

Committee of the Whole at 7:00 pm

AGENDA for the Council Meeting to be held on Monday, August 22, 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)(j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*.

1. ADOPTION OF MINUTES

a) Regular Meeting - August 8, 2022

8 - 14

2. INTRODUCTION OF LATE ITEMS

- A) A resolution is required to add the following item to the agenda:

6. CORRESPONDENCE

For Action:

- c) Letter received from Northern Development Initiative Trust (NDIT) requesting a letter of support from the District of Mackenzie towards their proposal to the Ministry of Transportation to develop an integrated booking software for passenger travel in Northern BC.

3. ADOPTION OF AGENDA

4. PUBLIC COMMENT AND QUESTIONS

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

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

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

5. PETITIONS AND DELEGATIONS

6. CORRESPONDENCE

Motion required to accept all correspondence listed on the agenda.

For Action:

- | | | |
|---------------------|---|---------|
| a) | Letter received from New Horizons Bridging the Gap community group requesting that the District provide a certificate of appreciation and a Mackenzie pin to all Seniors nominated at the Seniors Recognition Lunch that will be held during Mackenzie Seniors' Week on September 24th. | 15 - 17 |
| b) | Email received from Diversified Transportation requesting a letter of support from the District towards their continued operation of BC Bus North and to complete their survey to help surface insights related to public transportation. | 18 - 19 |
| Late Item c) | Letter received from Northern Development Initiative Trust (NDIT) requesting a letter of support from the District of Mackenzie towards their proposal to the Ministry of Transportation to develop an integrated booking software for passenger travel in Northern BC. | 20 - 21 |

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

For Consideration:

- | | | |
|----|--|---------|
| d) | Email received from Carleen Paltzat, resident, requesting support for the tenants in the Ernie Bodin Community Centre. | 22 |
| e) | Email received from Mitch Mortenson, resident, regarding the decision to demolish the Ernie Bodin Community Centre. | 23 |
| f) | Follow up letter sent to Neil Lilley, Chief Operating Officer of BC Emergency Health Services, from Mike Morris, MLA, in support of Mayor Atkinson's letter sent regarding the lack of Mackenzie Ambulance Services. | 24 - 25 |

- g) Email received from The Fur-Bearers, a non-partisan, charitable organization, requesting municipalities in BC to participate in a survey regarding wildlife-related concerns. 26

For Information:

- h) Northern Health Healthy Communities E-Brief - August 2022 27 - 30

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

- i) 2022 UBCM Annual Report
- j) 2022 UBCM Resolutions
- k) Thank-you card received from the 2022 Grad Class of Mackenzie Secondary School.
- l) Statistics Canada - 2020 Income in BC

7. ADMINISTRATION REPORTS

- a) Mill Road Signage 31 - 35

THAT Council direct staff as to next steps with regard to the signage at the junction of Mill Road and Hwy 39.

- b) Public Comment and Questions 36 - 39

THAT Council receives this report for information.

- c) Policy 1.24 Privacy Policy 40 - 44

THAT Council adopts Privacy Policy 1.24.

- d) Lot 10 Disposition 45 - 47

THAT Council approves in principle, gifting LOT 10 DISTRICT LOT 12479 CARIBOO DISTRICT PLAN EPP35189 to the Omineca Growers Society;

AND THAT Council directs administration to draft the sale agreements and associated covenant for Council's consideration prior to execution.

- e) Resolution of Support – Tourism Guide 48 - 50

Recommendation #1

THAT Council supports the District of Mackenzie's application to Northern Development Initiative Trust's Community Development Marketing Initiatives for the "Tourism Guide" project.

Recommendation #2

THAT Council supports the District of Mackenzie's application to South Peace Mackenzie Trust for the "Tourism Guide" project.

- f) Construction Update – New Fire Hall 51 - 52

THAT Council receives this report for information.

- g) Fire Departments Equipment and Training UBCM Grant 53

THAT Council approves the application to the UBCM Community Emergency Preparedness Fund for \$25,000 towards Fire Department equipment;

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

- h) Revitalization Tax Exemption Bylaw Amendment 54 - 67

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

- a) THAT Bylaw No. 1486 cited as "Revitalization Tax Exemption Amendment Bylaw No. 1486, 2022" be given first three readings. 68 - 69

12. NOTICE OF MOTION

13. COMING EVENTS

- a) 2022 General Local Election - Pre-Candidate Information Session
August 23, 2022
6:00 - 7:30 pm
Mackenzie Recreation Centre
- b) Downtown Vision and Action Plan Community Gallery 70
August 24, 2022
5:00 pm - 6:30 pm
Mackenzie Recreation Centre
- c) Recreation Fair
September 10, 2022
10:00 am - 2:00 pm

Sas Da'Ghe Room & Callahan Room
- d) 2022 Municipal Election - Notice of Nomination 71 - 72
Nomination Period: August 30 - September 9, 2022

14. INQUIRIES

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

15. ADJOURNMENT

**District of Mackenzie
Regular Council Meeting
Monday, August 08, 2022**

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

PRESENT: Mayor J. Atkinson
Councillor A. Barnes
Councillor V. Brumovsky
Councillor P. Grogan
Councillor A. Hipkiss
Councillor R. McMeeken
Councillor J. Wiens
Chief Administrative Officer
D. Smith
Chief Financial Officer
K. Borne (electronically)
Director of Corporate Services
E. Kaehn
Legislative Clerk/Executive Assistant
C. Smirle
Economic Development Clerk
R. Dumoulin (electronically)

CALLED TO ORDER: 7:15 pm

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

1. ADOPTION OF MINUTES

The minutes of the Special Meeting held on July 25, 2022 at 5:45 pm were adopted as presented.

The minutes of the Special Meeting held on July 25, 2022 at 6:30 pm were adopted as presented.

The minutes of the Committee of the Whole Meeting held on July 25, 2022 were adopted as presented.

The minutes of the Regular Meeting held on July 25, 2022 were adopted as presented.

2. INTRODUCTION OF LATE ITEMS

32575. MOVED by Councillor Barnes
Introduction of Late Items THAT the following late items be added to the agenda;

6. CORRESPONDENCE

For Consideration:

- i) *Email received from Michelle Bobrel, resident, requesting support for the tenants in the Ernie Bodin Community Centre.*
- j) *Email received from Shaylee Munn, resident, requesting support for the tenants in the Ernie Bodin Community Centre.*
- k) *Email received from LeeAnne Christen, resident, requesting support for the tenants in the Ernie Bodin Community Centre.*
- l) *Email received from Joy Edgett, resident, requesting support for the tenants in the Ernie Bodin Community Centre.*

7. ADMINISTRATION REPORTS

- e) MLIB AGA – Grant-in-Kind

THAT Council approves or denies the request for in-kind use of two portable toilets for the McLeod Lake Indian Band Annual General Assembly from August 10 – 12, 2022.

CARRIED

3. ADOPTION OF AGENDA

32576. MOVED by Councillor Brumovsky
Adoption of Agenda THAT the agenda be adopted as presented.

CARRIED

4. PUBLIC COMMENT AND QUESTIONS

The following inquiries are in regard to the Ernie Bodin Community Centre (EBCC):

Jeff Close, resident and representative of CHMM 103.5, asked what the transition plan is and if it has been prepared? Mayor Atkinson replied that Terry Gilmer, Director of Recreation Services, is working on the transition plan to help

the current tenants find new spaces in the community. Mr. Gilmer has been speaking with representatives of each organization to determine their needs and how much space is needed. Councillor Hipkiss added that a plan could not be developed until a decision was made to move forward with the demolition of the building. The intent now is to come up with a plan. Mayor Atkinson commented that there is grant funding available for the organizations to apply for. The South Peace Mackenzie Trust has \$10 million in funding and suggested the organizations look into that. Councillor McMeeken encouraged the current tenants to start exploring other options in the community and to take the lead as it would be their space.

Tammy Peron, resident, asked about the two-year time frame for the demolition and if it was realistic? Mayor Atkinson replied that the two-year time frame was decided based on the engineering report. The goal is to have all the organizations relocated within that two-year time frame. Ms. Perron expressed concerns over the current tenants not being able to afford rent in another location in town. Mayor Atkinson replied that the District has lost over \$1 million in taxes, and we need to make sure we are spending our money wisely. Spending money on a building that is not safe nor meets the current tenant needs is not a good financial decision. Ms. Perron thought there was a 7-year time frame, Mayor Atkinson replied that she had not heard of that. Ms. Perron asked if the community was responsible for grant writing? Mayor Atkinson replied that every organization in the community is responsible for writing their own grant applications. Councillor Hipkiss added that the Chamber of Commerce was in the same position and had to find a new location. Ms. Perron asked if the Chamber pays their own expenses? Mayor Atkinson replied that the District has an agreement with the Chamber to help support their expenses.

Rick Johnstone, resident, shared his concerns about the organizations' ability to pay rent in a new space and asked if a grant may be available to help save the building. Mayor Atkinson replied that the decision has already been made and the building would be coming down. The District will be doing everything they can to help ensure the current tenants find a space that meets their needs.

Mr. Close asked if there was the option of redesigning the current building and paying the fees to bring it up to code to suit the current tenants. Mayor Atkinson replied that we are taking notes and will relay to staff. She added that we are trying to work with the community and there is not one person on this Council that wants anything wrong to happen to the non-profits in there.

Ms. Perron asked who would be responsible for a building if a new one was built? Mayor Atkinson replied that it would depend on who was building it. She added that when the Curling Club was a standalone building, they were responsible for paying all fees, ice maker, custodians, power, etc. Ms. Perron further asked if a building were built if the District would supplement the

building? Mayor Atkinson replied that that would be after the election, and we would not know who would be on Council. Ms. Perron asked if there were any subsidies that could be provided? Mayor Atkinson replied that every option would be explored.

5. PETITIONS AND DELEGATIONS

N/A

6. CORRESPONDENCE

32577. MOVED by Councillor Hipkiss
Receipt of THAT the correspondence listed on the agenda be received.
Correspondence

CARRIED

For Action:

Councillor McMeeken excused herself to avoid a conflict of interest.

32578. MOVED by Councillor Barnes
Mackenzie THAT the District of Mackenzie proclaim September 24 - October 1, 2022 as
Seniors Mackenzie Seniors Week.
Week 2022

CARRIED

Councillor McMeeken returned to the meeting.

Councillor Wiens removed himself to avoid a conflict of interest.

