



AGENDA for the Council Meeting to be held on Tuesday, October 11, 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.*

**1. ADOPTION OF MINUTES**

- |    |                                                     |        |
|----|-----------------------------------------------------|--------|
| a) | Committee of the Whole Meeting - September 26, 2022 | 7 - 8  |
| b) | Regular Meeting - September 26, 2022                | 9 - 17 |

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

**4. PUBLIC COMMENT AND QUESTIONS**

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

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

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

5. **PETITIONS AND DELEGATIONS**

6. **CORRESPONDENCE**

Motion required to accept all correspondence listed on the agenda.

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

**For Consideration:**

- |    |                                                                                                                                                                                                                                                                              |         |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| b) | Letter received from Minister Ralston, Ministry of Energy, Mines and Low Carbon Innovation, in response to the meeting at the UBCM Convention on September 14, 2022, regarding concerns around the availability of electricity for future industrial expansion in Mackenzie. | 18 - 19 |
| c) | Email received from Minister Mitzi Dean, Ministry of Children and Family Development, announcing that October will be declared Foster Family month in BC and recognizing foster families in BC for the selfless work they do for children, youth and families.               | 20      |
| d) | Applications available for the British Columbia Youth Parliament Parliamentary Session to be held from December 27-31, 2022 in Victoria, BC.                                                                                                                                 | 21 - 25 |

**For Information:**

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

- e) Centerra Gold - 2021 Environmental, Social and Governance Report
- f) Coastal GasLink - Construction Update - September 28, 2022

- g) 2023 Prime Minister's Awards - Nominate an Exceptional Educator Today (Poster)
- h) Truck Loggers BC - Fall 2022
- i) CN in Your Community 2022

**7. ADMINISTRATION REPORTS**

- a) New Ladder Truck – Capital Purchase 26 - 29

*THAT Council awards the purchase of a 2022 Stock Pierce 110' Ascendant Ladder Truck to Commercial Emergency Equipment Corp. for a price of \$1,815,360 plus GST;*

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

- b) Grant Policy 3.16 – Community Grants Program Applications 30 - 35

*THAT Council approves the recommendations of the Grant Adjudication Committee for the first intake of the 2023 Community Grants Program as outlined in this report.*

- c) Mackenzie Elks Lodge – Licence of Occupation 36 - 48

*THAT Council authorizes the Chief Administrative Officer to execute the 5-year Licence of Occupation with Mackenzie Elks Lodge No. 547 to allow for the construction of a Recycling Facility on Remainder of Lot A District Lot 12463 Cariboo District Plan 23085 Except Plan 24201.*

- d) Downtown Vision and Action Plan Update 49 - 51  
*THAT Council receives this report for information.*
- e) Property Tax Write-off - Delinquent Manufactured Homes 52 - 54  
*THAT Council approves the application to the Minister of Municipal Affairs requesting the Minister to confer the power to the Council for the District of Mackenzie, pursuant to Section 781 of the Local Government Act, to write off unpaid property taxes, plus applicable penalties and interest as listed in this report.*
- f) Write-off of Bad Debts: Trade Receivables and Utilities Receivable 55 - 56  
*THAT Council authorize the Chief Financial Officer to write-off the unpaid receivables as per the attached listing.*
- g) Business Façade Improvement Program 2022 57 - 59  
*THAT Council approves the applications to the Mackenzie Business Façade Improvement Program to a maximum amount of \$4,354.35.*
- h) NDIT - Business Façade Improvement Program 2023 60 - 62  
*THAT the District of Mackenzie supports the application to the Northern Development Initiative Trust from the District of Mackenzie for a grant of up to \$20,000 for the Business Façade Improvement program from the Prince George Regional Development Account;*  
*AND THAT the Chief Administrative Officer be authorized to execute the grant application and, if the application is successful, any related documentation.*

- i) Ernie Bodin Community Centre (EBCC) – Transition of Tenants 63 - 64

*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. 1487 cited as "Garbage Rates and Regulations Bylaw No. 1487, 2022" be adopted. 65 - 77
- b) THAT Bylaw No. 1488 cited as "Municipal Ticket Information Amendment Bylaw No. 1488, 2022" be adopted. 78 - 81

**12. NOTICE OF MOTION**

**13. COMING EVENTS**

- a) 2022 Municipal Election Advanced Voting  
Friday October 14, 2022  
Mackenzie Municipal Office  
8:00 am - 8:00 pm
- b) 2022 Municipal Election General Voting Day 82 - 83  
Saturday October 15, 2022  
Mackenzie Legion  
8:00 am - 8:00 pm

- c) FireSmart Curbside Pickup 84  
Gantahaz - Wednesday October 12, 2022  
Mackenzie Townsite - Wednesday October 19, 2022

**14. INQUIRIES**

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

**15. ADJOURNMENT**

**District of Mackenzie  
Committee of the Whole Meeting  
Monday, September 26, 2022**

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

PRESENT: Mayor J. Atkinson  
Councillor A. Barnes  
Councillor V. Brumovsky  
Councillor A. Hipkiss (virtually)  
Councillor R. McMeeken  
Councillor J. Wiens  
Chief Administrative Officer  
D. Smith  
Chief Financial Officer K. Borne  
Director of Corporate Services  
E. Kaehn  
Director of Recreation Services  
T. Gilmer  
Director of Operations  
K. Gawryluk  
Fire Chief J. Guise  
RCMP Cpl. Airyd  
Public Works Manager B. McArthur  
Land & Environmental Coordinator  
L. Thorne  
Legislative Clerk/Executive Assistant  
C. Smirle

CALL TO ORDER - 7:00 PM

**1. REPORTS**

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

*Finance*      MOVED by Councillor Brumovsky  
*THAT the Finance report for the month of August 2022 be received.*

CARRIED

**2.      OTHER BUSINESS**

N/A

**3.      ADJOURNMENT**

*Adjournment*    MOVED by Mayor Atkinson  
*THAT the meeting be adjourned at 7:05 pm.*

CARRIED

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

Signed:

Certified Correct:

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Councillor Wiens

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Corporate Officer



**District of Mackenzie  
Regular Council Meeting  
Monday, September 26, 2022**

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

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

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

CALLED TO ORDER: 7:15 pm

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

32627.  
Defer Closed Meeting

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

AND THAT the basis of the Special Closed Meeting relates to Section 90 (1) (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*; and Section 90(1)(k) negotiations and related discussions respecting the proposed provisions of a municipal service that are at their preliminary

stages and that, in the view of the council, could reasonable be expected to harm the interests of the municipality if they were held in public.

CARRIED

## **1. ADOPTION OF MINUTES**

The minutes of the Special Meeting held on August 22, 2022 were adopted as presented.

The minutes of the Committee of the Whole Meeting held on August 22, 2022 were adopted as presented.

The minutes of the Regular Meeting held on August 22, 2022 were adopted as presented.

The minutes of the Special Meeting held on September 6, 2022 were adopted as presented.

## **2. INTRODUCTION OF LATE ITEMS**

32628.            MOVED by Councillor McMeeken  
*Introduction*    *THAT the following late items be added to the agenda;*  
*of Late Items*

### **2. CLOSED MEETING RESOLUTION**

*A further 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.*

### **6. CORRESPONDENCE**

#### ***For Consideration***

d) *2021 District of Mackenzie Annual Water Report*

### **7. ADMINISTRATION REPORTS**

b) *Additional attachment to the OCP Amendment Report summarizing the comments provided at the Open House held September 22, 2022.*

- k) Construction Update for the New Mackenzie Fire Hall and the Demolition of the Existing Fire Hall

THAT Council receive this report for information

CARRIED

### 3. ADOPTION OF AGENDA

32629. MOVED by Councillor Wiens  
Adoption of *THAT the agenda be adopted as presented.*  
Agenda

CARRIED

### 4. PUBLIC COMMENT AND QUESTIONS

N/A

### 5. PETITIONS AND DELEGATIONS

N/A

### 6. CORRESPONDENCE

32630. MOVED by Councillor Barnes  
Receipt of *THAT the correspondence listed on the agenda be received.*  
Correspondence

CARRIED

#### **For Action:**

32631. MOVED by Councillor Barnes  
Omineca *THAT the District of Mackenzie provide a resolution of support to the Omineca*  
Growers *Growers Society towards their application to the Northern Development Initiative*  
Society - *Trust's Economic Infrastructure funding stream to support their Mackenzie*  
Letter of *greenhouse project.*  
Support

CARRIED

32632. MOVED by Councillor Brumovsky  
Donation to *THAT the District provide a donation of up to \$100 towards the Mackenzie*  
Chamber of *Chamber of Commerce's annual auction that will be held on November 26, 2022*  
Commerce  
Auction

CARRIED

32633. MOVED by Councillor Barnes  
*BC Rural Health Network Membership*  
*THAT Council arrange a meeting with the BC Rural Health Network to discuss the benefits of obtaining membership to the organization.*

CARRIED

**For Consideration:**

32634. MOVED by Councillor McMeeken  
*2021 District of Mackenzie Annual Water Report*  
*of Mackenzie Annual Water Report*  
*THAT the 2021 District of Mackenzie Annual Water Report be received for information.*

CARRIED

**7. ADMINISTRATION REPORTS**

32635. MOVED by Councillor Wiens  
*September 30th Truth & Reconciliation Federal Statutory Holiday*  
*THAT Council receives this report for information.*

CARRIED

32636. MOVED by Councillor Barnes  
*OCP Amendment – Public Watershed Definition*  
*THAT Council receives this report for information.*

CARRIED

32637. MOVED by Councillor Brumovsky  
*Regional Land Use Planning Services*  
*THAT Council confirms that they would like to proceed with a Regional Land Use Planning Services Participation Agreement from January 1, 2023 to December 31, 2026 with the Regional District of Fraser-Fort George;*  
*AND THAT Council authorizes the Mayor and Corporate Officer to enter into the Regional Land Use Planning Service Agreement.*

CARRIED

32638. MOVED by Councillor Barnes  
Skid Steer Replacement *THAT Council awards the purchase of a new Skid Steer from Huber Farm Equipment Ltd. for a price of \$79,855 plus GST;*

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

CARRIED

The Stage Agreement Renewal - MCAC Council report was pulled from the agenda and deferred to a future Council meeting.

32639. MOVED by Councillor Brumovsky  
Morfee Lake Watershed Designation *THAT Council provides support to the Province of BC to proceed with the transfer of a Section 16 Withdrawal to a Section 17 Conditional Withdrawal in the area described as unsurveyed Crown Land northeast of Mackenzie and outlined in Attachment "A".*

CARRIED

32640. MOVED by Councillor Barnes  
Community Bike Park - Asphalt Pump Track & Plaza *THAT Council changes the scope and awards Axis Mountain Technical Inc. the contract to provide an asphalt pump track and plaza for the community bike park at an additional cost of \$54,137.72 plus GST;*  
*AND THAT Council terminate the Little Mac improvements contract with Cordwood Industries.*

DEFEATED

32641. MOVED by Councillor Barnes  
Community Bike Park Pump Track *THAT Council directs staff to provide a report with concepts and plan for an asphalt pump track, inclusive of a methodology for preparation of the site for asphalt and then have it reviewed by our standard engineering firm, GeoNorth;*  
*AND THAT Council terminate the Little Mac improvements contract with Cordwood Industries.*

CARRIED

Councillor Hipkiss removed herself to avoid a conflict of interest.

32642. MOVED by Councillor Barnes  
Lot 10 Disposition – Omineca Growers Society *THAT Council defer the decision regarding gifting Lot 10 DISTRICT LOG 12479 CARIBOO DISTRICT PLAN EPP35189 to the Omineca Growers Society to a future Council meeting.*

CARRIED

Councillor Hipkiss returned.

32643. *MOVED by Councillor Brumovsky*  
*Flag Display and Care Policy 1.25*  
*THAT Council adopts Flag Display and Care Policy 1.25 as amended.*

CARRIED

32644. *MOVED by Councillor Wiens*  
*Garbage Rates and Regulations Bylaw Update*  
*THAT Council receives this report for information.*

CARRIED

32645. *MOVED by Councillor McMeeken*  
*Construction Update for the New Mackenzie Fire Hall and the Demolition of the Existing Fire Hall*  
*THAT Council receive this report for information.*

CARRIED

## **8. COUNCIL REPORTS**

### Mayor's Report

Mayor Atkinson provided a verbal report.

### Council Reports

Councillor Brumovsky provided a written report.

