harassment Policy.
 - 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 unrelated to an employee's work function as determined by their job description and by final interpretation by the Human Resources Department.
 - 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.
- f) If the investigation substantiates that a violation of this Code has occurred by the CAO, including any unethical behaviour, fraudulent activity, or unreported conflicts of interest, the Human Resources department will advise Mayor and Council and any others, as appropriate, in determining the appropriate course of action.

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: July 18, 2022

Subject: Council Code of Conduct Policy

RECOMMENDATION:

THAT Council provides feedback on the draft Council Code of Conduct Policy.

BACKGROUND:

The Province of BC has established the *Community Charter* and *Local Government Act* which set out the purposes of municipalities and regional districts, the roles and responsibilities of elected officials, and specific obligations of the local government itself.

Bill 26, which will amend both the *Community Charter* and *Local Government Act*, received Royal Assent on Nov 25, 2021, requiring all local governments to publicly consider whether to establish a new code of conduct or revise an existing one within six months of a general local election. This new requirement will come into effect once a regulation is passed. Relevant excerpts from [Bill 26](#) have been attached to this report for further information.

The Province states responsible conduct of elected officials is essential to good governance and that responsible conduct is grounded in conducting oneself according to principles such as honesty and integrity, and in a way that furthers a local government's ability to provide good governance to their community (e.g., governing in a way that is transparent, ethical, accountable, respectful of the rule of law, collaborative, effective, and efficient). They further state that a code of conduct supports these principles as a written document that sets shared expectations for how elected officials should conduct themselves while carrying out their responsibilities and in their work as a collective decision-making body for their community.

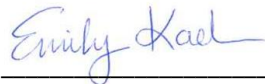
The District of Mackenzie does not have a formal Council Code of Conduct Policy. In preparation of the upcoming legislative changes, staff have developed the attached draft Council Code of Conduct Policy for consideration. The draft policy has been developed based on the model code of conduct provided by the Province of BC as well as research of other local government policies.

COUNCIL PRIORITIES:

Strong Governance and Finances

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

Respectfully Submitted,



Emily Kaehn
Director of Corporate Services



Approved for Submission to Council

Division 8 – Code of Conduct

Requirement to consider code of conduct

- 113.1** (1) Within 6 months after its first regular council meeting following a general local election, a council must decide
- (a) whether to establish a code of conduct for council members, or
 - (b) if a code of conduct for council members has already been established, whether it should be reviewed.
- (2) Before making a decision under subsection (1), the council must
- (a) consider the prescribed principles for codes of conduct,
 - (b) consider the other prescribed matters, if any, and
 - (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.
- (3) If the council decides, under subsection (1), not to establish a code of conduct or review an existing code of conduct, it must make available to the public, on request, a statement respecting the reasons for its decision.

Reconsideration of decision respecting code of conduct

- 113.2** (1) If a council decides, under section 113.1, not to establish a code of conduct or review an existing code of conduct, the council must reconsider that decision before January 1 of the year of the next general local election.
- (2) In a reconsideration under subsection (1), the council must
- (a) consider the prescribed principles for codes of conduct,
 - (b) consider the other prescribed matters, if any, and
 - (c) comply with the prescribed requirements, if any, including requirements respecting public notice or consultation.
- (3) If the council confirms the decision that is the subject of the reconsideration, the council must make available to the public, on request, a statement respecting its reasons for confirming the decision.

Source: <https://www.leg.bc.ca/parliamentary-business/legislation-debates-proceedings/42nd-parliament/2nd-session/bills/first-reading/gov26-1>

Retrieved: July 18, 2022

DISTRICT OF MACKENZIE

1.23 Council Code of Conduct

Established by Council on _____ – Resolution No. _____

The District of Mackenzie recognizes that it has a responsibility to assure public confidence in the integrity of the organization and its effective and fair operations. This policy is meant to clarify the District's mission, values and principles by linking them with standards of professional conduct and spelling out acceptable and responsible behaviour in a way that it is clear to all members of Council, staff, and residents of the District.

This Code of Conduct policy is a guide to assist Council in decisions faced in the course of carrying out Council duties and to support them in being proactive toward ethical dilemmas that may arise in the course of Council activities. This policy does not cover every possible situation Council may face so it is important that actions are in harmony with the spirit and intent of this Code of Conduct.

PURPOSE:

This policy establishes shared standards and expectations to promote ethical decision making and behaviour among members of Council and to maintain respectful interactions among them to contribute to the achievement of the District's client service delivery and community goals.

SCOPE:

This policy applies to all members of the District of Mackenzie Council.

STATUTORY PROVISIONS:

The Code of Conduct policy is a supplement to the existing statutes, laws and policies governing the conduct of Council including but not limited to:

- *The British Columbia Human Rights Code;*
- *The British Columbia Community Charter;*
- *The British Columbia Local Government Act (LGA);*
- *The British Columbia Local Elections Campaign Finance Act;*
- *The Worker's Compensation Act of British Columbia;*
- *The Freedom of Information and Protection of Privacy Act (FIPPA);*
- *The District's Discrimination and Harassment Policy; and*
- *The Criminal Code of Canada.*

Council must familiarize themselves with, and recognize that their behaviour is governed by, these statutes, laws, and policies. Provincial legislation and other statutory obligations supersede this Council policy.