32579. MOVED by Councillor Brumovsky
EBCC Master THAT the District of Mackenzie commit to completing the transition master plan
Plan for the tenants of the Ernie Bodin Community Centre by October 11, 2022.

DEFEATED

OPPOSED by Councillors Barnes, McMeeken and Mayor Atkinson

32580. MOVED by Councillor Grogan
Transition of THAT administration bring a progress report by the October 11, 2022 Council
EBCC meeting discussing the relocation of the tenants in the Ernie Bodin Community
Tenants Centre.

CARRIED

Councillor Wiens returned to the meeting.

7. ADMINISTRATION REPORTS

32581. MOVED by Councillor McMeeken
Council Code of Conduct Policy - Revised
THAT Council provide final feedback and approval of Council Code of Conduct Policy 1.23.

CARRIED

32582. MOVED by Councillor Hipkiss
Downtown Vision and Action Plan Update
THAT Council receives this report for information.

CARRIED

32583. MOVED by Councillor Barnes
Resolution of Support – Mackenzie Childcare Solution
THAT Council supports the District of Mackenzie’s application to Northern Development Initiative Trust’s Northern Healthy Community Fund Capacity Building Stream for the “Mackenzie Childcare Solution” project.

CARRIED

32584. MOVED by Councillor Grogan
Council Meeting Schedule Amendment
THAT Council cancels the Committee of the Whole and Regular meetings on October 24, 2022.

CARRIED

OPPOSED by Councillor Brumovsky and Councillor Wiens

Councillor Grogan removed himself to avoid a conflict of interest.

32585. MOVED by Councillor Brumovsky
MLIB AGA – Grant-in-Kind
THAT Council approves the request for in-kind use of two portable toilets for the McLeod Lake Indian Band Annual General Assembly from August 10 – 12, 2022.

CARRIED

Councillor Grogan returned to the meeting.

8. COUNCIL REPORTS

Mayor's Report

Council Reports

Councillor Wiens provided a verbal report. Councillor Brumovsky provided written report.

9. UNFINISHED BUSINESS

N/A

10. NEW BUSINESS

32586. *Signage at Mill Road* MOVED by Councillor Grogan
THAT Administration bring back a report to Council about the signage located at Mill Rd. and Highway 39.

CARRIED

32587. *Public Comment/Question Period* MOVED by Councillor Grogan
THAT Administration bring back a report to Council discussing the Public Comment/Question period rules.

CARRIED

11. BYLAWS

N/A

12. NOTICE OF MOTION

N/A

13. COMING EVENTS

Movies in the Park

John Dahl Park - 9:15 pm

August 11 - The Sandlot

August 18 - Grease

September 1 - Spider-Man No Way Home

2022 Municipal Election - Notice of Nomination

Nomination Period - August 30 - September 9, 2022

14. INQUIRIES

Mitch Mortenson, resident, in regard to the letters sent to the Province about the shortage of paramedics in Mackenzie, advised Mayor and Council that he would be putting his name forward for a position with the ambulance service.

15. ADJOURNMENT

32588. MOVED by Councillor Hipkiss
Adjournment THAT the meeting be adjourned at 8:32 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



College of
New Caledonia

August 15, 2022

Mayor and Council
District of Mackenzie

Dear Mayor Atkinson and Councillors:

The District of Mackenzie has graciously proclaimed September 24th – October 1st, 2022 as Mackenzie Seniors' Week. Throughout this week there will be a number of events that will celebrate and honour the +55 seniors in Mackenzie.

One event that is planned is a Seniors Recognition Lunch, to be held on Saturday, September 24th. We are asking for community residents to nominate seniors in Mackenzie and McLeod Lake who have made an impact or significant contribution to Mackenzie. We will be hosting a luncheon and honouring all the nominees, where we plan to present a Certificate of Appreciation to each person.

We are not putting a limit on the number of seniors we recognize. We want to include everyone that has had their name put forward. For this reason, we have not set the venue location for the luncheon until after the deadline for submission, September 2nd. All the nominees will be invited to the lunch along with Mayor and Council.

Our request is for the following:

- That the District of Mackenzie provide a "Certificate of Appreciation" and have Mayor Atkinson sign them, and
- That the District of Mackenzie provide a Mackenzie pin for each of the recipients.

Attached is a copy of the Nominate a Senior advertisement and a copy of the nomination form.

Thank you for your consideration.

Sincerely,

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

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



College of
New Caledonia



NOMINATE a senior (+55) in Mackenzie/McLeod Lake who you feel has made a significant contribution or impact to the community!! They will be recognized and honoured at the SENIOR'S RECOGNITION LUNCHEON happening during MACKENZIE SENIOR'S WEEK – SEPTEMBER 24 – OCTOBER 1, 2022

Did you know that 35% of Mackenzie's population is 55+?

Do you know a SENIOR that has made an impact or a significant contribution to the community of Mackenzie?

If so, we want to hear from you ... nominate a SENIOR for recognition during Mackenzie Senior's Week.

Nomination forms are available at the following locations:

- *College of New Caledonia Front Office*
- *WorkBC Office*
- *Mackenzie Autumn Lodge Society*
- *Mackenzie Recreation Centre*
- *Mackenzie Public Library*
- *Mackenzie Counselling*

CELEBRATE A SENIOR

Nominations are due by September 2, 2022

Submit your nominations to mcmeekenr1@cnc.bc.ca or drop off at the CNC front desk.



College of
New Caledonia



CELEBRATE A SENIOR

Please complete this form to nominate a SENIOR recognizing their contribution/impact they have had on the community!

Submissions must be received by: September 2, 2022
Submit your nomination to: mcmeekenr1@cnc.bc.ca OR
drop off completed form to CNC front desk.

Date: _____

Nominator's name _____ Phone # _____

Email Address: _____ (this information will not be shared with the public or recipient)

It gives me great pleasure to nominate _____

Nominees Contact Information:

Phone: _____ Email: _____

Reason(s) for nomination:

Thank you for taking the time to recognize a SENIOR community member that makes a difference!

From: [Leigh Abra](#)
To: [Leigh Abra](#)
Subject: Please Help Support our Continued Operation of BC Bus North
Date: Wednesday, August 17, 2022 11:37:47 AM
Attachments: [Sample Letter of Support for Diversified Transportation BC Bus North.docx](#)

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

Good Afternoon,

As you may know, Diversified Transportation has been operating BC Bus North since its inception in 2018. Diversified is committed to continuing the service to support the travel needs of residents and visitors in Northern BC, and as such, has two requests for you as stakeholders and partners with an interest in supporting the same. We are currently in the process of developing a proposal for our continued operation of the service, and the following support would help us in that endeavor.

1. We have developed a public survey to surface insights related to transportation in order to optimize our services to meet public need. We ask that you share this survey with your network so that we can get as many results as possible. It should only take a few minutes and participants can be entered to win a \$100 Amazon Gift Card.

The survey link can be found on our website or directly, here:

<https://www.surveymonkey.com/r/bcbussurvey>

2. We are also asking for your support of Diversified's continued operation of BC Bus North. We believe that our experience in managing and operating the route for the past several years, positions us as the best fit to continue to do so, and your partnership and support would help us to ensure that becomes a reality. You will find attached a sample letter to use as a template to sign or edit and sign and send back to me on your letterhead, if possible. Please feel free to submit your own letter as well. Please also pass this on to any other group or organization in your community that has a vested interest in seeing Diversified continue this important service. **Please try to send us your letter of support by next Tuesday, August 23rd.**

To learn more about Diversified Transportation and parent company, Pacific Western Group of Companies, please visit us [here](#). To learn more about the current operation of BC Bus North, please visit us [here](#).

Thank you so much for your consideration and please do not hesitate to reach out for any questions or comments,

Leigh Abra
Communications + Marketing Manager
BC Bus North

Draft Letter of Support Diversified Transportation Ltd as BC Bus North

Attention Northern Development Initiative Trust,

On behalf of (Company/Organization Name), we are writing in support of Diversified Transportation Ltd.'s continued operation of BC Bus North. We believe that Diversified Transportation Ltd.'s experience in operating the service since 2018 positions them as uniquely qualified to provide the management and operation of the inter-city passenger transportation service to our community for the coming years.

We are confident that Diversified has and will continue their demonstrated efforts in:

- Operating as a safe, efficient, reliable, and customer-service-oriented passenger service
- Forming partnerships with Indigenous communities, businesses, industry, local government, other service providers and/or non-profit societies
- Providing their services at a reasonable cost, by considering the affordability of inter-city passenger transportation services within the region
- Supporting our community's need for access to medical, employment, educational, social, and tourism opportunities by promoting the service through partnerships and marketing efforts
- Providing a positive customer experience using clean and well-maintained vehicles
- Providing inclusive ridership opportunities for youth, seniors, and persons with disabilities
- Optimizing route efficiencies and coordination of passenger connectivity to other service providers, where applicable

We believe Diversified has the experience and established operations that supports our community's needs. Our support will be clearly demonstrated by our commitment to helping to spread the word to our community members, partners, and visitors.

Please do not hesitate to reach out directly for further discussion regarding our support of Diversified as the best option to ensure BC Bus North is a sustainable operation in Northern BC far into the future.

Sincerely,

XXXX

**Request for Letter of Support:
Development of Integrated Booking Software for Passenger Travel in Northern B.C.**

Northern Development is looking for written support from local governments, First Nations and transportation operators in Northern B.C. to develop an integrated booking platform for passenger transportation in the region, a first of its kind technology in Canada that would allow passengers to find information and book their transportation needs with ease and reliability.

Northern B.C. does not have an integrated booking system for passenger travel, which means that residents need to act as their own travel agents when they want to travel between multiple communities using bus services, resulting in confusion, frustration and decreased use of the existing services.

The Trust's mandate is to grow the economy in Northern B.C. and make it an attractive place to live and work. Northern Development sees this lack of technology as a key economic barrier for people movement in the region, making it more difficult for residents to locate to or continue to live in small, isolated communities.

The Trust is looking to joint fund an application for 'The Connected Network' which uses an existing European technology software to integrate all inter-city passenger transportation services throughout the region. It consists of an app that can be downloaded and used on any smartphone as well as a website, call centre support and public information campaign. The service would be financially sustainable once up and running but needs funding for startup implementation.

Northern Development is advocating that the Ministry of Transportation and Infrastructure commit to co-funding this innovative project with the Trust – and we're asking you to write a letter of support to us for this initiative that we can include alongside our proposal to the Ministry.