## **9. UNFINISHED BUSINESS**

N/A

## **10. NEW BUSINESS**

N/A

**11. BYLAWS**

32646. MOVED by Councillor McMeeken  
Bylaw No. 1486 THAT Bylaw No. 1486 cited as "Revitalization Tax Exemption Amendment Bylaw No. 1486, 2022" be adopted.  
Revitalization  
Tax  
Exemption  
Amendment

CARRIED

32647. MOVED by Councillor Brumovsky  
Bylaw No. 1487 THAT Bylaw No. 1487 cited as "Garbage Rates and Regulations Bylaw No. 1487, 2022" be given first three readings as amended.  
Garbage  
Rates and  
Regulations

CARRIED  
OPPOSED by Councillor Hipkiss

32648. MOVED by Councillor Wiens  
Bylaw No. 1488 THAT Bylaw No. 1488 cited as "Municipal Ticket Information Amendment Bylaw No. 1488, 2022" be given first three readings as amended.  
Municipal  
Ticket  
Information  
Amendment

CARRIED

32649. MOVED by Councillor Barnes  
Bylaw No. 1489 Official Community Plan Amendment THAT Bylaw No. 1489 cited as "Official Community Plan Amendment Bylaw No. 1489, 2022" be given first two readings.

CARRIED

**12. NOTICE OF MOTION**

N/A

**13. COMING EVENTS**

Mackenzie Senior's Week Events  
September 23 - October 2

Mackenzie Counselling's 45th Anniversary  
September 28, 2022

National Day for Truth and Reconciliation  
September 30, 2022

2022 Municipal Election Advanced Voting  
Wednesday October 5, 2022 and Friday October 14, 2022  
Mackenzie Municipal Office  
8:00 am - 8:00 pm

2022 Municipal Election General Voting Day  
Saturday October 15, 2022  
Mackenzie Legion  
8:00 am - 8:00 pm

FireSmart Curbside Pickup  
Gantahaz - Wednesday October 12, 2022  
Mackenzie Townsite - Wednesday October 19, 2022

#### **14. INQUIRIES**

Janice Nelson, resident, asked for clarification on the Morfee Lake watershed designation. Emily Kaehn, Director of Corporate Services replied that the current Official Community Plan does not allow for recreational trail building, while Zoning Bylaw No. 1368 does. The purpose of the proposed amendment would be to align the two policies.

Ms. Nelson asked why the District is saving Lot 10 for agriculture purposes? Mayor Atkinson replied that the District was advised from Iris Energy that their facility would be producing excess heat and the potential to utilize the heat for agricultural purposes. The District thought this would be an opportunity to support food security in Mackenzie as a result and set it aside for agricultural purposes only.

#### **15. ADJOURNMENT**

32650.            MOVED by Councillor McMeeken  
*Adjournment*    *THAT the meeting be adjourned at 8:11 pm.*

CARRIED



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

Signed:

Certified Correct:

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Mayor

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Corporate Officer



October 3, 2022

Ref: 117329

Her Worship Joan Atkinson  
Mayor of the District of Mackenzie

Email: [joan@districtofmackenzie.ca](mailto:joan@districtofmackenzie.ca)

cc: [Les.MacLaren@gov.bc.ca](mailto:Les.MacLaren@gov.bc.ca)

Dear Mayor Atkinson:

Thank you to you and your Councillors for meeting with me at the Union of British Columbia Municipalities Convention on September 14, 2022.

During the meeting, we discussed the District of Mackenzie's (District) concerns around the availability of electricity for future industrial expansion in Mackenzie. I understand the District's desire to attract jobs and investments into the region and recognize that cryptocurrency mining does not provide the same level of employment compared to a large industrial customer.

I understand that BC Hydro continues to engage with the District and is encouraged that industrial activities are picking up and benefiting the local economy. BC Hydro currently has sufficient capacity to meet present electricity demand in the District, including customers who have active interconnection requests. Any large new load requirements from industrial customers in the future will require substantial system upgrades to create new BC Hydro system capacity.

Industrial operations require substantial amounts of power, and BC Hydro will work with new industrial customers to determine their power needs and how to meet them. BC Hydro has an established interconnection process to manage large customer requests that create constraints on the BC Hydro system. BC Hydro system upgrade costs are allocated to the customers according to the applicable Tariff, which BC Hydro must follow as a public utility.

.../2

Thank you for raising this important matter during our meeting. Please do not hesitate to reach out to me any time. Meanwhile, my Ministry will undertake further discussions with BC Hydro.

Sincerely,

A handwritten signature in black ink, appearing to read "Bruce Ralston". The signature is fluid and cursive, with a long horizontal stroke at the end.

Bruce Ralston  
Minister

**From:** [MCF Info MCF:EX](#)  
**To:** [District Information](#)  
**Subject:** Letter from the Honourable Mitzi Dean, Minister of Children and Family Development  
**Date:** Tuesday, September 27, 2022 4:04:54 PM  
**Attachments:** [image001.png](#)

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

**VIA E-MAIL**  
Ref: 271626

District of Mackenzie  
E-mail: [info@districtofmackenzie.ca](mailto:info@districtofmackenzie.ca)

Dear Mayor and Council:

For 32 years, British Columbians have taken October to honour the caregivers in British Columbia that have dedicated themselves to some of this province's most vulnerable children and youth. I am pleased to announce that, once again, this October will be declared Foster Family Month in British Columbia.

This month is about celebrating and honouring caregivers and foster families that have stepped up to help children and youth who are experiencing hardship. The role foster families play in the lives of young people and the contribution they make to their communities is vital to helping children and youth reach their full potential. The impact that they have on the young people in their care will last a lifetime, from stepping up to become a mentor, advocate, and friend, to providing a nurturing and safe home, and responding to each unique situation with love and support. As Minister of Children and Family Development, I wish to express my sincere gratitude for the warmth and dedication that these caregivers and foster families have shown to the children and youth in their care.

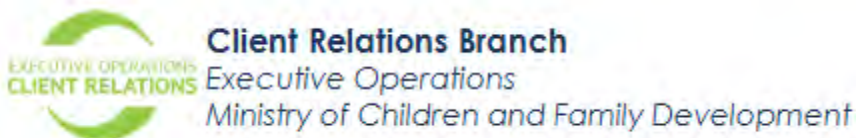
Please join me in celebrating October as Foster Family Month to show those in your community how important the role of a foster caregiver is. I encourage you to celebrate foster families for the selfless work they do for the children, youth, and families of British Columbia.

On behalf of the Government of British Columbia, thank you for your continued support in recognizing foster caregivers.

Sincerely,

Mitzi Dean  
Minister

*Sent on behalf of the Minister by:*





19 September 2022

Dear Mayor and Council,

**Re: British Columbia Youth Parliament, 94th Parliament**

The British Columbia Youth Parliament will hold its 94th Parliamentary Session in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2022. We are hopeful for a safe return to in-person gatherings and BCYP will follow all Provincial Public Health Guidelines.

The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the parliamentary session in December and continuing involvement in community service activities throughout the year. **Youth Parliament is a one-year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. BCYP is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community. If your municipality sponsors a “youth of the year” award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for BCYP.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$425** registration fee. Thanks to private donations and fundraising, a portion of the cost of transportation and accommodation is covered for all members. We encourage municipalities or youth councils to contribute towards the application fee for applicants who are in financial need. If the approval of financial support causes any delay, we encourage the applicant to send in their forms on time along with a note saying that the cheque will arrive after the deadline. In this case, if we receive the completed form and personal statement before the deadline, it will be considered received on time. If you are not able to aid, a limited number of bursaries are available for applicants who cannot meet the expense of the registration fee. Requesting financial assistance will not affect an applicant’s chance of being selected as a member. (See <https://bcyp.org/session>)

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Marriott Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. A soft copy of the form, brochure and poster are available from our website at <https://bcyp.org/session>.

**All application forms must be received by October 25, 2022.** Selected applicants will be notified in early November. If you require more information, please contact me by e-mail as indicated above. You may also visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Ambrose Yung  
Registrar, Youth Parliament of BC Alumni Society

RECEIVED

SEP 29 2022

DISTRICT OF  
MACKENZIE



# British Columbia Youth Parliament

Application Package & Background Information  
94th Parliamentary Session  
December 27-31, 2022 - Victoria, BC

## WHAT IS BCYP?

British Columbia Youth Parliament (BCYP) is a youth organization that recognizes every young person's potential to lead and serve in the community. Since 1924, BCYP has provided a forum for young people to develop skills in leadership, organization, public speaking, and the parliamentary process, and to put these skills into practice through service to youth in their local communities.

BCYP is not affiliated with any political party and is a non-profit organization.

Membership in BCYP begins with attending the Parliamentary Session in Victoria and continues throughout 2023. For detailed information about BCYP's activities, visit our website, [www.bryp.org](http://www.bryp.org).

## BCYP'S ACTIVITIES

BCYP's year begins with the Parliamentary Session from December 27 – 31, 2022. Members sit in the Legislative Assembly in Victoria and use the parliamentary style of debate to plan educational and service projects, establish BCYP's financial commitments, and amend BCYP's governing legislation. All participants must be fully vaccinated against COVID-19 to attend.

At Session, Members:

- Meet young people from all over the province;
- Debate Cabinet's legislation which sets out BCYP's activities for 2023;
- Debate current local, national, and international issues;
- Learn about debating and the rules of parliamentary procedure;
- Elect BCYP's Premier, Deputy Speaker, and Leader of the Opposition for the 95th Parliament.

After Session, Members put into action the plans made at Session, which usually include:

- Volunteer service projects in their home communities;
- Group volunteer service projects with summer camps, food banks charity walks, soup kitchens, and other service groups;
- Special projects which vary depending on annual legislation but have included summer festivals, children's day camps and Camp Phoenix;
- Regional Youth Parliaments;
- Fundraising events;
- Social activities with other Members.

## WHO CAN ATTEND?

Each year 97 youth are "elected" to BCYP as representatives of their communities. Each applicant must be nominated by an organization committed to youth (i.e. a school, community group, club, Municipality or church). Five members of that group must indicate their support by signing the application form.

**To be eligible for membership you must be:**

- Age 16 – 21 (inclusive) as of Dec. 31, 2022;
- A resident of British Columbia;
- Nominated by an organization committed to youth;
- Willing and able to participate in BCYP's activities for one year;
- Fully comply with BC's Public Health guidelines for COVID-19.

Due to the limited number of seats in the Provincial Legislature and public health guidelines, only 97 applicants will be selected to become Members this year. BCYP will follow all BC Public Health guidelines for COVID-19.

## SESSIONAL ARRANGEMENTS

**Accommodations:** Accommodation at the Marriott Hotel Inner Harbour, Victoria is provided for all Members for the nights of December 27 – 30 (inclusive). Members will share hotel rooms. BCYP will follow all Provincial public health orders.

**Transportation:** Transportation for Members residing outside the Victoria area is included in the registration fee. Members living in the Interior, North, or North Island will be required to travel on December 26 and January 1.

**Meals:** Each Member is responsible for the cost of meals in Victoria. Some dinners will be at assigned restaurants, others free-choice.

## PRE-SESSIONAL INFORMATION

The Registrar will notify all applicants by email or mail as to their acceptance status by mid-November. Accepted Members are provided with an orientation package prior to Session and are invited to attend one of the Pre-Sessional Workshops held in different regions of the province. The details of the workshops as well as travel and health & safety info will be announced in the acceptance letters.

## FOR MORE INFORMATION

Inquiries from applicants, parents, teachers and nominating organizations are welcomed.

Please contact: **Ambrose Yung, Registrar** or **Rhonda Vanderfluit, Deputy Registrar** [registrar@bcyp.org](mailto:registrar@bcyp.org)

## APPLICATION PROCEDURE

Complete the attached application form (pages 3 and 4 of this package) and forward it with your personal statement and registration fee. Members who require financial support can email to request a Financial Aid Application.

