



AGENDA for the Council Meeting to be held on Monday, December 14, 2020 in the Council Chambers of the Municipal Office, 1 Mackenzie Boulevard, Mackenzie, BC  
**CALLED TO ORDER 7:15 PM**

This meeting is being convened pursuant to the *Community Charter*. In adherence with the current Provincial Health Officer's Order on gatherings and events dated December 2, 2020, the public is restricted from attending all local government meetings and public hearings in person until further notice.

Under the COVID-19 Related Measures Act and Ministerial Order M192, local governments must make best efforts to provide alternative ways for the public to participate in Council meetings and offer options to provide feedback.

Mayor and Council for the District of Mackenzie have deemed it necessary to conduct Regular, Special and Committee of the Whole meetings electronically and through means of telephone to enable continued public participation. Council meetings held electronically through Zoom or telephone will not be recorded. Published minutes as well as highlights will be available following Council meetings.

Members of the public participating electronically or through the phone will be given the opportunity to address Mayor and Council and Administration related to items on the agenda during the Inquiries section at the end of this agenda.

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

The basis of the Special Closed Meeting relates to Section 90(1)(k) negotiations and related discussions respecting the proposed provision of a municipal service that are

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

During decision making and voting I will ask Councillors to state their name and opposition if they so choose, otherwise we will assume the Councillors are expressing agreement when the question is called.

**1. ADOPTION OF MINUTES**

- |    |  |         |
|----|--|---------|
| a) | Committee of the Whole Meeting- November 23, 2020. | 7 - 8   |
| b) | Special Meeting - November 23, 2020                | 9 - 10  |
| c) | Regular Meeting - November 23, 2020.               | 11 - 15 |
| d) | Special Meeting - November 27, 2020.               | 16 - 17 |

**2. INTRODUCTION OF LATE ITEMS**

**3. ADOPTION OF AGENDA**

**4. PETITIONS AND DELEGATIONS**

- a) Daris Gillis, Land and Environmental Programs Coordinator, and Emily Kaehn, Director of Corporate Services, will provide a Signage Strategy presentation to Mayor and Council.

# Signage Strategy Highlights

December 14, 2020

# Background

- ▶ 2017 the Community Branding and Marketing Strategy identified the need to extend the District brand into the community
- ▶ Early 2019 awarded funding from NDIT for Tourist and Wayfinding Signage
- ▶ October 2019 contracted Concept Design to complete a signage strategy which included the following:
  - Gateway signage near the junction
  - Community entrance/welcome
  - Municipal facilities and amenities
  - Parks
  - Trailhead and trail wayfinding
  - Wayfinding (to District landmarks, industrial area, and facilities)
  - Main street banners
  - Billboards
- ▶ November 2020 presented District of Mackenzie Signage Strategy to Mayor & Council