Attached we have provided a letter template that you can customize with your own letterhead and signatures if you're supportive of our request. We ask that you send the letter back by September 15th to include alongside our proposal.

Northern Development Initiative Trust
August 12, 2022

YOUR LETTERHEAD HERE

Hon. Rob Fleming
Minister of Transportation and Infrastructure
Room 124 Parliament Buildings
Victoria, BC V8V 1X4

DATE, 2022

Attn: Ministry of Transportation and Infrastructure,

Please accept our letter of support for Northern Development Initiative Trust's (NDIT) request to have the Ministry of Transportation and Infrastructure (MOTI) co-fund an integrated booking platform for passenger transportation in Northern B.C.

Currently, Northern B.C. does not have a comprehensive booking system which means residents must act as their own travel agents in order to journey between multiple communities using bus services, resulting in confusion, frustration and decreased use of transportation services that are available.

The implementation of a top-rated system, "The Connected Network" will allow passengers to find information and book their transportation needs with ease and reliability online. The system will grant users the opportunity to travel comfortably and without worry.

We support NDIT and this innovative project. Efficient and reliable transportation service is vital to economic growth in Northern B.C. and the Connected Network is the key to providing that service.

Should you require further clarification from us please don't hesitate to contact me.

Sincerely,

Signature

Name

Position

Organization

Address

Phone number

Email address

From: Carleen Paltzat <carleenpaltzat@gmail.com>

Sent: August 2, 2022 9:08 PM

To: Terry Gilmer <terry@districtofmackenzie.ca>; Diane Smith <diane@districtofmackenzie.ca>; Emily Kaehn <ekaehn@districtofmackenzie.ca>; Joan Atkinson <joan@districtofmackenzie.ca>; Andy Barnes <andy@districtofmackenzie.ca>; Viktor Brumovsky <viktor@districtofmackenzie.ca>; Peter Grogan <peter@districtofmackenzie.ca>; Raye McMeeken <Raye@districtofmackenzie.ca>; Amber Hipkiss <amber@districtofmackenzie.ca>; Jim Wiens <jim@districtofmackenzie.ca>

Subject: Ernie Bodin Centre

Dear District of Mackenzie staff, Mayor Atkinson, and Council:

Mackenzie residents are aware that, on July 25, 2022, council voted 4-2 in favour of decommissioning and demolishing the Ernie Bodin Centre within two years, leaving the current tenants without enough funds, time nor resources to relocate.

To quote the council meeting agenda, *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.*

The District of Mackenzie has set an unreasonable deadline for these not-for-profit tenants who strongly benefit residents, some of whom spoke up prior to the motion. Now, we, Mackenzie residents, your voters, would like to see an addition to your next Council Meeting Agenda that includes a deadline set prior to the upcoming election, for you to complete, and publicly share, the promised Transition Master Plan.

All tenants who attended the "Vision & Needs Workshop" were told that there was no plan in place and promised that they would have the opportunity to work collaboratively to build a plan with the district. But this was not the case.

Thank you in advance for following through on this Transition Plan; we look forward to seeing these groups' appropriately supported in the immediate future.

Sincerely,
Carleen Paltzat

To Mayor and Council

August 16, 2022

Regarding Ernie Bodine Center

This building may be a collection of trailers but it is a “unique to Mackenzie” historical building.

People were born there, died there, and lives were saved there in a time when our taxes afforded surgeries locally.

The fate of this building falls on the residents of this town. It is not the place of a Mayor and council to decide what to do with this towns history and fledgling culture. This unique building belongs to everyone.

The fact sheet describes that the cost of retrofitting the Ernie Bodine Center is about the same cost as constructing a new building.

I demand that mayor and council rescind this order to demolish this historical building and hold a referendum that is exclusively open to the residents of Mackenzie to make. A vote of self determination that will decide if Mackenzie will either;

- recognize and invest in retrofitting the Ernie Bodine Center as a heritage building,
- or invest in a new building that will be built before the Ernie Bodine Center is demolished.

Nearly everyone I have spoken to are in favor of retrofitting the Ernie Bodine Center. I have several pages of nominations from people just in my neighborhood that are against tearing down the Ernie Bodine Center.

Thank you

Mitch Mortensen

mitch.mortensen@live.ca

250 988 1325



LEGISLATIVE ASSEMBLY
of BRITISH COLUMBIA



August 5, 2022

By email @ neil.lilley@bcehs.ca and by surface mail

Neil Lilley
Chief Operating Officer
BC Emergency Health Services
Provincial Health Services Authority
PO Box 9600, STN Prov Govt,
Victoria, BC V8W 9P1

Dear Mr. Lilley,

Re: Mackenzie Ambulance Service

I am writing you today following up on a letter sent by Mayor Joan Atkinson on June 1st of this year. I fully support the changes Mayor Atkinson is calling for, and most importantly I think these changes are essential for the health and safety of the citizens of Mackenzie. Mackenzie is currently being underserved by BC Ambulance.

In Mayor Atkinson's letter to you, she makes a compelling point about the nature of the Mackenzie economy. Mackenzie is a resource town, we have multitudes of workers out in the bush working in the forestry industry and the mining industry every day. This sort of work has a high degree of risk for injury. To support this economy, these workers need to know there is emergency services available should accidents happen. Frankly, I think we are fortunate this has not resulted in major issues yet. We need to fix this before that happens.

Regardless of the economy, Mackenzie is in a geographically isolated area, more isolated than other communities that have switched to 24/7 coverage. Mackenzie is at minimum a 2 hour drive away from another hospital, and in the winter that can be much more. With the Mackenzie Hospital being on diversion frequently the past year, that means that 2 hour trip needs to be taken by BC Ambulance regularly. That means Mackenzie goes without Ambulance services for at minimum 4 hours a call. Making matters more desperate, the Mackenzie Hospital, when open, does not have the same abilities as other hospitals in areas that do have 24/7 service, such as deliveries. That makes these 4 hour trips a regular occurrence. With this happening so regularly, it makes the 'scheduled on-call' model being utilized now inadequate.

Mackenzie has a population of 3200+ people at the last census. Mayor Atkinson is correct that some of the other communities that have switched to the 24/7 model have a smaller population base than Mackenzie. The fact other rural communities switched to 24/7 service well Mackenzie did not does not make sense when you put all the factors together I have listed above. The high risk of Mackenzie's

Prince George:
#102, 1023 Central St. West
Prince George, BC V2M 3C9
Phone: 250-612-4194
Fax: 250-612-4191

Mackenzie
P.O. Box 2125 140 - 403 Mackenzie Blvd.
Mackenzie BC V0J 2C0
Phone: 250-997-5281
Fax: 250-997-5631

Legislative Office:
Room 201
Victoria, BC V8V 1X4
Phone: 250-356-6171
Website: mikemorrismla.ca

industry, its geographic isolation, its population size, all of these factors lead me to believe Mackenzie should have been included in the switch to 24/7 BC Ambulance coverage when other rural communities were in 2021. And if you disagree with that, I think an explanation to the citizens of Mackenzie is in order explaining why the community was not included in 2021, as to my understanding Mayor Atkinson's letter has not been responded to.

I am happy to discuss this issue in more depth with you, and my Mackenzie office is ready to assist with anything on the ground in Mackenzie you may need. I thank you for taking the time to consider my request.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Morris', is written over a light blue horizontal line. The signature is fluid and cursive.

MIKE MORRIS MLA
Prince George-Mackenzie

cc Mayor Joan Atkinson, District of Mackenzie
cc Diane Smith, Chief Administrative Officer, District of Mackenzie
cc Adrian Dix, Minister of Health, Province of BC
cc Dr. David Byres, CEO Provincial Health Services Authority
cc Dr. Leanne Heppell, Chief Ambulance Officer, BC Emergency Health Services
cc Derek Rains, Executive Director, Business Operations and Support
cc Leslie White, Director, Strategic Policy and Planning
cc Troy Clifford, Ambulance Paramedics of BC

From: Michael Howie <michael@thefurbearers.com>
Sent: Friday, August 5, 2022 8:40 AM
To: District Information <info@districtofmackenzie.ca>
Subject: re: Municipal wildlife survey

Good morning,

The Fur-Bearers is a non-partisan, charitable organization focused on protecting fur-bearing animals in Canada. Large segments of our work focus on wildlife coexistence, and education to reduce negative encounters between humans and wildlife. Please forward this email to anyone who may be interested in responding to the survey and/or works with wildlife-related issues in your municipal staff.

As part of this effort, we are reaching out to municipalities in British Columbia with a short (5-10 minute) survey regarding wildlife-related concerns. The results of this survey will inform our Living With Wildlife campaign and funding for our Humane Education & Outreach programs. Participants may remain anonymous.

The more individuals across departments in municipalities like yours who participate will increase our understanding of pressing wildlife-related issues at the local level – those that often don't receive media attention or require community-level supports.

Specifically, the survey seeks to understand, from a municipal point-of-view, which species generate the most requests for service/information, and what types of education and programs would be of assistance.

[Click here to begin the short survey](https://questionnaire.simplesurvey.com/f/s.aspx?s=bef1756a-1b1d-4479-b597-fbeeca634bc3&ds=fZ4hDpQbr2), or copy/paste this link into your preferred web browser:
<https://questionnaire.simplesurvey.com/f/s.aspx?s=bef1756a-1b1d-4479-b597-fbeeca634bc3&ds=fZ4hDpQbr2>

If you have any questions or would like to remain informed about the general results of the survey (we are not seeking to publish and this is not to be considered a scientific survey), please do not hesitate to reach out to me.

Warm regards,

Mike Howie

Michael Howie (he/him)
Director of Communications
The Fur-Bearers / Defender Radio + The Switch Podcasts
michael@thefurbearers.com
604-435-1850
[Facebook.com/FurFree](https://www.facebook.com/FurFree)
[Twitter.com/Furbearers](https://twitter.com/Furbearers)
[Instagram.com/Furbearers](https://www.instagram.com/Furbearers)
Charitable Registration #130006125RR0002

Vancouver Foundation: Recovery and Resiliency Fund



The Recovery and Resiliency Fund is a ground-breaking new fund made possible through a partnership between Government of BC, [Vancouver Foundation](#),

[United Way BC](#), and [New Relationship Trust](#) that will distribute \$34 million to charitable and non-profit organizations, of which Vancouver Foundation has contributed \$4 million. This Fund will provide flexible, three-year grants of \$50,000 and \$72,000 per year to eligible organizations that have been disproportionately impacted by the pandemic. \$5 million of the Fund will go to New Relationship Trust to grant directly to Indigenous-led organizations with annual revenues of more than \$1 million. To learn more about this funding opportunity, and to apply, visit [The Vancouver Foundation grant page](#). Applications are now open until September 30th, 2022.

