



**AGENDA** for the Committee of the Whole Meeting to be held on Monday, April 25, 2022 at 7:00 PM in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC.

Chair: Councillor Barnes

*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. REPORTS**

Operations Month End Reports	2 - 8
RCMP Month End Report	9 - 13
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**2. OTHER BUSINESS**

**3. ADJOURNMENT**

## **COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Public Works  
**Date:** April 19, 2022  
**Subject:** Public Works Month End Report for March 2022

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### **WATER DISTRIBUTION:**

We pumped 16,138,594 US gallons of water into the water tower during the month of March, the equivalent of 520,599.82 gallons per day, which is approximately 392.61 gallons per water connection. Last year we pumped 13,686,648 US gallons of water into the water tower during the month of March, the equivalent of 441,504.77 gallons per day or 332.96 gallons per connection.

There appears to be a discrepancy in the output of water in Pumphouse #2. Since the pump was replaced in Pumphouse #2 the water meter readings appear to be 25% higher than past historical data. Waiting on parts to arrive to install and correct the issue.

The Gantahaz sub-division water usage data is not available at this time due to a failure of the water meter located in the Booster Station. The new water meter replacement is part of a Capital Project which will be going out to RFP to contractors very soon. Design drawings are in progress for new piping system and new flow meter.

### **SANITARY SEWER COLLECTION SYSTEMS:**

There were 2 good neighbour sewer calls to report for the month of March.

### **GARBAGE COLLECTION SYSTEMS:**

The total commercial garbage collected for the month of March was 59,020 kg. The total residential garbage collected was 53,460 kg, for a total of 112,480 kg. The total commercial collected for March 2021 was 67,140 kg. The total residential garbage collected for March 2021 was 53,360 kg, for a total of 120,500 kg.



**STREETS AND ROADS:**

Waiting on temperatures to rise so staff can begin filling potholes with asphalt.

**SNOW FALL ACCUMULATIONS:**

Snow fall accumulations for the month of March is 3.5 inches.

**PARKS:**

Parks staff are off until May of 2022.

**PROJECTS:**

Having consultants create design drawings for several projects to be completed in 2022.

**EQUIPMENT & MAINTENANCE:**

Regular repairs and maintenance was completed on equipment.

**BUILDINGS:**

Routine maintenance was carried out on District buildings.

**SAFETY:**

An OH&S/Joint Health and Safety Committee meeting was held for the month of March. There was one first aid incident to report.

**ASSET MANAGEMENT:**

Work order system used for maintenance on District buildings.

**AIRPORT STATS:**

Total fuel pumped for the month of March was 497.0L of AV Gas, and 3,944.6L of Jet A. Total fuel sales for the month of March was \$8,280.05 for a profit of approximately \$1,671.98

March 2022	Fixed Wing	Helicopter	Fuel Purchase	Visit Town
<b>Total</b>	8	15	23	0



Respectfully Submitted,

A handwritten signature in cursive script that reads "Ken Gawryluk".

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Ken Gawryluk  
Interim Director of Operations

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

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Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Bylaw/Animal Control  
**Date:** April 19, 2022  
**Subject:** Bylaw/Animal Control Month End Report for March 2022

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**DOG LICENCES:**

There were 43 dog licenses issued in March for a total of 417 for the 2022 year.

**BOARDING:**

There were 5 dogs boarding in March for a total of \$131.25.

**IMPOUNDS:**

	<b>DOGS</b>	<b>CATS</b>
Remaining from last month	0	0
Impounds/strays for this month	8	1
Owners request adoption	0	0
Claimed by owner	8	1
Adopted	0	0
HD	0	0
Transferred to PG Humane	0	0
<b>Remaining in Pound</b>	<b>0</b>	<b>0</b>

Bylaw provided a donation of 3 bags of dog food to local dog owners needing assistance.

**COMPLAINT/SERVICE FILES:**

There were several complaints regarding loose dogs. Animal Control notified the owners that their dogs were impounded, and appropriate fees were charged.

There were several complaints regarding barking dogs. Animal Control spoke with the owners and owners complied.

There were complaints regarding a neighbour playing music too loud and a warning ticket was issued.

Bylaw received a complaint regarding a neighbour feeding crows. Pictures were taken, owners spoken to, and a warning ticket was issued.

Respectfully Submitted,



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Brennan McArthur  
Public Works Manager



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Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Building Department

**Date:** April 12, 2022

**Subject:** Building Month End Report for March 2022

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**PERMITS:**

**BUILDING**

<b>2022</b>	<b># of Permits This Month</b>	<b>\$ Value of Permits This Month</b>	<b>Total # of Permits to Date</b>	<b>Year to Date \$ Value of Permits</b>
Recreational	0	0	0	0
Residential	0	0	1	\$ 2,000.00
Commercial	0	0	0	0
Industrial	0	0	1	\$ 211,000.00
Institutional	0	0	0	0
<b>Totals</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>\$ 213,000.00</b>

<b>2021</b>	<b># of Permits This Month</b>	<b>\$ Value of Permits This Month</b>	<b>Total # of Permits to Date</b>	<b>Year to Date \$ Value of Permits</b>
Recreational	0	0	0	0
Residential	2	\$ 10,500.00	3	\$ 13,000.00
Commercial	0	0	0	0
Industrial	0	0	0	0
Institutional	0	0	0	0
<b>Totals</b>	<b>2</b>	<b>\$ 10,500.00</b>	<b>3</b>	<b>\$ 13,000.00</b>

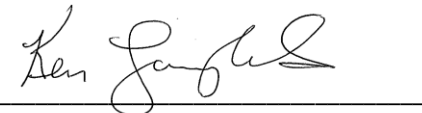
PLUMBING

	<b>2021</b>	<b>2022</b>
Number of Plumbing Permits This Month	0	0
Dollar Value of Plumbing Permits This Month	0	0
Number of Plumbing Permits YTD	0	0
Dollar Value of Plumbing Permits YTD	0	0

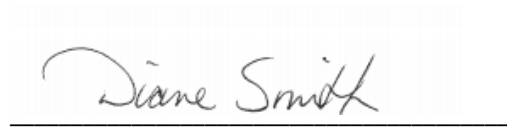
**BUSINESS LICENCES:**

	<b>Number</b>
Active/Paid	230
Outstanding	38
New	2
Total	270

Respectfully Submitted,



Ken Gawryluk  
Building Inspector



Approved for Submission to Council





NCO i/c Mackenzie Detachment  
PO Box 280  
Mackenzie, B.C.  
V0J 2C0

Your File

District of Mackenzie  
Box 280  
Mackenzie, B.C.  
V0J 2C0

Our File

April 6th, 2022

Dear Mayor and Council

**Mayors Report for March 2022:  
Summarized Mayors Report and File Synopsis for the month of March 2022.**

**Detachment Case Load:**

March 2022, the Mackenzie RCMP investigated 197 Files (139 files for March 2021)

- 19 - Crimes against a person files
- 36 - Crimes against property files
- 15 - Other Criminal Code violations
- 5 - Narcotic Control Act
- 7 - Provincial Statute / Federal Statute
- 112 - RCMP / Municipal Statute
- 3 - Traffic Violations

**(13 files were unfounded, 13 files resulted in charges)**

**- There were 4 Prisoners Lodged in Cells for March 2022 - Guard Shortage**

**Traffic Enforcement: - March 2022 Traffic Stats:**

Written Warnings 6 Intersection Warnings / 0 Distracted Driving Warning  
Total 49 Traffic Warnings

Violation Tickets 2 Intersection VT / 0 Distracted Driving VT  
Total: 17 Traffic VT's

**Impaired Driving / Immediate Roadside Prohibitions - March 2022:**

1 reported Impaired driving - suspect gone on arrival

**QUARANTINE ACT - COVID19 Related Measure Act (Public Health Act)-MAR 22**

0 reports of Health Order violations.

**CHECKSTOP PROGRAM (ROAD BLOCKS)**

***2 Road Safety / Speeding / Sobriety Checks were conducted for March 2022***

***(Locations were - Hwy 97 and McLeod Lake / Centennial Drive)***

Majority of drivers polite and respectful.

(Several Motor Vehicle Act warnings and tickets issued)

**BILL C-45 Cannabis Legislation - "Effective October 17th, 2018"**

0 file(s) for the month of MAR 2022

**Resources:**

The detachment is currently short staffed 3 Members(1 on sick leave, 1 member on medical, 1 recruit who shadows another member)

**Community Policing:**

In line with the APP initiative for Crime Prevention through Curfew Compliance checks, the Mackenzie RCMP members were very active in conducting curfew and house arrest checks on local residents on conditions. ***(Currently there are 3 people being curfew checked for compliance and 1 house arrest)***

**Victim Services March 2022 stats for Victim Services:**

*(Ongoing Clients - 25 / New Clients - 11 / Closed Clients - 14)*

Incidents resulting in Victim Services assistance - 9

Referral Source - Police

New clients included: 8 females/3 males. Of these 11 clients: 1 senior, 9 adults and 1 child. The ***INCIDENT TYPES:*** Assault/abuse (partner) / Assault/Abuse (Other)

Threatening, Property crime and sudden deaths.

**ONLINE CRIME REPORTING**

The online tool can be found at either <http://bc.rcmp-grc.gc.ca/mackenzie/report> or on the District of Mackenzie's website at [districtofmackenzie.ca/public-services/emergency-services](http://districtofmackenzie.ca/public-services/emergency-services).

**(See attached Court update(s) and File summary)**

This concludes the Mayors report for the month of March 2022.

Sincerely,



(C) AIRD, Cpl.  
acting/i/c NCO Mackenzie RCMP Detachment  
Detachment Commander  
(250) 997-3288 phone (250) 997-3240 fax

**CPL. C. AIRD  
Reg # 60229**

## **COURT Update(s):**

### **1.1. Warrants issued for failing to attend court in.**

**1.1.1. A local male received an endorsed Warrant – Has since been executed**

**1.1.2. A non local male received an endorsed Warrant – Warrant cancelled by the courts**

**1.1.3. A non local female received an endorsed Warrant – Has since been executed**

**1.1.4. A local male received an endorsed Warrant - Outstanding**

**1.1.5. A local male received an endorsed Warrant - Outstanding**

### **1.2. Traffic VT dispute(s):**

**1.2.1. 4 tickets – received (Stay of Proceedings)**

**1.2.2. 2 tickets – Did not dispute (found guilty)**

### **1.3. Convictions:**

**1.3.1. A local male was found guilty of Assault – Sentence: 1 year Probation (Suspended Sentence)**

## **2. File Summary – In March 2022 Mackenzie RCMP responded to 197 files and conducted 2 proactive road checks. Investigations of Interest:**

2.1. On 2022-03-01 RCMP members responded to a report of a truck stolen from Pack River FSR. Truck located further down the road. No avenues to identify suspect.

