

**District of Mackenzie**  
**Regular Meeting of Council**  
**Minutes – May 28, 2018**

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 in the Council Chambers of the Municipal Office.

PRESENT: Mayor Pat Crook  
Councillor J. Atkinson  
Councillor A. Barnes  
Councillor D. Forshaw  
Councillor A. Hancock  
Councillor R. McMeeken  
Chief Administrative Officer  
D. McKinley  
Chief Financial Officer  
F. Rossi Donovan  
Director of Recreation Services  
K. Clarkson  
Recreation Centre Manager  
S. Miranda  
Director of Operations  
S. Drysdale  
Project Manager/Building Inspector  
K. Gawryluk  
Public Works General Manager  
T. Wall  
Director of Corporate Services  
D. Smith

**CALLED TO ORDER 7:15 PM**

**1. ADOPTION OF MINUTES**

The minutes of the Public Hearing held on May 14, 2018 were adopted as presented.

The minutes of the Regular Meeting held on May 14, 2018 were adopted as presented.

**2. INTRODUCTION OF LATE ITEMS**

Nil

**3. ADOPTION OF THE AGENDA**

30630. *Adoption of Agenda* MOVED by Councillor Barnes  
*THAT the agenda be adopted as presented.*

CARRIED

**4. PETITIONS AND DELEGATIONS**

Pete Neff with ONSITE Engineering Ltd. provided information to Council regarding the completion of the Long-Term Asset Management Plan Phase II project and presented a summary of the Final Report issued on May 18, 2018.

Glenn Stanker with McElhanney Consulting Services Ltd. presented the Recreational Trails Master Plan to Council.

Mark Hosford, Kenny Fung and Karl Gibson with Carscadden/Colliers updated Council on the Recreation Centre project.

Councillor McMeeken indicated that she is very disappointed with the electrical shortfall. Mark Hosford advised that the electrical engineer understood that the portable sound system would be used for larger events. This matter will be investigated.

Lloyd Gatzke and Ivan DesRoche with Curl Mackenzie asked Council to reduce the fees they pay for bonspiels.

30631. *Bonspiel Ice Fees* MOVED by Councillor Atkinson  
*THAT Administration provide Council with a report containing the actual fees charged.*

CARRIED

**5 . CORRESPONDENCE**

30632. *Receipt of Correspondence* MOVED by Councillor Atkinson  
*THAT the correspondence listed in the agenda be received.*

CARRIED

30633. *Receipt of Request from FCM for \$315 for Special Advocacy Fund.* MOVED by Councillor Hancock  
*THAT the request from the Federation of Canadian Municipalities (FCM) for a voluntary contribution in the amount of \$315 for FCM's Special Advocacy Fund be received.*

CARRIED

Councillor Atkinson mentioned that Mackenzie is mentioned in the BC Forest Professional magazine dated May-June, 2018 with regard to the Spruce Beetle issue.

**6 . ADMINISTRATION REPORTS**

30634. *Recreation Centre Phase 2 Energy Retrofit and Community Hall Upgrades Project – Furniture, Fixtures and Equipment Contract Award.* MOVED by Councillor Atkinson  
*THAT the report from Kevin Clarkson, Director of Recreation and Community Services, dated May 22, 2018 be received;*  
*AND THAT Council awards the Mackenzie Recreation Centre Phase 2 Energy Retrofit and Community Hall Upgrades Project, additional scope contract for supply and service of required furniture and equipment to Jonathan Morgan and Company Ltd. for an expenditure of up to \$350,000 including taxes;*  
*AND THAT Council awards the contract for supply and development of the Recreation Centre climbing wall to Urban Forest Enterprises Ltd./High Performance Climbing Walls for a price of up to \$75,007.80 including taxes (inclusive in the greater \$350,000 furniture and equipment contract recommended above).*

CARRIED

Councillor Hancock asked about recycling options. Councillor McMeeken had questions regarding the size of the stage as well as the size of the round tables.