For Your Information

Northern BC Climate Action network (NorthCAN)

The **Northern BC Climate Action Network (NorthCAN)** is looking to the public for members. NorthCAN brings together representatives from local government, Indigenous communities, education, health care, business and industry, and NGOs and acts as a hub for sharing knowledge and experiences, identifying opportunities to collaborate, and leveraging capacity. [Click here to join](#)

Middle Development Years – School Districts and Early Years Report

University of British Columbia, in collaboration with Human Early Learning Partnership (HELP), offers the [Middle Years Development Instrument \(MDI\)](#), a self-report questionnaire completed by children in Grades 4 through 8. It helps to understand and support children's well-being and positive development in the middle years.

Resources (toolkits, reports, websites)

The Role of Municipalities in Advancing Women's Equity in Canada - UNESCO

This report, author Dr Meghan Brooks the [role municipalities can play in advancing gender equity](#). Municipal governments are not only well placed to apply a gender lens to

city planning and decision-making but have an imperative to do so in order to adequately serve residents.

POWER WITH – Youth Engagement Handbook

Effective youth engagement also helps us build healthy and inclusive communities for the future. Learn how to effectively engage youth with the help of this [handbook](#) published by the Youth Services Bureau of Ottawa.

Events & Learning Opportunities

2022 UBC International Road Safety Symposium

Date: October 31 – November 1, 2022

The UBC Bureau of Integrated Transportation Safety and Advanced Mobility (BITSAM) and the BC Centre for Disease Control (BCCDC) invite you to take part in the [UBC International Road Safety Symposium](#). International experts will join local government and provincial experts to discuss their experience and recent research on effective solutions in the BC and Canadian context.

Creating Healthy Public Policy – Equitable Extreme Heat Planning

Date: August 17, 2022

Healthy public policy is a powerful tool government can use to meaningfully improve the lives of their constituents. [BC Healthy Communities](#) is hosting the next in this series of webinars, [Equitable Extreme Heat Planning](#). This session is a collaboration with Northern Health and other key decision makers and aims to help northern communities plan for, and respond to, the next extreme heat event in northern BC.

Funding Opportunities

Federal Local Food Infrastructure Fund

Applications begin October 1, 2022

The [FireSmart Community Funding & Supports program](#) provides funding to local governments and First Nations in BC to increase community resiliency by undertaking community based FireSmart planning and activities that reduce the community's risk from wildfire. Two webinars have been scheduled to help returning and new applicants understand the changes to the program: July 15, 2022 and October 13, 2022.

Please [register](#) in advance.

Community to Community Forum

Deadline: September 2, 2022 & December 2, 2022

The goal of a [Regional C2C Forum](#) is increased understanding and improved overall relations between First Nations and local governments. Forum events are intended to provide a time and place for dialogue to build on opportunities, support reconciliation efforts, resolve issues of common responsibility, interest or concern, and/or to advance tangible outcomes.

Government of Canada: Natural Infrastructure Fund

Deadline: Ongoing

The Government of Canada is accepting applications for new projects through the [Small Projects Stream of the Natural Infrastructure Fund \(NIF\)](#). The \$200 million NIF supports building community awareness of the value of natural infrastructure. It will bring noticeable benefits to communities across Canada by improving access to nature, providing cleaner air and water, protecting and preserving biodiversity and wildlife habitats and mitigating carbon emissions.

ChildCare BC New Spaces Fund

Deadline: When funding runs out

The [ChildCareBC New Spaces Fund](#) provides funding to create new licensed child care, helping families access, affordable, quality, and inclusive child care as a core service they can depend on, while strengthening communities throughout British Columbia.

Reaching Home – BC Rural and Remote Homelessness Strategy

Deadline: Ongoing

The [BC Rural and Remote Homelessness Strategy Funding](#) is available to communities who are not currently part of an existing Reaching Home funding program, to support projects that reduce and prevent homelessness. Eligible projects can run between April 1, 2022 and March 31, 2023.

Northern Health Stories

Extreme heat – Why it's important to know the risks

Many people think of British Columbia as having a temperate climate, meaning that during the summer months, we have milder temperatures on average. However, over the past few years, Extreme Heat Emergencies have become increasingly frequent...[continue reading](#).

Extreme heat – budget friendly ways to prepare your home

Because of climate change, Northern BC is experiencing hotter average summer temperatures and many extremely hot days. While we can't control the weather, there are steps we can take to make our homes better equipped to deal with Extreme Heat Emergencies...[continue reading](#).

How Northern Health's virtual primary and community care clinic is working with communities

Northern Health's [Virtual Primary and Community Care Clinic \(VPCCC\)](#) was created in the early days of the pandemic, when it was known as the COVID-19 Online Clinic and Information Line. It [was quickly put together](#) to ensure Northern residents could have their questions answered when it came to COVID-19 symptoms, testing, and self-isolation...[continue reading](#).

See the latest stories at stories.northernhealth.ca.

E-Brief Information

The Healthier Northern Communities [E-Brief](#) is produced by [Northern Health's regional Population and Preventive Public Health program](#).

- **To subscribe**, send a blank email to healthycommunities@northernhealth.ca with "subscribe" in the subject line.
- **To unsubscribe**, send a blank email to healthycommunities@northernhealth.ca with "unsubscribe" in the subject line.

To share information, articles or resources of interest to northern BC communities, send an email to healthycommunities@northernhealth.ca.

If you have any questions about our list and your privacy, please phone (250) 637-1615.



COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: August 15, 2022
Subject: Mill Road Signage

RECOMMENDATIONS:

THAT Council direct staff as to next steps with regard to the signage at the junction of Mill Road and Hwy 39.

BACKGROUND:

Municipal Signage Strategy - Update

In 2020, the District adopted a Municipal Signage Strategy to integrate the new branding throughout the community. The strategy recommended a phased approach to sign install based on four priority zones. A copy of the priority zones and the associated map have been attached for further information. Budgets for each priority zone of the strategy were included in the District's five-year financial plan.

In 2021, the District was able to purchase and install many of the Priority 1 and 2 signage. This included: Wayfinding signage along Hwy 39, several facility signs (i.e., EBCC, First Beach), Hwy 39/97 Junction billboard sign, Little Mac and Morfee Lakeshore Trail signage, and new street banners.

Signage production and delivery was affected by the shortage of aluminum in 2021. As a result, some of the trail signage and larger facility signs did not arrive until the fall and due to weather install was delayed until summer/fall 2022.

The banners were also delayed and were installed in Spring 2022 following the holiday lights being taken down. The condition of the existing banner poles was reassessed when the banners went up and more than anticipated will be required to be purchased in 2022 to complete the intended scope of that project. The full set of banners is expected to be installed Spring 2023.



Signs at the Junction of Hwy 39 and Mill Road

For several years, the District has been approached by business owners in the industrial site about placing signage at the junction of Mill Road and Hwy 39. The District's Sign Regulation Bylaw No. 1262, 2010 does not currently permit billboard advertising except on the property which the business exists.

The question staff receives following this explanation is why Canfor, Paper Excellence, and Conifex were allowed to install signs in this location, or could they replace the Canfor/Paper Excellence sign as they are no longer operating mills in the community.



Looking back in the District's records, staff have been unable to find why or how the above signs were approved. Additionally, the Province of BC does not have any sign permits on file even though the land the signs are located on is crown tenure and are within the Ministry of Transportation and Infrastructure highway right-of-way.

Replacement Signage

This location was identified in the Municipal Signage Strategy for a Priority 1 “gateway” sign. The proposed concept from the strategy is shown below:



If the current signage is to be removed, it is staff’s recommendation to follow the Municipal Signage Strategy and proceed with installing District-owned gateway signage at this location – either using the proposed concept above, which would reuse the poles that are already on site, or by designing an alternative welcome/gateway sign inclusive of landscaping.

Staff have already discussed the permitting requirements for the area with the Province of BC. Whether Council approves moving forward with a new sign or would like to retain the current signage, staff will be moving forward to appropriate paperwork and permitting for the location.

Solutions for Industrial Business Advertising

Removal and replacement of the signage at the corner of Mill Road and Highway 39 would alleviate some of the concerns expressed by industrial site businesses, however, it would not solve the problem for those looking to advertise in this area. Staff have identified a short-term and longer-term solution, however, are open to further suggestions to explore.

Short-Term

Amend Sign Regulation Bylaw No. 1262, 2010

In the short-term, an amendment to the Sign Regulation Bylaw No. 1262, 2010 could be made to allow billboard/directional signage along Mill Road or Highway 39, where it is currently restricted. It would be staff’s recommendation that if Council wished to proceed with any amendments, that the amendment align with the Municipal Signage Strategy and District’s branding.

A suggestion that has been put forward would be to amend the bylaw to allow billboards outside a buffer zone around the Junction of Hwy 39 and Mill Road. This would preserve the area as a natural and welcoming “gateway” to the community, while still allowing industrial businesses to market their services.

It would be recommended to still restrict billboards inside the townsite, but allow them along Hwy 39 heading south and along Mill Rd. A map of the proposed buffer areas has been attached to this report for further information.

Long-Term

New Pull-Out & Advertising Sign along Mill Road

In conversation with the Mackenzie Chamber of Commerce as well as business operators in the industrial site, a solution being proposed is the development of a large truck pull-out along Mill Road across from the Mackenzie Alpine Riders stables with a similar sign and map to that at the Junction of Hwy 39 and 97. The planning and discussions for this project are in their early stages, but the proposal includes:

- a large enough pull out for two logging trucks
- installation of a large map/advertising sign
- an outhouse, picnic table, garbage bin, and a bench.

If Council would like staff to explore this option further, staff would recommend working with the Chamber on a full design, budget estimate, and maintenance plan for Council to consider. A design will be required to acquire permitting from the Province for land in the area as well as for any grant funding opportunities.

BUDGETARY IMPACT:

No budget impact for this request.

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,

A handwritten signature in blue ink that reads "Emily Kaehn".