# Signage Design Set

# Signage Set - District Facility Signs



Main District Facilities

Secondary District Facilities

# Signage Set - District Facility Signs & Banners



# Signage Set - Wayfinding and Trails



Vehicular Wayfinding and Operational Signs

Trailhead, Information Kiosks and Enroute Signs

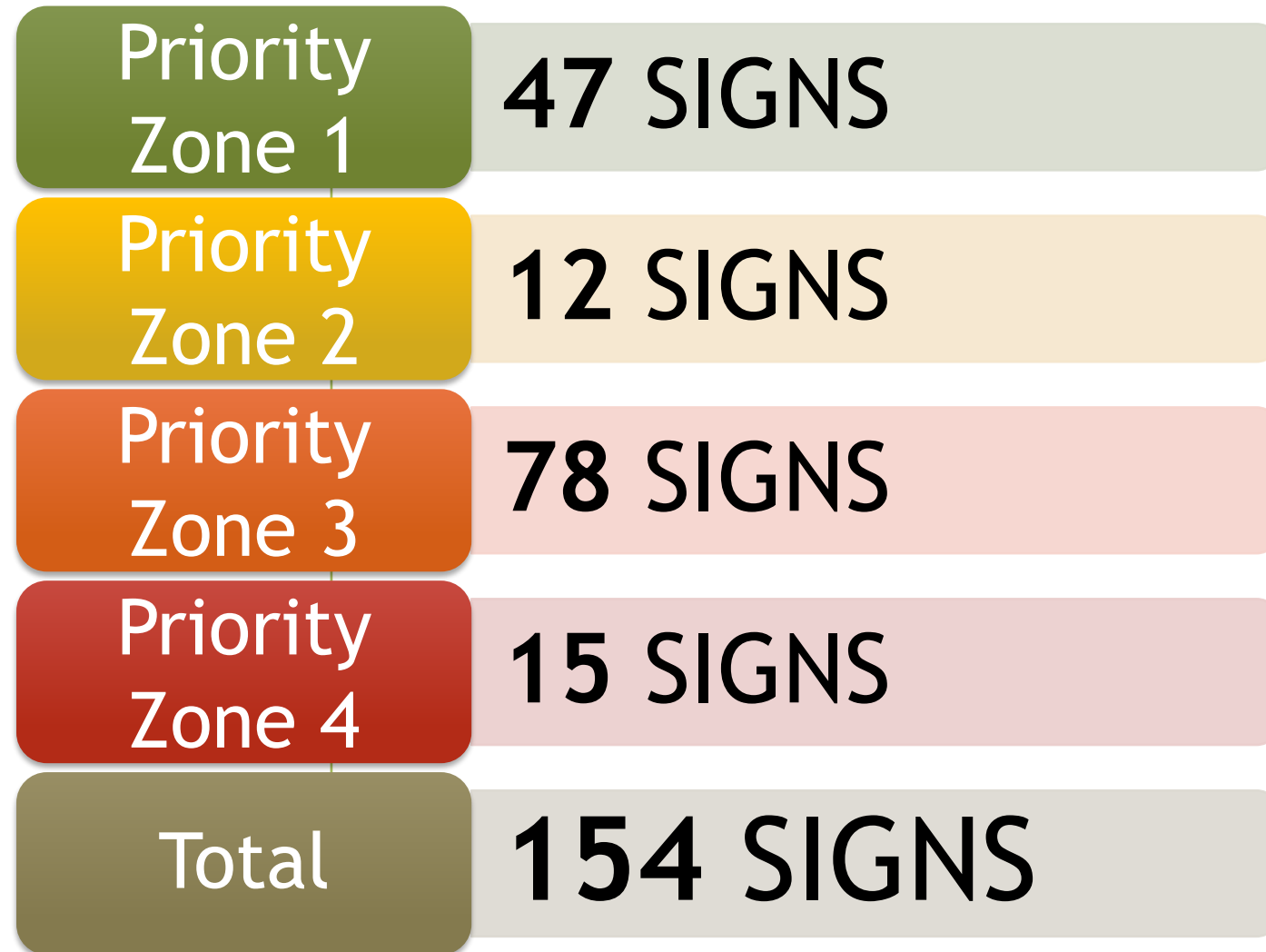


# Signage Set - Billboards

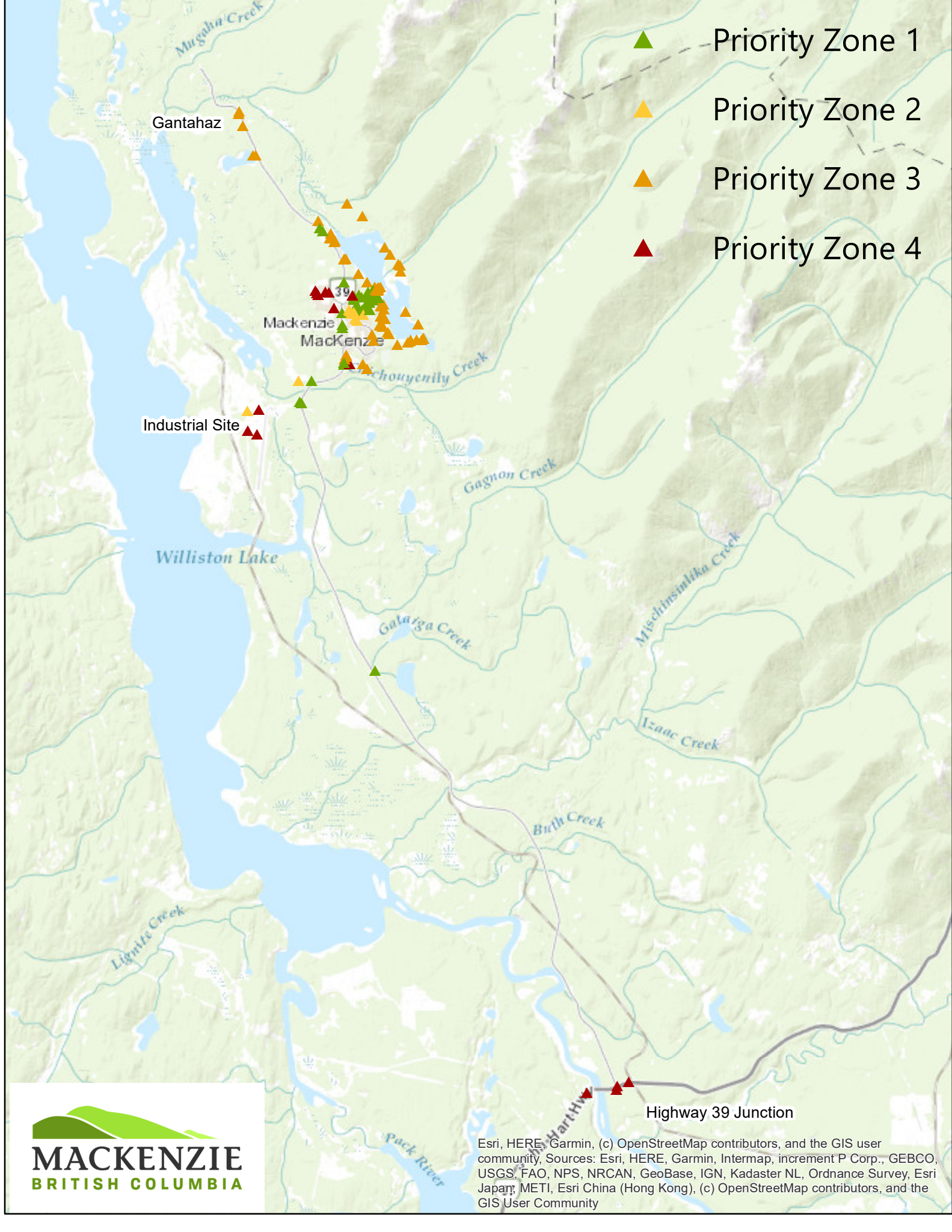


# Priority Zones

The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. These shapes are primarily located on the right side of the frame, creating a modern, layered effect. The rest of the background is plain white.