2.2. On 2022-03-02 a Dell hard drive was stolen from the Mackenzie Public Library. Attempts to identify a suspect through video surveillance negative. It is believed the suspect took it during the winter fest some time. Witness unable to provide any serial numbers to be added to police data base.

2.3. On 2022-03-03 RCMP were on patrol and located a possible suspect vehicle in a shooting from Prince George. Attempts to stop the vehicle negative as it fled out of Mackenzie and South on Highway 97. Mackenzie members able to work in conjunction with Prince George RCMP Street Crew (plain clothes unit). Spike belt deployed on vehicle at Salmon Valley bridge. Three of four occupants taken into custody utilizing police dog services. This suspect vehicle was believed to be connected to the recent violence in Mackenzie.

2.4. On 2022-03-04 RCMP responded to a report of theft of copper wire in progress at Conifex. With assistance from staff at Conifex two people taken into custody and released on an undertaking with a court date in a few months.

2.5. On 2022-03-04 RCMP responded to a report of uttering threats. One person arrested, released on an undertaking for a court date in a few months.

2.6. On 2022-03-05 RCMP responded to a report of Sexual Interference. Ministry of Children and families and North district Major Crimes assisted. Statements obtained and a Report to Crown Counsel is being drafted for charges.

2.7. 2022-03-06 RCMP received a report of a suspect shooting a .22 rifle into the floor of a trailer in the Morfee Trailer Park. Suspect was well-known to police and had multiple outstanding warrants. Police activated Emergency Response Team (ERT) out of Prince George. ERT was able to secure the trailer. Clearing the trailer turned out to be negative for any suspects. During clearing of trailer pipe bomb located. Bomb disposal unit from Lower Mainland flew up to assist, confirmed it to be real and blew it up in a safe manner. Due to trailer being transient and uncooperative witnesses no charges on the file.

- 2.8. On 2022-03-06 RCMP members attended a problem residence. In conversation with the occupants staying at the trailer it was determined the home owner was not home. For public safety police completed a search and seized various ammunition, body armour and a sawed off rifle all for destruction. Due to circumstances of search no charges will be recommended.
- 2.9. On 2022-03-07 RCMP responded to a report of a break and enter to a storage shed with tools stolen on the Finlay FSR. No suspects and no means to further the investigation.
- 2.10. On 2022-03-07 RCMP responded to a report of drug use in a hotel. Members attended and located two occupants (not local to Mackenzie) with three firearms and no licence to have them in their possession. Due to all members of the Mackenzie detachment coming off 20+ hour shift from ERT deployment a search warrant for charges was not feasible. Firearms seized for destruction.
- 2.11. On 2022-03-09 RCMP responded to damage to the electrical box for the controlled sidewalk at the intersection of Mackenzie Blvd and Stuart Dr. No suspects and Highways department fixed the damages.
- 2.12. On 2022-03-10 RCMP responded to a report of a suspect yielding a baton and threatening those at the Mackenzie Mall. Witnesses cooperative. Suspect arrested for a court date in a few months.
- 2.13. On 2022-03-11 RCMP responded to a sudden death from suspected drug overdose. RCMP completed CPR with negative results.
- 2.14. On 2022-03-12 RCMP responded to a report of a break and enter the Petro Can at the Mackenzie Junctions. Approximately \$700 of items stolen. Surveillance captured but unable to identify suspect.
- 2.15. On 2022-03-14 RCMP responded to a report of a break and enter. Called in by neighbour and homeowner was away. Investigation determined a gun safe was broken into and a firearm was stolen. Investigation pending results of Identification Services for DNA swab and fingerprints.
- 2.16. On 2022-03-16 RCMP completed a vehicle stop from a problem residence. Occupant of vehicle lied about identity but was known to police. Occupant arrested on a warrant for aggravated assault. Later a bail hearing was held and a Judge released the male on a court date in a few months.
- 2.17. On 2022-03-16 RCMP responded to a report of a single vehicle roll over on Hwy 97 near Tudyah Lake. RCMP attended with fire and rescue and BC ambulance. One occupant trapped under car and cut out by fire and rescue. Air Ambulance (helicopter) attended and transported on occupant to Prince George. Highway was shut down momentarily for Air Ambulance to land on highway. Other occupant went in Ambulance by ground. Driver suspected to be impaired by alcohol and drugs. RCMP competing impaired investigation pending results of blood demand.
- 2.18. On 2022-03-16 RCMP responded to a report of a break and enter to a residence. Items seized for identification services to exam for evidence. File pending investigation.
- 2.19. On 2022-03-17 RCMP conducted a traffic stop for a drug investigation. Search of the vehicle yielded a replica firearm which was seized for destruction. No evidence to proceed with charges.
- 2.20. On 2022-03-23 RCMP observed a suspect preparing a controlled substance. Suspect arrested which yielded a small amount of methamphetamine. Due to recent case law no charges to be forwarded due to personal use amount.

- 2.21. On 2022-03-26 RCMP completed a traffic stop. Driver identified as a prohibited driver. Driver arrested, and released on documents with a court date in a few months.
- 2.22. On 2022-03-31 RCMP responded to a report of a fight at the high school. All parties spoken to an alternative measures taken at this time.
- 2.23. On 2022-03-31 RCMP completed a traffic stop. Driver identified as a prohibited driver. Driver arrested, and released on documents with a court date in a few months.

Cpl. C. AIRD  
Mackenzie RCMP

**COUNCIL REPORT**

**To:** Mayor and Council

**From:** Fire Chief, Jamie Guise

**Date:** April 2022

**Subject:** Fire Department Month End Report, March 2022

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**FIRE DEPARTMENT RESPONSES:**

Code	Description	Number of Calls this Period	Year to Date
AOA	Assist other Agency	2	11
FAL	False Alarm		9
FRC	Chimney Fire		1
FRS	Structure Fire		2
MVI	Motor Vehicle Incident	2	5
HMI	Hazardous Material Incident	1	1
PS	Public Service		1
<b>TOTALS</b>		5	30

- MVI -01     **March @ 07:08** – Report of a single vehicle MVI on Hwy 97 south of the Junction. Upon arrival of crews, it was noted that there was no entrapment. Crews returned to the Hall.
- AOA -01     **March @ 07:08** – Requested by BCAS to assist with a lift. Crews were required to help lift a patient from their home into an awaiting ambulance. Crews returned to the Hall.
- HMI -04     **March @ 11:26** – Report of an unknown substance in a home. Upon arrival of crews, it was noted that a person in the home discharged a can of bear mace. Crews were required to ventilate the home before returning to the Hall.
- AOA -08     **March @ 10:08** – Requested by BCAS to assist with a lift. Crews were required to help lift a patient from their home into an awaiting ambulance. Crews returned to the Hall.

MVI -16 **March @ 12:43** – Report of a single vehicle MVI on Hwy 97 south of the Junction. Upon arrival of crews, it was noted that there was one person trapped. Crews were required to use the Jaws of Life to remove the patient before returning to the Hall.

### **VOLUNTEER FIRE FIGHTERS TRAINING NIGHTS SCHEDULE:**

#### **1 March** – Planning and Meeting Night

- a. Occupational Health & Safety Committee
- b. Management Team and Officers Meeting
- c. Monthly Training Plan
- d. Coordinate Work Plan Activities
- e. Complete Apparatus, Equipment and Facilities Checks
- f. Conduct Association Business Meeting

#### **8 March** – Firefighter Skills Development

- a. New Probationary members conducted SCBA training
- b. Probationary members conducted ventilation training
- c. Fire Fighters were conducting Fire Extinguisher training

#### **15 March** – Firefighter Skills Development

- a. New Probationary members continued with SCBA training
- b. Fire Fighters and Probationary members conducted Live Fire training

#### **22 March** – Firefighter Skills Development

- a. New Probationary members conducted Emergency Scene Traffic control, Riding on Apparatus, and controlling utilities
- b. Fire Fighters and Probationary members conducted Live Fire training

#### **29 March** – Firefighter Skills Development

- a. New Probationary members participated in Fire Behavior Training
- b. Fire Fighters and Probationary members participated in a live fire training scenario at Hall 2

### **FIRE & LIFE SAFETY INSPECTIONS:**

9 fire safety inspections were conducted in the month of March

**VOLUNTEER FIRE FIGHTERS SCHEDULE:**

**March 5** – One member participated in the Driver training, train the trainer course sponsored by VFIS.

**March 6** – One member participated in Emergency Scene Traffic Control, train the trainer course sponsored by VFIS.

**March 19-20** – One member participated in the Air Brakes course in Prince George.

**EMERGENCY MANAGEMENT**

Mackenzie Fire Department participated in the Mackenzie Wildfire Advisory Committee meeting.

Recruited another member to participate in the District of Mackenzie Emergency Program.

Guest speaker at the Mackenzie Chamber of Commerce Luncheon. Presentation was evacuation procedures and provided an update on construction of the New Fire Hall.

**FIRE DEPARTMENT MEMBERSHIP:**

<b>Position</b>	<b>Allocation</b>	<b>Actual</b>
Fire Chief	1	1
Deputy Fire Chief	1	1
Assistant Chiefs	2	1
Training Officers	2	2
Captains	4	2
Lieutenants	4	3
Engineers	4	2
Fire Fighters	20	12
<b>Total Fire Fighting Force</b>	<b>38</b>	<b>24</b>
Fire Fighters (Probationary)	7	5
Fire Fighter (Junior)	4	0
Leave of Absence		

**NEW FIRE HALL BUILD EXPENSES TO DATE**

The construction of the new Fire Hall continues.