Emily Kaehn
Director of Corporate Services

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

Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: August 15, 2022
Subject: Public Comment and Questions

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

At the August 8, 2022 Regular Council meeting, Council requested administration to bring back a report regarding the Public Comment and Question period to look at the current rules in place and to open the discussion if Council wishes to make changes. The current rules are found in Council Procedure Bylaw No. 1470 as follows:

Order of Proceedings and Business

18. (1)(e) Public Comment and Questions;
- (i) Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.
 - (ii) Written submissions in response to the published agenda of an upcoming meeting, whereby the author will not be present at the meeting either in-person or by electronic communication, must be received by the Corporate Officer, or designate, by 4:30 pm on the date of the Council meeting. The Corporate Officer will present these submissions to Council for the record during this portion of the agenda.

Public Comment and Questions Inquiries Rules and Procedures

19. (1) The following rules and procedures apply during both the "Public Comment and Questions" as well as "Inquiries" portions of the regular meetings of Council, unless otherwise stated:

- (a) When recognized by the presiding member, and only after giving their name and address for the record, persons from the audience may address Council on a matter related to the agenda;
- (b) When speaking during the "Public Comment and Questions" and "Inquiries" segments of the agenda, a person must:
 - i. Address their remarks to the presiding member;
 - ii. Use respectful language;
 - iii. Not use offensive gestures or signs; and
 - iv. Only address current agenda items
- (c) The "Public Comment and Questions" section shall be limited to twenty (20) minutes, unless extended by way of a resolution adopted by a unanimous vote of the Council members present;
- (d) The Mayor may determine, at his or her discretion, when to conclude the "Inquiries" portion of a meeting;
- (e) Each address must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present;
- (f) At the discretion of Council, audience members may address Council more than once, but only after all other audience members who wish to speak have had their opportunity;

A summary of questions asked, and input received, including the name of the individual, will be included in the recorded minutes.

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

- 20. (1) Council must not permit a member of the audience during "Public Comment and Questions," "Inquiries," or as a "Petition and Delegation" to address Council regarding:
 - (a) A bylaw in respect of which a public hearing has been scheduled or held, where the public hearing is required under an enactment as a pre-requisite to the adoption of the bylaw;
 - (b) Matters on which the District has commenced prosecution and on which judgment has not been rendered;

- (c) Matters relating to a claim or potential claim against the District, against a member of Council, or against an officer or employee of the District;
- (d) Business license hearings conducted in accordance with Part 20 of the Local Government Act;
- (e) Reconsideration of remedial action requirement hearing under section 78 of the *Community Charter*;
- (f) A dispute between third parties not falling within the jurisdiction of Council;
- (g) The promotion of commercial products or services, or services for the District;
- (h) Publicly tendered contracts or proposal calls for the provision of goods or services for the District between the time that such contract or proposal call has been authorized and the time such contract or proposal call has been awarded, either by Council or District staff.

NEXT STEPS:

Staff welcome feedback and direction from Council on the current rules. If changes are desired, staff will bring a bylaw amendment for Council's consideration at an upcoming meeting.

If Council chooses to leave the rules as they are, Administration recommends that we post a summary of the rules and regulations on the screen and in Council Chambers during the Public Comment and Inquiry Section for members of the public and Council to view.

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,

A handwritten signature in cursive script that reads "Chelsea Smirle".

Chelsea Smirle
Legislative Clerk/Executive Assistant

A handwritten signature in cursive script that reads "Diane Smith".

Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council

From: Finance

Date: August 17, 2022

Subject: Policy 1.24 Privacy Policy

RECOMMENDATION:

THAT Council adopts Privacy Policy 1.24.

BACKGROUND:

The District of Mackenzie is currently part of the Information Sharing Agreement (ISA) Program with Insurance Corporation of British Columbia (ICBC). The ISA Program allows recipients certain personal information held by ICBC in order to investigate and enforce municipal bylaw violations and collect fines and other amounts owing to Recipient as a result of such violations.

In 2021, during the annual agreement renewal, the District of Mackenzie was selected for assessment under ICBC's Compliance Monitoring Program. The purpose of the audit was to confirm our access, collection, use, disclosure and disposal of ICBC Personal Information is in accordance with British Columbia's Freedom of Information and Protection of Privacy Act (FIPPA) and the terms of the ISA with ICBC. During the audit it was discovered that even though the District of Mackenzie followed effective privacy practices, a privacy policy has not been established which is a requirement of participating in the Program. The attached privacy policy has been reviewed and approved by ICBC.

COUNCIL PRIORITY:

Good Governance and Finances

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



Respectfully Submitted,

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

Kerri Borne
Chief Financial Officer

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

Approved for Submission to Council

1.24: PRIVACY POLICY

Established by Council on August XX, 2022 – Resolution No. XXXXX

PURPOSE

The purpose of this Policy is to ensure personal information collected from the Insurance Corporation of British Columbia (ICBC) by Bylaw staff is only obtained:

- in accordance with the Information Sharing Agreement between the District of Mackenzie and ICBC (the "Agreement");
- as necessary for completing assigned tasks;
- with appropriate care and discretion;
- and is destroyed in accordance with Records Retention and Disposal Bylaw No. 1325, 2014.

This policy has been developed in accordance with British Columbia's *Freedom of Information and Protection of Privacy Act* ("FOIPPA"), which sets out rules for how public bodies can collect, use and disclose personal information. Personal information is defined as recorded information about an identifiable individual other than business contact information. Personal information includes licensing information or registration numbers for vehicles.

TYPES OF PERSONAL INFORMATION COLLECTED

Staff may collect the following information from ICBC using vehicle license plates:

- a) Licensing information (plate, registration number, relevant dates);
- b) Current vehicle description (VIN, year, make, model, color, body style);
- c) Registered owner information (name and address).

The District of Mackenzie may only use the personal information disclosed to it by ICBC pursuant to the Agreement for the purposes set out below:

- a) Collecting a debt or fine owing to the municipality;
- b) To assist in specific investigation of a municipal bylaw violation, undertaken with a view to a law enforcement proceeding, or from which a law enforcement proceeding is likely to result;
- c) Enforcing parking violations once a violation ticket has been issued.

USE OF PERSONAL INFORMATION

In practice, license plate information is collected if a vehicle is found to be in contravention of a District of Mackenzie bylaw. Plate information is used to obtain the vehicle owner's contact information from ICBC in accordance with the Agreement so they may be contacted by the District of Mackenzie.

Staff may only collect and use personal information as necessary to fulfill their duties as outlined under "Types of Personal Information Collected" above. This information will not be collected or used for any other reason unless consent has been obtained from the impacted individual in accordance with FOIPPA.

The District of Mackenzie will not use the personal information to develop or maintain a database of vehicle records for future reference.

DISCLOSURE OF PERSONAL INFORMATION

Personal information collected by staff will only be disclosed to those staff whose duties require such access, the Director of Operations and Bylaw Enforcement Officer(s) for the purposes of issuing/following up on tickets, and the collector for the purpose of collecting outstanding fines. Personal information collected pursuant to the Agreement will not be disclosed to individuals, the public, or agencies external to the District of Mackenzie unless:

- a) The impacted individual consents to this disclosure in accordance with FOIPPA;
- b) The disclosure is authorized by FOIPPA; or
- c) As authorized or required by law.

SECURITY OF PERSONAL INFORMATION

In accordance with FOIPPA, the District of Mackenzie will make reasonable security arrangements to protect personal information under its custody and control against risks such as unauthorized access, collection, use, disclosure or disposal. Examples of current security arrangements employed by the District of Mackenzie include:

- a) All physical documentation containing personal information for active files is retained in a secure (locked) filing cabinet;
- b) Personal information in electronic format is retained within a program that only authorized employees and the Bylaw Enforcement Officer(s) can access;
- c) Information collected for billing or payment purposes will be retained within Corporate Central Files and be destroyed in accordance with District of Mackenzie's Records Retention and Disposal Bylaw No. 1325, 2014;
- d) Personal information collected pursuant to the Agreement will not be stored, disclosed or accessible outside Canada, and
- e) An employee, officer, or Director of the District of Mackenzie, who knows there has been an unauthorized disclosure of personal information that is in the custody or under the control of the District of Mackenzie, must immediately notify the head of Freedom of Information.

RETENTION AND DISPOSAL

In accordance with Records Retention and Disposal Bylaw No. 1325, 2014, receipts and related information are retained for seven years. Upon completion of the retention period, the documentation and information will be destroyed.

In accordance with the Agreement with ICBC, personal information collected pursuant to the Agreement will be retained for at least three years following the release of the personal information to which the record relates.

CORRECTION OF PERSONAL INFORMATION

Information collected by the Bylaw Enforcement Officer(s) may be corrected either upon written request of the individual or through updated ICBC records. Should the individual request an update directly, the Bylaw Enforcement Officer(s) will verify the information with ICBC before making any changes.

PRIVACY COMPLAINTS

Should an individual lodge a complaint regarding a breach of their privacy with respect to the District of Mackenzie's collection of personal information pursuant to the Agreement, staff will work with the complainant to try to resolve the issue. Staff will respond to complaints in a timely manner and if a complaint cannot be resolved, the District of Mackenzie will refer the complainant to ICBC or the Office of the Information and Privacy Commissioner of British Columbia (OIPC).

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: August 15, 2022
Subject: Lot 10 Disposition

RECOMMENDATION:

THAT Council approves in principle, gifting LOT 10 DISTRICT LOT 12479 CARIBOO DISTRICT PLAN EPP35189 to the Omineca Growers Society;

AND THAT Council directs administration to draft the sale agreements and associated covenant for Council's consideration prior to execution.

BACKGROUND:

Section 6 of Delegation Bylaw No. 1332, delegates to the Corporate Officer the power to dispose of the lands held by the District known as the "Airport Subdivision". The District has received a request to take ownership of Lot 10.

Legal Description

LOT 10 DISTRICT LOT 12479 CARIBOO DISTRICT PLAN EPP35189

Area (Ac)

5.505

Zoning Designation(s)

M1 - Light Industrial

Special Considerations

This property has been reserved for agricultural purposes.



Request for Land

The District has been approached by the Omineca Growers Society, a local organization interested in constructing commercial scale greenhouses on Lot 10 to grow vegetables, utilizing waste heat from the Iris Energy property next door. They have been working with Iris Energy since 2021 on a design and are at a stage now where they wish to make a formal offer for the property. Their proposed use would align with the zoning requirements for this property.

