

DISTRICT OF NEW HAZELTON
REGULAR MEETING OF COUNCIL

Monday, February 4, 2019
Council Chambers

Public Meeting – 6:45 pm

- (1) Zoning Amendment Bylaw No. 346, 2019
- (2) 2019-2023 Financial Plan Bylaw No. 347, 2019
- (3) Zoning Amendment Bylaw No. 349, 2019

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the January 7, 2019 regular meeting.

(3) PETITIONS & DELEGATIONS: None

(4) UNFINISHED BUSINESS:

- a) Update on Community Center – Councillor Berg

(5) CORRESPONDENCE: None

(6) REPORTS: None

(7) BYLAWS:

- a) Zoning Amendment Bylaw No. 346, 2019
- b) 2019-2023 Financial Plan Bylaw No. 347, 2019
- b) Board of Variance Bylaw No. 348, 2019
- c) Zoning Amendment Bylaw No. 349, 2019

(8) NEW BUSINESS:

- a) Young Street Water/Sewer Expansion Project Grant Application – Resolution of Support
- b) Municipal Hall and adjoining greenspace – construction time line, establishment of fund account
- c) Council Schedule:
 - February 25 COTW – RCMP Staff Sargent Vince
 - March 4 Regular Council Meeting
 - March 18 COTW
 - April 1 Regular Council Meeting
 - April 15 COTW

In Camera Session, Section 90.1 (e) Community Charter Act, regarding land matters.

Adjournment

DISTRICT OF NEW HAZELTON
REGULAR COUNCIL MEETING
January 7, 2019
COUNCIL CHAMBERS

1) CALL TO ORDER: Meeting called to order at 7:00 pm

PRESENT: Mayor G. Lowry
Councillor G. Burns
Councillor B. Henwood
Councillor J. Hobenshield
Councillor R. Sturney
Councillor M. Weeber
Councillor A. Berg

STAFF PRESENT: R. Carlé

STAFF REGRETS: W. Hunt

2) MINUTES:

RESOLUTION 7822/19

MOVED & SECONDED

That, the minutes of the December 3, 2018 regular meeting be accepted as circulated.

CARRIED

3) PETITIONS & DELEGATIONS:

a) Yoga Shack BC owner, Joel Williams, presented to Council on the growth they have had in 2018 and the benefits that the business has brought to the community. He outlined their plans for 2019 and some of the challenges they are facing in terms of parking.

4) UNFINISHED BUSINESS: None

5) CORRESPONDENCE:

- a) Missing Indigenous Women

RESOLUTION 7823/19

MOVED & SECONDED

That, the District of New Hazelton write a letter to April Green that we have received her letter and share her concerns for indigenous women; however, the concerns listed in her letter are not within the District's jurisdiction.

CARRIED

- Councillor R. Sturney opposed this resolution

6) REPORTS:

- a) Councillor Weeber – Reported on his telephone conversation with April Green regarding her letter and that the Northwest BC Food Security Partnership now has a website.

7) BYLAWS:

- a) Zoning Amendment Bylaw No. 346, 2019

RESOLUTION 7824/19

MOVED & SECONDED

That, the District of New Hazelton Zoning Amendment Bylaw No. 346, 2019 be given the first and second readings as amended by Council.

CARRIED

- b) Board of Variance Bylaw No. 348, 2019

RESOLUTION 7825/19

MOVED & SECONDED

That, the District of New Hazelton Board of Variance Bylaw No. 348, 2019 be given the first, second and third readings.

CARRIED

- c) Zoning Amendment Bylaw No. 349, 2019

RESOLUTION 7826/19

MOVED & SECONDED

That, the District of New Hazelton Zoning Amendment Bylaw No. 349, 2019 be given the first and second readings.

CARRIED

- Councillor A. Berg opposed this resolution.