The District of Mackenzie has expensed the following amounts for the project to date:



Category	Vendor	Expense to date
Design	Field Lievers Architecture	\$ 450,750
Project Management	Colliers Project Leaders	\$ 8,289
Geotechnical	GeoNorth	\$ 25,534
Survey	McElhanney	\$ 7,203
Construction Contract	Southwest Design & Construction	\$ 3,378,263
FF&E	Furniture and Fixtures	\$ 165,467
Construction Management Fee	JenCol Construction	\$ 27,590
Miscellaneous*	Various	\$ 187,046
	<b>Overall Budget Expense</b>	<b>\$ 4,250,142</b>

\*Miscellaneous expenses include: Hydro, legal, wages, benefits, minor contracting, and supplies.

Project works to date are as follows:

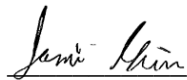
- Mechanical items have been purchased
- Control items have been purchased
- Electrical items have been purchased with some of the items on site. Including a deposit on the Emergency Generator
- Roofing system is in progress
- Siding is being installed

**Total Project Budget** = \$6.5 million

**Total Expenses To Date** = \$4,250,142

**Total Budget Remaining** = \$2,249,858

Respectfully Submitted,



\_\_\_\_\_  
Jamie Guise  
Fire Chief



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

## **COUNCIL REPORT**

**To:** Mayor and Council

**From:** Terry Gilmer, Recreation Services

**Date:** April 20, 2022

**Subject:** Recreation Services Month End Report – March 2022

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### **Pool:**

- Staff documented 1,071 pool and 50 aquafit visits for the month.
- Advertising went out on March 2<sup>nd</sup> for the Rookie Swim Patrol course being offered over Spring Break for children ages 8-12.
- The WIBIT was in the pool on March 18<sup>th</sup> from 12:00 pm - 4:00 pm and March 25<sup>th</sup> from 12:00 pm - 4:00 pm.
- Spring Break Swimming Lessons were completed on March 25<sup>th</sup>, which included three levels and one private lesson with a total of 12 participants.
- Booking for April Swimming Lessons were launched online on March 21<sup>st</sup>, we had 10 participants registered and were purchased online by community users through our software platform. The rest of the participants were registered through the front desk, and by March 25<sup>th</sup>, five of the six levels offered were full, with only three spaces remaining in one of the levels. A total of 29 participants registered in the next set of swimming lessons.

### **Arena:**

- Staff documented 114 public skating and eight curling visits for the month.
- The last GMHL home game was on March 4<sup>th</sup> their only home playoff game was on March 9<sup>th</sup> – players and coaches are gone for the season.
- Kindergarten class came skating on March 4<sup>th</sup> and two Morfee Elementary School Classes on March 11<sup>th</sup>.
- Mackenzie Figure Skating Ice Show was held on March 5<sup>th</sup> (6:00 pm show) and March 6<sup>th</sup> (12:00 pm show).
- Old Timer's Hockey League Tournament ran from March 18-19, with a Beer Gardens in the Arena Meeting Room for both nights.
- The Arena Ice was removed completely by March 24<sup>th</sup>, so staff could begin preparing the arena floor for the April 11<sup>th</sup> minor lacrosse's start.
- The ODR closed for the season on March 15<sup>th</sup>, and due to not having the Outdoor Rink available, we scheduled indoor public skating and all ages shinny from Monday to Friday during the first week of Spring Break.

**Ski Hill:**

- Staff documented 115 visits for the month.
- Little Mac Ski Hill 2021/2022 season ended on March 17<sup>th</sup>. The lift ran 55 days this year. Staff had hoped to get through March Break; however, the weather conditions were not sufficient to maintain operations.
- Tubing at Little Mac Ski Hill was planned for the remainder of Spring Break in lieu of the Ski Hill being closed. It ran from March 18-20 and also had to be cancelled early due to substandard snow conditions.

**Fitness Area:**

- Staff documented 1,270 fitness centre visits for the month.

**Sport Courts:**

- Staff documented 57 multi-court visits for the last 15 days of the month.
- Staff documented 14 pickleball visits for the month.
- The Multi Sport Court was opened on March 16<sup>th</sup> for bookings.

**Programs:**

- Public Engagement Survey was launched for Program and Event community input on March 30<sup>th</sup>. This survey will be open to the public for input until April 22<sup>nd</sup>.
- Advertising for 12 options for Kids Multi-Sport and Basketball programs were launched on March 29<sup>th</sup>. These programs are offered for no charge, and are for ages 3-4, 5-7 and 8-10. They will run for three sessions on the weekends in April. Thirty-nine children registered for these programs as of the end of March.
- Staff are working with the Mackenzie Secondary School PE instructor to schedule times for their class to use our facility (Fitness Centre, Pool, Arena Floor, and Multi-Use Court).
- Staff met with community representatives on March 15<sup>th</sup> to review and finalize the Happy Days 55+ Senior Program that will begin in April. This will also include the Seniors' Give it a Try Program for the first week of April.
- Advertising for the Seniors Give it a Try and Happy Days 55+ programming for April was launched on March 24<sup>th</sup>.
- Staff met with community group representatives at CNC on March 24<sup>th</sup> to review the Community Calendar processes and ease of use. This program has sat dormant for the last few years due to COVID-19 and other user issues, however moving forward it will be used more regularly by community groups.
- Participant Survey's were reviewed from the Martial Arts Programming with positive feedback and requests for more classes in the fall when the instructor returns.
- Drop in Adult Lacrosse advertising was launched on March 31<sup>st</sup> and runs Friday nights from 7:00 pm-9:00 pm from April 1 – June 24 for a drop-in fee to attend.

**Events:**

- Special Event Applications and interest to host a Special Event continue to come in, including 5 weddings (Community Hall, Rodeo Grounds, Morfee Lake 1<sup>st</sup> Beach, and Morfee Lake 2<sup>nd</sup> Beach Venues), the Chamber of Commerce's Spring Exposition (Arena Floor), and Grad 2022 (Community Hall).

**Other:**

- The Provincial Health Mandate for masks required in all public spaces was lifted on March 11<sup>th</sup> at 12:01 am. The Proof of Vaccination mandate will be lifted on April 8<sup>th</sup> at 12:01 am.
- Recreation Services Rates and Fees increase was implemented according to the bylaw on March 1<sup>st</sup>.
- Staff are working on the Canteen Award (one submission), climbing wall move, EBCC recommendations and signature park (budget/drawings) reports for upcoming Council meetings.
- Staff met this week with VDZ about finalizing the RFP for the bike park and ThinkSpace about finalizing a report with recommendations for EBCC.
- Spring Break Facility Hours were published.
- Staff met with School District 57 representatives on March 9<sup>th</sup> to review the Joint User Agreement between the School District 57 and the District of Mackenzie.
- Staff delivered all the rented sound equipment for the live band to the Legion in preparation for the Old Timer's Dance scheduled for March 19<sup>th</sup>.
- Facility and Events Coordinator started on March 7<sup>th</sup>.
- Tourism & Program Clerk started on March 7<sup>th</sup>.
- One part time Lifeguard was hired and will begin the position on April 5<sup>th</sup>. We still have two more part time Lifeguard positions to fill.

Respectfully Submitted,



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Terry Gilmer  
Director of Recreation Services



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Approved for Submission to Council

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Finance  
**Date:** April 19, 2022  
**Subject:** Month End Report at March 31, 2022

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Attached are the following month-end reports as of March 31, 2022:

- Analysis of Revenue and Expenses
- Accounts Payable Payment Listing
- Capital Expenditure

Respectfully Submitted,



Kerri Borne  
Chief Financial Officer



Approved for Submission to Council

## Revenue and Expenses Provisional Budget

March 31, 2022

DESCRIPTION	2022 PROVISIONAL BUDGET	2022 YTD MARCH	REMAINING BUDGET	% OF BUDGET REMAINING
<b>GENERAL OPERATING REVENUE</b>				
<b><u>TAXATION</u></b>				
TAXATION	5,093,485	-	5,093,485	100.0%
616 AREA	14,000	-	14,000	100.0%
1% UTILITIES TAX AND GRANTS IN LIEU	2,619,644	-	2,619,644	100.0%
	<b>7,727,129</b>	<b>-</b>	<b>7,727,129</b>	<b>100.0%</b>
SALES OF SERVICE	440,943	31,257	409,686	92.9%
RECREATION AND CULTURE	280,055	87,516	192,539	68.8%
	<b>720,998</b>	<b>118,774</b>	<b>602,224</b>	<b>83.5%</b>
<b><u>LICENCES AND PERMITS</u></b>				
BUSINESS LICENSE	40,000	44,842	(4,842)	(12.1%)
BUILDING/PLUMBING PERMIT REVENUE	17,000	1,316	15,684	92.3%
OTHER PERMITS/APPLICATIONS	1,225	600	625	51.0%
ANIMAL LICENSES	17,000	9,265	7,735	45.5%
	<b>75,225</b>	<b>56,023</b>	<b>19,202</b>	<b>25.5%</b>
<b><u>OTHER REVENUES</u></b>				
FINES	3,500	-	3,500	100.0%
RENTALS	233,630	37,542	196,088	83.9%
FRANCHISE FEES (FORTIS BC)	143,120	81,186	61,934	43.3%
RETURN ON INVESTMENTS	258,500	55,903	202,597	78.4%
TAXES PENALTIES AND INTEREST	42,500	231	42,269	99.5%
COMMUNITY FOREST	-	-	-	0.0%
MISCELLANEOUS	75,300	36,302	38,998	51.8%
DEPRECIATION	1,544,955	400,504	1,144,451	74.1%
TRANSFER FROM RESERVES & ACCUMULATED SURPLUS	423,245	-	423,245	100.0%
	<b>2,724,750</b>	<b>611,669</b>	<b>2,113,081</b>	<b>77.6%</b>