Policy Alignment

Diversifying and developing the local economy is a high priority of Council and the community. The proposed use of Lot 10 would encourage a local food economy, furthering this goal, as well as support the District's objectives to create a sustainable local food sector providing healthy foods and increasing the resilience of the community. These goals were adopted from the Official Community Plan, Economic Development Strategy (2021) and 2021 – 2025 Council Strategic Priorities.

Sale or Gift the Land

Council would not typically be required to approve lot sales, unless the standard sale documents included in the Delegation Bylaw were substantially changed or there was an option to gift the land.

Lot 10 is currently listed at \$140,000. As the Omineca Growers Society is a non-profit society and their proposed operations support the agricultural and food security priorities of the District. Council may choose to gift the land to the society.

In the *Community Charter*, disposing of property below market value or gifting is a form of assistance. A local government may provide assistance to non-profit organizations and can dispose of land below market value to them with appropriate notice to the public. A local government that wishes to dispose of property below market value must provide a notice of its intention to grant assistance, as required by either Section 24 of the *Community Charter* or Section 272 of the *Local Government Act*. This may be combined with the notice of disposition, and the notice must clearly state that it provides for both disposition and assistance.

Next Steps

If Council wishes to gift or sell the land to the Omineca Growers Society, staff would begin negotiations and preparations of the sale agreements.

If the sale/gift is approved, the notices will go out immediately and transfer to take place once the payment and/or *Community Charter* requirements are met.

BUDGETARY IMPACT:

If the property is sold, the District would receive \$140,000 in revenue. This funding would be held in reserve and is intended for subdivision improvements over the long-term. If the property is gifted, there would be no sales revenue.

Currently, the District does not receive any property tax revenue from the lot. If the lot is sold or gifted, the District would see additional tax revenue in 2023.

COUNCIL PRIORITIES:

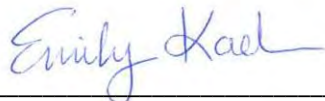
Community and Social Development

- 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.

Economic Vitality

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

Respectfully Submitted,



Emily Kaehn
Director of Corporate Services



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: August 22, 2022
Subject: Resolution of Support – Tourism Guide

RECOMMENDATION:

Recommendation #1

THAT Council supports the District of Mackenzie’s application to Northern Development Initiative Trust’s Community Development Marketing Initiatives for the “Tourism Guide” project.

Recommendation #2

THAT Council supports the District of Mackenzie’s application to South Peace Mackenzie Trust for the “Tourism Guide” project.

BACKGROUND:

Mayor and Council have established a comprehensive list of strategic priorities to guide economic development in the community and are committed to integrating a sustainable diversified economic development approach for the District. It was identified that a tourism strategic plan would play an integral role in reaching a more diversified and sustainable economy in Mackenzie.

As of August 9, 2021 the District of Mackenzie – 5 Year Tourism Plan went before Council and was accepted. The plan seeks to leverage the District of Mackenzie’s abundant natural, developed and created assets into products and experiences directly for local tourism businesses and operators and indirectly across the community’s unique and local businesses.

Progressively, the District of Mackenzie – 5 Year Tourism Plan lays out initiatives, resources, and timelines across the following 9 strategies.

- Create a new exciting Tourism District in downtown Mackenzie,
- Create an ‘Iconic Gateway’ at highway 39/97 intersection,
- Define a visitor experience that is compelling and easy to access,
- Create Product Partnerships,

- Develop Traditional Tourism Industry Product Opportunities,
- Develop clear, concise brand story and marketing platform,
- Engage the Partners,
- Engage the Region,
- Engage the Community,

A new tourism guide that includes trail maps /brochures, and an online web map, will have the ability to assist the District of Mackenzie in communicating our brand story and help in destination marketing. The tourism guide content could be used in various approaches, such as print, online, website, and social media advertising. The District of Mackenzie – 5 Year Tourism Plan included the outcome that “Mackenzie will be marketed in a consistent manner that is both easy for consumers to understand, and for partners to align behind”. Without an updated tourism guide, and online content, there is no consistency.

The current Tourism “Experience” Guide is approximately six years old. Since its creation the District of Mackenzie has completed a branding initiative in 2017, therefore the current guide does not include our new logo and branding. Mackenzie has also developed a large network of walking and biking trails, which are also missing from the guide. Along with the missing information and branding, the document also does not include our most recent imagery. A new tourism guide and online content would be able to utilize our most recent collection of Destination BC approved imagery and videos that we have acquired in the last couple of years.

Aligned with our Mackenzie 2.0 Community Economic Development Strategy, our tourism guide is utilized by not only the District, but also by the Chamber of Commerce at their Mackenzie office and the Visitor Centre Caboose. The Chamber of Commerce sends our guides to Visitor Information Centres throughout BC, hands them out to visitors, and to those considering moving to Mackenzie. The Chamber of Commerce advised they have distributed 612 copies of the tourism guide in 2022, plus an additional 65 copies sent out as part of a relocation package. The tourism guide has also been used by local companies looking for information on Mackenzie to share to prospective employees.

Next Steps

Staff are recommending applying for funding from the Northern Development Initiative Trust’s Marketing Initiatives Program and the South Peace Mackenzie Trust towards the design and development of the District of Mackenzie Tourism Guide, mapping, and online content.

Northern Development Initiative Trust-Community Development Marketing Initiatives

The Marketing Initiative program provides funding to support new marketing campaigns or projects that position a community or region to take advantage of opportunities that support economic vitality and diversification. The program provides up to \$20,000 to a maximum of 50% of the project budget. The deadline to apply for the next quarterly intake is October 31, 2022.

South Peace Mackenzie Trust

The South Peace Mackenzie Trust provides financial assistance to help create new income earning positions in the South Peace/Mackenzie area. The Trust requires that the applicant provide at least \$1 in matching fund for every \$3 granted by the South Peace Mackenzie Trust for the first \$50,000 in a project. The Trust will operate on a continuous intake basis.

BUDGETARY IMPACT:

If successful in both applications, the estimated budget of \$20,000.00 would be 80% funded by grants. The funding and District of Mackenzie contribution for this project would be allocated from the 2023 General Operating Budget for Corporate Services.

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.

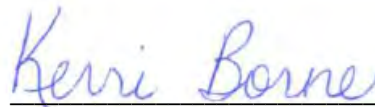
Economic Vitality

- 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.

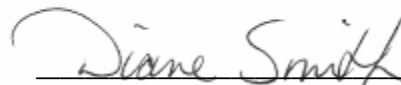
Respectfully Submitted,



Rachelle Dumoulin
Economic Development Clerk



Kerri Borne
Chief Financial Officer



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Fire Department
Date: August 15, 2022
Subject: Construction Update – New 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 labour and materials. The new estimated substantial completion is September 30, 2022.

The District will take occupancy the first week of October, and the old fire hall will come down following occupancy. Final landscaping and paving will be pushed back to May 2023.

Strides that have been made since the last update include further construction on the exterior building envelope, including siding and windows. Interior work has also developed including drywall and painting work.

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 black ink that reads "Diane Smith".

Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Administration
Date: August 12, 2022
Subject: Fire Departments Equipment and Training UBCM Grant

RECOMMENDATION:

THAT Council approves the application to the UBCM Community Emergency Preparedness Fund for \$25,000 towards Fire Department equipment;

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

BACKGROUND:

The intent of this funding stream is to build the resiliency of volunteer and composite fire departments through the purchase of new or replacement equipment and to facilitate the delivery of training. Ongoing operational costs and the purchase of major fire apparatus are not eligible.

The Mackenzie Fire Department intends to use the funding to purchase a new structural protection firefighting fire hose for the Sprinkler Protection Trailers.

COUNCIL PRIORITY:

Good Governance

- Provide services that support our quality of life, protect our health and safety, and promote economic and the social well-being of our community.

Respectfully Submitted,



Jamie Guise
Fire Chief



Approved for Submission to Council

COUNCIL REPORT

To: Mayor and Council
From: Finance
Date: August 15, 2022
Subject: Revitalization Tax Exemption Bylaw Amendment

RECOMMENDATION:

THAT Council receives this report for information.

BACKGROUND:

The District of Mackenzie strives to attract new businesses, help existing businesses expand and encourage development, which includes removing impediments to private sector investment and development.

Since the implementation of District of Mackenzie Revitalization Tax Exemption Bylaw 1353, 2016, it has come to staff's attention there is a barrier to participation in the program based on the current eligibility requirements. To date, there have only been two businesses that have participated in the program, but unfortunately were not eligible for the exemption as the non-market change assessed value for the properties were under the required \$500,000 even though their construction permit values were over \$500,000. Due to the constrictive eligibility, staff are recommending amending the bylaw eligibility non-market change value to increase program participation. An increase in program participation will in turn contribute to economic growth in Mackenzie.

The suggested change to the eligibility section is highlighted below:

Section 5(b): The Construction consists of Construction of a new Building or Construction to an existing Building that results in a Non-Market Change to the Lot of at least ~~\$500,000~~ \$150,000;

As the market value for Mackenzie is fairly static, and doesn't increase at a high rate, the proposed change will allow more opportunity for eligible businesses to participate in the program. With the suggested change, both of the businesses that applied would have been eligible for the Revitalization Tax Exemption.

The exemption value is only for municipal taxes and does not include collection from other government agencies such as School, Police, Regional District, Regional Hospital, Municipal Finance Authority, and the British Columbia Assessment Authority.

As an example, using the 2022 Class 6, Business and Other, tax rate a \$150,000 non-market change assessed value increase would equal to a \$1,299 municipal tax exemption.

SUPPORTING POLICY:

The proposed amendment is supported by the Mackenzie 2.0 Community Economic Development Strategy vision and action to target and incentivize industrial development in emerging sectors and secondary industries, promoting Mackenzie's energy and land availability.

NEXT STEPS:

To bring the new changes into effect, the following must be considered by Council:

- Give first three readings of bylaw
- Notice of changes to the bylaw distributed by public notice and posted on District of Mackenzie website prior to adoption of the bylaw
- Adoption of bylaw

Corporate Services would advertise the program with a Public Notice distributed in the community mailboxes as well as posted on the District of Mackenzie website and Facebook page. Corporate Services will also create and distribute a one-page informational handout to local businesses. The amended bylaw with proposed changes is included in the Bylaw Section of this agenda for Council's consideration.