**\*\*Excluding banners and any future signs for building, parks or trails\*\***



- ▲ Priority Zone 1
- ▲ Priority Zone 2
- ▲ Priority Zone 3
- ▲ Priority Zone 4

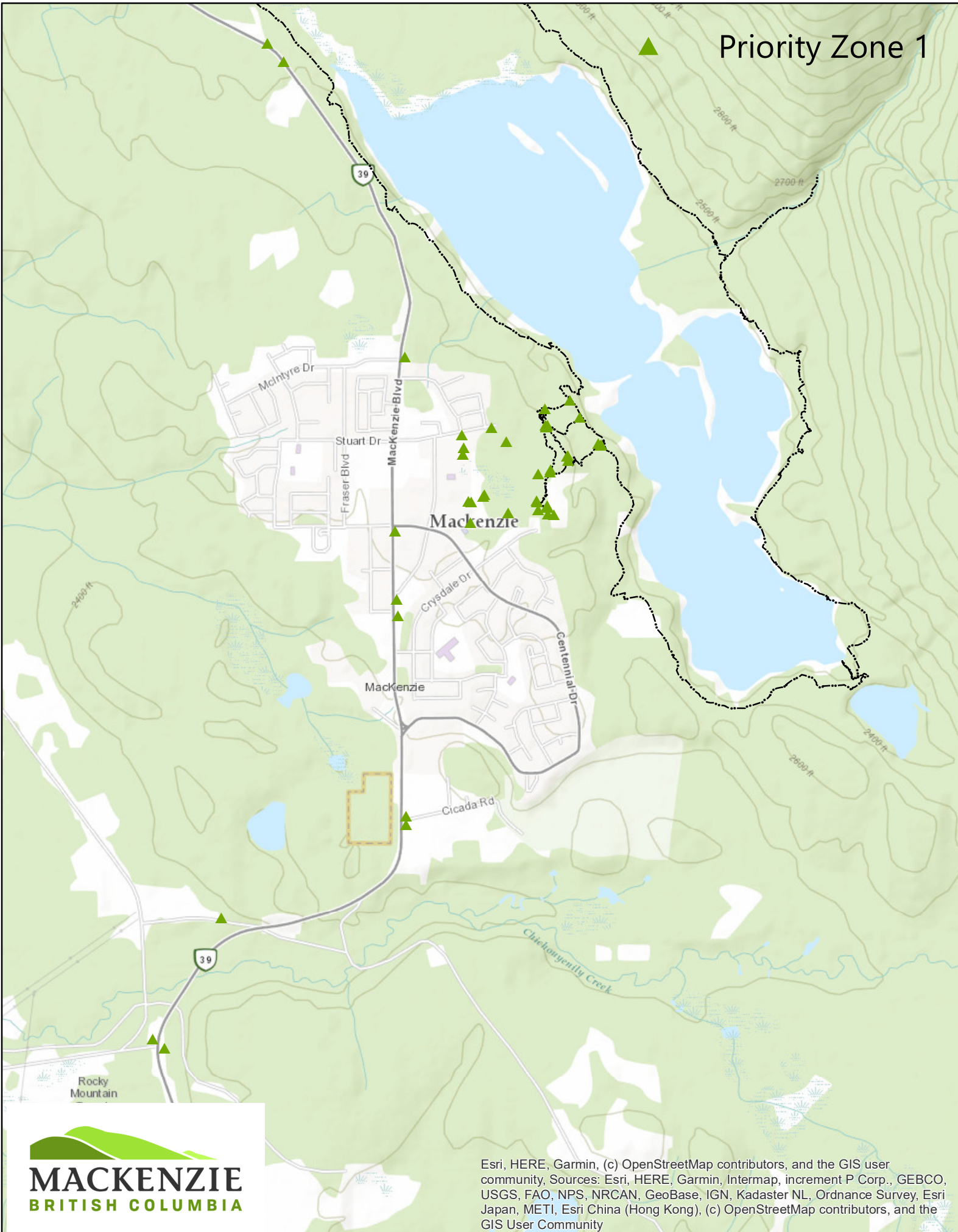


Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community, Sources: Esri, HERE, Garmin, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community