DEFINITIONS:

Confidential Information	Information or records that could reasonably harm the interests of individuals or organizations, including the District, if disclosed to persons who are not authorized to access the information, as further defined in the <i>Community Charter</i> . For clarity, this includes all information and records from closed meetings of Council until publicly released.
Conflict of Interest	A conflict of interest exists when an individual is, or could be, influenced, by a personal interest, financial or otherwise, when carrying out their public duty. Personal interest can include direct or indirect financial interest, bias, pre-judgment, close-mindedness, or undue influence.
Council	Mayor and Council of the District of Mackenzie.
Gifts and Personal Benefits	Gifts and personal benefits are items or services of value that are received by Council for personal use. These would include, but are not limited to, cash, gift cards, tickets to events, items of clothing, jewelry, pens, food or beverages, discounts, or rebates on purchases, free or subsidized drinks or meals, entertainment, and admission fees to social functions.
Immediate Relative	A spouse (including common-law spouse), parent, parent-in-law, child, brother, sister, brother-in-law or sister-in-law, grandparent, grandparent-in-law, or grandchild.
Municipal Officer	A member of Staff designated as an officer under Section 146 of the <i>Community Charter</i> .
Personal Information	As defined in the <i>FIPPA</i> .
Staff	An employee or contractor of the District. For the purposes of this policy, volunteers are also defined as Staff. Council are not Staff of the District.

INTERPRETATION:

In this policy, a reference to a person who holds office includes a reference to the persons appointed as deputy or appointed to act for that person from time to time.

The captions or headings appearing in this policy are inserted for convenience of reference only and shall not affect the interpretation of it.

COMMITMENT TO RESPONSIBLE CONDUCT:

1. Council Members recognize that responsible conduct is essential to providing good governance.
2. Council Members acknowledge that responsible conduct is based upon the following four foundational principles to which the District and Council members individually and collectively subscribe:



- a. **Integrity** - conduct and behaviour that respects and upholds the public interest and promotes public confidence in local government. Integrity is based on honesty and the active demonstration of the highest ethical standards and professionalism in all dealings.
 - b. **Respect** - to behave and conduct oneself with politeness, honour, and care shown towards someone or something by demonstrating due regard, deference and consideration for the perspectives, wishes, beliefs, traditions, values and rights of others.
 - c. **Accountability** - conduct and behaviour that exhibits the willingness to account for and accept responsibility for one's conduct, behaviours, words, actions and decisions.
 - d. **Leadership and Collaboration** - conduct and behaviour that demonstrates the ability to lead, guide, actively listen, mobilize and positively influence others, while encouraging people to come together to meet and work around a common goal or objective, or to resolve conflict through collective means and efforts.
3. These foundational principles provide a basis for how Council fulfills their roles and responsibilities, including in their relationships with each other, Staff and with the public. Council must adhere to the foundational principles and the provisions of this Code of Conduct policy.
4. Council is expected to act with **INTEGRITY** by:
- a. Behaving in a manner that promotes public confidence in the District, including actively avoiding any perceptions of Conflicts of interest, improper use of office or unethical conduct.
 - b. Being truthful, honest and open in all dealings.
 - c. Upholding the public interest and making decisions in the best interests of the community.
 - d. Following through on commitments, engaging in positive communication with the community and correcting errors in a timely and transparent manner.
 - e. Acting lawfully and within the authority of the *Community Charter, LGA, Workers Compensation Act of B.C. and B.C. Human Rights Code*.
5. Council is expected to act with **RESPECT** by:
- a. Treating every person, including other Council members, Staff, and the public with dignity.
 - b. Showing consideration for colleagues and Staff.
 - c. Creating an environment of trust, including displaying awareness and sensitivity around comments and language that may be perceived as derogatory.
 - d. Valuing the role of diverse perspectives and debate in decision making.

- e. Acting in a way that is respectful of the roles and responsibilities of the office of Mayor and Council.
 - f. Valuing the distinct roles and responsibilities of local government Staff and the community in local government considerations and operations, and committing to fostering a positive working relationship between Staff, the public and elected officials
6. Council is expected to act with **ACCOUNTABILITY** by:
- a. Being transparent in how they individually and collectively conduct business and carry out their duties.
 - b. Ensuring information is accessible, and that citizens can view the process and rationale behind each decision and action, while protecting confidentiality where appropriate or necessary.
 - c. Accepting and upholding that they are collectively accountable for local government decisions, and that individually elected officials are responsible and accountable for the decisions they make in fulfilling their roles.
 - d. Listening to and considering the opinions and needs of the community in all decision making and allowing for respectful discourse and feedback.
7. Council is expected to demonstrate **LEADERSHIP AND COLLABORATION** by:
- a. Demonstrating behaviour that builds and inspires public trust and confidence in local government.
 - b. Calmly facing challenges and providing considered direction of the issues of the day and enabling colleagues and Staff to do the same.
 - c. Creating space for open expression by others, taking responsibility for one's own actions and reactions and accepting the decisions of the majority.
 - d. Accepting that it is the equal responsibility of the Council individually and collectively to work together to achieve common goals.
 - e. Being an active participant in ensuring the foundational principles and the Code of Conduct are followed.

GENERAL CONDUCT

8. Council has an obligation to consider issues and exercise powers, duties and functions in an impartial manner that avoids arbitrary and unreasonable decisions.
9. Council must avoid behaviour that could constitute an act of disorder or misbehaviour. Specifically, Council must avoid conduct that contravenes this policy, contravenes the law including District bylaws, or is an abuse of power or otherwise amounts to improper discrimination, intimidation, harassment, or verbal abuse of others.

Roles and Responsibilities

10. Council is the governing body of the District. It has the responsibility to govern the District in accordance with the *Community Charter* and other applicable legislation.
11. The Mayor has a statutory responsibility to provide leadership to the Council and to provide general direction to Municipal Officers respecting District policies, programs and other directions of the Council as set out in the *Community Charter*.
12. Council shall respect and adhere to the Council-Chief Administrative Officer structure of municipal government as practised in the District. In this structure, the Council determines the policies of the District with the advice, information and analysis provided by Staff and Council committees. Council members therefore shall not interfere with the administrative functions of the District or with the professional duties of Staff, nor shall they impair the ability of Staff to implement Council policy decisions.