BUDGETARY IMPACT:

Budgetary impact will be unknown until the first and subsequent years assessment values are provided by BC Assessment. An annual report will be brought forward to Council for information on any Revitalization Tax Exemption values for that fiscal year.

COUNCIL PRIORITY:

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,

Kerri Borne

Kerri Borne
Chief Financial Officer

Diane Smith

Approved for Submission to Council

DISTRICT OF MACKENZIE

BYLAW NO. 1353

A bylaw to provide a Revitalization Tax Exemption Program
for eligible construction within the District

WHEREAS the Council of the District of Mackenzie strives to attract new businesses, help existing business expand and encourage development;

AND WHEREAS the District’s efforts include revamping the District’s regime of taxes, fees, and charges, removing impediments to private sector investment and development;

AND WHEREAS section 226 of the *Community Charter* allows the District to enact a Revitalization Tax Exemption bylaw after notice of the proposed bylaw has been given in accordance with section 227 of the *Community Charter*;

AND WHEREAS the District’s municipal council has considered this Bylaw in conjunction with the objectives and policies set out under section 165 (3.1) (c) [use of permissive tax exemptions] in the District’s financial plan.

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

CITATION

1. This Bylaw shall be cited as the “DISTRICT OF MACKENZIE REVITALIZATION TAX EXEMPTION BYLAW NO. 1353, 2016”.

DEFINITIONS:

2. In this Bylaw:
 - (a) “**Agreement**” means an agreement between the Owner of a Lot and the District that contains the terms and conditions governing the provision of the Revitalization Tax Exemption under this Bylaw in the form approved by the District Official and as provided in section 226(7) of the *Community Charter*;
 - (b) “**Application**” means an application for a Revitalization Tax Exemption under this Bylaw in the form attached as Schedule A to this Bylaw;
 - (c) “**Base Year**” means the year of the issuance of a Certificate;
 - (d) “**Building**” means a building, structure or improvement in an Eligible Class in the District that is intended for habitation, occupation or use by persons for which a Building Permit was issued and that is authorized by the District’s bylaws;

- (e) “**Building Permit**” means a building permit or development permit issued by the District as required and in accordance with all applicable District bylaws for any Construction;
- (f) “**Business and Other**” means the Class 6 – Business and Other property class prescribed in the *Assessment Act*, RSBC 1996, c. 20 and the *Prescribed Classes of Property Regulation*, B.C. Reg. 438/81, as amended or re-enacted from time to time;
- (g) “**Bylaw**” means this Bylaw and any amendments to it;
- (h) “**Certificate**” means a Revitalization Tax Exemption Certificate as set out in Schedule B attached hereto and forming part of this Bylaw;
- (i) “**Community Charter**” means the *Community Charter*, SBC 2003, c. 26 as amended or reenacted from time to time;
- (j) “**Construction**” means construction of a new Building or renovation or improvement of an existing Building in accordance with a Building Permit;
- (k) “**District**” means the District of Mackenzie or the area within the boundaries of the District of Mackenzie as the context requires;
- (l) “**District Official**” means the District’s Chief Financial Officer or their designate or another person designated by the District’s municipal council;
- (m) “**Eligible Class**” means any of Utility, Major Industry, Light Industry or Business and Other;
- (n) “**Exemption**” means the Revitalization Tax Exemption provided under this Bylaw;
- (o) “**Light Industry**” means the Class 5 - Light Industry property class prescribed in the *Assessment Act*, RSBC 1996, c. 20 and the *Prescribed Classes of Property Regulation*, B.C. Reg. 438/81, as amended or re-enacted from time to time;
- (p) “**Lot**” means the land and improvements in a block, lot or other area in the District in which land is held or into which land is subdivided but does not include a highway;
- (q) “**Major Industry**” means the Class 4 - Major Industry property class prescribed in the *Assessment Act*, RSBC 1996, c. 20 and the *Prescribed Classes of Property Regulation*, B.C. Reg. 438/81, as amended or re-enacted from time to time;
- (r) “**Municipal Property Tax**” means property value taxes imposed on land and improvements by the District under section 197(1)(a) of the *Community Charter*;
- (s) “**Non-Market Change**” means the change to the assessed value of a Lot that is not due to real estate market fluctuations or conditions, from the time immediately before issuance of a Building Permit until the time of issuance of an Occupancy Permit for Construction that is eligible for an Exemption under this Bylaw, as determined by BC Assessment under the *Assessment Act*;
- (t) “**Occupancy Permit**” means an occupancy permit or other permit issued by the District to permit occupancy and use of a Building following Construction as required and in accordance with all applicable District bylaws;

- (u) “**Owner**” means, in respect of real property;
 - (i) the registered Owner of an estate in fee simple of a Lot;
 - (ii) the tenant for life under a registered life estate of a Lot;
 - (iii) the registered holder of the last registered agreement for sale in respect of a Lot; or
 - (iv) the holder or occupier of a Lot held in the manner referred to in section 228 [taxation of Crown land used by others] or section 229 [taxation of municipal land used by others], of the *Community Charter*;
- (v) “**Revitalization Tax Exemption Program**” means the program established by this Bylaw to encourage various types of revitalization within the District to achieve a range of economic, social and environmental objectives;
- (w) “**Revitalization Tax Exemption Recapture**” means all Municipal Property Tax exempted in respect of a Lot from the period of execution of the Revitalization Tax Exemption Agreement, including a pro rata portion for the year of cancellation, plus interest;
- (x) “**Utility**” means the Class 2 - Utility property class prescribed in the *Assessment Act*, RSBC 1996, c. 20 and the *Prescribed Classes of Property Regulation*, B.C. Reg. 438/81, as amended or re-enacted from time to time.

RATIONALE AND OBJECTIVES

- 3. A Revitalization Tax Exemption Program, which includes specific tax exemption incentives for Construction of new or existing Buildings is established for all Lots in the District in the following Eligible Classes: Utility, Major Industry, Light Industry and Business and Other.
- 4. The reasons for and the objectives of the Revitalization Tax Exemption Program are to:
 - (a) provide Owners with an economic incentive in the form of an Exemption for eligible Construction;
 - (b) encourage the development of a wide variety of Buildings and uses in the District;
 - (c) increase development, the foot traffic, activity, and animation of the District; and
 - (d) increase local employment opportunities; and

the Exemption provided under this Bylaw is intended to accomplish these objectives by encouraging Construction.

ELIGIBILITY:

- 5. An Owner is eligible for an Exemption under this Bylaw if:
 - (a) a Building Permit is issued to the Owner after the enactment of this Bylaw for Construction;

- (b) the Construction consists of Construction of a new Building or Construction to an existing Building that results in a Non-Market Change to the Lot of at least **\$150,000 \$500,000**; and
- (c) the Owner complies with the Building Permit and all applicable land use and other District enactments and the requirements of this Bylaw.

VALUE OF EXEMPTION

- 6. The Exemption provided under this Bylaw is as follows:
 - (a) in the first year after the Base Year, a 100% exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements on the Lot between the Base Year and first year after the Base Year;
 - (b) in the second year after the Base Year, a 50% exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements on the Lot between the Base Year and second year after the Base Year;
 - (c) in the third year after the Base Year, a 25% exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements on the Lot between the Base Year and third year after the Base Year; and
 - (d) in the fourth and succeeding years after the Base Year, no exemption on Municipal Property Tax.
- 7. Where it has been determined that a multi-phased development qualifies for an Exemption, the Exemption shall apply uniformly to and separately to all Lots in the multi-phase development as each Lot is created. The Exemption applicable to a multi-phase development shall be available to all phases of the development despite their respective dates of completion provided such completion occurs within ten (10) years of the issuance of a Certificate under this Bylaw.
- 8. Notwithstanding section 6 of this Bylaw, the amount of an Exemption under this Bylaw shall not exceed the Exemption in the first year after the Base Year under this Bylaw.

REVITALIZATION TAX EXEMPTION APPLICATION PROCEDURE

- 9. To obtain an Exemption, an Owner must:
 - (a) pay a non-refundable application fee in the amount of \$100.00;
 - (b) submit a completed written Application to the District Official, in the form prescribed in Schedule A to this Bylaw and satisfactory to the District Official within 30 days of issuance of the Building Permit;
 - (c) submit the following documents in support of the Application:
 - (i) proof that all taxes, utilities, rates, and charges imposed on the Lot have been paid, including, without limitation, proof that a pro-rated amount of

Municipal Property Tax, payable on land and improvements, has been paid in respect of the Lot until the date the Application is submitted;

- (ii) a copy of the property assessment notice for the Lot for the year during which the Application is made, as issued by the British Columbia Assessment Authority;
- (iii) a copy of land title registration as proof of ownership for the Lot;
- (iv) a written description of the Construction in accordance with the eligibility criteria referred to in section 5 of this Bylaw; and
- (v) a copy of the Building Permit for evidence as to the estimated cost of the Construction.

- 10. For an Exemption to apply in a given year, an Owner must satisfy the requirements of section 9 of this Bylaw by August 31 of the preceding year.
- 11. Upon receipt and review of the written Application and other materials required by section 9 of this Bylaw, the Owner's Application will either be approved or denied by the District Official and if denied, the District Official will advise the Owner of the reasons for denial.

REVITALIZATION TAX EXEMPTION AGREEMENT

- 12. Upon meeting the eligibility criteria and providing supporting documents to the satisfaction of the District, the Owner must enter into a Revitalization Tax Exemption Agreement that establishes the terms and conditions upon which a Revitalization Tax Exemption Certificate shall be issued.

REVITALIZATION TAX EXEMPTION CERTIFICATE

- 13. A Revitalization Tax Exemption Certificate will be issued to an Owner when the Owner has complied with all terms and conditions of this Bylaw, including those detailed in section 14 below and an Occupancy Permit has been issued for the Construction that satisfies the criteria outlined in section 5 of this Bylaw.
- 14. The following conditions are required for a Revitalization Tax Exemption Certificate to be issued for a Lot:
 - (a) the Owner of the Lot has met all applicable provisions of this Bylaw;
 - (b) the Owner of the Lot has entered into a Revitalization Tax Exemption Agreement with the District; and
 - (c) the Owner of the Lot has met all terms and conditions as set out in the Revitalization Tax Exemption Agreement.
- 15. The Revitalization Tax Exemption Certificate shall be in the form as attached as Schedule B to this Bylaw.