**Ambrose Yung, Registrar**  
**Unit B – 1211 Roy Road**  
**Victoria, BC. V8Z 2X8**

e-mail: [registrar@bcyp.org](mailto:registrar@bcyp.org), Fax: 604-731-0081

Applications must be **RECEIVED** by **Tuesday, October 25, 2022** by mail, fax, or email attachment. **If you send the application by email attachment, please mail the original signed copy with your application fee.**

**Please print clearly. Illegible or incomplete applications may be rejected. You may fax or email a LEGIBLE scan of your form BY THE DEADLINE and send your hard copy of your form and cheque by other means such as courier. Original signed hard copies must be received to consider your application complete.**

## REGISTRATION FEE

The registration fee for each member is **\$425**. A cheque or money order made payable to the **Youth Parliament of B.C. Alumni Society** must be sent with the application form or follow a fax or e-mail with the original signed application as soon as possible (any acceptance is not final until a registration fee is received). An eTransfer can be sent to [payment@bcyp.org](mailto:payment@bcyp.org). **Be sure to include the full name of the applicant in the comments section and email us your password.** Registration fees will be held onto (but not cashed) for those on the waitlist and returned to those not accepted. **NSF cheques are subject to a \$45 fee.**

Applicants who are in financial need are first encouraged to approach school and community groups to contribute to the cost of the application fee. For those who are not able to secure outside funding, a limited amount of **financial support is available from BCYP**. For more information, please contact the Registrar **before** the October 25 application deadline to request a financial Aid application form. So that we can provide support for as many members as possible, we encourage applicants to submit a cheque for whatever portion of the application fee they can afford. Requests for financial assistance cannot be considered after applicants have been accepted as members.

## CANCELLATION

Accepted members who cancel on or before **December 6** will receive a refund of their registration fee minus a \$25 cancellation fee, unless travel tickets have been purchased in which case no refund is issued. No refunds will be issued to any member cancelling after December 5.

## THANKS TO OUR SPONSOR

British Columbia Youth Parliament is sponsored by the Youth Parliament of BC Alumni Society, a registered, non-profit organization composed of past members of BCYP.

**Please keep this information page for future reference**

**APPLICATION FORM – NINETY FOURTH BC YOUTH PARLIAMENT**

LAST name: \_\_\_\_\_ FIRST name: \_\_\_\_\_ GENDER: \_\_\_\_\_ Room with:  M  F

I identify as an indigenous/aboriginal person

**CURRENT ADDRESS (including temporary/University residence):**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

E-MAIL: \_\_\_\_\_ CELL PHONE: (\_\_\_\_) \_\_\_\_\_

**PERMANENT ADDRESS (i.e. parents) or STREET ADDRESS if DIFFERENT from above:**

STREET / PO BOX: \_\_\_\_\_ CITY: \_\_\_\_\_

\_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ HOME PHONE: (\_\_\_\_) \_\_\_\_\_

**TRANSPORTATION TO VICTORIA REQUIRED FROM:**

CURRENT/TEMPORARY ADDRESS  PERMANENT ADDRESS  OTHER: \_\_\_\_\_

BIRTHDATE: (YYYY/MM/DD) \_\_\_\_\_ SCHOOL/UNIVERSITY: \_\_\_\_\_

NOMINATING ORGANIZATION: \_\_\_\_\_

STREET: \_\_\_\_\_ CITY: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

CONTACT TEACHER / COORDINATOR NAME: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

SIGNATURE OF TEACHER / GROUP COORDINATOR: \_\_\_\_\_

Would you (teacher/coordinator) like to receive a print and e-mail copy of the application package each year?

Yes  No  Already on the list

THE FOLLOWING MEMBERS/STUDENTS of \_\_\_\_\_ NOMINATE  
(NAME OF ORGANIZATION/SCHOOL)

\_\_\_\_\_, A MEMBER/STUDENT OF OUR ORGANIZATION/SCHOOL TO SIT AS A BCYP MEMBER.

**FIVE NOMINATING SIGNATURES REQUIRED:** (other members/students of the organization/school)

	Name	Signature	email
1			
2			
3			
4			
5			



**APPLICATIONS MUST BE RECEIVED BY OCTOBER 25, 2022**

**PERSONAL STATEMENT**

At the Parliamentary Session in Victoria, Members of BCYP participate in parliamentary debating and plan activities and community service for the upcoming year. During the year, Members are responsible for service and fundraising in their communities, and organize and participate in projects such as Regional Youth Parliaments, fundraising events, community outreach projects, and other service and debating activities

All **new** applicants must attach a **one-page** personal statement, outlining:

1. Why you would like to be a Member of BCYP;
2. What type of activities you have been/are, or intend to become, involved with in your community;
3. Any activities you have been/are involved with that relate to debate or public speaking;
4. With reference to the preceding paragraphs, how you believe you can personally contribute to BCYP, including debate at Session AND its projects and other activities throughout the Sessional year.

**YOUTH PARLIAMENT EXPERIENCE**

Have you attended BCYP before?  Yes  No

If **yes**, do you wish to become a member of the Alumni Society?

Yes  No  Already on the list

If **"Yes"** or **"Already on the list"** above, do you consent to receive e-mail communications from the Alumni Society, which may include requests for donations or other items of a commercial nature? (Note: answering "No" below means you will not receive any e-mails, including the Alumni Society's newsletter *The Speaker* or email invitations to alumni events.)

Yes  No

Have you attended a Regional Youth Parliament as a Member or Ambassador?

Yes (as a member)  Yes (as an ambassador); If yes, which one(s)? \_\_\_\_\_  No

How did you **first** hear about BCYP? (Please choose one option)

- From a teacher  From a group leader  Saw a poster/brochure (where? \_\_\_\_\_)
- Through a Regional Youth Parliament  From a member or of BCYP or RYP alumni  
(which one? \_\_\_\_\_) (name of individual: \_\_\_\_\_)
- Facebook  Instagram  Twitter  Other (please specify: \_\_\_\_\_)

**WAIVER**

In consideration for acceptance to British Columbia Youth Parliament (BCYP), the undersigned on behalf of the Applicant and all heirs, executors and administrators, waives any and all claims for damages against BCYP and the Youth Parliament of British Columbia Alumni Society, and their directors, officers, and agents for any and all injuries or loss which the Applicant may suffer during, or in connection with any BCYP Session, trip, or any other activity, or transportation to or from Session or any other activity.

Applicant's Signature: \_\_\_\_\_ (Applicant should sign even if a parent or guardian is also required to sign.)

If **under 19**, Signature of Parent or Guardian: \_\_\_\_\_

Printed Name of Parent or Guardian Signing: \_\_\_\_\_

Please remember to:

Save a legible scan of this form for your records. As a backup, please email or fax the scan to: [registrar@bcyp.org](mailto:registrar@bcyp.org) or fax: attn to Ambrose Yung at: 604-731-0081

Mail or courier a signed hard copy of this completed form along with a cheque for \$425. **We must receive original signed hard copies for anyone under the age of 19. Your application will not be considered complete until the hard copy is received.**

Unit B – 1211 Roy Road Victoria, BC V8Z 2X8

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Jamie Guise

**Date:** October 4, 2022

**Subject:** New Ladder Truck – Capital Purchase

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### **RECOMMENDATION:**

THAT Council awards the purchase of a 2022 Stock Pierce 110' Ascendant Ladder Truck to Commercial Emergency Equipment Corp. for a price of \$1,815,360 plus GST;

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

### **BACKGROUND:**

In our current fleet of emergency vehicles, Engine Twelve (E12) is a first line pumper truck and is required to be reliable to ensure that no deaths, injuries or property damage will result from on-scene equipment failure. Fire Underwriters Survey (FUS) indicates that apparatus should be designed to an acceptable standard. This recommended standard is the Underwriters' Laboratories of Canada (ULC) Standard S515-M88 titled "Standard for Automobile Fire Fighting Apparatus". Fire apparatus should be built by recognized manufacturers and the fire apparatus should respond to first alarms for the first fifteen years of service. For the next five years, it should be held in reserve for use at major fires or used as a replacement for out-of-service first line apparatus. After 20 years the apparatus should be replaced.

Engine Twelve (E12) was built in 2000 and is currently 22 years old, which has passed its useful life according to the ULC. The Fire Department continues to have issues with the engine in this apparatus and have spent a considerable amount of time and money to try to rectify the issue without success.

### **Replacing Engine Twelve (E12) with a Ladder Truck**

Based on FUS requirements, ladder trucks are required if a response area has 5 buildings that are 3 stories or 10.7 metres (35 feet) or more in height, or districts that have a Basic Fire Flow greater than 15,000 LPM (3,300 IGPM), or any combination of these criteria. The following excerpt outlines the requirements of the District's Fire Department depending on the level of occupancy hazards present in the community:

**NFPA Fire Protection Handbook, 20th Edition** cites the following apparatus response for each designated condition:

**HIGH-HAZARD OCCUPANCIES** (schools, hospitals, nursing homes, explosive plants, refineries, high-rise buildings, and other high-risk or large fire potential occupancies):

*At least four pumpers, **two ladder trucks** (or combination apparatus with equivalent capabilities), two chief officers, and other specialized apparatus as may be needed to cope with the combustibles involved; not fewer than 24 firefighters and two chief officers.*

**MEDIUM-HAZARD OCCUPANCIES** (apartments, offices, mercantile and industrial occupancies not normally requiring extensive rescue or firefighting forces):

*At least three pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 16 firefighters and one chief officer.*

**LOW-HAZARD OCCUPANCIES** (one-, two-, or three-family dwellings and scattered small businesses and industrial occupancies):

*At least two pumpers, **one ladder truck** (or combination apparatus with equivalent capabilities), one chief officer, and other specialized apparatus as may be needed or available; not fewer than 12 firefighters and one chief officer.*

Source: Fire Underwriters Survey

The District's current emergency fleet includes:

- 2 Engine Trucks at Fire Hall #1
- 1 Rescue Unit
- 2 Station Trucks
- 1 Engine at Fire Hall #2

Rather than replacing Engine Twelve (E12) with a similar truck, it is staff's recommendation to add a ladder truck to the fleet to meet FUS requirements.

### **Planning for this Purchase**

As ladder trucks are highly specialized and expensive units, staff solicited quotes from other suppliers in November 2021 to produce capital funding request for Council to consider as part of the 2022 District budget. The quotes received came in close to \$1.3 million, plus an additional \$200,000 to outfit the unit with the appropriate equipment.

The total \$1.5 million towards the purchase and outfitting was approved and included in the 5-year Capital Plan and was adopted in the [2022 – 2026 Financial Plan Bylaw](#).

The purchase of the new Ladder Truck was scheduled for 2022.

Fire apparatus costs have increased over the last year due to inflation. Two other fire departments in the area have disclosed the costs of the pumper trucks they purchased increased by upwards of \$200,000 or more. These purchases were made within the last 6 months. Ladder Trucks are typically more expensive than pumper trucks, as such the \$315,360 increase aligns with what other jurisdictions are experiencing with inflation.

### **Procurement Process**

Administration submitted a Request for Proposals publicly via BC Bid and the District of Mackenzie website for a Rear Mounted, Heavy Duty, Aerial Platform Apparatus from August 26, 2022 to September 30, 2022.

Staff received two (2) completed proposals. Both proposals were from the same supplier, which is allowed in our RFP process. The first proposal was for a stock demo ladder truck that is built and would be ready for delivery within 90 days from the time of executing a purchase order.

The other proposal was for a custom-built unit that has a delivery date of 29.5 months after executing a purchase order and was priced at \$1,982,291 plus GST. The overall bids came in higher than the budgeted \$1,500,000 in the 5-year capital schedule in the Financial Plan Bylaw due to the sharp increase in inflation over the last couple of years.

Administration reviewed these submissions and determined that purchasing the in-stock option meets the requirements of the community and provides a shorter delivery time.

### **Moving Forward**

Staff are recommending moving forward with the purchase of the stock-built Ladder Truck because the company will only hold their price for 30 days and it is estimated as of November 1<sup>st</sup> there will be a 6% increase in price. Additionally, trucks are in high demand and in short supply.

Engine Twelve will still be kept in the fleet as a reserve. The new ladder truck does not come equipped with the necessary emergency equipment such as hoses, SCBA, fitting and tools and will need to be purchased to outfit once the truck has been delivered.

Some of the equipment could be used from Engine Twelve to outfit the ladder truck in the meantime, until a capital request for any additional necessary equipment is brought forward in the upcoming 2023 budget discussions.

### **BUDGETARY IMPACT:**

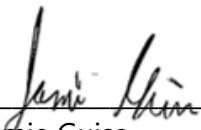
\$1,500,000 would be allocated from the Fire Department Vehicle and Equipment Reserve and the remaining \$315,360 would be allocated from the accumulated surplus.