# PRIORITY ZONE 1

47	Total Signs
32	Trail (Little Mac)
6	District Facility
8	Wayfinding
1	Welcome to Mackenzie

# Priority Zone 1



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# PRIORITY ZONE 2

12	Total Signs
4	District Facility
8	Wayfinding



# Priority Zone 2



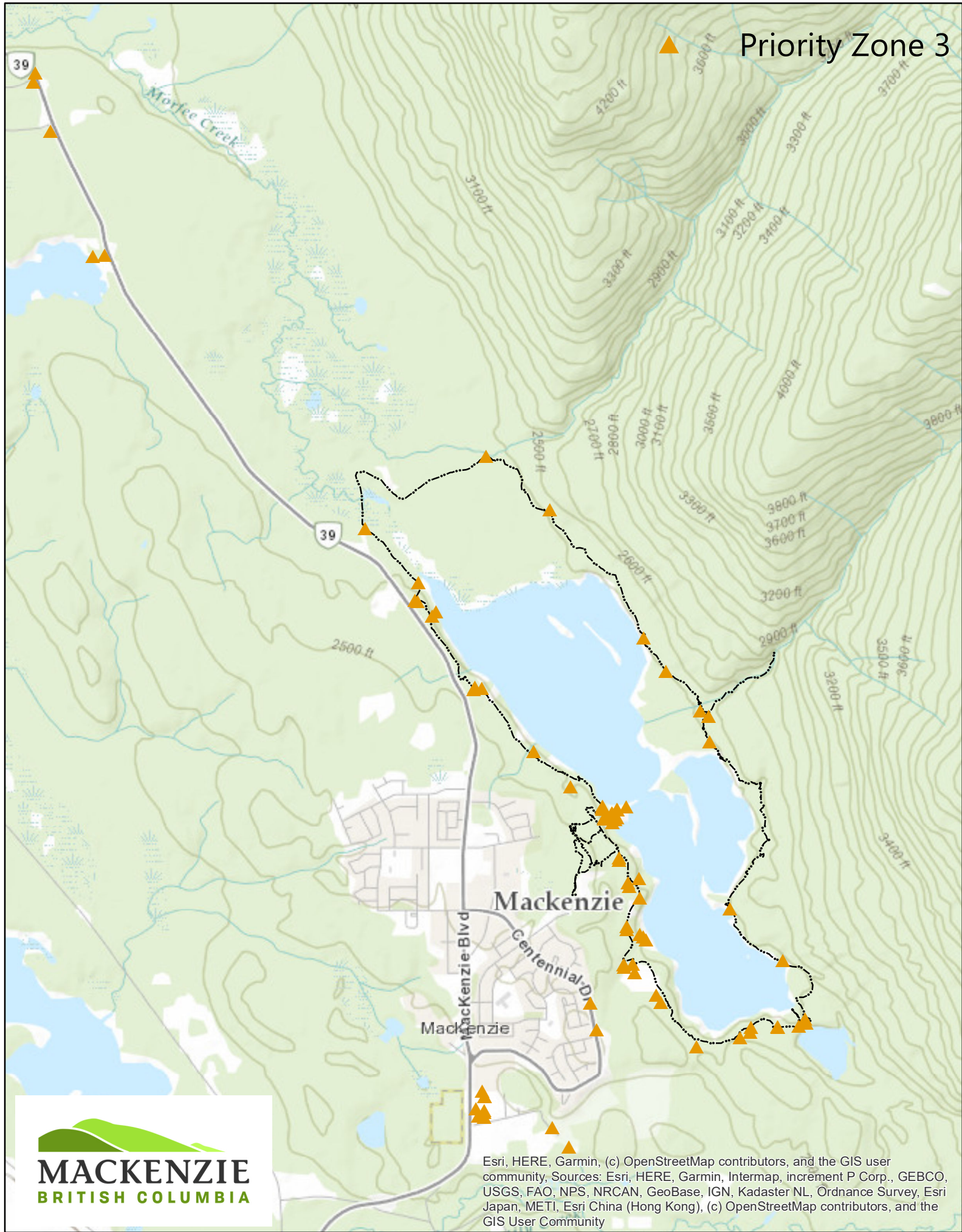
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# PRIORITY ZONE 3