## Revenue and Expenses Provisional Budget

March 31, 2022

DESCRIPTION	2022 PROVISIONAL BUDGET	2022 YTD MARCH	REMAINING BUDGET	% OF BUDGET REMAINING
<b><u>GRANTS</u></b>				
PROVINCIAL GRANTS - UNCONDITIONAL	505,505	-	505,505	100.0%
PROVINCIAL GRANTS - CONDITIONAL	131,742	13,047	118,695	90.1%
REGIONAL DISTRICT GRANTS	5,000	-	5,000	100.0%
OTHER FUNDERS	815,458	100	815,358	100.0%
	<b>1,457,705</b>	<b>13,147</b>	<b>1,444,558</b>	<b>99.1%</b>
<b>TOTAL REVENUE</b>	<b>12,705,807</b>	<b>799,612</b>	<b>11,906,195</b>	<b>93.7%</b>
<b><u>GENERAL OPERATING EXPENSES</u></b>				
<b><u>GENERAL GOVERNMENT</u></b>				
COUNCIL	211,951	35,823	176,128	83.1%
GRANTS & CHAMBER OF COMMERCE	217,150	35,477	181,673	83.7%
ADMINISTRATION	811,710	160,615	651,095	80.2%
FINANCE	658,290	149,194	509,096	77.3%
COMMON SERVICES/COMPUTER/MTCE	405,624	80,315	325,309	80.2%
ECONOMIC DEVELOPMENT	138,400	7,623	130,777	94.5%
ALLOCATION WATER/SEWER	(84,000)	(21,000)	(63,000)	75.0%
DEPRECIATION - General Government	50,004	13,000	37,004	74.0%
	<b>2,409,129</b>	<b>461,047</b>	<b>1,948,082</b>	<b>80.9%</b>
<b><u>PROTECTIVE SERVICES</u></b>				
FIRE DEPARTMENT	501,918	94,369	407,549	81.2%
FUEL MITIGATION	514,918	7,150	507,768	98.6%
INDUSTRIAL AREA FIRE BUILDING	9,200	1,866	7,335	79.7%

## Revenue and Expenses Provisional Budget

March 31, 2022

DESCRIPTION	2022 PROVISIONAL BUDGET	2022 YTD MARCH	REMAINING BUDGET	% OF BUDGET REMAINING
BUILDING INSPECTIONS	160,743	36,995	123,748	77.0%
BYLAW SERVICES	214,939	51,496	163,443	76.0%
EMERGENCY MANAGEMENT	7,700	-	7,700	100.0%
EMERGENCY SERVICES BLDG	57,311	6,667	50,644	88.4%
OTHER PROTECTIVE SERVICES	146,707	27,955	118,752	80.9%
DEPRECIATION - Protective Service	150,000	37,500	112,500	75.0%
	<b>1,763,436</b>	<b>263,998</b>	<b>1,499,438</b>	<b>85.0%</b>
<b><u>TRANSPORTATION SERVICES</u></b>				
TRANSPORTATION SERVICES	1,973,373	559,963	1,413,410	71.6%
DEPRECIATION - Public Works	615,000	163,625	451,375	73.4%
GARBAGE COLLECTION	329,152	85,153	243,999	74.1%
PUBLIC HEALTH	93,621	1,156	92,465	98.8%
DEPRECIATION - Public health	48,765	12,191	36,574	75.0%
BEACHES AND PARKS	262,664	2,633	260,031	99.0%
	<b>3,322,575</b>	<b>824,721</b>	<b>2,497,854</b>	<b>75.2%</b>
<b><u>PARKS AND RECREATION SERVICES</u></b>				
PARKS AND PLAYGROUNDS	83,300	-	83,300	100.0%
RECREATION FACILITIES	2,729,760	657,733	2,072,027	75.9%
DEPRECIATION - Recreation Services	681,186	174,188	506,999	74.4%
TRANSFER TO MACKENZIE PUBLIC LIBRARY	278,881	69,720	209,161	75.0%
	<b>3,773,127</b>	<b>901,640</b>	<b>2,871,487</b>	<b>76.1%</b>
<b><u>FISCAL SERVICES</u></b>				
FISCAL EXPENSES	10,250	-	10,250	100.0%
TRANSFER TO RESERVES	1,427,291	-	1,427,291	100.0%





**Revenue and Expenses Provisional Budget**

**March 31, 2022**

<b>DESCRIPTION</b>	<b>2022 PROVISIONAL BUDGET</b>	<b>2022 YTD MARCH</b>	<b>REMAINING BUDGET</b>	<b>% OF BUDGET REMAINING</b>
TRANSFER TO SURPLUS	-	-	-	0.0%
	<b>1,437,541</b>	-	<b>1,437,541</b>	<b>100.0%</b>
<b>TOTAL GENERAL EXPENSES</b>	<b>12,705,807</b>	<b>2,451,407</b>	<b>10,254,400</b>	<b>80.7%</b>
<b>REVENUE LESS EXPENSES</b>				
<b>NET SURPLUS (DEFICIENCY)</b>	-	<b>(1,651,795)</b>		
<b>WATER OPERATIONS</b>				
REVENUE	756,598	40,574	716,024	94.6%
EXPENDITURES	756,598	106,004	650,594	86.0%
<b>NET SURPLUS (DEFICIENCY)</b>	-	<b>(65,430)</b>		
<b>SEWER OPERATIONS</b>				
REVENUE	602,595	56,579	546,016	90.6%
EXPENDITURES	602,595	73,840	528,755	87.7%
<b>NET SURPLUS (DEFICIENCY)</b>	-	<b>(17,261)</b>		
<b>CONSOLIDATED GENERAL, WATER &amp; SEWER</b>				
<b>OPERATING SURPLUS (DEFICIENCY)</b>	-	<b>(1,734,486)</b>		



**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**March 31, 2022**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
3/3/2022	067804	A1013	ABC COMMUNICATIONS	2,228.80
3/3/2022	067805	A6534	ALS CANADA LTD	309.02
3/3/2022	067806	C0190	CKJ TRUCKIN	71.36
3/3/2022	067807	C3191	CARIBOO CHROME AND HYDRAULICS LTD.	3,224.03
3/3/2022	067808	C4577	CHEM-AQUA	423.95
3/3/2022	067809	C4811	CHRYSALID TECH	527.23
3/3/2022	067810	C9899	CHRYSALID TECH	98.76
3/3/2022	067811	E7800	ENTANDEM	208.51
3/3/2022	067812	F1500	FINNING CANADA	652.90
3/3/2022	067813	G8555	GUILLEVIN INTERNATIONAL CO.	486.68
3/3/2022	067814	H1009	HAGEN'S HOME HARDWARE	618.28
3/3/2022	067815	J0708	JEPSON PETROLEUM LTD	1,431.14
3/3/2022	067816	L4495	LIFEWORCS CANADA LTD	1,124.55
3/3/2022	067817	L7010	LOOMIS EXPRESS	223.40
3/3/2022	067818	M4015	MIDWAY PURNEL	980.31
3/3/2022	067819	M6725	MYANNA CONSULTING	1,260.00
3/3/2022	067820	N6566	NORTHERN HEALTH AUTHORITY-MACKENZIE	75.00
3/3/2022	067821	P6650	PRINCE GEORGE TRUCK & EQUIPMENT (2000)	697.38
3/3/2022	067822	R2500	R.D. OF FRASER-FORT GEORGE	9,608.10
3/3/2022	067823	S3470	SHAW'S ENTERPRISES LTD	474.67
3/3/2022	067824	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	12,385.88
3/3/2022	067825	T2034	TECHNICAL SAFETY BC	1,149.00
3/3/2022	067826	T8000	TRICO INDUSTRIES LTD	1,469.92
3/3/2022	067827	U1060	UNITED LIBRARY SERVICE	222.52
3/3/2022	067828	U9000	UAP INC.	59.58
3/3/2022	067829	U9013	URBAN SYSTEMS	2,541.58
3/3/2022	067830	W2570	WILLIAMS MACHINERY LP	401.61
9/3/2022	067831	A8027	ASSOCIATION OF BC PUBLIC LIBRARY	200.00
9/3/2022	067832	B4520	BRANDT TRACTOR LTD	449.74
9/3/2022	067833	C0190	CKJ TRUCKIN	93.02
9/3/2022	067834	C4811	CHRYSALID TECH	113.98
9/3/2022	067835	C9899	CHRYSALID TECH	56.38
9/3/2022	067836	D5275	DOMINION GOV LAW LLP	4,212.43
9/3/2022	067837	H2902	HARRIS & COMPANY	649.60
9/3/2022	067838	H9900	HAGEN'S HOME HARDWARE	20.13
9/3/2022	067839	K4070	KIM M GUTHRIE, NOTARY PUBLIC	132.50
9/3/2022	067840	K6054	KOOTENAY MURPHY HOLDING LTD	4,030.55
9/3/2022	067841	M0100	MACKENZIE CHAMBER OF COMMERCE	120.00
9/3/2022	067842	M1200	MACKENZIE HOSE & FITTINGS	3,517.06
9/3/2022	067843	M2800	MACKENZIE FIRE FIGHTERS ASSOCIATION	4,722.00
9/3/2022	067844	M3206	MACLAK CONTRACTING	1,312.50
9/3/2022	067845	M4015	MIDWAY PURNEL	173.99
9/3/2022	067846	N6566	NORTHERN HEALTH AUTHORITY-MACKENZIE	75.00
9/3/2022	067847	O3455	ORKIN CANADA CORPORATION	273.00
9/3/2022	067848	P3500	PITNEY BOWES	12.00
9/3/2022	067849	P3810	PACIFIC BLUE CROSS	28,425.87
9/3/2022	067850	P7518	PROTEC SECURITY SERVICES	332.00
9/3/2022	067851	R2438	RICHARD, DAVID	200.00