16. A Tax Exemption Certificate is issued to a specified property as identified on the Certificate and remains with the property until the Certificate is expired or cancelled.

TERM OF EXEMPTION AND CANCELLATION

17. Subject to section 7 of this Bylaw, the maximum term for an Exemption under this Bylaw is three (3) years and shall commence on January 1 in the first year after the Base Year and expire on December 31 in the third year after the Base Year unless terminated earlier by cancellation of the Revitalization Tax Exemption Certificate that is issued by the District under this Bylaw.
18. A Revitalization Tax Exemption Certificate may be cancelled by the District's Council in one or more of the following circumstances:
 - (a) upon written request of the Owner;
 - (b) if any of the requirements of this Bylaw or the conditions contained in the Agreement are not met;
 - (c) if the Lot is put to any use that is not permitted or fails to meet the eligibility requirements;
 - (d) if the Owner breaches:
 - (i) any enactments, laws, statutes, regulations and orders by an authority having jurisdiction, including District Bylaws;
 - (ii) any federal, provincial, municipal, and environmental licenses, permits, and approvals; or
 - (iii) if the Construction is not completed and an Occupancy Permit is not issued within the specified date of the Revitalization Tax Exemption Agreement.
19. If a Lot that has benefited from an Exemption under the Revitalization Tax Exemption Program established by this Bylaw ceases to meet all the conditions of the Certificate, then:
 - (a) the Certificate shall be cancelled and a Revitalization Tax Exemption Recapture on that Lot will be imposed;
 - (b) all Municipal Property Taxes exempted in respect of that Lot from the period of execution of the Revitalization Tax Exemption Agreement shall be repaid, including a pro-rata share for the year of cancellation, plus interest; and
 - (c) should the Revitalization Tax Exemption Recapture amount not be repaid, the District shall add those taxes to the property tax roll for that Lot.

EFFECTIVE DATE

20. This Bylaw will take effect as of the date of adoption.

NOTICE of this Bylaw given in accordance with s. 227 of the *Community Charter* on the 1st & 8th day of June, 2016.

READ a first time this 24th, day of May, 2016.

READ a second time this 13th, day of June, 2016.

READ a third time this 13th, day of June, 2016.

ADOPTED this 22nd, day of June, 2016.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie
Bylaw No. 1353 cited as
"Revitalization Tax Exemption
Bylaw No. 1353, 2016".

Corporate Officer

Mayor

Corporate Officer

SCHEDULE A

APPLICATION

Any Owner that wishes to obtain a Revitalization Tax Exemption under the District's *Revitalization Tax Exemption Bylaw No. 1353, 2016* (the "**Bylaw**") will be required to complete the following Application and satisfy all requirements of the Bylaw. Defined terms in the Bylaw also apply to this Application and Owners should read the Bylaw before completing this Application.

The Application must be submitted to the District Official within 30 days of issuance of a Building Permit in order to be eligible for an Exemption under the Bylaw.

Certificates will be issued after an Occupancy Permit has been issued for eligible Construction and the Owner has complied with all requirements of the Bylaw.

Application Process:

Step #1: Apply for All Applicable Permits

Step #2: Apply for Revitalization Tax Exemption

Step #3: Administrative Review (Community Development Manager)

Step #4: Report to Council for Review

Step #5: Council Decision: Approval Subject to Final Inspection

Step #6: Project Final Inspection and issuance of Occupancy Permit

Step #7: Issuance of Tax Exemption Certificate

PLEASE PRINT

OWNER(S)' DETAILS:

Owner(s)' name(s): _____

Address: _____

Phone number(s): _____

Fax: _____

Email: _____

Business Licence number (if applicable): _____

BUILDING PERMIT NUMBER: _____

LOT DETAILS:

Address: _____

Legal Description: _____

CONSTRUCTION DETAILS:

Location of Construction: _____

Description of Construction: _____

Check applicable:

- Construction of new Building
- Construction (alteration, renovation or improvement) of existing Building

Estimated cost of Construction: _____

Start Date: _____

Estimated completion date: _____

Estimated number of jobs to be created by Construction: _____

OTHER MATERIAL INFORMATION: _____

CONFIDENTIALITY:*

If any of the information in this Application needs to be treated as confidential, please indicate with reasons: _____

* Please note that notwithstanding an Owner’s request for confidentiality, the District is subject to the provisions of the *Freedom of Information and Protection of Privacy Act* and does not warrant or represent that the information can or will be kept confidential.

DECLARATION OF OWNER(S):

I am/we are the Owner(s) or an authorized signatory of the Owner(s), _____

and confirm that all the above statements contained within this Application are true and complete and there is no material information that is not disclosed in this Application. Dated and signed this _____ day of _____, 20_____ :

Witness name:

Owner name:

Witness name:

Owner name:

SCHEDULE B

BYLAW TAX EXEMPTION CERTIFICATE

Date of issuance:

Certificate Number:

Name of Owner(s):

Address and contact information for Owners:

Address of Lot subject to Exemption:

Legal description of Lot subject to Exemption: PID:

Roll # for Lot subject to Exemption:

Term of Exemption: _____

Date of commencement of Exemption: January 1, 20 _____

Date of expiry of Exemption: December 31, 20 _____

Extent of, and formula for, Exemption:

Year 1: 100% exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements on the Lot for eligible Construction between the Base Year and first year after the Base Year

Year 2: 50% exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements on the Lot for eligible Construction between the Base Year and second year after the Base Year

Year 3: 25% exemption on Municipal Property Tax for the Non-Market Change in assessment of land and improvements on the Lot for eligible Construction between the Base Year and third year after the Base Year

Conditions on which Exemption is provided:

1. Compliance with District's *Revitalization Tax Exemption Bylaw* and all other District enactments.
2. Compliance with Revitalization Tax Exemption Agreement.
3. _____
4. _____
5. _____

Recapture amount is payable if the Exemption Certificate is cancelled, as determined in accordance with section 19 of the District's *Revitalization Tax Exemption Bylaw*.

Issued by:

Chief Financial Officer, District of Mackenzie

DISTRICT OF MACKENZIE

Bylaw No. 1486

**A Bylaw to Amend District of Mackenzie
Revitalization Tax Exemption Bylaw No. 1353, 2016**

WHEREAS the District of Mackenzie deems it prudent and desirable to amend its Revitalization Tax Exemption Bylaw;

NOW THEREFORE BE IT RESOLVED that the Council of the District of Mackenzie in open meeting assembled **HEREBY ENACTS** as follows:

1. Bylaw No. 1353 cited as "District of Mackenzie Revitalization Tax Exemption Bylaw No 1353, 2016" is hereby amended as follows:
 - a) By deleting the provisions of Section 5 (a) and replacing them with the following:

"5. An Owner is eligible for an Exemption under this Bylaw if:

 - (a) a Building Permit is issued to the Owner after the enactment of this Bylaw for Construction;
 - (b) the Construction consists of Construction of a new Building or Construction to an existing Building that results in a Non-Market Change to the Lot of at least \$150,000; and
 - (c) the Owner complies with the Building Permit and all applicable land use and other District enactments and the requirements of this Bylaw."
2. This bylaw may be cited for all purposes as "Revitalization Tax Exemption Program Amendment Bylaw No. 1486, 2022.

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

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

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

ADOPTED this _____ day of _____, 2022.

I hereby certify the foregoing
to be a true and correct copy
of District of Mackenzie Bylaw
No. 1486 cited as "Revitalization Tax
Exemption Amendment
Bylaw No. 1486, 2022".

Mayor

Corporate Officer

Corporate Officer



DOWNTOWN VISION AND ACTION PLAN COMMUNITY GALLERY

**24 August 2022
5 PM- 6:30 PM
Mackenzie Recreation Centre**

Come join and have the first view of the
Downtown Vision and Action Plan Community
Gallery put on by Barefoot Planning + Design

DISTRICT OF MACKENZIE NOTICE OF NOMINATION PERIOD

PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:

Nominations for the offices of:

Mayor – one (1) to be elected
Councillor – six (6) to be elected

will be received by the Chief Election Officer or a designated person, as follows:

From: Tuesday August 30, 2022 – 9:00 am (excluding weekends/
To: Friday September 9, 2022 – 4:00 pm stat. holidays)

Nomination packages can be submitted:

By hand, mail or other delivery service:

District of Mackenzie
1 Mackenzie Blvd., Bag 340
Mackenzie, BC, V0J 2C0

By fax: 250-997-5186

By email: election@districtofmackenzie.ca

Originals of faxed or emailed nomination documents must be received by the Chief Election Officer by **Friday September 16, 2022, at 4:30 pm.**

Interested persons can obtain information on the requirements and procedures for making nominations including nomination forms online at www.districtofmackenzie.ca and in person from the District of Mackenzie Office, 1 Mackenzie Blvd., from 8:30 am Friday July 29, 2022 to the close of the nomination period.

QUALIFICATIONS FOR OFFICE

A person is qualified to be nominated, elected, and to hold office as a member of local government if they meet the following criteria:

- Canadian citizen;
- 18 years of age or older on general voting day, October 15, 2022;
- resident of British Columbia for at least 6 months immediately before the day nomination papers are filed; and

- not disqualified under the *Local Government Act* or any other enactment from voting in an election in British Columbia or being nominated for, being elected to or holding the office, or be otherwise disqualified by law.

CAMPAIGN PERIOD EXPENSE LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2022 general local election, the following expense limits for candidates during the campaign period apply:

Mayor	\$10,797.83
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Councillor	\$5,398.92
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THIRD PARTY ADVERTISING LIMITS

In accordance with the *Local Elections Campaign Financing Act*, for the 2022 general local elections, the following third-party advertising limits apply:

Mayor	\$809.84
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Councillor	\$809.84
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FURTHER INFORMATION AND RESOURCES

For further information on the **nomination process**, please contact:

Emily Kaehn , Chief Election Officer	250-997-3221 Ext. 225
Chelsea Smirle , Deputy Chief Election Officer	250-997-3221 Ext. 227
Email: election@districtofmackenzie.ca	

For further information on **campaign period expense limits and third-party advertising limits**, please contact Elections BC:

Toll-free phone: 1-800-661-8683

Email: electionsbc@elections.bc.ca

Website: <https://elections.bc.ca/local-elections/2022-general-local-elections/>

Further resources:

1. District of Mackenzie: www.districtofmackenzie.ca
2. Province of BC: www.gov.bc.ca/localelections