8) NEW BUSINESS: None

9) ADJOURNMENT:

RESOLUTION 7827/19

MOVED & SECONDED

That, the meeting be adjourned 8:09 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2019

CHIEF ADMINISTRATIVE OFFICER

MAYOR



DISTRICT OF NEW HAZELTON BYLAW NO. 346, 2019

A bylaw to amend District of New Hazelton Zoning Bylaw No. 317, 2018

The Council of the District of New Hazelton in open meeting assembled, enacts as follows:

That, the following amendments be made to Zoning Bylaw No. 317, 2018:

The Council for the District of New Hazelton, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the Zoning Amendment Bylaw No. 346, 2019.
2. District of New Hazelton Zoning Bylaw No. 317, 2014 is amended as follows:
 - a) Zoning Bylaw No. 317, 2018 is hereby amended by rezoning:
 - I. Lots 13 – 16, Block 50, Plan EPP46810, District Lot 863, Section 1, Cassiar Land District from Service Commercial (C-2) to Industrial (I-1);
 - II. Parcel A, Lots 9 – 12, Lots, 17 – 20, Block 40, Plan PRP968, District Lot 863, Section 1, Cassiar Land District from Industrial (I-1) to Service Commercial (C-2).
 - b) Add the following allowed usages for Single and Two Family Residential (R-1) Zone:

Permitted Use	Minimum Lot Size
Duplex (Strata or Fee Simple)*	465 m ²

*Duplex cannot be combined with a Secondary or Garden Suite

Building, Structure and Lot Specifications

	Single Family Residential	Duplex	Townhouse	Garden Suite	Secondary Suite	Accessory Building
Maximum Number of Dwelling Units	1	2	N/A	1		N/A
Minimum Unit Size	80 m ²	70 m ²	60 m ²	50 m ²		N/A
Maximum Floor Area	275 m	440 m ²	800 m ²	70 m ²		50 m ²
Maximum Height	10 m	10 m	12 m	8 m	N/A	8 m
Maximum Lot Coverage/Area	60%	60%	70%	15% of lot area	70 m ²	N/A
Minimum Lot Frontage	12.5 m	15 m	20 m	N/A		

READ A FIRST TIME THIS 7TH day of January, 2019

READ A SECOND TIME THIS 7TH day of January, 2019

READ A THIRD TIME THIS day of

ADOPTED THIS day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER



**DISTRICT OF NEW HAZELTON
BYLAW NO. 347, 2019**

A bylaw to adopt the 2019-2023 Financial Plan

WHEREAS pursuant to Section 165 of the Community Charter, being Chapter 26 of the Statutes of British Columbia, 2003, a Municipality must have a Financial Plan that is adopted annually, by Bylaw, before the Annual Property Tax Bylaw is adopted;

NOW THEREFORE the Council of the District of New Hazelton in open meeting assembled, enacts as follows:

1. Schedule "A", attached hereto and forming part of this Bylaw, is hereby adopted as the Financial Plan for the 5 years ending December 31, 2023;
2. Schedule "B", attached hereto and forming part of this Bylaw, is hereby adopted as the Statement of Objectives and Policies; and
3. This Bylaw may be cited as "**District of New Hazelton 2019-2023 Financial Plan No. 347, 2019.**"

Read a first time this 3rd day of December, 2018

Read a second time this 3rd day of December, 2018

Read a third time this day of

Adopted this day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER

SCHEDULE 'B'

STATEMENT OF OBJECTIVES AND POLICIES

In accordance with Section 165(3.1) of the Community Charter, the District of New Hazelton is required to include in the Five Year Plan, objectives and policies regarding each of the following:

1. The proportion of total revenue that comes from each of the funding sources described in Section 165(7) of the Community Charter;
2. The distribution of property taxes among the property classes; and
3. The use of permissive tax exemptions.

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2019. Property taxes form the greatest portion of revenue. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and street lighting.

User fees and charges form the second largest portion of planned revenue. Many services can be measured and charged on a user-pay basis. Services where fees and charges can be easily administered include water and sewer usage, building permits, business licenses, and sale of services – these are charged on a user pay basis. User fees attempt to apportion the value of a service to those who use the service.

Table 1

Revenue Source	% of Total Revenue	Dollar Value
Taxation	12.178%	\$ 551,800
User Fees & Charges	8.839%	\$ 400,500
Other Sources	10.416%	\$ 472,000
Grants	60.093%	\$ 2,723,000
Borrowing	0.000%	-
Reserves & Surplus	8.474%	\$ 384,000
TOTAL	100.000%	\$ 4,531,300

OBJECTIVE

The District will annually review the portion of revenue that is received from user fees and charges.