**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**March 31, 2022**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
9/3/2022	067852	R6544	ROGERS	1,309.95
9/3/2022	067853	S7530	STEWART MCDANNOLD STUART	245.28
9/3/2022	067854	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	5,402.49
9/3/2022	067855	T3022	TERUS CONSTRUCTION LTD	525.80
9/3/2022	067856	T6050	TELUS CUSTOM SECURITY SYSTEMS	638.40
9/3/2022	067857	T8000	TRICO INDUSTRIES LTD	570.30
9/3/2022	067858	U1060	UNITED LIBRARY SERVICE	107.54
9/3/2022	067859	U9000	UAP INC.	147.87
9/3/2022	067860	W5100	WILLIAMS PETROLEUM	1,549.16
17/3/2022	067861	A6534	ALS CANADA LTD	385.35
17/3/2022	067862	B1388	BC LIBRARIES COOPERATIVE 2009	67.05
17/3/2022	067863	B2062	BANDSTRA TRANSPORTATION SYSTEMS LTD	124.24
17/3/2022	067864	C0190	CKJ TRUCKIN	17.99
17/3/2022	067865	C4811	CHRYSALID TECH	89.69
17/3/2022	067866	C4840	CIVICINFO BC	357.00
17/3/2022	067867	D1076	DB PERKS & ASSOCIATES LTD.	2,041.08
17/3/2022	067868	D5275	DOMINION GOV LAW LLP	5,914.95
17/3/2022	067869	H1009	HAGEN'S HOME HARDWARE	850.32
17/3/2022	067870	H9900	HAGEN'S HOME HARDWARE	8.61
17/3/2022	067871	I0790	IGI RESOURCES	7,772.35
17/3/2022	067872	L7010	LOOMIS EXPRESS	91.82
17/3/2022	067873	M4015	MIDWAY PURNEL	1,695.05
17/3/2022	067874	M5811	MORATA	4,000.00
17/3/2022	067875	M9900	MACKENZIE CHAMBER OF COMMERCE	77.00
17/3/2022	067876	N5496	NORTH CENTRAL LIBRARY FEDERATION	671.34 *
17/3/2022	067877	N6563	NORTHERN HEALTH AUTHORITY	400.00
17/3/2022	067878	N6566	NORTHERN HEALTH AUTHORITY-MACKENZIE	110.00
17/3/2022	067879	N7010	NORTHERN STEAM CLEANER SERVICES LTD.	2,063.72
17/3/2022	067880	R2097	RFS CANADA	722.40
17/3/2022	067881	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	5,623.99
17/3/2022	067882	U1060	UNITED LIBRARY SERVICE	557.06
17/3/2022	067883	U9000	UAP INC.	227.24
17/3/2022	067884	V1800	VIMAR EQUIPMENT LTD.	3,981.81
24/3/2022	067885	A9105	AQUAM AQUATIC SPECIALIST INC.	2,737.49
24/3/2022	067886	C1465	CANADA WEST SKI AREAS ASSOCIATION	131.25
24/3/2022	067887	C3174	CORDWOOD INDUSTRIES	5,398.05
24/3/2022	067888	C4811	CHRYSALID TECH	56.38
24/3/2022	067889	C8092	C.U.P.E. NATIONAL OFFICE	3,034.07
24/3/2022	067890	D4080	DUKA ENVIRONMENTAL SERVICES LTD	807.37
24/3/2022	067891	D4760	DISTRICT OF MACKENZIE - PUBLIC WORKS P/C	31.55
24/3/2022	067892	F1034	FIELD LIEVERS ARCHITECTURE	4,462.50
24/3/2022	067893	G6779	GREEN PHOENIX RECYCLING	23.10
24/3/2022	067894	G8555	GUILLEVIN INTERNATIONAL CO.	222.95
24/3/2022	067895	G9900	GREEN PHOENIX RECYCLING	55.13
24/3/2022	067896	H9900	HAGEN'S HOME HARDWARE	17.90
24/3/2022	067897	I1550	INTER-MTN. ENTERPRISES INC	1,853.60
24/3/2022	067898	J0708	JEPSON PETROLEUM LTD	700.45
24/3/2022	067899	K5013	KIMBO DESIGN	4,787.72



**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**March 31, 2022**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
24/3/2022	067900	K6099	KONICA MINOLTA BUSINESS SOLUTIONS	878.40
24/3/2022	067901	L7010	LOOMIS EXPRESS	84.69
24/3/2022	067902	M1125	MACKENZIE DRYCLEANING	245.70
24/3/2022	067903	M1200	MACKENZIE HOSE & FITTINGS	597.79
24/3/2022	067904	M2840	MACDUNN CONTROLS LTD.	834.75
24/3/2022	067905	M3206	MACLAK CONTRACTING	1,312.50
24/3/2022	067906	M3424	MACKENZIE AND AREA RADIO SOCIETY	525.00
24/3/2022	067907	M5811	MORATA	3,240.00
24/3/2022	067908	M9004	KILLAM, DONNY	75.00
24/3/2022	067909	M9004	DUGGAN, ASHLEY	157.00
24/3/2022	067910	N5496	NORTH CENTRAL LIBRARY FEDERATION	671.34
24/3/2022	067911	N8029	NORTHWAY GLASS INC	1,336.98
24/3/2022	067912	P6280	PRINCE GEORGE OFFICE SYSTEMS	302.69
24/3/2022	067913	R2500	R.D. OF FRASER-FORT GEORGE	668.75
24/3/2022	067914	R2630	RKS ELECTRIC LTD	260.12
24/3/2022	067915	S7530	STEWART MCDANNOLD STUART	4,458.72
24/3/2022	067916	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	9,306.27
24/3/2022	067917	S7990	SWIFT SPECIALTY SERVICES LTD	1,260.00
24/3/2022	067918	T3135	THINKSPACE	5,347.60
24/3/2022	067919	U1060	UNITED LIBRARY SERVICE	347.04
24/3/2022	067920	U9013	URBAN SYSTEMS	992.25
24/3/2022	067921	V1316	VDZ A CONSULTING INC.	8,945.74
24/3/2022	067922	V1540	VEROOM'S BROOMS	360.00
24/3/2022	067923	V1560	VICTORY BUILDING CENTRE	1,751.44
24/3/2022	067924	W5795	WIMACTEL CANADA INC	136.32
31/3/2022	067925	A5733	ANDREW SHERET LIMITED	288.53
31/3/2022	067926	A5778	AON REED STENHOUSE INC	600.00
31/3/2022	067927	A6534	ALS CANADA LTD	309.02
31/3/2022	067928	C0190	CKJ TRUCKIN	36.56
31/3/2022	067929	C3191	CARIBOO CHROME AND HYDRAULICS LTD.	46.69
31/3/2022	067930	C4577	CHEM-AQUA	423.95
31/3/2022	067931	C4811	CHRYSALID TECH	277.57
31/3/2022	067932	C9899	CHRYSALID TECH	117.46
31/3/2022	067933	D4800	DISTRICT OF MACKENZIE - MAIN OFFICE P/C	69.30
31/3/2022	067934	F6868	FRONTERA FOREST SOLUTIONS, INC	2,299.82
31/3/2022	067935	G6890	GSP GLOBAL SPORTS PRODUCTS INC	94,500.00
31/3/2022	067936	H7949	HUB INTERNATIONAL BARTON	1,096.00
31/3/2022	067937	J0620	JACE HEAVY DUTY REPAIR AND WELDING INC	1,725.00
31/3/2022	067938	K1000	KAL TIRE	634.35
31/3/2022	067939	L4506	LIFESAVING SOCIETY	198.00
31/3/2022	067940	M1200	MACKENZIE HOSE & FITTINGS	965.33
31/3/2022	067941	M1648	MACKENZIE LOCKSMITH	175.00
31/3/2022	067942	M4015	MIDWAY PURNEL	33.32
31/3/2022	067943	M5006	MONSTER INDUSTRIES	1,052.80
31/3/2022	067944	N6563	NORTHERN HEALTH AUTHORITY	400.00
31/3/2022	067945	P3810	PACIFIC BLUE CROSS	29,681.39
31/3/2022	067946	P4676	PREMIUM TRUCK & TRAILER INC	211.58
31/3/2022	067947	P4717	POTVIN, PAUL	100.00



**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**March 31, 2022**

Pay Date	Cheque #	Vendor #	Vendor Name	Paid Amount
31/3/2022	067948	R2500	R.D. OF FRASER-FORT GEORGE	8,419.58
31/3/2022	067949	R6544	ROGERS	660.87
31/3/2022	067950	S3470	SHAW'S ENTERPRISES LTD	8,361.86
31/3/2022	067951	S7530	STEWART MCDANNOLD STUART	1,160.89
31/3/2022	067952	S7575	SUNCOR ENERGY PRODUCTS PARTNERSHIP	3,290.03
31/3/2022	067953	T6050	TELUS CUSTOM SECURITY SYSTEMS	201.97
31/3/2022	067954	T8000	TRICO INDUSTRIES LTD	96.54
31/3/2022	067955	U0080	ULINE CANADA CORPORATION	848.07
31/3/2022	067956	U1060	UNITED LIBRARY SERVICE	628.80
31/3/2022	067957	V1306	VARCON INC	1,050.00
31/3/2022	067958	W5100	WILLIAMS PETROLEUM	1,071.35
<b>DIRECT DEPOSITS</b>				
4/3/2022	001040	F1022	FERNSTROM, JOANNE	225.00
4/3/2022	001041	G3123	GOERZ, NOAH	930.00
4/3/2022	001042	K2040	KS2 MANAGEMENT LTD.	10,132.50
4/3/2022	001043	M0900	MACKENZIE CO-OP	53.43
4/3/2022	001044	M4991	MERIDIAN ONECAP CREDIT CORP.	248.73
4/3/2022	001045	N2000	NEARING, CORINNE	227.00
11/3/2022	001046	M0900	MACKENZIE CO-OP	60.49
18/3/2022	001047	G3123	GOERZ, NOAH	945.00
18/3/2022	001048	L1189	LES ENTERPRISES AMILIA INC.	747.22
18/3/2022	001049	D5050	MT. BLANC VENTURES - DOUGLAS IAN LEBLANC	2,016.00
25/3/2022	001050	G2928	SMIRLE, CHELSEA	215.00
25/3/2022	001051	M0900	MACKENZIE CO-OP	46.15
25/3/2022	001052	M5834	MOSS, VALERIE	20.00
25/3/2022	001053	P0570	PALMER, DANNY	215.00
<b>EFT PAYMENTS</b>				
3/3/2022	RBC-00256-0222	F5499	FORTISBC - NATURAL GAS	1,656.77
3/3/2022	RBC-12505-0222	T6000	TELUS	91.68
3/3/2022	RBC-12667-0222	T6000	TELUS	91.68
3/3/2022	RBC-13023-0222	T6000	TELUS	91.68
3/3/2022	RBC-26256-0222	T6000	TELUS	210.40
3/3/2022	RBC-35419-0222	T6000	TELUS	81.82
3/3/2022	RBC-35507-0222	T6000	TELUS	81.66
3/3/2022	RBC-35525-0222	T6000	TELUS	95.20
3/3/2022	RBC-78992-0222	T6000	TELUS	5,256.04
3/3/2022	RBC-87475-0222	T6000	TELUS	81.66
3/3/2022	RBC-89933-0222	T6000	TELUS	210.40
7/3/2022	RBCW000378388	M6650	MUNICIPAL PENSION PLAN	27,417.52
7/3/2022	RBC77154444	R1500	RECEIVER GENERAL - 10702 1339 RP0001	53,226.44
7/3/2022	FEB 2022	U9100	US BANK	13,910.08
10/3/2022	RBC7666698	R1800	RECEIVER GENERAL - 10702 1339 RP0002	8,619.98
15/3/2022	RBC4951874	R1800	RECEIVER GENERAL - 10702 1339 RP0002	381.54
16/3/2022	RBC-47002-0322	B1206	BC HYDRO	27,404.80
16/3/2022	RBC-07350-0322	F5499	FORTISBC - NATURAL GAS	534.35
16/3/2022	RBC-59203-0322	F5499	FORTISBC - NATURAL GAS	152.30
16/3/2022	RBC-78369-0322	F5499	FORTISBC - NATURAL GAS	2,841.78
16/3/2022	RBC-98226-0322	F5499	FORTISBC - NATURAL GAS	29.14