80	Total Signs
62	Trail
11	District Facility
7	Wayfinding

# Priority Zone 3

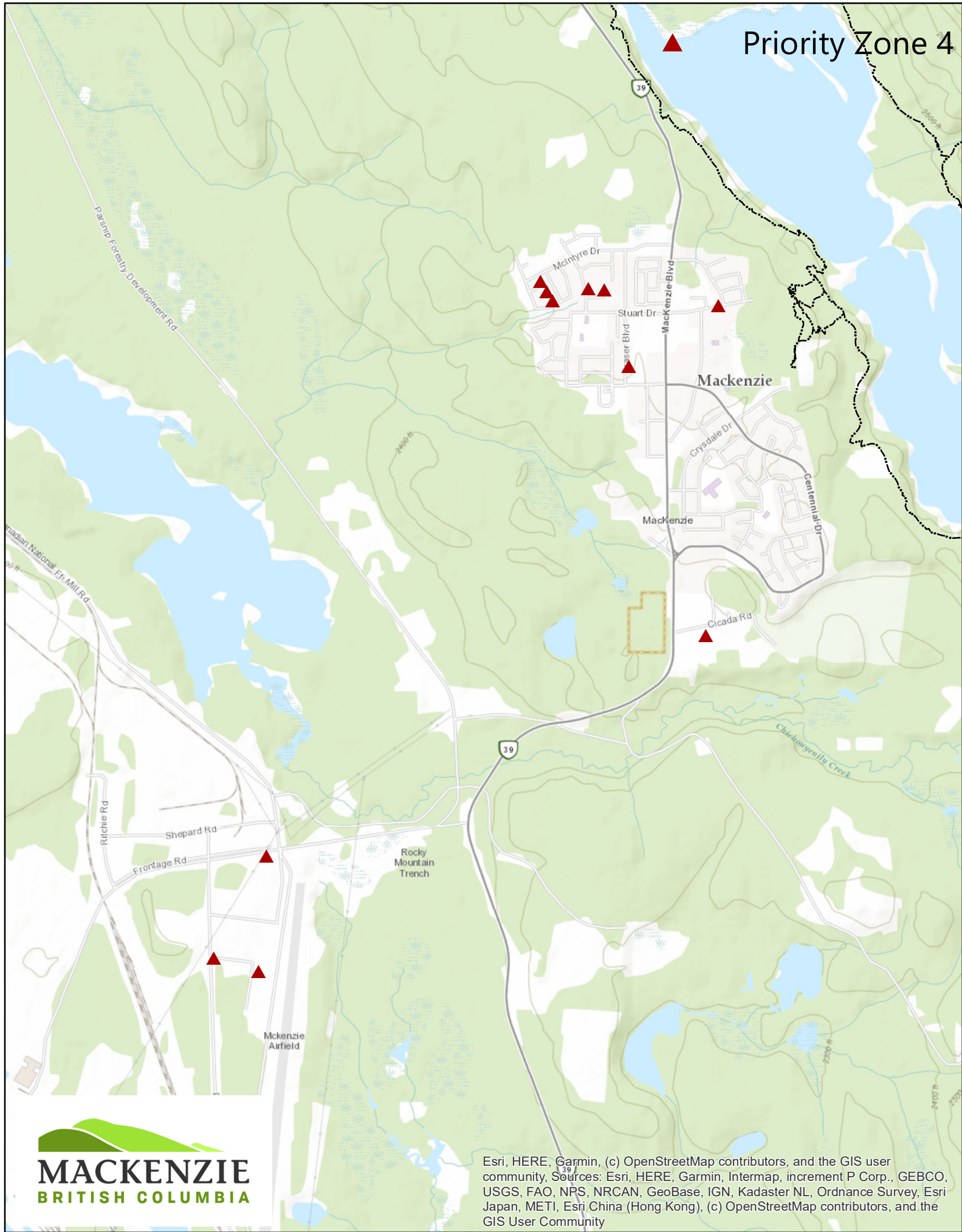


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# PRIORITY ZONE 4

15	Total Signs
10	District Facility
4	Billboards
1	Wayfinding

# Priority Zone 4



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## Estimated Signage Purchase Costs:

Priority 1: \$ 40,000

Priority 2: \$ 40,000

Priority 3: \$ 34,000

Priority 4: \$ 27,000

Additional: \$ 18,000

**TOTAL: \$159,000**

**\*\*Excludes installation labour, delivery and taxes**

# Summary Of Questions

**5. CORRESPONDENCE**

**For Action:**

- |    |   |    |
|----|---|----|
| a) | Federation of Canadian Municipalities (FCM) invoice in the amount of \$989.52 for the 2021-2022 membership dues. The 2019-2020 membership dues were \$1,072.06. | 18 |
|----|---|----|

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

**For Consideration:**

- |    |   |         |
|----|---|---------|
| b) | Letter from the Mayor of the City of Vernon requesting support for universal access to no-cost prescription contraception.        | 19      |
| c) | Letter received from Members of Parliament requesting the District's formal endorsement of Bill C-213, the Canada Pharmacare Act. | 20 - 21 |

**For Information:**

- |    |   |         |
|----|---|---------|
| d) | Letter of objection from Yellowhead Helicopters Ltd. to the Provincial Health Services Authority in response to the direct award of contract for Patient Air Ambulance Services to Summit Helicopters Ltd. in the amount of \$9,000,000.  | 22 - 26 |
| e) | Letter from Lori Ackerman, Mayor of the City of Fort St. John, regarding the UBCM Convention Schedule.  | 27 - 28 |
| f) | Thank you letter received from Dr. Teale Phelps Bondaroff, Chair and Co-Founder of the AccessBC Campaign for supporting resolutions EB76 and EB77 at the recent meeting of the UBCM. Both resolutions called on the government to make all prescription contraception in BC available at no cost under the Medical Services Plan. | 29 - 30 |

- g) Resource Municipalities Coalition Meeting Minutes - 31 - 35  
October 20, 2020.
- h) Northern Community Relations 2020 Annual Report 36 - 46

**6. ADMINISTRATION REPORTS**

*For the next series of reports if there is anyone present who feels that they may have a conflict of interest prior to discussing the items please state your name, declare your conflict, and turn off your sound. A staff member will inform you when the vote is over.*

- a) Mackenzie Autumn Lodge Society 2021 - 2023 Service Agreement 47 - 58

*THAT Council approve the 2021 - 2023 fee for service agreement with the Mackenzie Autumn Lodge Society in the amount of \$75,000.*