POLICY

The District will review all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes. The residential and business property classes provide the largest portions of property tax revenue. This is primarily due to very small industrial classes within the District.

Table 2

PROPERTY CLASS	% of Property Taxation	Dollar Value
Residential	56.20%	\$ 310,126
Utilities	15.49%	\$ 85,466
Major Industrial	0.00%	-
Light Industrial	0.63%	\$ 3,499
Business & Other	18.09%	\$ 99,810
Recreation/Non-Profit	0.07%	\$ 400
Farmland	0.09%	\$ 500
Grants In Lieu	9.42%	\$ 52,000
TOTAL	100.00%	\$ 551,800

OBJECTIVES

The District wishes to maintain the property tax levy percentages for 2018 at the prior levels plus 2%, adjusted for the impact of non-market changes to assessments. Utility class will be less than the maximum allowable by Provincial statute (BC Reg. 329/96).

POLICIES

The District will continue to maintain and encourage economic development initiatives designed to attract more retail, commercial and industrial businesses to invest in the community.

The District will regularly review and compare the District's distributions of property tax burden relative to other municipalities in British Columbia.

The District will review annually, with a view of lowering both the residential and business property tax rates using new, non-market industrial assessment.

PERMISSION TAX EXEMPTIONS

The District has an existing permissive tax exemption policy which guides the administration and approval of permissive tax exemptions.

OBJECTIVES

The District will continue to provide permissive tax exemptions to non-profit societies and churches pursuant to District policy.

POLICY

The District will accept Permissive Tax Exemption applications from non-profits, charitable organizations, and churches. Permissive tax exemptions will run on a three year cycle. Applications for exemption must be resubmitted at the end of each cycle.

SCHEDULE 'B'

Permissive Tax Exemption

Value of Permissive Exemptions granted by the District under Section 220, 224, or 225 of the Community Charter

	2019 (est)	2020 (est)	2021 (est)	2022 (est)	2023 (est)
St. Mary's Roman Catholic Church	\$977.65	\$997.20	\$1,017.15	\$1,037.49	\$1,058.24
Skeena Lions Hall	\$3,213.35	\$3,277.61	\$3,343.17	\$3,410.03	\$3,478.23
New Hazelton Congregation of Jehovah's Witnesses	\$98.23	\$100.19	\$102.19	\$104.24	\$106.32

Note: Permissive Tax Exemption Bylaw expires in 2021. Applicants will need to reapply for further years. Numbers are based on the assumption that an application will occur.



**DISTRICT OF NEW HAZELTON
BYLAW NO. 348, 2019**

A bylaw to establish a Board of Variance for the District of New Hazelton

The District of New Hazelton, in open meeting assembled, enacts as follows:

1. There is hereby established, pursuant to the provisions of section 536 of the Local Government Act, a Board of Variance consisting of three members appointed by council.
2. A Chairperson shall be elected from the members of the Board.
3. The procedures of the Board are as follows:
 - a. The Chief Administrative Officer or designate of the District of New Hazelton shall act as the Secretary to the Board of Variance and shall exercise the following powers in relation to the said Board:
 - i. keep minutes of all Board meetings;
 - ii. give all notices and decisions by registered mail.
 - b. Any person exercising the right of appeal shall mail to the Secretary of the Board of Variance a letter setting out in general terms the grounds upon which the appeal is made. The appellant shall give an address to which all notices may be mailed.
4. The Secretary of the Board of Variance shall notify the Chair of the Board of Variance and the Chairman shall set a date for the hearing of the appeal. At least five days' notice of the hearing shall be mailed by the Secretary to:
 - a. the members of the Board of Variance;
 - b. the appellant at the address given by him;
 - c. the owners and occupiers of all real property located adjacent to the property with respect to which the appeal is being heard.
5. Public notice of the hearing shall be given if the matter is deemed by the Board to be of sufficient importance.
6. District of New Hazelton Bylaw No. 37, 1982 and all of its amendments are hereby repealed.
7. This by-law may be cited as "The District of New Hazelton Board of Variance Bylaw No. 348, 2019".