Decisions Based on Merit

13. Members shall base their decisions on the relevant merits and substance of the matter at hand, including input received from Staff and the public.

Advocacy

14. Council members shall represent the official policies or positions of the District Council to the best of their ability when designated as delegates for this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent Council or the District, nor shall they allow the inference that they do.

Conduct of Meetings

15. Council shall prepare themselves for meetings, listen courteously and attentively to all discussions before the body, and focus on the business at hand.
16. Council shall not interrupt other speakers, make personal comments not relevant to the business of the body, or otherwise interfere with the orderly conduct of a meeting.

Interactions with the Public and Media

17. In an effort to promote respect and integrity for Council decision-making, Council will communicate accurately the decisions of the Council, even if they disagree with the majority decision of the Council.
18. When discussing publicly whether a member of Council did not support a decision, or voted against the decision, or that another Council member did not support a decision

or voted against a decision, a Council member will refrain from making disparaging comments about other Council members.

Interactions with Staff

19. Council is to direct inquiries regarding departmental issues or questions to the District's Chief Administrative Officer and refrain from contacting Staff directly.
20. Advice to Council from Staff will be vetted and approved by the Chief Administrative Officer.
21. Council is not to issue instructions to any of the District's contractors, tenderers, consultants, or other service providers unless expressly authorized to do so.
22. Council must not publish or report information or make statements attacking or reflecting negatively on Staff or Council. Any complaint should be brought to the attention of the Chief Administrative Officer for follow up.
23. Information obtained by any member of Council, which is likely to be used in a Council or political debate, should be provided to all other Council members, and to the Chief Administrative Officer as soon as possible.
24. Council must treat members of the public, Council, and Staff with respect and without bullying, abuse, or intimidation.
25. Council shall treat other members of Council, the public, and Staff with respect and shall be supportive of the personal dignity, self-esteem and well being of those with whom they come in contact with during the course of their professional duties. Comments about District staff performance shall only be made to the Chief Administrative Officer through private correspondence or conversation.

Reporting, Recording, and Retaining Information

26. Council must:
 - a. Collect, use, and disclose personal information in accordance with the *Freedom of Information and Protection of Privacy Act* and the policies and guidelines as established by the District;
 - b. Protect and not disclose publicly Confidential Information;
 - c. Refrain from discussing or disclosing Confidential Information with Staff, or with persons outside the organization except as authorized;
 - d. Council members shall respect the confidentiality of information concerning the property, personnel, legal affairs, or other information of the District distributed for the purposes of, or considered in, a closed Council meeting;

- e. Take reasonable care to prevent the examination of Confidential Information by unauthorized individuals;
 - f. Not use Confidential Information to cause harm to Council, the District, or any other person;
 - g. Only access information held by the District needed for District business;
 - h. Not disclose decisions, resolutions or reports forming part of the Council agenda for or from a closed meeting of Council until a corporate decision has been made for the information to become public;
 - i. Not disclose details on Council's closed meeting deliberations or specific detail on whether individual members of Council voted for or against an issue;
 - j. Not use Confidential Information to advance their own or anyone's personal, financial or other private interests;
 - k. Not alter District records unless expressly authorized to do so; and,
 - l. Adhere to the requirements outlined in this Section when they are no longer a member of Council.
27. If a Council member believes that someone may have misunderstood them, they must promptly correct the misunderstanding. Reporting inaccurate or incomplete information or reporting information in a way that is intended to mislead or misinform those who receive it, is strictly prohibited, and could lead to serious consequences including disciplinary action.

Examples of dishonest reporting include, but are not limited to the following:

- submitting an expense account for reimbursement of business expenses not actually incurred, or misrepresenting the nature or amount of expenses claimed;
 - providing inaccurate or incomplete information to Staff during an internal investigation, audit, or other review, or to organizations and people outside the District, such as external auditors;
 - making false or misleading statements in any reports or other documents submitted to or maintained for government agencies;
 - failing to provide and/or destroying relevant records when requested to provide such records in order for the District to respond to a request for records made under the *Freedom of Information and Protection of Privacy Act*; and
 - providing or communicating false or misleading information.
28. All Council Members will work in accordance with both the District controls established to prevent fraudulent misconduct and all applicable laws, regulations, and government guidelines.
29. All incidents of fraud or theft committed against the District will be taken seriously and may be viewed as acts of criminal activity and treated accordingly.

Conflict of Interest

30. Conflict of interest is dealt with under Part 4 Division 6 of the *Community Charter*. Ultimately, the interpretation of these sections is a matter for the courts. This Code of Conduct policy is intended to provide additional guidance to Council members.
31. Council is expected to make decisions that benefit the community. They are to be free from undue influence and not act, or appear to act, in order to gain financial or other benefits for themselves, family, friends or business interests.
32. Council must attempt to resolve any conflict or incompatibility between their personal interests and the impartial performance of their duties. Council must ensure they are observing the statutory requirements of the *Community Charter*.
33. Council is expected to be aware of appearances and strive to conduct themselves in a manner that upholds or increases the public trust by taking steps to reduce or eliminate the possible appearance of a conflict of interest.
34. Council should not seek or accept the Chair of a Committee or sub-committee whose business is related to an interest of the Council member or with an Immediate Relative.

Use of Public Resources

35. Council members shall not use District public resources such as staff time, equipment, supplies or facilities, for private gain or personal purposes.