- b) Mackenzie Community Arts Council 2021 - 2023 Service Agreement 59 - 71

*THAT Council approve the 2021 - 2023 fee for service agreement with the Mackenzie Community Arts Council in the amount of \$84,000.*

- c) Mackenzie and District Museum Society 2021 - 2023 Service Agreement 72 - 83

*THAT Council approve the 2021 - 2023 fee for service agreement with the Mackenzie and District Museum Society in the amount of \$36,000.*

- d) Municipal Airport Fuel Service Disruption 84 - 85

*THAT Council receives this report for information.*

- e) Project Update - New Mackenzie Fire Hall 86 - 87

*THAT Council receives this report for information.*



- f) Mackenzie Housing Revitalization Project - Number 630830 88 - 89

*THAT Council authorizes Administration to advise NDIT that the District of Mackenzie is not in a position to move forward with the Mackenzie Housing Revitalization Project.*

- g) Recreation Centre Service Rates and Fees 90 - 101

*THAT Council authorizes the proposed fee structure changes in Recreation Fee and Charges Policy 8.1 for the Little Mac Ski Hill as outlined in this report.*

- h) Letter of Support - Kootenay Adaptive Sport Association 102 - 105

*THAT Council supports an in-kind donation from the Kootenay Adaptive Sport Association (KASA) of a universal accessible pit toilet, bench, and picnic table, with an estimated value of \$12,000;*

*AND THAT Council sends a letter to KASA sharing their support for the in-kind donation;*

*AND THAT if approved, the Chief Administrative Officer be authorized to execute any related work and documentation.*

- i) Library Board of Directors Annual Appointments 106

*THAT Council appoints Camille Ginnever and Angie Shaqiri to the Mackenzie Library Board of Directors for a two-year term starting January 1, 2021 and expiring December 31, 2022.*

**7. COUNCIL REPORTS**

- a) Mayor's Report  
b) Council Reports 107

**8. UNFINISHED BUSINESS**

**9. NEW BUSINESS**

**10. BYLAWS**

- a) THAT Bylaw No. 1451 cited as "Council Procedure Amendment Bylaw No. 1451, 2020" be adopted. 108 - 111

*If adopted, Emily Kaehn, Director of Corporate Services will provide a brief presentation on the new rules of order starting in January.*

# Council Procedure Bylaw

## Overview - Amendment Bylaw No. 1451

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- New Agenda and Notice of Motion Deadlines
- New “Public Comment and Questions” Section of Agenda
- Updated Procedures for “Public Comment and Questions” and “Inquiries”
- Updated Limitations for “Public Comment and Questions”, “Inquiries”, and “Petitions and Delegations”
- Sample Order of Business

# New Agenda and Notice of Motion Deadlines

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**15 (2)** - "The deadline for submissions by the public to the Corporate Officer of items for inclusion on the Council meeting agenda must be **12:00 noon on the Tuesday** prior to the meeting."

**15 (3)** - "The Corporate Officer must make the agenda available to the members of the Council and the public on the **Thursday** afternoon prior to the meeting."

**16 (1) (e) (i)** - "Council may allow an individual or a delegation to address Council at the meeting on the subject of an agenda item provided that a written request on the form prescribed by the Corporate Officer has been received by the Corporate Officer prior to **12:00 noon on the Tuesday** prior to the meeting. The written request must include a summary of the topic which is the subject of the delegation and the specific action which is being sought from Council by the delegation."

**16 (1) (l)** - "Any Council member may give "notice of motion" respecting an item that may be of a contentious nature and will require time for the Council to consider or deliberate or will require substantive expenditures and significant staff resources. The member of Council must deliver a "Notice of Motion" in written form to the Corporate Officer no later than **12:00 noon on the Tuesday** preceding the day of the next regular meeting is scheduled."

# New Public Comment & Questions Period

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“16 (1) (e) - Public Comment and Questions:

Council may allow up to 20 minutes during this time to answer inquiries from the media and members of the public, but such comments and questions must be strictly limited to matters considered by the Council at that particular meeting. This portion of the agenda may be extended only by unanimous vote of Council.”