\*

**District of Mackenzie**  
**Accounts Payable - Payment Listing**  
**March 31, 2022**

<b>Pay Date</b>	<b>Cheque #</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Paid Amount</b>
16/3/2022	RBC-98990-0322	F5499	FORTISBC - NATURAL GAS	370.80
16/3/2022	RBC-99007-0322	F5499	FORTISBC - NATURAL GAS	145.80
16/3/2022	RBC-99011-0322	F5499	FORTISBC - NATURAL GAS	459.36
16/3/2022	RBC-99015-0322	F5499	FORTISBC - NATURAL GAS	31.23
16/3/2022	RBC-99018-0322	F5499	FORTISBC - NATURAL GAS	33.31
16/3/2022	RBC-99087-0322	F5499	FORTISBC - NATURAL GAS	179.18
16/3/2022	RBC-99258-0322	F5499	FORTISBC - NATURAL GAS	850.53
16/3/2022	RBC-99712-0322	F5499	FORTISBC - NATURAL GAS	4,039.42
16/3/2022	RBC-99804-0322	F5499	FORTISBC - NATURAL GAS	5,348.97
16/3/2022	RBC-88729-0322	T6000	TELUS	10.90
18/3/2022	RBCW000379612	M6650	MUNICIPAL PENSION PLAN	27,025.89
21/3/2022	RBC4795245	R1500	RECEIVER GENERAL - 10702 1339 RP0001	51,192.75
29/3/2022	RBC-79425-0322	B1206	BC HYDRO	995.03
29/3/2022	RBC-98724-0322	B1206	BC HYDRO	22.44
29/3/2022	RBC-00256-0322	F5499	FORTISBC - NATURAL GAS	1,691.56
29/3/2022	RBC-12505-0322	T6000	TELUS	91.68
29/3/2022	RBC-12667-0322	T6000	TELUS	91.68
29/3/2022	RBC-13023-0322	T6000	TELUS	91.68
29/3/2022	RBC-26256-0322	T6000	TELUS	210.40
29/3/2022	RBC-35419-0322	T6000	TELUS	81.66
29/3/2022	RBC-35507-0322	T6000	TELUS	81.66
29/3/2022	RBC-35525-0322	T6000	TELUS	95.20
29/3/2022	RBC-78992-0322	T6000	TELUS	5,247.25
29/3/2022	RBC-87478-0322	T6000	TELUS	81.66
29/3/2022	RBC-89933-0322	T6000	TELUS	211.91
				<b>627,100.38</b>

( \* ) voided cheques



**District of Mackenzie  
Capital Projects  
As at March 31, 2022**

DESCRIPTION	2022 PROVISIONAL BUDGET	ACTUAL YTD March 31, 2022	REMAINING BUDGET
<b>GENERAL GOVERNMENT</b>			
MUNICIPAL HALL REFRESH (Carry-on)	106,500	-	106,500
AUDIO VISUAL UPGRADES	197,175	80,861	116,314
COMMUNITY SIGNAGE	54,194	-	54,194
<b>TOTAL GENERAL GOVERNMENT</b>	<b>357,869</b>	<b>80,861</b>	<b>277,008</b>
<b>PROTECTIVE SERVICES</b>			
FIRE HALL PROJECT (Carry-on)	2,309,995	56,708	2,253,287
RCMP HVAC REPLACEMENT (Carry-on)	35,850	-	35,850
NEW LADDER TRUCK	1,500,000	-	1,500,000
TURNOUT GEAR	40,000	-	40,000
<b>TOTAL PROTECTIVE SERVICES</b>	<b>3,885,845</b>	<b>56,708</b>	<b>3,829,137</b>
<b>TRANSPORTATION SERVICES</b>			
ROAD PAVING	500,000	-	500,000
ASPHALT CRACK ROUTER	27,500	-	27,500
TAR KETTLE	70,500	-	70,500
COMMERCIAL GARBAGE TRUCK	305,000	-	305,000
HOT PATCH PAVER	92,000	-	92,000
INFRARED ASPHALT RECYCLER	18,000	-	18,000
AIR COMPRESSOR	22,000	-	22,000
ALL TERRAIN VEHICLE	45,000	-	45,000
<b>TOTAL TRANSPORTATION SERVICES</b>	<b>1,080,000</b>	<b>-</b>	<b>1,080,000</b>
<b>PARKS AND RECREATION SERVICES</b>			
RECREATION ROOF REPLACEMENT (Carry - on)	352,500	-	352,500
SIGNATURE TRAIL PROJECT (Carry - on)	645,948	8,520	637,428
ENERGY REDUCTIONS PROJECT (pending grant approval)	2,994,692	-	2,994,692
AUDIO VISUAL UPGRADES	143,700	-	143,700
RECREATION CENTRE CLADDING REPLACEMENT	50,000	-	50,000
POOL UPGRADES	50,000	-	50,000
SQUASH/BASKETBALL COURT	90,000	90,000	-
<b>TOTAL PARKS AND RECREATION SERVICES</b>	<b>4,326,840</b>	<b>98,520</b>	<b>4,228,320</b>
<b>TOTAL GENERAL CAPITAL</b>	<b>9,650,554</b>	<b>236,088</b>	<b>9,414,466</b>
<b>WATER</b>			
PRESSURING REDUCING VALVES REPLACEMENT	351,750	-	351,750
GANTHAZ PIPE & METER REPLACEMENT	56,000	-	56,000
GANTHAZ WELL #4 ABOVE GROUND VAULT	76,300	-	76,300
<b>TOTAL WATER</b>	<b>484,050</b>	<b>-</b>	<b>484,050</b>
<b>SEWER</b>			
LAGOON OUTFALL CHAMBER	83,200	-	83,200
SEWER LINE REHABILITATION	115,000	-	115,000
<b>TOTAL SEWER</b>	<b>198,200</b>	<b>-</b>	<b>198,200</b>
<b>TOTAL CAPITAL BUDGET SUMMARY</b>	<b>10,332,804</b>	<b>236,088</b>	<b>10,096,716</b>

**COUNCIL REPORT**

**To:** Mayor and Council  
**From:** Administration  
**Date:** April 19, 2022  
**Subject:** Council Strategic Priorities 2022 First Quarter Report

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**RECOMMENDATION:**

THAT Council receives the 2022 first quarter department work plans for information.

**BACKGROUND:**

The Priority Outcomes and Projects update has been established to provide clear, concise, and consistent reporting to Council in four quarters throughout the year.

The attached reports are the first quarter of a format intended to provide Council with a status update by department. Also included is the grant tracking document.

**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,



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Diane Smith  
Chief Administrative Officer



The Chief Administrative Officer (CAO) leads, coordinates, and provides oversight for all District departments to ensure the District is accomplishing Council’s priorities and the public’s goals. Appointed by and reporting to Council, the CAO administers the business affairs of the municipality, oversees the senior management team, and directs the development and implementation of corporate policies and programs. The CAO liaises with local boards, commissions, agencies, other municipalities, and the provincial and federal governments.

<b>2022 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>ESTIMATED START/FINISH DATES</b>	<b>2022 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Childcare	Community & Social Development	2022-2023	<ul style="list-style-type: none"> <li>Increase the number of Childcare spaces in our community.</li> </ul>	Ongoing	Staff are in the process of determining the steps required to enable our community to be ready to submit a grant application once funding is announced.
Succession Planning	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Continue to work with all departments to identify opportunities for succession planning.</li> </ul>	Ongoing	Assist all departments with succession planning efforts, paying close attention to possible retirement dates.
Labour/Management Relations	Strong Governance & Finances	Ongoing	<ul style="list-style-type: none"> <li>Continue to participate in monthly Labour/Management meetings.</li> </ul>	Ongoing	Continue to foster good relations between Management and Union.
Housing	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Continue to pursue opportunities to support the development of senior, affordable and assisted living housing options.</li> </ul>	Ongoing	Working with community stakeholders, the Provincial Government, and others to identify housing needs in our community.
Dental Services	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Look for opportunities to attract new dentist(s) to town.</li> </ul>	Ongoing	We have had several interested parties but for various reasons we have yet to see anyone commit.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Internet Upgrades	Community & Social Development	Ongoing	<ul style="list-style-type: none"> <li>Applied for funding to upgrade our Internet Connectivity.</li> </ul>	Pending	Still waiting to hear if our funding applications are successful.
First Nations Relationship Building	Community & Social Development/ Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>Continue to identify opportunities to enhance First Nations relationships and make progress on the specific Truth and Reconciliation Calls for Action identified for local governments.</li> </ul>	Ongoing	We continue to work towards fostering good working relationships with all First Nation partners.
Morfee Mountain Road	Economic Vitality	2022	<ul style="list-style-type: none"> <li>Complete the Licence of Occupation application that would enable the District to acquire tenure on the Morfee Mountain Road.</li> </ul>	Ongoing	Staff are working on this application with assistance from the Ministry of Forests.

Corporate Services includes the following service areas: Legislative Services, Land Use Planning and Administration, Environmental Programs and Climate Action, Corporate Communications, and Economic Development. The following outlines the status of key projects and programs that are being administered in 2022.