**COUNCIL PRIORITY:**

**Strong Governance and Finances**

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

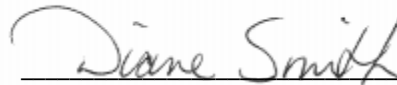
Respectfully Submitted,



Jamie Guise  
Fire Chief



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** October 6, 2022

**Subject:** Grant Policy 3.16 – Community Grants Program Applications

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### **RECOMMENDATION:**

THAT Council approves the recommendations of the Grant Adjudication Committee for the first intake of the 2023 Community Grants Program as outlined in this report.

### **BACKGROUND:**

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

As has been done in previous years, organizations receiving approval will be advised that future year approvals will be dependent on the efforts made to become self-sufficient including fundraising initiatives, other grants that have been applied for, and other in-kind contributions received. Applicants will be required to provide annual reporting to the Corporate Services Department for review by the Grant Adjudication Committee. A completed report is a requirement for consideration of future applications.

In accordance with Policy 3.16, each application was reviewed and scored using the weighted evaluation criteria outlined below:

**Community Need – 20%**  
**Potential Community Benefit – 20%**  
**Community Partnerships & Support – 15%**  
**Feasibility – 15%**  
**Public Access – 10%**  
**Financial Management – 20%**

All original applications are located in the Centre Table file for Council’s consideration. Attached to this report is a summary of the September 15, 2022 grant requests and Grant Adjudication Committee recommendations.

The deadline to submit final reporting for Community Grants received is November 30<sup>th</sup> of each year. All approvals are subject to receipt of appropriate reporting.

**BUDGETARY IMPACT OF RECOMMENDATION**

2023 Community Grants Budget:	\$95,000
Total Requested for Sept. 15, 2022 in-take	\$19,223
Total Recommended for Sept. 15, 2022 first in-take:	<u>\$14,967.60</u>
Remaining:	\$80,032.40

**COUNCIL PRIORITY:**

**Community and Social Development**

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

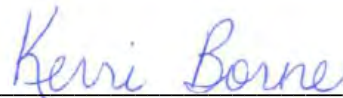
**Strong Governance and Finances**

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

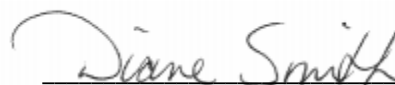
Respectfully Submitted,



Emily Kaehn  
Director of Corporate Services



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

**Community Grant Applications – Sept. 15, 2022 In-take**

Organization	2022 Request	2023 Request	Committee Recommendations	Scoring
Curl Mackenzie	<ul style="list-style-type: none"> <li>To cover the cost of set up and take down of curling ice preparation, hacks, and rocks on the ice surface</li> <li>Ice fees waived for Turkey Shoot in December</li> </ul> <p><b>Approved for ice fees only. Approx value \$4,100</b></p>	<ul style="list-style-type: none"> <li>To cover the cost of set up and take down of curling ice preparation, hacks, and rocks on the ice surface</li> </ul> <p><b>Value \$4,141</b></p>	<b>Approve the request.</b>	212/300
Mackenzie Alpine Horse Riders Club	<ul style="list-style-type: none"> <li>Snow removal from Club roads and general road maintenance (sanding, grading) (Approx. cost \$2,300)</li> <li>\$1,000 worth of gravel for spring and have District spread and grade the road (Approx. cost \$3,100)</li> </ul> <p><b>Approved snow removal and spreading of gravel only approx. cost \$4,400</b></p>	<ul style="list-style-type: none"> <li>Snow removal and sanding of Club roads only</li> </ul> <p><b>Value \$2,300</b></p>	<b>Approve the request.</b>	195/300
Mackenzie Fish and Game Association	<ul style="list-style-type: none"> <li>Requesting snow removal at the range entrance and interior connecting roads to the ranges</li> <li>Continued placement of garbage bin on range property to be scheduled for emptying when requested by the President of the Club</li> </ul> <p><b>Approved. Approximate Value - \$2,632</b></p>	<ul style="list-style-type: none"> <li>Requesting snow removal at the range entrance and interior connecting roads to the ranges</li> <li>Continued placement of garbage bin on range property to be scheduled for emptying when requested by the President of the Club</li> </ul> <p><b>Value - \$2,632</b></p>	<b>Approve the request.</b>	195/300



Organization	2022 Request	2023 Request	Committee Recommendations	Scoring
Mackenzie Counselling Services	<ul style="list-style-type: none"> <li>To purchase resources and supplies to modernize the professional library and to provide training opportunities to staff as new research and supports become available</li> </ul> <p><b>Approved = \$10,075.99</b></p>	<ul style="list-style-type: none"> <li>Request for \$2000 towards their renovations to improve insulation and soundproofing standards.</li> </ul> <p><b>Value = \$2000</b></p>	<p><b>Approve the request.</b></p> <p>The approval would be subject to all other funding requests being approved and full funding being available to complete the project.</p>	231/300
Mackenzie Community Arts Council	<ul style="list-style-type: none"> <li>Fee-for-Service - \$28,000</li> </ul> <p><b>Approved - \$28,000</b></p>	<ul style="list-style-type: none"> <li>Request to increase current \$28,000 fee-for-service agreement value to \$32,000.</li> </ul> <p><b>VALUE = \$4,000</b></p>	<p><b>Deny this request.</b></p> <p>The fee-for-service agreement expires in December 2023. The Committee recommends waiting to negotiate any potential increases at this time.</p>	158/300

Organization	2022 Request	2023 Request	Committee Recommendations	Scoring
Mackenzie Nordiques Cross Country Ski Club	<ul style="list-style-type: none"> <li>-Fee for service (2 years)</li> <li>-\$2,000 for operating costs</li> </ul> Special project <ul style="list-style-type: none"> <li>-Mechanical brushing of trails</li> <li>-Approx cost \$5,700 (if work done by District staff)</li> <li>-OR \$3,600 if just paying to use equipment</li> </ul> <ul style="list-style-type: none"> <li>-Outhouse pumped out (1-2 times)</li> <li>-\$200</li> </ul> <p><b>-Approved cash grant of \$1,400 and to pump outhouse \$200 (total \$1,600)</b></p>	<ul style="list-style-type: none"> <li>- \$1,000 grant for operating costs</li> <li>- Outhouse cleaned and pumped out on regular schedule.</li> </ul> <p><i>Staff Notes - The request for outhouse cleaning and pumping cannot be accommodated due to lack of staff capacity and required equipment.</i></p> <p><b>Alternative Option:</b></p> <ul style="list-style-type: none"> <li>- Provide a cash grant towards a local contractor pumping out the outhouse up to 4 x per year. Value = \$1290.</li> <li>- Waive Lagoon Dumping Fees for this request = \$90.00/load = \$360</li> <li>- Club will be responsible for regular cleaning/supply of the outhouse.</li> </ul> <p><b>VALUE = \$1,000 + \$1,290 + \$360 = \$2,650</b></p>	<p><b>Approve</b> the \$1000 cash grant towards operations.</p> <p><b>Approve</b> a cash grant of up to - \$1,290 for a local contractor to pump the outhouse out for 4x per year for the club.</p> <p><b>Approve</b> waiving of lagoon dumping fees for this request (up to \$360).</p> <p><b>Deny</b> request for regular cleaning of and supplies for the outhouse.</p> <p><i>This grant request will be subject to the outhouse being installed in the Fall 2022 or Spring 2023.</i></p>	218/300

Organization	2022 Request	2023 Request	Committee Recommendations	Scoring
Mackenzie Figure Skating Club	<ul style="list-style-type: none"> <li>No request on record</li> </ul>	<ul style="list-style-type: none"> <li>Ice Show ice rental fee waiver</li> <li>Dryland training room rentals to be waived</li> </ul> <p><b>Value = \$1500</b></p>	<p><b>Approve</b> the request to waive Ice Show fees for the Spring 2023 show only. The committee does not recommend approving this request in future years.</p> <p><b>Deny the request</b> for fee waiver for a dedicated dryland training space throughout season in Rose Boyko/Callahan/Sas Da'Ghe rooms.</p> <p><b>Approve</b> the use of other space within the Recreation Centre, at the discretion of the Director of Recreation Services, for dryland training activities.</p>	167/300

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** October 4, 2022

**Subject:** Mackenzie Elks Lodge – Licence of Occupation

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**RECOMMENDATION:**

THAT Council authorizes the Chief Administrative Officer to execute the 5-year Licence of Occupation with Mackenzie Elks Lodge No. 547 to allow for the construction of a Recycling Facility on Remainder of Lot A District Lot 12463 Cariboo District Plan 23085 Except Plan 24201.

**BACKGROUND:**

The Mackenzie Elks Lodge No. 547 have approached Recycle BC and have been approved to expand their current recycling services to include: tires, large appliances, glass, aluminum, plastic, cardboard, among other items. They have discussed the project with staff at the Regional District of Fraser-Fort George, who have expressed their support towards the project as it would increase waste diversion opportunities for residents in Mackenzie. It is anticipated the expanded service offerings would also provide new employment opportunities for residents.

In order to provide the full suite of recycling services at their current location, they would need to expand storage facilities. The current Licence to Use agreement between the Mackenzie Elks Lodge and the District for that property does not allow for permanent construction.

At the Regular Council Meeting of March 14<sup>th</sup>, 2022, Staff provided options for Councils consideration to move this initiative forward. Councils' decision was to proceed with a Licence of Occupation for the land.

Following this staff proceeded with drafting a Licence of Occupation (LOO) for the Mackenzie Elks Lodge. This LOO has an annual licence fee of \$50 and general liability insurance of \$5 million and has been attached as Appendix A for Councils review.

The lot of interest is legally described as Remainder of Lot A District Lot 12463 Cariboo District Plan 23085 Except Plan 24201. The lot is currently zoned for commercial use under the C2 – Service Commercial Zone and has an area of 0.436 Acres.

**NEXT STEPS:**

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

**COUNCIL PRIORITIES:**

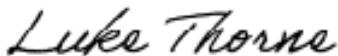
**Community & Social Development**

- 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.

**Environmental Sustainability**

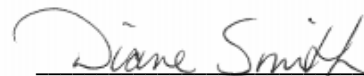
- The way we operate has an impact on the environment. We are committed to integrating sustainability and Environmental, Social and Governance factors (ESG) into our decision-making

Respectfully Submitted,



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Luke Thorne  
Land & Environmental Coordinator



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Approved for Submission to Council

## LICENCE OF OCCUPATION

**THIS AGREEMENT** made the \_\_\_\_ day of \_\_\_\_\_, 2022.

BETWEEN:

### **DISTRICT OF MACKENZIE**

#1 Mackenzie Boulevard  
P.O. Bag 340  
Mackenzie, BC V0J 2C0

(the "**District**")

OF THE FIRST PART

AND:

### **MACKENZIE ELKS LODGE NO. 547**

#300 Osilinka Dr  
P.O. Box 2  
Mackenzie, BC V0J 2C0

(the "**Licensee**")

OF THE SECOND PART

### **WHEREAS:**

- A. The District is the owner of certain lands within the District of Mackenzie legally described as:

LOT A DISTRICT LOT 12463 CARIBOO DISTRICT  
PLAN 23085 EXCEPT PLAN 24201

(the "**Land**");

- B. The Licensee wishes to be granted this licence to occupy the Land and the District has agreed.

**NOW THEREFORE THIS AGREEMENT WITNESSES** that in consideration of the licence fee to be paid by the Licensee to the District and in consideration of the premises and covenants and agreements contained in this agreement (the "**Agreement**"), the District and the Licensee covenant and agree with each other as follows:

## **1.0 RIGHT TO OCCUPY**

1.1 The District, subject to the performance and observance by the Licensee of the terms, conditions, covenants and agreements contained in this Agreement and to earlier termination as provided in this Agreement, grants to the Licensee a right by way of licence for the Licensee, its agents, employees, and invitees to use that portion of the Land outlined in yellow on the sketch plan attached hereto and marked Appendix "A" (the "**Premises**") for the purposes of installing a recycling facility, subject to the terms and conditions of this Agreement.