For example, Council members shall not undertake municipal election campaign related activities at the District Office or on other premises owned by the District during regular working hours, unless such activities are organized by the District. Members shall not use District-owned equipment, technology or other property for municipal election campaign work (e.g., photocopiers, computers, etc.).

Use of Social Media

36. Council members must not appear to claim to speak on behalf of the District or Council unless expressly authorized to do so.
37. Council members will use caution in reporting Council decision-making by way of their social media profiles and websites before the District has released any formal communication.
38. When speaking for themselves as individual Councillors on social media or to the press, a Councillor will include "in my opinion" or use a similar disclaimer to ensure it is

expressly clear they are speaking for themselves and not the District or Council as a whole.

39. Council members will refrain from using or permitting the use of their social media accounts for purposes that include:
 - a. defamatory remarks, obscenities, profane language, or sexual content;
 - b. negative statements disparaging other Council members or Staff or calling into question their professional capabilities;
 - c. content that endorses, promotes, or perpetuates discrimination or mistreatment on the basis of race, religion or belief, age, gender, marital status, national origin, physical or mental disability or sexual orientation;
 - d. statements that indicate a closed mind in relation to a matter that is to be the subject of a statutory or other public hearing; or,
 - e. promotion of illegal activity.
40. Council members must regularly monitor their social media accounts and immediately take measures to deal with the publication of messages or postings by others that violate the terms of this Code of Conduct.

Gifts and Personal Benefits

41. For Council, the receipt and reporting of gifts and personal benefits is dealt with under Part 4 Division 6 of the *Community Charter*. Ultimately, the interpretation of those sections is a matter for the courts. This Code of Conduct policy is intended to provide additional guidance to Council.
42. Council must not accept a gift or personal benefit that could reasonably be expected to result in a real or perceived conflict of interest.
43. For clarity, the following are not considered gifts or personal benefits:
 - a. Compensation authorized under section 105(2)(b) of the *Community Charter*;
 - b. Reimbursement for out-of-pocket costs incurred for authorized travel, living and accommodation expenses associated with attendance at an event or in connection with authorized travel;
 - c. A gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office;
 - d. A lawful contribution made to a member of Council who is a candidate for election conducted under the *Local Government Act*; and
 - e. A random draw prize at an event attended by a Council member.
44. Council must disclose to the Corporate Officer gifts or personal benefits accepted. If the total value of a gift, or multiple gifts from the same source, exceeds \$250 over any 12-

month period, a disclosure statement must be filed with the Corporate Officer as soon as reasonably practicable in a format prescribed by the *Community Charter*.

45. For the purposes of this Code of Conduct, the value of each gift or personal benefit shall be determined by its replacement cost, i.e., how much would it cost to replace the item.
46. Where a gift or personal benefit is relinquished to the District, the Corporate Officer will record the receipt of the item, nature of the gift or personal benefit, source (including the addresses of at least two individuals who are directors, in the case of a corporation), when the gift was received, and the circumstances under which it was given and accepted.

Implementation

47. As an expression of the Code of Conduct for members expected by the District, this Code is intended to be self-enforcing. This Code therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions. For this reason, this Code shall be provided as information to candidates for Council.
48. Members elected to Council shall be requested to sign a member statement affirming they have read and understand this Code, and that they agree to conduct themselves in accordance with it.

Compliance and Enforcement

49. Council members themselves have the primary responsibility to assure that these ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of the governance of the District.
50. Council may impose sanctions on members whose conduct does not comply with this policy, including but not limited to a motion of censure.
51. The District will not retaliate against members of Council or Staff who, in good faith, report a known or suspected violation of this Code.
52. No reprisals or threat of reprisals shall be made against such a complainant, or against anyone for providing relevant information in connection with a suspected violation of this policy. Council members shall respect the integrity of this policy and the enforcement of it.

Complaints General

53. Incidents or complaints must be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.
54. All complaints must be made in writing and must be dated and signed by the member of Council or Staff making the complaint.
55. The complaint must set out a detailed description of the facts as they are known giving rise to the allegation that the respondent member of Council has contravened this policy. The description may include the names of people involved, witnesses, where and when the incidents occurred and what behaviour led to the complaint.
56. Supporting documents such as, but not limited to, emails, handwritten notes, or photographs must be attached. If possible, include the impact of the behaviour complained of on the complainant and/or others, as well as any steps that may already have been taken under the informal complaint procedure and the outcome of those steps.

Informal Complaints Procedure

57. Any member of Council who has identified or witnessed conduct by another member of Council that they reasonably believe, in good faith, is in contravention of this policy, may address the prohibited conduct by:
 - a. advising the member of Council, the conduct violates this policy and encouraging the member of Council to stop; or
 - b. requesting the Mayor to assist in informal discussion of the alleged complaint with the member of Council in an attempt to resolve the issue.
 - i. In the event the Mayor is the subject of, or is implicated in a complaint, the member of Council may request the assistance of the Deputy Mayor.
 - ii. In the event the Mayor and Deputy Mayor are the subject of, or are implicated in a complaint, the member of Council may request the assistance of the Chief Administrative Officer.
58. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this policy; however, a member of Council is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

Formal Complaints Procedure

59. Complaints of alleged breaches of this Code of Conduct by members of Council shall be submitted, in writing, addressed to the Mayor and/or the Chief Administrative Officer within six (6) months of the last alleged breach.
 - a. If the Mayor is the subject of, or is implicated in a complaint, the complaint shall be addressed to the Deputy Mayor.
 - b. If the Mayor and the Deputy Mayor are the subject of, or are implicated in a complaint, the complaint shall be addressed to the Chief Administrative Officer.
60. Upon receipt of a written complaint, the Mayor or Deputy Mayor shall, within thirty (30) days, appoint an independent third party identified and agreed between the complainant(s) and respondent(s) as having the necessary professional skills, knowledge, and experience to investigate the complaint (the "Third-Party Investigator").