<b>2022 PRIORITIES AND PROJECTS</b>	<b>COUNCIL PRIORITY</b>	<b>START/FINISH DATES</b>	<b>2022 WORK PLAN GOALS</b>	<b>CURRENT STATUS</b>	<b>COMMENTS</b>
Local General Elections	Strong Governance and Finances	2022	<ul style="list-style-type: none"> <li>Assisted with January SD57 Bi-Election.</li> <li>Prepare for and administer the Local General Election on October 15, 2022.</li> </ul>	Complete In-Progress	Staff assisted with the SD57 Bi-Election in January 2022. October 2022 preparations started.
Council Meeting Management	Strong Governance and Finances	2021-2022	<ul style="list-style-type: none"> <li>Upgrade audio/visual equipment in Council Chambers.</li> </ul>	In-Progress	Equipment is ordered. Delivery and install expected Fall 2022.
Bylaw/Policy Review	Strong Governance and Finances	2021-2022	<ul style="list-style-type: none"> <li>Annually review and update bylaws and policies where necessary.</li> </ul>	Ongoing	MTI Bylaw and electronic meetings policies updated in Q1.
Accessibility	Community and Social Development	2022	<ul style="list-style-type: none"> <li>Re-establish Accessibility Committee.</li> </ul>	In-Progress	Aligning with new Provincial policy, staff will re-establish the committee by Fall 2022.
Community Grants Program	Strong Governance and Finances	Ongoing	<ul style="list-style-type: none"> <li>Administer Community Grants Program intakes in March and September.</li> </ul>	Ongoing	Council approved \$18,011.99 in funding at the March 15 <sup>th</sup> In-take.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Business and Non-Profit Support Services	Economic Vitality	Ongoing	<ul style="list-style-type: none"> <li>• Liaise and partner with local and regional business support services.</li> <li>• Administer the Business Façade Improvement (BFI) Program.</li> <li>• Administer the Love Mackenzie Program.</li> <li>• Administer the BC PNP-EI program.</li> <li>• Continue to provide grant writing support for not-for-profit organizations.</li> </ul>	Ongoing	BFI funding approved for 2022. Application period closed April 14 <sup>th</sup> . New applications received for Love Mackenzie in Q1. PNP-EI program on hold due to staff capacity. The District has assisted 26 organizations to secure funding in the amount of \$686,432.15.
Mackenzie 2.0 Community Economic Development Plan	Economic Vitality	2021 - 2024	<ul style="list-style-type: none"> <li>• 2022 Workplan Includes: <ul style="list-style-type: none"> <li>○ Pursuing High Speed Internet</li> <li>○ Daycare Planning</li> <li>○ Continue professional services recruitment (i.e., Dentist)</li> <li>○ Strategic Land Sales and Marketing</li> <li>○ Housing Planning and Research</li> <li>○ Support local recreation development projects</li> <li>○ Participate on Regional Economic Development Plan Committee hosted by CFFFG and RDIFFG.</li> </ul> </li> </ul>	In-Progress	Staff continue planning to improve access to fibre-to-home internet services, daycare spaces, healthcare/professional services, and appropriate housing. Staff supporting strategic land sales aligning with Council's Strategic Priorities and the Official Community Plan. Staff invited to participate in the development of a new Regional Economic Development Plan Committee.
Tourism Plan	Economic Vitality	2021- 2026	<ul style="list-style-type: none"> <li>• 2022 Workplan Includes: <ul style="list-style-type: none"> <li>○ Explore Municipal and Regional District Tax program to support tourism marketing in Mackenzie</li> <li>○ Participation in the GoNorth RV and Northeast BC Marketing Co-op online campaigns.</li> <li>○ Mackenzie 2.0 Marketing Materials project</li> </ul> </li> </ul>	In-Progress  In-Progress  In-Progress	Staff continue to conduct research on this topic. \$45,000 in project funding approved for Mackenzie 2.0. Marketing materials has been secured through CanExport and NDIT. Staff continue to participate in Northeast Destination Development Committee and initiatives.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
			<ul style="list-style-type: none"> <li>○ Continue Phase 1 and 2 of Municipal Signage Strategy</li> <li>○ Morfee Mountain Road License of Occupation application and planning</li> <li>○ Morfee Mountain Trail Network: Master Plan support</li> <li>○ Support all local non-profits promoting recreational tourism development opportunities</li> </ul>	<p>Ongoing</p> <p>In-Progress</p> <p>In-Progress</p> <p>Ongoing</p>	<p>Staff continue to assist with the land-use permitting and community planning required for the Morfee Mountain Downhill Trail Network project.</p> <p>Continue to support local groups in their pursuit of recreation or tourism related developments/events.</p>
Land Use Planning	<p>Community and Social Development</p> <p>Environmental Sustainability</p>	2021-2022	<ul style="list-style-type: none"> <li>• Downtown Plan project</li> <li>• Establish DPAs to protect the natural environment, protect development from hazardous conditions, guide the form and character of development, promote energy, and water conservation, and promote the reduction of greenhouse gas emissions.</li> </ul>	In-Progress	Grant funding secured and both projects have begun. Expected completion is Nov./Dec. 2022.
Climate Action	Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>• Continue Implementation of 2021 - 2026 Corporate Energy Emissions Plan</li> <li>• Participate in Northern BC Climate Action Network</li> <li>• Participate in the FCM-PCP Program</li> <li>• Participate in the RDFFG Yard and Garden Waste Collection</li> <li>• Support local groups in pursuing environmental sustainability and food security initiatives.</li> <li>• Implement land-use policies that align with Council's climate action priorities and the Official Community Plan.</li> </ul>	In-Progress	<p>Staff drafting policies and procedures as identified and to support the actions recommended in Corporate Energy Emissions Plan. Staff have been invited and will participate in a number of new climate action initiatives in the region. Staff continue to provide support to local organizations pursuing environmental sustainability or food security initiatives.</p>

The Finance Department is responsible for handling all the financial affairs of the municipality. These responsibilities include tax collection, budgeting, accounts receivable, accounts payable, customer service, payroll, and financial reporting to municipal departments and Council. The Finance Department is also responsible for maintenance of accurate records and accounts of the financial affairs of the municipality, compliance with provincial reporting requirements, and ensuring investments of the municipality are made in accordance with provincial regulations.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Asset Management	Strong Governance and Finances	2021-2022	<ul style="list-style-type: none"> <li>Update AssetFinda software with previous years completed capital projects.</li> </ul>	Ongoing	Update capital projects in program to ensure the data is consistent with current excel document.
Purchasing/ Procurement Policy Updated	Strong Governance and Finances	2022	<ul style="list-style-type: none"> <li>Review and update purchasing/procurement policy to be more simplified and efficient for daily operations.</li> </ul>	Ongoing	Staff have provided feedback. In process of updating policy.
Capital Project Management	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> <li>Create capital project policy and procedure.</li> </ul>	Pending	
Tangible Capital Asset Policy	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> <li>Update the policy to be more inline with operations and expectations.</li> </ul>	Pending	
Asset Retirement Obligations	Strong Governance and Finances	2021-2022	<ul style="list-style-type: none"> <li>Create policy and procedures for new PSAB standard on asset retirement obligations.</li> </ul>	Ongoing	Develop RFP for project work to be completed.
10 Year Capital Plan	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> <li>Update draft 10-year capital plan to be more comprehensive and realistic of future capital asset requirements.</li> </ul>	Ongoing	Draft 10-year capital plan has been created.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Business Continuity Plan	Strong Governance and Finances	2022-2023	<ul style="list-style-type: none"> <li>• Create plan for recovery response plan if there is a failure such as server.</li> </ul>	Pending	

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Staff Training	Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>Ensure consistent and appropriate training is available to all staff in all departments.</li> </ul>	Ongoing	<p>Bylaw department mentoring has taken place.</p> <p>Junior Equipment Operators will be mentored by senior Operators.</p> <p>Water &amp; sewer staff will be attending various courses thru EOCP.</p> <p>Public Works staff will be attending courses at CNC.</p> <p>Black fly and Mosquito treatment courses will be taking place in May. Education opportunities will be pursued for parks staff.</p>
Bylaw Enforcement Department	Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>Develop procedures to assist department.</li> </ul>	Ongoing	<p>When time permits, we will be reviewing advantages to using an adjudication system for ticketing. Legal review of MTI tickets is now completed along with amendments to Animal Control Bylaw.</p>
Water/Sewer Department	Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>Ensure that staffing and development opportunities meet the demands of the department.</li> </ul>	Ongoing	<p>To date we have supplemented the department with a full-time Level IV employee. Further education is in the forecast. Looking at providing a temporary full-time position for 3-6</p>



2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
					months to help support staff in summer months and to provide more training to PW staff.
Safety	Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>Total review of safety procedures and policies with follow up on implementation will be ongoing.</li> </ul>	Ongoing	Job Hazard analysis will be performed on all job duties. Started a Safety Logbook which stays in the Lunchroom. Starting rescue procedures regarding the Lagoons. Performing more "toolbox" safety meetings as a group. Looking at proper "ergonomics" assessment for Public Works staff to help decrease skeletal injuries.
Infrastructure Master Planning (Asset Management Program)	Economic Vitality  Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>AssetFinda Training</li> </ul>	Ongoing	Building Maintenance department is using a work order system.  Program will be expanded to include all appropriate departments. Applying for Grant Funding to provide funds to complete a full paving assessment.
Water, Sewer & Roads Infrastructure	Economic Vitality  Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>Water and Sewer Emergency Response Plan</li> <li>Sewer operations and maintenance</li> </ul>	Completed  Ongoing	Plan requires an update to reflect current roles and responsibilities.  Lagoon licenses and permissions are being updated with the Province.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORKPLAN GOALS	CURRENT STATUS	COMMENTS
Technical Reviews	Environmental Sustainability	2022	<ul style="list-style-type: none"> <li>• Thorough review of townsite and Gantahaz Subdivision water systems</li>   <li>• Lagoon review</li>   <li>• Paving rehabilitation program</li> </ul>	<p>Completed</p> <p>Pending</p> <p>Pending</p> <p>Ongoing</p>	<p>PW has performed extensive water testing for Manganese levels in the town of Mackenzie. Currently testing for Manganese in Gantahaz and waiting on test results. PW has expanded test sites for bacterial testing as well in both Mackenzie and Gantahaz.</p> <p>Applied for Grant Funding to treat Gantahaz water for Manganese removal.</p> <p>Review needed to identify future upgrades to system. Changing out blower unit aeration tank and replacing 6 lagoon aeration motors.</p> <p>Received some pre-liminary cost estimates on road conditions and paving and costs came in too high. Looking for a cost-effective alternative. Purchasing new asphalt repair equipment to help sustain the roads from deteriorating any further.</p>