## **2.0 RESERVATION OF RIGHTS**

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

## **3.0 LICENCE FEE**

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

## **4.0 TERM**

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

## **5.0 TAXES**

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

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

## **6.0 CONSTRUCTION**

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

## **7.0 INSURANCE**

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



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

## **8.0 INDEMNIFICATION**

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

## **9.0 BUILDERS LIENS AND SIGNAGE**

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

## **10.0 NOTICES**

- 10.1 It is hereby mutually agreed:

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

- (a) to be delivered at the time of delivery and

(b) if mailed from any government post office in the province of British Columbia by prepaid registered mail addressed as follows:

(i) if to the District:

#1 Mackenzie Boulevard  
P.O. Bag 340  
Mackenzie, B.C. V0J 2C0

(ii) if to the Licensee:

P.O. Box 2  
Mackenzie, B.C. V0J 2C0

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

## **11.0 TERMINATION**

11.1 If the Licensee is in default on the payment of Licence fees, or the payment of any other sum payable under this Agreement, or is in breach of this Agreement, and if the default continues for thirty (30) days after the giving of notice by the District to the Licensee, then the District may terminate this Agreement and re-enter the Premises and the rights of the Licensee with respect to the Land and the Premises shall lapse and be absolutely forfeited.

11.2 In the event that the District requires the use of the Premises for municipal purposes in the public interest, the District may terminate this Agreement upon six (6) months' written notice to the Licensee, and following the expiration of such notice period may re-enter the Premises and the rights of the Licensee with respect to the Land and the Premises shall lapse and be absolutely forfeited.

11.3 If the Licensee becomes bankrupt or insolvent, or makes an assignment or enters into an arrangement for the benefit of creditors, or proceedings are begun to wind up or dissolve the Licensee, the District may immediately terminate this Agreement upon written notice to the Licensee.

## 12.0 FORFEITURE

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

## 13.0 FIXTURES

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

## 14.0 REPAIRS BY THE DISTRICT

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

## 15.0 REMEDIAL ACTION

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

## 16.0 TREE CUTTINGS, EXCAVATIONS, HAZARDOUS SUBSTANCES

16.1 For the purposes of paragraph 16.2 below:

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

- 16.2
- (a) Except where reasonably necessary for the safe and effective operation of the recycling facility, the Licensee will not carry on or do or allow to be carried on or done on the Premises any cutting, clearing or removal of trees, bushes or other vegetation or growth or any excavation or disturbance of the surface of the Premises and shall not bring on or deposit any soil or fill on the Premises except with the written consent of the District.
  - (b) Except where reasonably necessary for the safe and effective operation of the recycling facility, the Licensee will not bring on, deposit, store, spray or apply nor cause or permit to be brought on, deposited, stored, sprayed or applied on the Premises or to any trees, bush or vegetation on the Premises any chemical fertilizer, herbicide, pesticide or other chemical or petroleum product or any substance which is capable of contaminating the Premises or adjacent property or any water on or adjacent to the Premises.
  - (c) The Licensee shall conduct all of its operations on the Premises strictly in accordance with the requirements of all laws and regulations that regulate or prohibit activities for the purpose of protecting the environment.
  - (d) The Licensee shall promptly notify the District of any released Contaminant or any other occurrence or condition at the Premises that could contaminate the Premises or adjacent property.
  - (e) The Licensee shall indemnify the District and its elected officials, appointed officers, employees, agents, successors, and assigns from any and all liabilities, actions, damages, claims, remediation cost recovery claims, losses, costs, orders, fines, penalties, and expenses whatsoever (including all legal and consultants' fees and

expenses and the cost of remediation of the Premises and any adjacent property) arising from or in connection with:

- (i) any breach of or non-compliance with the provisions of this paragraph 16.1 by the Licensee; or
- (ii) any release or alleged release of any Contaminants at or from the Premises related to or as a result of the use and occupation of the Licence Area or any act or omission of the Licensee or any person for whom it is in law responsible.

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

### **17.0 CLEAN UP**

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

### **18.0 REGULATIONS**

18.1 The Licensee must:

- (a) comply promptly at its own expense with the legal requirements of all authorities, including an association of fire insurance underwriters or agents, and all notices issued under them that are served upon the District or the Licensee;
- (c) indemnify the District from all lawsuits, damages, loss, costs or expenses that the District may incur by reason of non-compliance by the Licensee with legal requirements or by reason of any defect in the Premises or any injury to any person or to any personal property contained on the Premises. The Licensee shall be responsible for any damage to the Premises occurring while the Licensee is exercising its rights under this Agreement and the Licensee acknowledges and agrees that in the event that the Premises or any building, structure or improvement on the Premises is damaged, the amount of the cost of any repair or restoration undertaken by the District shall be a debt due from the Licensee to the District.

### **19.0 NO COMPENSATION**

19.1 The Licensee shall not be entitled to compensation for any loss including economic loss or injurious affection or disturbance resulting in any way from the termination of the

Licence or the loss of the Licensee's interest in any building, structure or improvement built or placed on the Premises.

## **20.0 MISCELLANEOUS**

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

## **21.0 INTERPRETATION**

- (a) That when the singular or neuter are used in this Agreement they include the plural or the feminine or the masculine or the body politic where the context or the parties require.
- (b) The headings to the clauses in this Agreement have been inserted as a matter of convenience and for reference only and in no way define, limit or enlarge the scope or meaning of this Agreement or any provision of it.
- (c) That this Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, successors, administrators and permitted assignees.

- (d) This Agreement shall be construed in accordance with and governed by the laws applicable in the Province of British Columbia.
- (e) All provisions of this Agreement are to be construed as covenants and agreements as though the word importing covenants and agreements were used in each separate paragraph.
- (g) This is the entire agreement between the parties.

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

**DISTRICT OF MACKENZIE** by its )  
authorized signatories: )  
)

\_\_\_\_\_)  
Chief Administrative Officer )

**MACKENZIE ELKS LODGE NO. 547** by its )  
authorized signatories: )  
)  
)

\_\_\_\_\_)  
Name: )  
)

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



## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** October 4, 2022  
**Subject:** Downtown Vision and Action Plan Update

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### **RECOMMENDATION:**

THAT Council receives this report for information.

### **BACKGROUND:**

At the Regular Meeting of March 14, 2022, Council approved the awarding of the Downtown Vision and Development Permit Areas Project to Barefoot Planning + Design. This project was broken up into two parts Part A – Downtown Vision and Action Plan and Part B – Development Permit Areas. Staff along with Barefoot Planning + Design are currently working on Part A the Downtown Vision and Action Plan.

### **Downtown Vision and Action Plan**

The objective of this project is to create a holistic Downtown Plan that will be used to develop Mackenzie for the future promoting key ideas such as sustainability, livability, and economic development. The proponent's scope of work is to create a Downtown Plan that:

- Incorporates the community culture and sense of place, removes barriers to access and inclusion, recognizes Mackenzie's unique environmental challenges.
- Works with existing infrastructure and plans for future development i.e., active transportation corridors and park upgrades.
- Benefits business owners and plans for future economic development opportunities.

### **PROJECT UPDATE:**

Staff working with Barefoot Planning + Design have now completed the first and second stages of the project including:

**1. Background Analysis**

Technical analyses of existing conditions to identify challenges and opportunities and outline a policy framework to inform the project. Outcomes will inform the content of the Ideas Fair, Pop Ups, and online discussions.

**2. Ideas Fair**

An interactive consultation event to harvest public feedback and generate high-level directions and big ideas for the future of downtown Mackenzie.

**3. 1<sup>st</sup> Round of Public Engagement**

Through the launch of the new public engagement platform Lets Chat Mackenzie and at various pop-up events staff have received feedback from the community to help shape the directions of the Downtown Vision and Action Plan.

**4. Workshops & Interviews**

An intensive workshop will be used to refine high-level directions into possible scenarios, designs, and actions. Targeted interviews will then be used to fill any information gaps. From there, a set of key elements and scenarios will be developed for use at the Public Gallery.

**5. Pop-Ups & Online Discussion**

Pop up events in the community, along with online discussions, will extend the reach of the Ideas Fair to the wider community. Directions from the public will form the base on which the stakeholder workshop is built.

**6. 2<sup>nd</sup> Round of Public Engagement**

Staff facilitated the second survey posted on Let's Chat Mackenzie and handed out physical copies at various pop-up events. Staff have received feedback from the community to help course correct the early directions of the Downtown Vision and Action Plan.

**7. Community Gallery**

District staff hosted a community gallery put on by Barefoot Planning + Design. At this event Barefoot went through the early directions of the plan outlining objectives and early actions. This event was recorded and was viewed online by 110 residents.

**8. Pop-Up Events**

District staff hosted pop up events to clarify objectives of the plan, engage residents on the early directions as well as introducing them to the public engagement site Lets Chat Mackenzie.

## **ENGAGEMENT RESULTS:**

Community and stakeholder engagement are a key part of the Downtown Vision and Action Plan (DVAP) process. Round 2 Engagement events were used to:

- [a] check-in with the community on what we've heard;
- [b] gauge levels of support for different ideas; and
- [c] help us "course correct" in any given direction, prior to developing the draft DVAP.

Barefoot Planning + Design has developed the "What We Heard Report 2" document, which compiles all the feedback received, it is available in the Centre Table File and will be published online for the public to view as well.

## **NEXT STEPS:**

Round 3 engagement will involve an "Open House" where residents are invited to read the draft plan on Let's Chat Mackenzie and directly engage with District Staff on their support of suggested changes. The Plan will then be finalized based on this input, before being presented to Council.

## **COUNCIL PRIORITIES:**

### **Community & 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,



Luke Thorne  
Land & Environmental Coordinator



Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor & Council  
**From:** Finance  
**Date:** October 4, 2022  
**Subject:** Property Tax Write-off - Delinquent Manufactured Homes

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**RECOMMENDATION:**

THAT Council approves the application to the Minister of Municipal Affairs requesting the Minister to confer the power to the Council for the District of Mackenzie, pursuant to Section 781 of the Local Government Act, to write off unpaid property taxes, plus applicable penalties and interest as listed in this report.

**BACKGROUND:**

The *Local Government Act* stipulates that the municipal tax collector must conduct an annual "tax sale" during which each parcel of real property which taxes are delinquent is offered for sale by public auction. Manufactured homes in a mobile home park are not subject to tax sale because tax sale only applies to real property (the land and improvements on the land.)

Section 781 of the *Local Government Act* outlines further powers in relation to assets as follows:

*"The minister may confer on a local government further powers to manage and dispose of assets, including taxation revenue, that the minister considers necessary or advisable."*

The following table lists manufactured homes that were either condemned, demolished, or destroyed. These properties are no longer being assessed by the BC Assessment Authority as taxable properties.

ROLL NUMBER	Tax Amount	Penalty	Interest	Balance	TOTAL TAXES NET OF INTEREST AND PENALTY	LAST YEAR ASSESSED
8037000	1,369.61	136.96	2,006.93	3,513.50	\$ 1,369.61	2017
8083000	2,247.62	139.41	4,669.52	7,056.55	\$ 2,247.62	2017
8096001	895.13	105.64	782.75	1,783.52	\$ 895.13	2017
8100001	616.67	247.03	1,490.83	2,354.53	\$ 616.67	2015
8114001	874.23	87.42	670.73	1,632.38	\$ 874.23	2017
8322000	965.90	96.60	895.82	1,958.32	\$ 965.90	2015
8323000	662.92	79.63	692.60	1,435.15	\$ 662.92	2015
8327000	1,904.18	190.42	2,077.84	4,172.44	\$ 1,904.18	2017
8332000	431.49	43.15	262.71	737.35	\$ 431.49	2017
3350001	816.03	125.82	303.58	1,245.43	\$ 816.03	2019
8362000	1,601.59	146.90	2,810.33	4,558.82	\$ 1,601.59	2017
8395001	2,541.32	223.28	4,867.99	7,632.59	\$ 2,541.32	2015
8405000	43.01	44.41	40.78	128.20	\$ 43.01	2018
8416001	1,677.16	151.08	2,710.21	4,538.45	\$ 1,677.16	2018
8436000	303.46	30.35	211.10	544.91	\$ 303.46	2018
8609000	243.29	24.33	30.99	298.61	\$ 243.29	2021
8613001	55.91	30.59	30.77	117.27	\$ 55.91	2017
8649000	945.10	110.94	858.17	1,914.21	\$ 945.10	2016
8655000	903.23	90.33	411.99	1,405.55	\$ 903.23	2021
8677001	452.27	45.23	302.04	799.54	\$ 452.27	2017
8704000	347.90	34.79	328.49	711.18	\$ 347.90	2017
<b>TOTAL</b>	<b>19,898.02</b>	<b>2,184.31</b>	<b>26,456.17</b>	<b>48,538.50</b>	<b>\$ 19,898.02</b>	

At the time these manufactured homes were condemned, destroyed, or demolished, there were taxes owing. The District has limited ability to collect the delinquent property taxes and is now asking Council's permission to apply to the Ministry of Municipal Affairs to write off these property taxes as Bad Debt.