Investigations into Allegations/Complaints

61. The Third-Party Investigator may conduct a preliminary assessment of the complaint, at the conclusion of which the Third-Party Investigator may determine to continue the investigation or make a written recommendation that the complaint be dismissed as unfounded, beyond jurisdiction or unlikely to succeed.
62. If the Third-Party Investigator determines to continue with the complaint, the Third-Party Investigator shall:
 - a. Conduct an independent and impartial investigation of the complaint in a manner that is fair, timely, confidential and otherwise accords with the principles of due process and natural justice;
 - b. Provide an investigation update within ninety (90) days of their appointment to the Mayor, Deputy Mayor, or Chief Administrative Officer, as applicable, and to the complainant and the respondent;
 - c. Provide a written, confidential report(s) of the findings of the investigation, including findings as to whether there has been a breach of this Code, to the Mayor, Deputy Mayor, or Chief Administrative Officer, as applicable, and to the complainant and the respondent; and
 - d. Provide recommendations in the confidential report as to the appropriate resolution of the complaint, which recommendations may include:
 - i. Dismissal of the complaint; or

- ii. Public censure of the member(s) of Council for misbehaviour or a breach of this Code;
- iii. A requirement that the member(s) of Council apologize to any person adversely affected by a breach of this Code of Conduct;
- iv. Counseling of the member(s) of Council, and/or
- v. Such other recommendations as are deemed appropriate in the professional judgment of the Third-Party Investigator.

63. The District's Corporate Officer will receive and retain all confidential reports prepared under Sections 65 (c).

64. Where a member of Council alleges a breach of this Code of Conduct by a fellow member of Council, all members of Council shall refrain from commenting on such allegations at meetings of Council.

DRAFT

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: July 25, 2022

Subject: Business Façade Improvement Program 2022

RECOMMENDATION:

THAT Council approves the applications to the Mackenzie Business Façade Improvement Program to a maximum amount of \$2,500.00.

BACKGROUND:

The Northern Development Initiative Trust (NDIT) approved the District of Mackenzie's application for \$20,000 in funding towards the Business Façade Improvement program on January 17, 2022. This annual funding is available to enhance economic development by encouraging private sector investment in business façade improvements.

The goal of the business façade improvement program is to beautify the commercial core of Mackenzie and aid businesses in customer attraction. The District of Mackenzie Business Façade Improvement Program will provide the following types of reimbursement grants:

- **Category 1:** 50% up to a maximum of \$5,000 per building/project within the façade improvement area, and;
- **Category 2:** 50% up to a maximum of \$500 for homebased business wayfinding signage.

PROMOTOTIONAL ACTIVITIES:

Staff advertised the program with CHMM 103.5, through the District's website, distributed public notices in mailboxes, several posters were put up around the community, handed out flyers to business storefronts, made cold calls to local businesses, and posted several ads on social media. Program information was distributed through the Chamber of Commerce as well as staff took every opportunity to discuss the program with business owners during in person casual conversations and meetings, as well as assisted with application development when requested.

The original deadline for applications was April 15, 2022. Two applications were received and approved by Council. As funding was still available, staff offered a second intake, with a deadline

of June 30, 2021. Staff informed the Chamber of Commerce and posted information about the extension on social media and on the District’s website.

2022 APPLICATIONS:

Two applications were received and approved at the first intake for a total of \$5,925.00, leaving \$14,075.00 remaining; however, KalTire has decided to delay their improvements until next year, due to unforeseen circumstances. Therefore, there is \$19,075.00 remaining.

The one eligible project application for consideration for the second intake is as follows:

BC Cranes

Project	Total Project Cost	Maximum Eligible Grant	Recommended Grant
Painting of exterior C-cans	\$5,000.00	\$2,500.00	\$2,500.00

BC Cranes is a first-time applicant, and their application is eligible for maximum grant funding.

Before Photo



NEXT STEPS:

If Council approves the above applications, there will be \$16,575.00 remaining to distribute in 2022. As per the District of Mackenzie's Business Façade Program Guidelines, if the initial call for applications is undersubscribed, any further eligible applications will be reviewed and accepted on an ongoing basis. As funding will still be available, applications will continue to be accepted until September 1, 2022 to allow time for additional applications to be received.

COUNCIL PRIORITIES:

Economic Vitality

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

Respectfully Submitted,



Rachelle Dumoulin
Economic Development Clerk



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council

From: Administration

Date: June 28, 2022

Subject: Mackenzie Nordiques Cross Country Ski Club – Licence of Occupation

RECOMMENDATION:

THAT Council approves the renewal of the five-year Licence of Occupation with the Mackenzie Nordiques Cross Country Ski Club;

AND THAT Council authorizes the Chief Administrative Officer to execute the agreement.

BACKGROUND:

For over a decade, the Mackenzie Nordiques Cross-Country Ski Club have held a license of occupation agreement with the District for lands adjacent to the Mackenzie Golf & Country Club for their clubhouse and trails. The current License of Occupation agreement has expired, and the Club is seeking renewal.

The agreement has remained relatively the same with several minor adjustments as follows. In 2012, the Mackenzie Nordiques Cross Country Ski Club (the Club) acquired an Atco trailer which was placed on site to be used as a clubhouse to hold meetings, provide waxing shelter for their members, and administer a Children’s Cross Country Ski Training Program. This structure has since been removed. In 2020, with permission from the District, the Club started working on a new ski chalet to serve as a more permanent clubhouse and is now in the final stages of construction. In addition to the chalet an outhouse facility, donated by Rec Sites and Trails BC, is in construction on the lands. This has been included in the new Licence of Occupation attached to this report as Appendix A.