30635.  
*Recreational Trails  
Master Plan –  
Adoption & Crown  
Land Authorization  
Application.*

MOVED by Councillor Hancock  
*THAT the report from Kevin Clarkson, Director of Recreation and  
Community Services, dated May 17, 2018 be received;*

*AND THAT Council adopts the Mackenzie Regional Recreational  
Trails Master Plan;*

*AND THAT Council authorizes the Mayor, Chief Administrative Officer  
and staff to work with Recreation Sites and Trails BC and McElhanney  
Consulting Services Ltd. to submit a Section 56 Crown Land Tenure  
application with intent to receive recreational land tenure  
authorization for all trails identified in the Mackenzie Regional  
Recreational Trails Plan.*

CARRIED

Councillor McMeeken asked when signage will be installed. Kevin Clarkson advised that it has been prioritized and it will start soon.

Councillor Atkinson asked what the time frame is for processing the Section 56 application. Kevin Clarkson advised that the rule of thumb is nine months.

30636.  
*Long Term  
Infrastructure and  
Asset Management  
Plan.*

MOVED by Councillor Barnes  
*THAT the report from Flavia Rossi Donovan, Chief Financial Officer,  
dated May 23, 2018 be received for information.*

CARRIED

30637.  
*Investment  
Portfolio as of May  
15, 2018.*

MOVED by Councillor McMeeken  
*THAT the report from Flavia Rossi Donovan, Chief Financial Officer,  
dated May 23, 2018 regarding the District of Mackenzie Investment  
Portfolio and the respective distribution of general and reserve funds  
per investments as of May 15, 2018 be received for information.*

CARRIED

30638.  
*Community Works  
Gas Tax Funds  
Reserve.*

MOVED by Councillor Forshaw  
*THAT the report from Flavia Rossi Donovan, Chief Financial Officer,  
dated May 23, 2018 be received;*

*AND THAT Council approves the transfer of the accumulated  
December 31, 2017 unspent Community Gas Tax Funds (CWF) in the  
amount of \$625,756.58 to a Reserve Fund to be spent according to  
the eligible capital projects set forth by the 2014-2024 CWF  
Agreement (Gas Tax).*

CARRIED

30639.  
*Revised Cemetery  
Bylaw.*

MOVED by Councillor McMeeken  
*THAT the report from Flavia Rossi Donovan, Chief Financial Officer,  
dated May 15, 2018 be received for information.*

CARRIED

## COUNCIL REPORTS

### Mayor's Report

Mayor Crook provided a written report.

### Council Reports

Councillor Hancock provided a verbal report.

## 8 . UNFINISHED BUSINESS

Nil

## 9 . NEW BUSINESS

Councillor Forshaw advised that Canfor is looking into privatizing the North Road north of Fort St. James. He advised that this move is being met with opposition and any attempt to privatize this road could harm the proposed tourism circle route. He feels that Council should send letters to Federal, Provincial and Municipal Governments opposing this initiative.

30640.  
North Road

MOVED by Councillor Forshaw  
*THAT Council directs Administration to provide a report to Council.*

CARRIED

## 10 . BYLAWS

30641.  
Bylaw No. 1384.

MOVED by Councillor Atkinson  
*THAT Bylaw No. 1384 cited as "Cemetery Amendment Bylaw No. 1384, 2018" be given first three readings.*

CARRIED

30642.  
Bylaw No. 1389.

MOVED by Councillor Barnes  
*THAT Bylaw No. 1389 cited as "Zoning Amendment Bylaw No. 1389, 2018" be adopted.*

CARRIED

30643.  
Bylaw No. 1390.

MOVED by Councillor Hancock  
*THAT Bylaw No. 1390 cited as "Business Licence Amendment Bylaw No. 1390, 2018" be adopted.*

CARRIED

## 11. NOTICE OF MOTION

Nil

## 12 . COMING EVENTS

- a) May 28 to June 3, 2018: Go by Bike Week.
- b) May 28 to June 1, 2018: Scavenger Hunt at the Recreation Centre.
- c) June 10, 2018: Rotary Club Annual Duck Drop at Second Beach.
- d) June 14 or 18, 2018: Spruce Beetle Workshop and Caribou Impacts.