**BUDGETARY IMPACT:**

The total uncollectible property taxes for delinquent manufactured homes are \$19,898.02 plus applicable penalties and interest for a total of \$48,538.50. There is provisions set up in an Allowance for Doubtful Liability Accounts to offset a portion of these costs. The remaining \$20,346.63 would be recorded as an additional Bad Debts expense for 2022.

**COUNCIL PRIORITIES:**

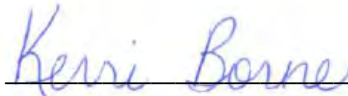
**Strong Governance and Finances**

- 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.

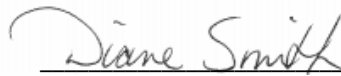
Respectfully Submitted,



Wendy Peterson  
Finance Manager



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor & Council

**From:** Finance

**Date:** October 4, 2022

**Subject:** Write-off of Bad Debts: Trade Receivables and Utilities Receivable

---

**RECOMMENDATION:**

THAT Council authorize the Chief Financial Officer to write-off the unpaid receivables as per the attached listing.

**BACKGROUND:**

During the annual year end process, outstanding trade and utilities receivables are reviewed to determine an estimate of what portion will not be collected. A provision for these uncollectible accounts is recorded in the Allowance for Doubtful Accounts general ledger.

During the past several years, many attempts were made to contact groups and individuals with outstanding invoices. Due to business closure, user group no longer existing, time since invoicing and inability to locate and contact individuals, the following amounts have been determined to be uncollectible.

<b>CUSTOMER</b>				
<b>ACCOUNT #</b>	<b>YEAR</b>	<b>DEPARTMENT</b>	<b>DESCRIPTION</b>	<b>AMOUNT</b>
C2100	2019	Bylaw	Ticket	\$ 157.75
P1058	2014	Rec Services	Room Rental Fees	\$ 484.76
27	2018/2019	Rec Services	Ice Rental Fees	\$ 6,017.50
7660	2020	Public Works	Utilities	\$ 2,104.71
13150	2015	Public Works	Utilities	\$ 163.67
25192	2017	Public Works	Utilities	\$ 466.02
25195	2018	Public Works	Utilities	\$ 154.00
25203	2020	Public Works	Utilities	\$ 18.20
25220	2019	Public Works	Utilities	\$ 1,381.28
<b>Total</b>				<b>\$ 10,947.89</b>

**BUDGETARY IMPACT:**

The total uncollectible is \$10,947.89. There is no budget impact for 2022, as there is an equivalent amount already recorded in the Allowance for Doubtful Accounts general ledger to offset these costs.

**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,



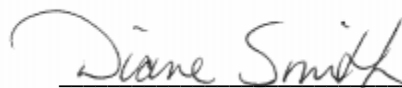
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Wendy Peterson  
Finance Manager



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Kerri Borne  
Chief Financial Officer



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Approved for Submission to Council



## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Administration

**Date:** October 11, 2022

**Subject:** Business Façade Improvement Program 2022

---

### **RECOMMENDATION:**

THAT Council approves the applications to the Mackenzie Business Façade Improvement Program to a maximum amount of \$4,354.35.

### **BACKGROUND:**

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

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

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

### **PROMOTOTIONAL ACTIVITIES:**

Staff have been advertising the Business Façade Improvement program through:

- CHMM 103.5
- District's website
- Public notices in mailboxes
- Several posters around the community on notice boards
- Hand out flyers to business storefronts
- Cold calls to local businesses
- Ads on social media.

Program information was distributed through the Chamber of Commerce as well as staff took every opportunity to discuss the program with business owners during in person casual conversations and meetings, as well as assisted with application development when requested.

The original deadline for applications was April 15, 2022. Two applications were received and approved by Council. As funding was still available, staff offered a second intake, with a deadline of June 30, 2021. The program is now currently accepting applications on a continuous basis. Staff informed the Chamber of Commerce and posted information about the extension on social media and on the District’s website.

**2022 APPLICATIONS:**

Three applications were received and approved at the first and second intake for a total of \$8,425.00, leaving \$11,575.00 remaining; however, one applicant, due to unforeseen circumstances, has decided to delay their improvements until another year. Therefore, there is now \$16,575.00 remaining.

We now have one further eligible project application for consideration for the October intake:

**Timberman Inn**

Project	Total Project Cost	Maximum Eligible Grant	Recommended Grant
New Exterior Sign	\$8,708.70	\$4,354.35	\$4,354.35

4DWarner Enterprises owns the Timberman Inn and this is their first-time applying under this business, and their application is eligible for maximum grant funding.

**Before Photo:**



**Sign Project Example:**



**NEXT STEPS:**

If Council approves the above applications, there will be \$12,220.65 remaining to distribute in 2022. As per the District of Mackenzie's Business Façade Program Guidelines, if the initial call for applications is undersubscribed, any further eligible applications will be reviewed and accepted on an ongoing basis. As funding will still be available, applications will continue to be accepted until November 1, 2022 to allow time for additional applications to be received.

**COUNCIL PRIORITIES:**

**Economic Vitality**

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

Respectfully Submitted,



Rachelle Dumoulin  
Economic Development Clerk



Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** October 6, 2022  
**Subject:** NDIT - Business Façade Improvement Program 2023

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**RECOMMENDATION:**

THAT the District of Mackenzie supports the application to the Northern Development Initiative Trust from the District of Mackenzie for a grant of up to \$20,000 for the Business Façade Improvement program from the Prince George Regional Development Account;

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

**BACKGROUND:**

The Business Façade Improvement program, funded through the Northern Development Initiative Trust (NDIT), provides municipalities \$20,000 in annual grant funding to enhance economic development by encouraging private sector investment in exterior upgrades.

The District has offered the program since 2016 and has seen a positive uptake by many local business owners and not-for-profit organizations. From 2016 to 2021, the program has contributed \$63,215 towards business façade improvements.

Program Funding History

2016	\$12,079
2017	\$15,000
2018	\$ 4,771
2019	\$10,500
2020	\$ 1,250
2021	\$19,615
<u>2022</u>	<u>\$ 7,779</u>
Total	\$ 70,994

Overall, the Business Façade Improvement program has seen generous support from our local business community and has helped make enhancements to the commercial core, which has encouraged more people to utilize the local business services and improve revenues for our business sector.

### **2023 Program Update:**

Northern Development Initiative Trust has made some modifications to the Program Guide for 2023. The change includes the allowance for businesses to reapply for the program. This provides an opportunity for businesses to expand on their improvements. For example, a business may have received funds for the painting of their exterior of their building, and now have decided to reapply to update their lighting fixtures. The 2023 Program Guidelines also now includes Accessibility improvements to the outside of the building without the need to be part of a larger façade improvement project.

### **BUDGETARY IMPACT:**

This program is 100% funded by the Northern Development Initiative Trust.

### **COUNCIL PRIORITIES:**

#### **Economic Vitality**

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

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

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

Respectfully Submitted,



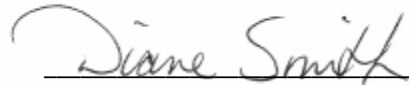
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Rachelle Dumoulin  
Economic Development Clerk



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Kerri Borne  
Chief Financial Officer



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Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor & Council

**From:** Recreation Services

**Date:** October 4, 2022

**Subject:** Ernie Bodin Community Centre (EBCC) – Transition of Tenants

**RECOMMENDATION:**

THAT Council receives this report for information.

**BACKGROUND:**

At the Regular Meeting of July 25, 2022, based on the facility assessments, engagement with tenants, and consideration of the District’s long-term financial plans, Council directed staff to proceed with the demolition of the EBCC within a two-year timeframe and support tenants with the transition process. In addition, at the Regular Meeting of August 8, 2022, staff were directed to provide a public progress report by the October 11, 2022 Council meeting.

**Meetings with EBCC Tenants**

The transition of tenants out of the EBCC is a complex project with several overlapping challenges. Staff have communicated with each tenant and here is a high-level overview of the options they are considering:

	<b><u>OPTIONS</u></b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
<b>EXISTING PROGRAMS</b>	ART CLUB	Y	Y	-	-	-
	POTTERY CLUB	Y	-	Y	-	-
	SENIORS CLUB	-	-	Y	-	-
	DISTRICT MUSEUM	-	-	-	-	Y
	RADIO STATION	Y	-	-	-	-
	THRIFT STORE	Y	-	-	-	-
	AA	-	-	Y	-	-
	STORAGE	-	-	-	Y	Y

1. Lease commercial space.
2. Purchase building in community.
3. Relocate to an existing community building.
4. Move contents throughout Mackenzie.
5. Build new space.

Staff shared the contact information for available commercial space in the community, available grant opportunities, as well as discussed potential partnerships with other non-profits. Tenants are now assessing the appropriate option for their future plans. In the coming months staff will be meeting with EBCC tenants to discuss next steps.

**BUDGETARY IMPACT:**

Staff will provide a more detailed budgetary impact once further direction has been provided on how the District wishes to support each of the tenants.

**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,




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Terry Gilmer  
Director of Recreation Services



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Kerri Borne  
Chief Financial Officer



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Approved for Submission to Council



## **DISTRICT OF MACKENZIE**

### **Bylaw No. 1487**

A bylaw to provide for the establishment and maintenance of a system for the collection, removal, and disposal of garbage and to prescribe the terms and conditions for the use of this system.

---

**WHEREAS** Council wishes to repeal the District of Mackenzie "Garbage Bylaw No. 1434, 2020" as amended, and wishes to adopt a new Garbage Rates and Regulations Bylaw;

**AND WHEREAS** the *Local Government Act* authorizes Council to operate any service that Council considers necessary or desirable;

**AND WHEREAS** the *Local Government Act* authorizes Council to impose a fee or charge payable in respect of all or part of a service of the municipality;

**AND WHEREAS** Council may, by bylaw, establish and maintain a system to collect, remove and dispose of garbage and prescribe terms and conditions on which persons may make use of the system and may compel payment of charges and impose penalties for failing to comply with the terms and conditions of the system.

**AND WHEREAS** the Community Charter authorizes the Council of the District of Mackenzie, by bylaw, to regulate, prohibit and impose requirements in relation to the protection and enhancement of the well-being of its community in relation to matters relating to nuisances, disturbances and other objectionable situations;

**NOW THEREFORE** Council of the District of Mackenzie, in open meeting, hereby enacts as follows:

#### **REPEAL**

1. Bylaw No. 1468, 2022, cited as "Garbage Bylaw No. 1468, 2022" and amendments thereto as it applies to the District of Mackenzie is hereby repealed.

#### **DEFINITIONS**

2. In this bylaw, unless the context otherwise requires:

"Bylaw Enforcement Officer" means the person or persons from time to time appointed by the District as Bylaw Enforcement Officer and includes a peace officer;

"Chief Financial Officer" means the Chief Financial Officer of the District of Mackenzie or their designate.

"Collection Cart" means a District of Mackenzie provided garbage collection cart.

"Commercial Container" means a specially designed Garbage receptacle fitted with equipment that enables it to be dumped mechanically by a garbage truck that may be used for Garbage;

"Composting" means a technique used to promote the decomposition of plant matter.

"Director of Operations" means the Director of Operations of the District of Mackenzie or their designate.

"District" means the District of Mackenzie

"Dwelling" shall mean any place used as a dwelling by one family but excludes any building containing commercial Properties.

"Garbage" shall mean and include any and all rejected, abandoned or discarded waste food, ashes, sweepings, packing, vegetable or animal food, crockery, glass or metalware, but does not include grass, trees, hedge clippings or other garden refuse. Garbage does not include Recyclables.

"Garbage Collection" means the collection of Garbage by the District under the provisions of this bylaw.

"Hazardous Material" shall mean any explosive, volatile or corrosive materials, pathogenic, radioactive or biomedical waste, biohazardous waste, inflammable materials, propane tanks, medications or pharmaceuticals, gypsum board, asbestos, paint cans, fuel, oil or other lubricant filters, tires, hot ashes, animal carcasses, yard waste, liquid wastes or sludges, appliances or power tools, lightbulbs or tubes, batteries, contaminated soils, or other material that may affect the health and safety of collection and disposal personnel.

"Municipality" shall mean the District of Mackenzie.