The land is on District Lot 5754 which is District-owned Land via a Crown Grant for the purposes of outdoor recreation and enjoyment. The area of land requested by the Club is located on the west boundary of the Golf Course lands along Cicada Road. Similar to the previous licence, staff are recommending a 5-year term with an annual fee of \$50.00 and general liability insurance of \$5 million (Appendix A).

NEXT STEPS:

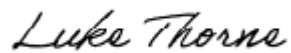
If approved, as required under the *Community Charter*, a Land Disposition Notice will be distributed for two consecutive weeks in the community mailboxes as well as posted on the District of Mackenzie website.

COUNCIL PRIORITY:

Community and Social Development

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

Respectfully Submitted,



Luke Thorne
Land & Environmental Coordinator



Authorized for Submission to Council

1.0 RIGHT TO OCCUPY

1.1 The District, subject to the performance and observance by the Licensee of the terms, conditions, covenants and agreements contained in this Agreement and to earlier termination as provided in this Agreement, grants to the Licensee a right by way of licence for the Licensee, its agents, employees, and invitees to use that portion of the Land outlined in yellow on the sketch plan attached hereto and marked Appendix "A" (the "**Premises**") for the purposes of installing an ski chalet and outhouse facility to serve as a clubhouse to hold meetings, providing a ski waxing shelter for members, storage of club equipment, administering of a Cross-Country Ski Program and associated club events and for no other purposes, subject to the terms and conditions of this Agreement.

2.0 RESERVATION OF RIGHTS

2.1 The District hereby reserves to itself from the grant and the covenants made by it to the Licensee under section 1.1 above the right for the District, its agents, employees, contractors and subcontractors to have full and complete access to the Premises to carry out any operations associated with the District's use of the Premises.

3.0 LICENCE FEE

3.1 In consideration of the licence granted under this Agreement, the Licensee shall pay to the District the sum of **FIFTY DOLLARS (\$50.00)** in each year of the Term, payable on the 1st day of August in each year of the Term.

4.0 TERM

4.1 The Term of the Licence granted under this Agreement shall be from the **1st** day of **August, 2022** to the **31st** day of **July, 2027** unless earlier terminated under this Agreement.

5.0 TAXES

5.1 The Licensee shall pay all taxes, rates, duties and assessments whatsoever, whether federal, provincial, municipal or otherwise charged upon the Licensee or the District as a result of the Licensee's occupation of or use of the Premises. Without in any way restricting the generality of the foregoing, the Licensee shall pay to the District Goods and Services Tax (GST) or similar tax on the Licence fee.

5.2. Without limiting the obligation of the Licensee under section 5.1, the District's municipal Council, if permitted under the provisions of the *Local Government Act*, may in its discretion adopt a bylaw exempting the Licensee from municipal property value taxes in relation to the Licensee's occupation of the Premises.

6.0 CONSTRUCTION

- 6.1 The Licensee shall not construct or place any buildings or structures or make any improvements on the Premises, unless :
- (a) prior to construction, it has obtained the District's approval in writing to the site plans, working drawings, plans, specifications, and elevations;
 - (b) prior to construction, it has obtained a building permit from the District authorizing the construction of the buildings and structures set out in the permits and the plans and specifications attached to it;
 - (c) during construction, it obtains all required inspections, and carries out the work in accordance with all enactments at the cost of the Licensee;
 - (d) on completion of construction, it delivers final as-built drawings to the District; and
 - (e) it does not occupy the buildings without first obtaining an occupancy certificate.
- 6.2 The Licensee shall, at its sole cost maintain any buildings, structures or improvements constructed or placed on the Premises during the Term to an excellent standard of repair and cleanliness.

7.0 INSURANCE

- 7.1 (a) The Licensee must take out and maintain during the term of the Licence a policy of general public liability insurance against claims for bodily injury, death or property damage arising out of the use of the premises by the Licensee in the amount of not less than five million dollars per single occurrence with such greater amount as the District may from time to time designate, naming the District as an insured party thereto and shall provide the District with a certified copy of such policy or policies.
- (b) The Licensee must take out and maintain during the Term a policy of insurance, in a form acceptable to the Landlord, insuring all buildings and structures on the Premises to the full insurable replacement value thereof against risk of loss or damage caused by or resulting from fire, flood, lightning, explosion, tempest, earthquake, tsunami or any additional peril against which a prudent Landlord normally insures, naming the District as an additional insured party thereto, and shall provide the District with a certified copy of such policy or policies.

- (c) All policies of insurance shall contain a clause requiring the insurer not to cancel or change the insurance without first giving the District thirty (30) days' prior written notice.
- (e) If the Licensee does not provide or maintain in force the insurance required by this Agreement, the District may take out the necessary insurance and pay the premium for periods of one year at a time and the Licensee shall pay to the District as additional Licence fees the amount of the premium immediately on demand.
- (e) If both the District and the Licensee claim to be indemnified under any insurance required by this Agreement, the indemnity shall be applied first to the settlement of the claim of the District and the balance, if any, to the settlement of the claim of the Licenses.
- (f) The deductible on the policy of insurance must not be more than FIVE THOUSAND DOLLARS (\$5,000.00).

8.0 INDEMNIFICATION

- 8.1 The Licensee releases and must indemnify and save harmless the District, its elected and appointed officers, employees and agents from and against all lawsuits, damages, costs, expenses, fees (including fees of solicitors on a solicitor and own client basis) or liability which the Licensee or any of them or anyone else may incur, suffer or allege by reason of the use of the Premises by the Licensee or by any member of the public using any building, structure or improvement built or placed by the Licensee on the Premises or the carrying on upon the Premises of any activity in relation to the Licensee's use of the Premises.