Read a first time this	7 th	day of January, 2019
Read a second time this	7 th	day of January, 2019
Read a third time this	7 th	day of January, 2019
Adopted this		day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER



DISTRICT OF NEW HAZELTON BYLAW NO. 349, 2019

A bylaw to amend District of New Hazelton Zoning Bylaw No. 317, 2018

The Council of the District of New Hazelton in open meeting assembled, enacts as follows:

That, the following amendments be made to Zoning Bylaw No. 317, 2018:

The Council for the District of New Hazelton, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the Zoning Amendment Bylaw No. 349, 2019.
2. District of New Hazelton Zoning Bylaw No. 317, 2014 is amended as follows:
 - a) Add the following definition for modular homes to the definition section:
 1. **"Modular Home"** means a multiple section single family manufactured dwelling unit, factory built and certified to conform to Canadian Standards Association (CSA) Standard A277 and amendments thereto and is situated on a permanent foundation.
 - b) Add the following allowed usages for Single and Two Family Residential (R-1) Zone:

Permitted Use	Minimum Lot Size
Modular Home	465 m ²

Building, Structure and Lot Specifications

	Single Family Residential	Duplex	Townhouse	Garden Suite	Secondary Suite	Accessory Building
Maximum Number of Dwelling Units	1	2	N/A	1		N/A
Minimum Unit Size	80 m ²	70 m ²	60 m ²	50 m ²		N/A
Maximum Floor Area	275 m	440 m ²	800 m ²	70 m ²		50 m ²
Maximum Height	10 m	10 m	12 m	8 m	N/A	8 m
Maximum Lot Coverage/Area	60%	60%	70%	15% of lot area	70 m ²	N/A
Minimum Lot Frontage	12.5 m	15 m	20 m	N/A		

READ A FIRST TIME THIS 7th day of January, 2019
READ A SECOND TIME THIS 7th day of January, 2019
READ A THIRD TIME THIS day of
ADOPTED THIS day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER

BRIEFING NOTE

Prepared by: Wendy Hunt

January 30, 2019

Reason for Briefing Note:

To provide information regarding a grant application for watermain upgrades.

Background:

The watermain along Churchill was installed in early 1970's, some 45 years ago. The District has repaired several watermain and service breaks on this section of watermain in recent years. AC watermain typically have a service life of 50 -70 years. This section of watermain is near the end of its service life and is due for replacement. Some of the services are galvanised steel and are failing.

The Federal and Provincial governments are offering a grant program entitled Investing in Canada Infrastructure Program. Communities with populations of less than 5,000 are eligible for 100% of the costs of project. Although we had stated that this year would be a "rebuilding" year for our crew, Administration feels this is too important of a project to turn down the opportunity for 100% funding.

The new watermain will be located on Young Street, which is one block west and parallel to the existing 100mm asbestos cement (AC) watermain along Churchill Street. The New watermain along Young street would make the watermain along Churchill Street obsolete and the District will eventually abandon the Churchill watermain. The District will, by replacing the Churchill watermain with one along Young Street, promote further development on the western edge of the community and avoid installing a new watermain along a busy provincial highway.

The existing 100mm main is undersized to provide the required fire flows to the area. The lack of looping of these mains also limits fire flows and results in public complaints of poor water quality at the dead-end mains.

The watermain along Churchill Street is one of two mains that supply water to the Hagwilget First Nation community and is a critical piece of infrastructure. Replacing this main with a larger diameter watermain along Young St will ensure the Hagwilget demand can be met if the main supply main is out of service for any reason.

The proposed new watermain will provide increased fire flows, and increased redundancy for the Hagwilget supply.

Update:

The deadline for the grant application was January 23, 2019 and we were able to submit the grant application with the help of Mark and Daniel from WSP Canada (formerly Opus Dayton and Knight). In order to complete the grant application, we need to submit a resolution from council supporting the grant application. Cost of the project is estimated at \$1,525,619.00.

Recommendation:

That council put forth a resolution to support the \$1,525,619.00 grant application to the Investing in Canada Infrastructure Program Rural and Northern Communities submitted January 23, 2019 for the Young Street Watermain Project. Council further commits to its share of ineligible costs and overages of the 100% funded project.