"Owner" means the registered Owner in fee simple of a Property and includes those persons defined as "Owner" in the *Local Government Act*.

"Occupant or Occupier" means a person occupying a Property within the District and includes the registered Owner of the Property where the Owner is the person occupying the Property or if the Property is unoccupied, and includes a person who is a boarder, roomer, lodger, or tenant;

"Property" means a parcel of land in the District upon which any building or group of buildings is located and includes strata lots and separately occupied or leased premises or Dwelling within a building.

"Recyclables" shall mean items which are designated by the Regional District of Fraser-Fort George as Recyclables i.e.: newspapers, flyers, phone books, catalogues, computer/office paper, grocery bags, non-waxed cardboard, corrugated cardboard, metal food and beverage containers.

"Secondary Suite" means accessory dwelling unit, suite attached, and suite detached as defined by the District of Mackenzie *Zoning Bylaw*.

"Trade Waste" shall mean refuse and accumulation of waste and abandoned material resulting from the operation of a trade or business, including paper, boxes and packing cases, wrapping materials, sweepings, and all inflammable materials of a like nature other than garbage and ashes and such trade waste shall consist chiefly of paper waste.

"Wildlife" means the same as defined by the *Wildlife Act*, and includes, but is not limited to Black Bear, Grizzly Bear, wolf, cougar, lynx, deer, wild cat, fox, coyote, raccoon, skunk, ravens, crow, wild turkey or domesticated animal running at large;

"Wildlife Attractant" means the same as defined by the *Wildlife Act*, and includes, but is not limited to food or liquid placed for consumption by birds, beverage containers, fruit and fruit trees, antifreeze, paint, food products, food waste, compost, and other edible products or waste that could attract Wildlife;

"Wildlife Resistant Enclosure" means a fully enclosed structure with no more than a 1 cm gap or opening at any location, containing four walls, a roof, and door(s) capable of being securely latched and of sufficient strength and design to prevent access by Wildlife."

### **AUTHORITY OF DIRECTOR OF OPERATIONS**

3. Council authorizes the Director of Operations to administer the Garbage Collection service.

### **SERVICE ESTABLISHED**

4. The District hereby establishes a service of Garbage Collection from residential and commercial Properties using Collection Carts, Commercial Containers, and mechanized collection vehicles.

5. The municipality is hereby authorized to establish, equip, maintain, and operate a system of Garbage Collection within the municipality under the control and direction of the Director of Operations or may enter into contracts with any person for all or part of the collection, removal and disposal of garbage.
6. Garbage Collection services will be provided on a schedule as determined and published by the Director of Operations, or designate.

## **GENERAL PROVISIONS**

7. Every Owner or Occupant of a Property in the District shall comply with the provisions of this Bylaw.
8. The District will not collect Garbage from a Property unless the Owner or Occupier has placed the Garbage intended for collection in the appropriate Collection Cart or Commercial Container supplied by the District.
9. No person other than an employee, contractor or agent of the District shall tamper with, examine or remove any Garbage placed out for collection under this Bylaw.
10. No person shall deposit or leave any Garbage or other discarded material on any highway, public place or land other than the land on which the Garbage was generated.
11. All Garbage placed in a Collection Cart or Commercial Container must be contained in tightly secured bags.
12. An Owner or Occupier must not fill a Collection Cart or Commercial Container in their possession:
  - a. To the extent that the lid does not close and latch;
  - b. To the extent that the collector cannot easily empty the contents; or
  - c. In a way that is accessible by Wildlife.
13. No person shall at any time use any Collection Cart or Commercial Container for the disposal of any material other than that for which it was intended.

## **PROHIBITED GARBAGE**

14. All material requiring removal which is not Garbage, as defined by the bylaw, is the responsibility of the Property Owner. The municipality reserves the right not to remove such material.
15. No person shall dispose of or permit the disposal of any of the following materials to any Commercial Container or Collection Cart:

- a. Recyclables;
- b. Yard Trimmings
- c. Hazardous Material
- d. Trade Waste
- e. Demolition, land clearing and construction waste;
- f. Any other substance that is in any way dangerous to persons receiving or handling it.

In addition, no person shall dispose of or permit the disposal of any commercial kitchen grease or used cooking oils into a Commercial Container.

## **RESIDENTIAL GARBAGE COLLECTION SERVICE**

16. Collection Carts are assigned to a specific Property and shall remain with that Property at all times.
17. The municipality shall replace Collection Carts that are damaged through normal use or otherwise at their discretion, but will not be responsible for any Collection Carts that are lost.
18. Every Owner or Occupier of a Property must place all Collection Carts that the Owner or Occupier wishes to be collected against the curb or sidewalk immediately adjacent to the street fronting the Property between 5:00 am and 8:00 am on the day scheduled for collection.
19. An Owner or Occupier wishing that materials in a Collection Cart be collected by the District on the scheduled collection day must place the collection cart in a location free from obstructions at least one metre horizontally on all sides of the Collection Cart and three metres vertically above the Collection Cart.
20. Owners and Occupiers of a Property must not place Collection Carts out for Garbage Collection prior to 5:00 am on the scheduled collection day.
21. The Collection Cart must be readily accessible for Garbage Collection between the hours of 8:00 am and 5:00 pm on the date of collection.
22. Collection Carts must be removed from their collection location and stored on the Property within twenty-four (24) hours of Garbage Collection.
23. Where lanes do not exist, the Owner or Occupier shall be responsible for bringing the Collection Carts to the street boulevard, placing them as close to the curb as possible.
24. No person may place a Collection Cart on a street, lane or public place in a way that interferes with the ordinary travel or parking of vehicles and the passage of pedestrians.

25. Except on a day when Garbage is collected, every Owner or Occupant shall keep all Collection Carts on the Property of the Owner or Occupant and shall not store any such Cart in a location that encroaches on or projects over a highway or other public place.
26. The Director of Operations may authorize the placement of a Collection Cart in a location that does not comply with this Bylaw where reasonable under the circumstances.
27. No liquids shall be put in or be allowed to accumulate in any Collection Cart and all such Collection Carts shall be kept covered with water-tight lids.
28. Wet garbage shall be wrapped in paper before being deposited in a container.
29. Animal excreta must be placed in a separate plastic bag and deposited within the regular Collection Cart.
30. Every Owner or Occupant shall keep the area on the Property used for the storage of Collection Carts clean, sanitary and free from ponding water and loose Garbage.

#### **COMMERCIAL GARBAGE COLLECTION SERVICE**

31. If requested by an Owner and subject to availability, Commercial Containers will be assigned to a specific Property and shall remain with that Property at all times.
32. The municipality shall replace Commercial Containers that are damaged through normal use or otherwise at their discretion, but will not be responsible for any Commercial Containers that are lost.
33. No liquids shall be put in or be allowed to accumulate in any Commercial Containers and all such Commercial Containers shall be kept covered with water-tight lids.
34. Wet garbage shall be wrapped in paper before being deposited in a container.
35. Animal excreta must be placed in a separate plastic bag and deposited within the regular Commercial Containers.
36. All material requiring removal which is not garbage, as defined by the bylaw, is the responsibility of the Owner or Occupier of the Property. The municipality reserves the right not to remove such material.
37. Every Owner or Occupant shall keep the area on the Property used for the storage of Commercial Containers clean, sanitary and free from ponding water and loose Garbage.

38. Every Owner or Occupant shall keep all Commercial Containers in a clean and sanitary condition and generally in good condition and repair, with the lids closed and secured at all times.
39. The Owner or Occupant of a Property shall ensure that Commercial Containers are located such that the District has unobstructed and unrestricted access for the purposes of collection.
40. The Director of Operations may authorize the placement of a Commercial Container in a location that does not comply with this Bylaw where reasonable under the circumstances.

## **WILDLIFE ATTRACTANTS**

41. No person shall:
  - a. Store any Garbage or Wildlife Attractant in such a manner that it is accessible to Wildlife; or
  - b. Feed Wildlife.
42. A person storing Garbage that is a Wildlife Attractant in a Collection Cart or Commercial Container shall store the container in a Wildlife Resistant Enclosure or secure it by sufficient means to prevent access by Wildlife (i.e., ratchet straps or chains).
43. Every Owner or Occupier of Property shall ensure that a Collection Cart, Commercial Container, or Wildlife Resistant Enclosure on such Property is:
  - a. maintained in good condition and kept in a clean and sanitary condition;
  - b. kept closed and secure when Garbage is not being deposited or emptied; and
  - c. if damaged, repaired within 3 days of the damage occurring.
44. All methods of securing the Collection Cart or Commercial Container must be removed when the container is placed at the at the street boulevard or made available for scheduled Garbage Collection.
45. Every Owner or Occupier of Property shall ensure that fruit fallen from a tree or bush on such Property is removed from the ground of such Property at least every three days when fruit and nuts is on the ground of such Property.
46. Composting is exempt from the provisions of this Bylaw as long as it does not attract Wildlife. Non-plant-based material cannot be put into compost, including but not limited to, meat , dairy, bones, or grease.

47. Every Owner or Occupier of Property shall ensure that a bird feeder containing bird feed or liquid intended for consumption by birds on such Property is suspended on a cable or other device in such a manner that it is inaccessible to Wildlife.
48. Every Owner or Occupier of Property shall store or place an outdoor fridge or freezer containing food products on such Property in such a manner that is inaccessible to Wildlife.
49. Every Owner or Occupier of Property shall store antifreeze and paint on such Property in a manner that it is inaccessible to Wildlife.

## **FEES**

50. Every Owner of Property shall make use of any disposal system established by the municipality and shall pay for the collection of garbage for Properties as herein provided.
51. (a) The user rates for the garbage collection services shall be billed bi-monthly, except for single-family and two-family dwelling user rates which shall be billed annually in conjunction with the municipal Property tax billing.
- (b) User rates for Garbage Collection services shall be due and payable to the District of Mackenzie and failure to receive mail will not be accepted as an excuse for not paying rates when due.
- (c) Where garbage collection services commence at any time other than the beginning of any billing period, the amount due and payable shall be pro-rated to exclude those days between the beginning of the billing period and the commencement date.
- (d) Where the charge for garbage collection services is cancelled or terminated prior to the end date of any given billing period, the amount due and payable shall be pro-rated to include only those days between the beginning of the billing period and the date of such termination or cancellation.
- (e) Any rate remaining unpaid on the due date for the period ending on the 31<sup>st</sup> day of December of any year shall be deemed to be taxes in arrears in respect of the Property concerned and shall forthwith be entered on the Property tax roll by the Chief Financial Officer as taxes in arrears.
- (f) A 10% penalty will be applied to any outstanding amount after the tax due date on the annual Property tax billing notice for single-family and two-family dwellings. Other consumers whose payment is received 42 days after the billing date will receive a 10% penalty.



- (g) An Owner of a parcel receiving services under this bylaw may apply for bi-weekly collection by submitting a written request to the Director of Operations. When the change in collection is requested, adjusted fees, where applicable, are payable in the amounts established under Schedule "A."
- (h) Requested changes made under section 11(g) are accepted only once annually. Any changes to the current calendar year must be submitted to the Director of Operations by the 1<sup>st</sup> of December of the previous year, to take effect on the 1<sup>st</sup> of January. If ownership of the Property changes, the new Owner will be granted a 60-day period to request a change in collection service.

52. Property Owners who have an approved permit for a Secondary Suite in their building file can request an additional Collection Cart to the Director of Operations by the 1<sup>st</sup> of December of the previous year, to take effect on the 1<sup>st</sup> of January. Any new permits issued for Secondary Suites throughout the calendar year will be granted a 60-day period to request an additional Collection Cart.

53. Rates for garbage collection services are set out in Schedule "A" and Schedule "B" attached hereto and forming part of this bylaw.

#### **OFFENCE AND ENFORCEMENT**

54. The municipality reserves the right to suspend collection service from properties where the facilities for receptacles are contrary to the provisions of this bylaw.

55. Any person who violates any of the provisions of this bylaw or who suffers or permits anything to be done in violation of this bylaw shall be deemed to have committed an offence and is punishable in accordance with the Offence Act; and each day on which the violation occurs shall be considered a separate offence.

56. The Director of Operations and any Bylaw Enforcement Officer of the District are authorized to enter onto the Property at all reasonable times to ascertain compliance with the provisions of this Bylaw.

57. It shall be unlawful for any person to prevent, obstruct or attempt to prevent or obstruct the Director of Operations or any Bylaw Enforcement Officer from carrying out their duties under this Bylaw.