9.0 BUILDERS LIENS AND SIGNAGE

- 9.1 The Licensee will indemnify the District from and against any liens for wages or materials or for damage to persons or property caused during the making of or in connection with any excavation, construction, repairs, alterations, installations and additions which the Licensee may make or cause to be made on, in or to the Premises and must upon request of the District immediately cause any registered lien to be discharged from title to the Land.

10.0 NOTICES

- 10.1 It is hereby mutually agreed:

Any notice required to be given under this Agreement shall be deemed to be sufficient given:

- (a) to be delivered at the time of delivery and
- (b) if mailed from any government post office in the province of British Columbia by prepaid registered mail addressed as follows:
 - (i) if to the District:

#1 Mackenzie Boulevard
P.O. Bag 340
Mackenzie, B.C. V0J 2C0
 - (ii) if to the Licensee:

Box 747
Mackenzie, B.C. V0J 2C0

or at the address a party may from time to time designate, then the notice shall be deemed to have been received forty-eight hours after the time and date of mailing. If, at the time of mailing the notice, the delivery of mail in the Province of British Columbia has been interrupted in whole or in part by reason of a strike, slow-down, lock-out or other labour dispute, then the notice may only be given by actual delivery of it.

11.0 TERMINATION

- 11.1 If the Licensee is in default on the payment of Licence fees, or the payment of any other sum payable under this Agreement, or is in breach of this Agreement, and if the default continues for thirty (30) days after the giving of notice by the District to the Licensee, then the District may terminate this Agreement and re-enter the Premises and the rights of the Licensee with respect to the Land and the Premises shall lapse and be absolutely forfeited.
- 11.2 In the event that the District requires the use of the Premises for municipal purposes in the public interest, the District may terminate this Agreement upon six (6) months' written notice to the Licensee, and following the expiration of such notice period may re-enter the Premises and the rights of the Licensee with respect to the Land and the Premises shall lapse and be absolutely forfeited.
- 11.3 If the Licensee becomes bankrupt or insolvent, or makes an assignment or enters into an arrangement for the benefit of creditors, or proceedings are begun to wind up or

dissolve the Licensee, the District may immediately terminate this Agreement upon written notice to the Licensee.

12.0 FORFEITURE

12.1 The District, by waiving or neglecting to enforce the right to forfeiture of this Agreement or the right of reentry upon breach of this Agreement, does not waive the District's rights upon any subsequent breach of the same or any other provision of this Agreement.

13.0 FIXTURES

13.1 That unless the Licensee upon notice from the District removes them within ninety (90) days of the end of the Term, all buildings, structures or improvements constructed on the Premises by the Licensee, whether before or after the commencement of this Agreement, shall become the sole property of the District at no cost to the District.

14.0 REPAIRS BY THE DISTRICT

- 14.1 (a) If the Licensee fails to repair or maintain the Premises or any buildings, structures or improvements on the Premises in accordance with this Agreement, the District may, by its agents, employees or contractors enter the Premises and make the required repairs or do the required maintenance and the cost of the repairs or maintenance shall be a debt due from the Licensee to the District.
- (b) In making the repairs or doing the maintenance, the District may bring and leave upon the Premises the necessary materials, tools and equipment and the District shall not be liable to the Licensee for any inconvenience, annoyance, loss of business or other injuries suffered by the Licensee by reason of the District effecting the repairs or maintenance.

15.0 REMEDIAL ACTION

- 15.1 (a) If the Licensee fails to do anything required of the Licensee under this Agreement, (the "**Licensee Requirement**") the District may fulfill or complete the Licensee Requirement at the cost of the Licensee and may, if necessary, by its agents, officers, employees or contractors enter onto the Premises to fulfill and complete all or part of the Licensee Requirement as the District determines in its sole discretion.
- (b) The Licensee releases the District, its elected officials, appointed officers, employees and agents from and waives any claim, right, remedy, action, cause of action, loss, damage, expense, fee or liability which the Licensee may have against any or all of them in respect of an act of the District under this section or section 14.1 except insofar as such claim, right, remedy, action, cause of action, loss,

damage, expense, fee or liability arises from the negligence of the District, its elected officials and appointed officers, employees, agents or contractors.

16.0 TREE CUTTINGS, EXCAVATIONS, HAZARDOUS SUBSTANCES

16.1 For the purposes of paragraph 16.2 below:

- (a) "Contaminants" means any pollutants, contaminants, deleterious substances, underground or above-ground tanks, asbestos materials, hazardous, corrosive, or toxic substances, special waste or waste of any kind, or any other substance which is now or hereafter prohibited, controlled, or regulated under Environmental Laws; and
- (b) "Environmental Laws" means any statutes, laws, regulations, orders, bylaws, standards, guidelines, permits, and other lawful requirements of any governmental authority having jurisdiction over the Licence Area now or hereafter in force relating in any way to the environment, environmental assessment, health, occupational health and safety, or transportation of dangerous goods, including the principles of common law and equity.