**Department: Recreation Services****Employee: Terry Gilmer****2022 Work Plan****First Quarter Report**

Recreation Services is responsible for overseeing the operation and programming of the Recreation Centre, Little Mac Ski Hill, John Dahl Regional Park, the Ernie Bodin Community Centre, local tennis courts, skate park and the inspection of playground equipment at neighborhood parks located throughout Mackenzie. Recreation Services also liaises with the local community groups and assists these groups where appropriate in developing, marketing, and delivering their programs. Recreation Services acts as a local resource for the coordination of community events, and wellness and quality of life initiatives.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Master Planning	Community & Social Development  Strong Governance & Finances	2021-2023	<ul style="list-style-type: none"> <li>• Create spatial/construction plans with cost estimates for grant opportunities and more efficient planning.</li> <li>• Create plan for Ernie Bodin Community Centre.</li> </ul>	Ongoing	<p>The Community Bike Park is currently out for RFP. Once submissions have been received, staff will take a report to Council for their final approval before moving forward.</p> <p>Staff are working on a report for Council with recommendations for the EBCC.</p>
Grants	Strong Governance & Finances  Environmental Sustainability	Ongoing	<ul style="list-style-type: none"> <li>• Work with all departments to ensure we are accessing funding streams, and awarded grants are organized and on track.</li> <li>• Create plan for grant application process with priority sequencing, so we can work everything into the budget.</li> </ul>	Ongoing	<p>Working with consultant on cost D estimates for various projects, so we can apply for grants in the future with confidence in budget submissions.</p> <p>Finalized details for Ski Hill Master Plan, so we can capitalize on existing grants we received and begin executing work plans.</p>

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Community Events & Programming	Community & Social Development	2022	<ul style="list-style-type: none"> <li>• Host events that bring the community together and gives residents a sense of pride.</li> <li>• Provide programs that offer development and socialization experiences for all ages.</li> </ul>	Ongoing	<p>Events staff are working on:</p> <ul style="list-style-type: none"> <li>• Canada Day</li> <li>• Art/Mural Festival - TBD</li> <li>• WinterQuest</li> <li>• Scramble (Partnership)</li> </ul> <p>Programs staff are working on:</p> <ul style="list-style-type: none"> <li>• Multi-sport</li> <li>• Bike, squash &amp; pickleball clinics</li> <li>• Summer camps</li> <li>• Swimming lessons</li> <li>• Aquafit</li> <li>• Gym training</li> <li>• Climbing wall</li> <li>• Seniors &amp; High School</li> <li>• Martial Arts</li> <li>• Hockey</li> <li>• Ski &amp; Snowboard</li> <li>• Skateboard</li> </ul>
Facility Upgrades	Strong Governance & Finances	2022	<ul style="list-style-type: none"> <li>• Repair and upgrade existing infrastructure.</li> </ul>	Ongoing	<p>Current projects:</p> <ul style="list-style-type: none"> <li>• Rec Centre roof repair</li> <li>• Rec Centre general repair</li> <li>• Pool tile repairs</li> <li>• Outdoor pickleball/tennis court re-surfacing</li> <li>• Move climbing wall</li> <li>• Repair compressor compound</li> </ul> <p>Recently Completed:</p> <ul style="list-style-type: none"> <li>• Squash/basketball court</li> </ul>

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Software Upgrades	Strong Governance & Finances	2021-2022	<ul style="list-style-type: none"> <li>Provide customers with option of registering for programming and events online.</li> </ul>	Complete	MAIS fell short on their promise to provide us with an online solution, so we have transitioned to Amelia. This program allows users to book courses/space online, view payment history and print receipts.
Succession Planning	Strong Governance & Finances	2021-2022	<ul style="list-style-type: none"> <li>Review organizational chart and job categories.</li> </ul>	Complete	Reorganizing department.
Staff Training	Strong Governance & Finances	2021-2022	<ul style="list-style-type: none"> <li>Develop staff through training and educational opportunities.</li> <li>Departmental annual certification and training plan implementation.</li> </ul>	Ongoing	All Staff <ul style="list-style-type: none"> <li>Evacuation</li> </ul> CSR Courses ( <i>complete</i> ) <ul style="list-style-type: none"> <li>Microsoft Suites</li> <li>Customer Service</li> <li>MAIS</li> </ul> BO Courses ( <i>complete</i> ) <ul style="list-style-type: none"> <li>Ice Facility Operators</li> <li>Fall Arrest</li> </ul> BGM Courses <ul style="list-style-type: none"> <li>Refrigeration Operators</li> <li>Playground Safety</li> <li>Lift Training</li> </ul>
Community Beautification	Community & Social Development	2021-2023	<ul style="list-style-type: none"> <li>Beautify existing spaces in the community to help attract and retain people, businesses, and tourism. As well as provide creative</li> </ul>	Ongoing	Staff made spaces more inviting for the public this past summer: <ul style="list-style-type: none"> <li>Flowers/gardens/trees</li> <li>Picnic tables/garbage bins</li> </ul>

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
			spaces for the public to enjoy.		<p>Staff are still working on/investigating making spaces more inviting for the public using:</p> <ul style="list-style-type: none"> <li>• Art/Murals/Sculptures</li> </ul> <p>Spaces that have been prioritized for Rec staff at this time include:</p> <ul style="list-style-type: none"> <li>• Ski Hill</li> <li>• Spirit Square</li> </ul>

The Emergency Services and Fire Department includes the following service areas: Fire Rescue Services, Emergency Management, Fuel Mitigation, FireSmart Programming, and Emergency Communications. The following outlines the status of key projects and programs that are being administered in 2022/2023, in addition to regular service delivery.

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
New Fire Hall Project	Community and Social Development	2020-2022	<ul style="list-style-type: none"> <li>Complete construction of new Fire Hall.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>Substantial completion of project is scheduled for May 2022.</li> <li>The move to the new Fire Hall and demolition of the old structure is scheduled for June 2022.</li> </ul>
Mackenzie Specific Alerting System	Community and Social Development	2020-2022	<ul style="list-style-type: none"> <li>The RDFFG has an altering system for their specific zones for text and email alerting. Mackenzie is working with the RDFFG to have the Mackenzie specific service. Refurbishing the old Air Horn notification system.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>Community promotion will begin once the system is in place. A policy is being drafted for use of this alerting system.</li> <li>SWDC has the old horn and is reconditioning it. Completion set for summer of 2022.</li> </ul>
UBCM EOC Grant	Community and Social Development	2022	<ul style="list-style-type: none"> <li>Applied for \$25,000 to improve EOC (Emergency Operations Centre) with communication, computers, hardwiring data lines.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>Submitted an application and budget to UBCM for approval.</li> </ul>
New Fire Truck	Community and Social Development	2022-2023	<ul style="list-style-type: none"> <li>Design and purchase a new ladder truck.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>Researching other municipality's RFPs for recently purchased ladder trucks.</li> <li>Develop a Truck Committee to design ladder truck.</li> </ul>

2022 PRIORITIES AND PROJECTS	COUNCIL PRIORITY	ESTIMATED START/FINISH DATES	2022 WORK PLAN GOALS	CURRENT STATUS	COMMENTS
Purchase new Turnout gear	Community and Social Development	2022	<ul style="list-style-type: none"> <li>Purchase new turnout gear.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>Ordered 15 sets of turnout gear in March 2022.</li> </ul>
Community Resiliency Investment Grant	Community and Social Development	2022-2023	<ul style="list-style-type: none"> <li>Approved for \$150,000 in funding for 2022 FireSmart Community Funding &amp; Supports.</li> </ul>	In Progress	<ul style="list-style-type: none"> <li>\$82,800 will be used for the John Dahl Regional Park Fuel Treatment Project with \$67,200 being earmarked for community FireSmart initiatives and a revision to our Community Wildfire Resiliency Plan.</li> </ul>



## 2022 First Quarter Grant Tracker

Project Name	Funder	Grant Funding Program	Grant Amount Requested	Application Date (DD-MMM-YY)	Approval Status	Grant Amount Approved
Facility Upgrades - Energy Efficiency & Capital Replacement Projects	Government of Canada	Green and Inclusive Community Buildings Program	\$ 2,994,692.00	15-Sep-21	Pending	
Wildfire Resiliency and FireSmart 2022	UBCM	Community Resiliency Investment	\$ 150,000.00	8-Oct-21	Approved	\$ 150,000.00
Mainstreet Revitalization - Planning	NDIT	The Main Street Revitalization – Planning program	\$ 20,000.00	19-Oct-21	Approved	\$ 20,000.00
FDI marketing material	Government of Canada	Can Export	\$ 25,000.00	29-Oct-21	Approved	\$ 25,000.00
2022 District Intern	NDIT	Local Government Internship Program	\$ 40,000.00	7-Jan-22	Approved	\$ 40,000.00
Mackenzie 2.0 Marketing Materials	NDIT	Marketing Initiatives	\$ 20,000.00	11-Feb-22	Approved	\$ 20,000.00
UBCM-EOC-Communications Upgrades	UBCM	Emergency Operation Centres & Training	\$ 25,000.00	25-Feb-22	Pending	
Grant Writing Support 2022	NDIT	Grant Writing Support Program	\$ 8,000.00	19-Jan-22	Approved	\$ 8,000.00
Business Façade Improvement Program	NDIT	Business Façade Improvement Program	\$ 20,000.00	22-Oct-21	Approved	\$ 20,000.00
Ec Dev Capacity 2022	NDIT	Economic Development Capacity Program	\$ 50,000.00	15-Mar-22	Pending	
Mackenzie Community Festival	Canadian Heritage	Celebration and Commemoration Program	\$ 4,500.00	22-Nov-21	Approved	\$ 2,940.00
Family Day 2022	Province of BC	2022 BC Family Day Activity Grant	\$ 1,000.00	24-Jan-22	Approved	\$ 1,000.00
Love Mackenzie	NDIT	Love Mackenzie Program	\$ 1,200.00	26-Jan-22	Approved	\$ 1,200.00
Gantahaz Water Treatment	Province of BC	Environmental Quality Program	\$ 590,000.00	23-Feb-22	Pending	

2015 - Present	
<b>Total Funding Applied For</b>	\$ 26,748,089.60
<b>Total Funding Approved</b>	\$ 12,704,521.60
<b>Total Funding Pending</b>	\$ 5,131,212.00
<b>Total Funding Denied</b>	\$ 8,188,891.00

2022	
<b>Total Funding Applied For</b>	\$ 3,949,392.00
<b>Total Funding Approved</b>	\$ 288,140.00
<b>Total Funding Pending</b>	\$ 3,659,692.00
<b>Total Funding Denied</b>	\$ -