## Rules for “Public Comment and Questions” and “Inquiries”

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17. (1) The following rules and procedures apply during both the “Public Comment and Questions” as well as “Inquiries” portions of the regular meetings of Council, unless otherwise stated:
- (a) When recognized by the presiding member, and only after giving their name and address for the record, persons from the audience may address Council **on a matter related to the agenda;**
  - (b) When speaking during the “Public Comment and Questions” and “Inquiries” segments of the agenda, a person must:
    - (i) Address their remarks to the presiding member,
    - (ii) Use respectful language;
    - (iii) Not use offensive gestures or signs; and
    - (iv) Only address current agenda items

## Rules for “Public Comment and Questions” and “Inquiries”

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- (c) The “Public Comment and Questions” section shall be limited to twenty (20) minutes, unless extended by way of a resolution adopted by a unanimous vote of the Council members present;
- (d) The Mayor may determine, at his or her discretion, when to conclude the “Inquiries” portion of a meeting;
- (e) Each address must be limited to 2 minutes unless a longer period is agreed to by unanimous vote of those members present;
- (f) At the discretion of Council, audience members may address Council more than once, but only after all other audience members who wish to speak have had their opportunity;
- (g) A summary of questions asked, and input received, including the name of the individual, will be included in the recorded minutes.”

## Limitations – Public Comment, Petitions, Inquiries

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



## Limitations – Public Comment, Petitions, Inquiries

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

## Sample – New Order of Business

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1. ADOPTION OF MINUTES
2. INTRODUCTION OF LATE ITEMS
3. ADOPTION OF AGENDA
- 4. PUBLIC COMMENT AND QUESTIONS**
5. PETITIONS AND DELEGATIONS
6. CORRESPONDENCE
7. ADMINISTRATION REPORTS
8. UNFINISHED BUSINESS
9. NEW BUSINESS
10. BYLAWS
11. NOTICE OF MOTION
12. COMING EVENTS
13. INQUIRIES
14. ADJOURNMENT



# **Council Procedure Bylaw**

Overview - Amendment Bylaw No. 1451

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Thank you!

Questions?

- b) THAT Bylaw No. 1452 cited as "Financial Plan Amendment Bylaw No. 1452, 2020" be adopted. 112 - 119

**11. NOTICE OF MOTION**

**12. COMING EVENTS**

- a) Christmas Parade  
Saturday December 19<sup>th</sup> at 4:00 pm.  
Vehicles will start at the Fire Hall and drive throughout town.
- b) Holiday Lights Competition 120  
Enter by December 21<sup>st</sup>, turn lights on for judging 5:00 - 7:00 pm on December 21<sup>st</sup>. Winners for Best Lights, Best Theme and Best Business Lights!
- c) Gingerbread House Decorating Contest 121  
Email photos to [recoffice@districtofmackenzie.ca](mailto:recoffice@districtofmackenzie.ca) by December 21<sup>st</sup> to win some cool Mackenzie swag!
- d) Council Meeting Schedule for 2021 (see attachment). 122 - 123

**13. INQUIRIES**

As previously acknowledged - any person present at this meeting via electronic means who wishes to shall be given a reasonable opportunity to be heard as follows:

- by written submissions already submitted or may be submitted at this meeting up to the time the meeting is adjourned;
- through electronic means either by telephone or online Zoom platform.

Those of you who wish to speak concerning this agenda, should, at the appropriate time, address your comments to the Chair and meeting, beginning with clearly stating your name. At the time I call for presentations from the public, you may:

- ✓ provide your comment;
- ✓ read in written comment;
- ✓ read in written comment from another member of the public who was unable to attend this meeting.

I have established the following additional procedures for this meeting:

1. Each speaker will be permitted to address the meeting for not more than 2 minutes at a time.
2. Once everyone who wishes to speak has done so, speakers who require additional time, will be given the opportunity to address the meeting further.
3. Comments must be limited to the matters of the agenda and you must not obstruct the meeting.

First, I will ask those who have provided written comment. Second, I will ask staff for the list of those attending electronically who have asked to speak.

"Ms. Kaehn were there any further written submissions?"

"Ms. Kaehn are there any members of the public attending through Zoom or Phone that wish to comment on the agenda?"

Starting from the top of the list – \_\_\_\_\_ (State name), do you have any comments you wish to provide? Please state yes or no.

\*\*\* If any on the list are only shown as phone members, we will have to ask for their name\*\*\*

Are there any final comments from phone/electronic attendees before we move to adjourn the meeting?

**14. ADJOURNMENT**