- 16.2
- (a) Except where reasonably necessary for the safe and effective operation of the clubhouse and the Cross-Country Ski Program, the Licensee will not carry on or do or allow to be carried on or done on the Premises any cutting, clearing or removal of trees, bushes or other vegetation or growth or any excavation or disturbance of the surface of the Premises and shall not bring on or deposit any soil or fill on the Premises except with the written consent of the District.
 - (b) Except where reasonably necessary for the safe and effective operation of the Clubhouse and the Cross-Country Ski Program, the Licensee will not bring on, deposit, store, spray or apply nor cause or permit to be brought on, deposited, stored, sprayed or applied on the Premises or to any trees, bush or vegetation on the Premises any chemical fertilizer, herbicide, pesticide or other chemical or petroleum product or any substance which is capable of contaminating the Premises or adjacent property or any water on or adjacent to the Premises.
 - (c) The Licensee shall conduct all of its operations on the Premises strictly in accordance with the requirements of all laws and regulations that regulate or prohibit activities for the purpose of protecting the environment.
 - (d) The Licensee shall promptly notify the District of any released Contaminant or any other occurrence or condition at the Premises that could contaminate the Premises or adjacent property.

- (e) The Licensee shall indemnify the District and its elected officials, appointed officers, employees, agents, successors, and assigns from any and all liabilities, actions, damages, claims, remediation cost recovery claims, losses, costs, orders, fines, penalties, and expenses whatsoever (including all legal and consultants' fees and expenses and the cost of remediation of the Premises and any adjacent property) arising from or in connection with:
 - (i) any breach of or non-compliance with the provisions of this paragraph 16.1 by the Licensee; or
 - (ii) any release or alleged release of any Contaminants at or from the Premises related to or as a result of the use and occupation of the Licence Area or any act or omission of the Licensee or any person for whom it is in law responsible.

16.2 The obligations of the Licensee under paragraph 16.1 above shall survive the expiry or earlier termination of this Licence.

17.0 CLEAN UP

17.1 At the end of the Term, the Licensee shall clean up and restore the Premises as reasonably as may be possible to the condition of the Premises prior to the commencement of the Licensee's occupation of the Premises.

18.0 REGULATIONS

18.1 The Licensee must:

- (a) comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the District or the Licensee;
- (b) observe all provisions of the Crown Grant under which the District holds the Land and do nothing that may result in a forfeiture of that grant;
- (c) indemnify the District from all lawsuits, damages, loss, costs or expenses that the District may incur by reason of non-compliance by the Licensee with legal requirements or by reason of any defect in the Premises or any injury to any person or to any personal property contained on the Premises. The Licensee shall be responsible for any damage to the Premises occurring while the Licensee is exercising its rights under this Agreement and the Licensee acknowledges and agrees that in the event that the Premises or any building, structure or improvement on the Premises is damaged, the amount of the cost of any repair

or restoration undertaken by the District shall be a debt due from the Licensee to the District.

19.0 NO COMPENSATION

19.1 The Licensee shall not be entitled to compensation for any loss including economic loss or injurious affection or disturbance resulting in any way from the termination of the Licence or the loss of the Licensee's interest in any building, structure or improvement built or placed on the Premises.

20.0 MISCELLANEOUS

- (a) The Licensee warrants and represents that the execution of this Agreement by the Licensee on behalf of a group or organization is a warranty and representation to the District that the Licensee has sufficient power, authority, and capacity to bind the group or organization with his or her signature.
- (b) In consideration of being granted the use of the Premises, the Licensee agrees to be bound by the terms and conditions of this Agreement and, if the Licensee represents a group or organization, the Licensee agrees to inform all responsible persons associated with the group or organization of the terms and conditions of this Agreement.
- (d) This Agreement shall not be interpreted as granting any interest in the Land to the Licensee.
- (e) Nothing in this Agreement shall constitute or shall be deemed in any way to create an agency, partnership or joint venture relationship between the District, on the one hand, and the Licensee on the other, or to create any fiduciary relationship between them.
- (f) Waiver of any default by a party shall not be interpreted or deemed to be a waiver of any subsequent default.
- (g) The Licensee agrees that it will not assign or transfer its rights under this Agreement, or grant or enter into any sub-licence, without the prior written consent of the District.

21.0 INTERPRETATION

- (a) That when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context or the parties require.

- (b) The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- (c) That this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.
- (d) This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- (e) All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.
- (g) This is the entire agreement between the parties.

IN WITNESS WHEREOF the parties hereto have set their hands and seals as of the day and year first above written.

DISTRICT OF MACKENZIE by its)
authorized signatories:)
)

_____)
Chief Administrative Officer)

MACKENZIE NORDIQUES CROSS COUNTRY)
SKI CLUB by its authorized signatories:)

)
)
)

_____)
Name:)

)
)
)

_____)
Name:)
)

APPENDIX A

**Mackenzie Nordiques Cross-Country Ski Club
Licence of Occupation Area - 2022**



COUNCIL REPORT

To: Mayor and Council

From: Fire Department

Date: July 13, 2022

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

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

Since the last Council update, provided on June 13, 2022, there have been further delivery delays on materials. The new estimated substantial completion is August 12, 2022.

The District is expected to take occupancy in late August and the old Fire Hall will come down late August/early September, with landscaping and final completion of the project in full expected by September 16, 2022.

Strides that have been made since the last update include further construction on the exterior building envelope, including siding, roofing, and windows. Interior work has also developed including mechanical and electrical rough-in completion, and extensive drywall work. We expect finishing details to commence by mid-July.

BUDGETARY IMPACT:

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

COUNCIL PRIORITIES:

Strong Governance and Finances

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



Respectfully Submitted,

A handwritten signature in black ink that reads "Jamie Guise".

Jamie Guise, Fire Chief

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

Kerri Borne, Chief Financial Officer

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

Approved for Submission to Council

**Mackenzie Airport
1pm-4pm**

**07
AUG**



FLY IN LUNCH AND STATIC SHOW

Sponsored Lunch Presented By - District of Mackenzie | Elks Lodge

Airport Rd, Mackenzie, BC V0J2C0 | PH: 250-997-3754