58. A Property Owner or Occupier can be charged on a cost-recovery basis for the immediate clean-up of loose Garbage on the street and on their own Property as a result of unsecured Garbage being put out for collection.

**NO LIABILITY**

59. The District will not be liable for any damages suffered or costs incurred by any person by reason of the failure of the District to supply the collection and disposal of garbage collection service or by reason of the manner of the District supplying the garbage collection service.

**SEVERABILITY**

60. The provisions of this Bylaw are severable. If, for any reason, any provision is held to be invalid by a decision of a court of competent jurisdiction, such decision shall not affect the validity of the remaining provision of this Bylaw.

**CITATION**

61. This Bylaw may be cited as "Garbage Rates and Regulations Bylaw No. 1487, 2022"

**READ** a first time this \_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2022.

**READ** a second time this \_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2022.

**READ** a third time this \_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2022.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

I hereby certify the foregoing  
to be a true and correct copy of  
District of Mackenzie Bylaw  
No. 1487 cited as "Garbage Rates and  
Regulations Bylaw No. 1487, 2022".

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

## SCHEDULE A

To the "Garbage Rates and Regulations Bylaw No. 1487, 2022"  
of the District of Mackenzie.

---

(a)	<u>Single Family Dwelling (per unit)</u>	
	For one collection per week,	\$14.61/month
	For one collection every two weeks	\$12.37/month
(b)	<u>Two Family Dwelling (per unit)</u>	
	For one collection per week,	\$14.61/month
	For one collection every two weeks	\$12.37/month
(c)	<u>Secondary Suites (per unit)</u>	
	For one collection per week,	\$14.61/month
	For one collection every two weeks	\$12.37/month

**SCHEDULE B**

To the "Garbage Rates and Regulations Bylaw No. 1487, 2022"  
of the District of Mackenzie.

---

- (a) Monthly rates for pickup of solid waste from bulk containers, per size of bins, in any classifications shall be charged as follows:

**Bulk containers with a capacity of 2 cubic yards:**

Number of containers (2 cubic yards)	Number of Pickups per Week	
	1	2
<b>1</b>	\$ 35.90	\$ 71.80
<b>2</b>	\$ 71.80	\$ 143.60
<b>3</b>	\$ 107.70	\$ 215.40
<b>4</b>	\$ 143.60	\$ 287.20
<b>5</b>	\$ 179.50	\$ 359.00

**Bulk containers with a capacity of 3 cubic yards:**

Number of containers (3 cubic yards)	Number of Pickups per Week	
	1	2
<b>1</b>	\$ 53.85	\$ 107.70
<b>2</b>	\$ 107.70	\$ 215.40
<b>3</b>	\$ 161.55	\$ 323.10
<b>4</b>	\$ 215.40	\$ 430.80
<b>5</b>	\$ 269.25	\$ 538.50

**Bulk containers with a capacity of 4 cubic yards:**

Number of containers (4 cubic yards)	Number of Pickups per Week	
	1	2
1	\$ 71.80	\$ 143.60
2	\$ 143.60	\$ 287.20
3	\$ 215.40	\$ 430.80
4	\$ 287.20	\$ 574.40
5	\$ 359.00	\$ 718.00

Additional Containers

Applicable rate for 5 containers, per size, plus applicable rate for additional number of containers of the same size.

- (b) When bulk containers are utilized, the rates for individual use classifications do not apply.
- (c) All bulk containers shall be supplied by the District at the following monthly rental rates, per number and size of bulk containers:
  - \$49.10/month for a bulk container with a capacity of 2 cubic yards
  - \$53.61/month for a bulk container with a capacity of 3 cubic yards
  - \$58.13/month for a bulk container with a capacity of 4 cubic yards
- (d) Special requests for additional bulk containers outside the monthly rental options will be subject to the following fees:
  - \$ 50.00/delivery per bulk container
  - \$ 50.00/pickup per bulk container
- (e) Deliveries or pickups outside the regular scheduled days, Monday, and Thursday, will be calculated at three times the applicable rate.
- (f) Deliveries or pickups requested outside the scheduled business hours will be calculated at three times the applicable rate plus the applicable overtime rate.

**DISTRICT OF MACKENZIE**

**Bylaw No. 1488**

A bylaw to amend the Municipal Ticket Information Bylaw No. 1465, 2022

---

**WHEREAS** the Council of the District of Mackenzie deems it prudent and desirable to amend its Municipal Ticketing Bylaw;

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

1. That Section 14 of Schedule 1 to the "Municipal Ticket Information Bylaw No. 1465, 2022" as amended, be amended to state the following:

"14. Garbage Rates and Regulations Bylaw No. 1487, 2022 as amended	Director of Operations, or designate Director of Corporate Administration, or designate Bylaw Enforcement Officer Peace Officer"
--------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------

2. That Schedule 15 to the "Municipal Ticket Information Bylaw No. 1465, 2022" be deleted in its entirety and replaced with Schedule 15 as attached.
3. This bylaw may be cited for all purposes as "Municipal Ticket Information Amendment Bylaw No. 1488, 2022".

**READ** a first time this \_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2022.

**READ** a second time this \_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2022.

**READ** a third time this \_\_\_\_\_ 26th \_\_\_\_\_ day of \_\_\_\_\_ September \_\_\_\_\_, 2022.

**ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

I hereby certify the foregoing to be a true and correct copy of District of Mackenzie Bylaw No. 1488 cited as "Municipal Ticket Information Amendment Bylaw No. 1488, 2022".

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Officer

**DISTRICT OF MACKENZIE**

**Bylaw No. 14**

**Schedule 15**

<b>Garbage Rates and Regulations Bylaw No. 1468, 2022 as amended</b>	<b>Section</b>	<b>Fine</b>
1. Tampering with, examining, or removing any Garbage placed out for collection.	9.	\$50
2. Depositing or leaving any Garbage or other discarded material on any highway, public place or land other than the land on which the Garbage was generated.	10.	\$100
3. Failure to tightly secure Garbage in a bag prior to placing it in a Collection Cart or Commercial Container.	11.	\$50
4. Prohibited Garbage placed in collection cart or commercial container.	15. (a) and (b)	\$50
5. Prohibited Garbage placed in collection cart or commercial container.	15. (c) – (f)	\$200
6. Placing Collection Carts at the street boulevard prior to 5:30 am on scheduled Garbage Collection service day.	20.	\$50
7. Failure to remove empty containers from boulevards within twenty-four hours of garbage collection.	22.	\$25
8. Liquids accumulated in any container, not covered with a water-tight lid.	27. and 33.	\$50
9. Wet garbage not wrapped in paper before being deposited in container.	28. and 34.	\$50
10. Animal excreta not placed in separate plastic bag.	29. and 35.	\$50
11. Failure to keep the area on the Property used for the storage of Collection Carts or Commercial Containers clean, sanitary, and free from ponding water and loose Garbage.	30. and 37.	\$50
12. Storing of Garbage or Wildlife Attractant on the Owner or Occupier's Property in such a manner that it is accessible to Wildlife.	41. (a)	\$50
13. Feeding Wildlife	41. (b)	\$50
14. Failure to store Collection Cart or Commercial Container in a Wildlife Resistant Enclosure or secure by sufficient means as to prevent access by Wildlife.	42.	\$50
15. Failing to pick fruit that has fallen from a tree or bush within three days.	45.	\$50
16. Storing compost that has become a wildlife attractant.	46.	\$50
17. Failure to hang bird feeder containing bird feed in a manner that is inaccessible to Wildlife.	47.	\$50



18. Failure to store or place an outdoor fridge or freezer containing food products in such a manner that is inaccessible to Wildlife.	48.	\$50
19. Failure to store antifreeze and paint in a manner that is inaccessible to Wildlife.	49.	\$50
20. Preventing, obstructing, or attempting to prevent or obstruct the Director of Operations, or designate, or any Bylaw Enforcement Officer from carrying out their duties under this Bylaw	57.	\$50
21. District clean-up of loose Garbage on the street as a result of unsecured Garbage being put out for collection.	58.	At Cost

## DISTRICT OF MACKENZIE NOTICE OF ELECTION BY VOTING

### PUBLIC NOTICE IS HEREBY GIVEN AS FOLLOWS:

An election by voting is to be held to elect one Mayor and six Councillors, and that the following persons are candidates for each office:

#### MAYOR – One (1) to be Elected

Surname	Usual Names	Address
Atkinson	Joan	Mackenzie
Mortensen	Mitch	Mackenzie

#### COUNCILLOR – Six (6) to be Elected

Surname	Usual Names	Address
Barnes	Andy	Mackenzie
Brumovsky	Viktor	Mackenzie
Dunnings	John	Mackenzie
Gordy	Jamie	Mackenzie
Hipkiss	Amber	Mackenzie
Kyllo	Peter	Mackenzie
McMeeken	Raye	Mackenzie
Nelson	Janice	Mackenzie
Tapper	Kyle	Mackenzie
Wright	Jesse	Mackenzie

### VOTING DATES AND LOCATIONS:

**ADVANCED VOTING** will be available to qualified electors as follows:

Date	Location	Address	Voting Hours
Wednesday October 5, 2022	Council Chambers	1 Mackenzie Blvd	8:00 am – 8:00 pm
Friday October 14, 2022	Council Chambers	1 Mackenzie Blvd	8:00 am – 8:00 pm

**A SPECIAL VOTING OPPORTUNITY** will be available to qualified electors who are patients or staff of the Mackenzie and District Hospital at the time of voting, as follows:

Date	Location	Address	Voting Hours
Friday October 14, 2022	Mackenzie & District Hospital	45 Centennial Drive	11:30 am – 12:30 pm

**GENERAL VOTING** will be open to qualified electors of the District of Mackenzie on:

Date	Location	Address	Voting Hours
<b>Saturday October 15, 2022</b>	<b>Mackenzie Legion</b>	<b>357 Skeena Drive</b>	<b>8:00 am – 8:00 pm</b>

## ELECTOR REGISTRATION

Registration of all electors will take place at the time of voting. Electors will be required to make a declaration stating the following requirements are met:

- 18 years of age or older on general voting day;
- Canadian citizen;
- resident of BC for at least 6 months immediately preceding the day of registration;
- resident of OR registered owner of real property in the District of Mackenzie for at least 30 days immediately preceding the day of registration; and
- not disqualified under the *Local Government Act* or any other enactment from voting in an election or otherwise disqualified by law.

**Resident electors** must produce **2 pieces of identification** (at least one with a signature). Picture identification is not necessary. The identification must prove both residency and identity.

**Non-resident property electors** must produce **2 pieces of identification** (at least one with a signature) to prove identity, **proof** that they are entitled to register in relation to the property, and, if there is more than one owner of the property, **written consent** from the majority of the property owners.

## MAIL BALLOT VOTING

All electors are eligible to vote by mail ballot.

**Electors can request a mail ballot starting September 28, 2022.**

### REQUESTING A MAIL BALLOT PACKAGE:

Before 4:00 pm on October 13, 2022 you must submit the following information to the District Office by mail (1 Mackenzie Blvd, Bag 340, Mackenzie, BC, V0J2C0), telephone (250-997-3221), fax (250-997-5186), or email ([election@districtofmackenzie.ca](mailto:election@districtofmackenzie.ca)).

The following information must be provided when requesting a mail ballot package:

1. Full name;
2. Residential address;
3. Address of the property in relation to which you are voting (for non-resident property electors);
4. Method of delivery of your mail ballot package:
  - Pick up at District Office, OR
  - Regular letter mail through Canada Post to residential address, OR
  - Regular letter mail through Canada Post to alternate address that you provide when requesting the ballot package, and
5. To ensure you receive the correct registration application form in your package, you must indicate whether you are going to be registering as a resident or non-resident property elector.

To be counted, your ballot must be received by the Chief Election Officer no later than 8:00 pm on Saturday October 15, 2022.

Emily Kaehn, Chief Election Officer

# FIRESMART CURBSIDE PICKUP

Residents are invited to pile brush and tree trimmings from your yard at the curb for pickup by Mackenzie Public Works

**7 AM TO 3 PM**

**GANTHAZ - WED. OCT. 12**

**MACKENZIE TOWNSITE - WED. OCT 19**

HOW DO I FIRESMART MY YARD?  
**A FREE FIRESMART HOME ASSESSMENT**  
CAN HELP IDENTIFY AREAS TO FOCUS ON  
Contact Ian LeBlanc @ 250-640-6287

