

DISTRICT OF NEW HAZELTON  
REGULAR MEETING OF COUNCIL

Monday, Jan 6, 2020  
Council Chambers

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the December 2, 2019 regular meeting.

(3) PETITIONS & DELEGATIONS: None

(4) UNFINISHED BUSINESS:

- a) 2018/2019 Strategic Plan Update

(5) CORRESPONDENCE:

- a) Medal of Good Citizenship Recipients – Ministry of Tourism, Arts and Culture

(6) REPORTS: None

(7) BYLAWS:

- a) 2020-2024 Financial Plan Bylaw No. 352, 2020 – 3<sup>rd</sup> Reading

(8) NEW BUSINESS:

a) Council Schedule:

- Jan 20 COTW – Asset Management
- Jan 28-30 BC Natural Resources Forum – Prince George
- Feb 3 Regular Council Meeting
- Feb 17 COTW

b) Bullying and Harrassment Policy Review - Adopt

c) Façade Program Application Resolution

Closed Session

Section 90.2 (b) Community Charter Act, negotiations with Provincial Government

Adjournment

DISTRICT OF NEW HAZELTON  
REGULAR COUNCIL MEETING  
December 2, 2019  
COUNCIL CHAMBERS

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

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

STAFF PRESENT: R. Carlé

STAFF REGRETS: W. Hunt

2) MINUTES:

RESOLUTION 7908/19

MOVED & SECONDED

That, the minutes of the November 4, 2019 regular meeting be accepted as circulated.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS: None

5) CORRESPONDENCE:

a) City of Victoria – Request for Support

RESOLUTION 7909/19

MOVED & SECONDED

That, the District of New Hazelton receive the City of Victoria's request for support regarding the opioid crisis across the Province for information.

CARRIED

- b) Regan Yee – Request for Sponsorship

RESOLUTION 7910/19

MOVED & SECONDED

That, the District of New Hazelton donate \$1,700.00 to Regan Yee for training towards the 2020 Olympics.

CARRIED

6) REPORTS:

- a) Councillor Sturney – Reported on the November Crime Stoppers meeting. They would like to put a sign in the USRC.
- b) Councillor Henwood – Reported on the CHIC meeting. There was no quorum, however, they discussed the ongoing issue of community members being discharged back into unsafe living conditions.
- c) Councillor Hobenshield – Reported on the Hazelton District Public Library meeting. They are beginning strategic planning in January.
- d) Councillor Burns - Reported on the Community Forest Working Group. The Village of Hazelton appointed Councillor Maitland to the group.
- e) Mayor Lowry – Reported on the RDKS and Northwest Hospital board meetings. The South Hazelton Water Agreement has been signed by the RDKS and District. The Request for Qualifications' for the Mills Memorial Hospital redevelopment project was completed in October. Request for Proposals is scheduled to be released the end of January, 2020.

7) BYLAWS:

- a) 2020-2024 Financial Plan Bylaw No. 352, 2020

RESOLUTION 7911/19

MOVED & SECONDED

That, the District of New Hazelton 2020-2024 Financial Plan Bylaw No. 352, 2020 be given its first and second readings.

CARRIED

8) NEW BUSINESS: None

9) ADJOURNMENT:

RESOLUTION 7912/19

MOVED & SECONDED

That, the meeting be adjourned 8:11 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2020

\_\_\_\_\_  
CHIEF ADMINISTRATIVE OFFICER

\_\_\_\_\_  
MAYOR





## **DISTRICT OF NEW HAZELTON STRATEGIC PLAN UPDATE – 2019**

Mayor and Council for the District of New Hazelton held a strategic planning session in the Spring of 2018. The plan began implementation in the fall of the same year. Typically, strategic plans have a 3 year life cycle however as this was the first one, it was decided to set the goals for a period of 18 months rather than 36. As the end of the 18 months are nearing completion, this is a good time to update Mayor and Council on the progress that was made.

A copy of the Implementation Plan is included in this package with notes in red. This memo will flush out the successes to date.

### **BUSINESS RETENTION & EXPANSION**

#### **Business Walks**

The District of New Hazelton and the Village of Hazelton, under the coordination of Decklan Corstanje, Economic Development Officer, held a business walk for area businesses on July 11, 2019. Mayor Gail Lowry and Councillor Jutta Hobenshield assisted along with Deklan and Cassie Penfold, Summer Student. They were split into two groups and each group was given a list of businesses to visit. Businesses were given a choice to answer the questions verbally, participate via email, or to fill out the survey and return to either Deklan or the District of New Hazelton office. Some of the notable items were:

- 65% of the businesses have grown in the past year;
- 52% have accessed business support from the Economic Development Officer. This is something that we will continue to work on as we move forward; and
- Customer base and staffing continue to be a challenge.

#### **Business Workshops**

Previous workshops were poorly attended. None were scheduled.

#### **Town Hall Meetings**

On the questionnaire, most businesses indicated that they were not interested in a Town Hall Meeting therefore it was decided to not continue with this plan.

#### **Façade Improvement Program**

At its January, 2020 meeting, Council is being asked to approve the application to implement the façade program for the 2020 year. This will include sending a letter of introduction about the program to each business in New Hazelton as well as posting on our website.

**Love the Hazeltons**

This is an area that we will continue to build on. Currently the Community Champion is Dominique Melanson from the Village of Hazelton. We have not had someone take on the task for the District due to time availability. The CAO is the direct communication with Dominique and with Northern Development Initiative Trust who oversees the website. It will be a continual education with the staff to ensure they understand what the program is about and in turn they can direct new businesses to the program.

**Farmers' Market**

The 2019 Farmers' Market season was successful to the best of our knowledge. There were no issues that came to light with respect to the District. Parking and the ability for larger travelling rigs are still an issue that we will not really be able to address unless the market decides to move to a different location. This will continue to be monitored on a complaint basis.

**Social Media**

Deklan worked with the staff at the Visitor Center to increase our presence on Twitter, Instagram, and Facebook. This was very successful from our point of view. It is expected that we will have all new staff next year at the center and the training will begin again! With Deklan moving on to the City of Terrace, it is hoped that we will continue our partnership with the RDKS and whomever they get in the position will be able to continue to assist with our social media platforms. In the District Office, Robyn Morrison-Ellis continues to post on Facebook with regularity and we are getting new views on a regular basis.

**RESIDENT ATTRACTION****Advertise & Market Available Land and Housing**

Deklan worked on creating an Investment Portal and micro-site as part of a greater regional project. It can be found at <https://newhazelton.ecdev.org/>

Our zoning map is located digitally on the following website: <https://rdks.ecdev.org/land-use>

The District is part of a larger project with the Regional District of Kitimat Stikine and the City of Prince Rupert for a Workforce and Resident Attraction (WARA). Deklan had been the main contact however, the CAO is now on the team. This work has been contracted by the RDKS to Munro Thompson Communications who are very familiar with the area.

**Outdoor Activities**

Our fitness equipment at Allen Park is being well utilized. Administration received some preliminary quotes on moving the outdoor ice rink to Allen Park. As the cost is going to be quite substantial ( $\pm 120,000.00$ ), Administration has asked the grant writer to look for grants to offset some of the costs. The RCMP approached the Public Works Superintendent and offered to assist with maintaining the current outdoor rink, what a nice surprise!

The grant writer has also been asked to look for grants for more fitness equipment to add to the park. The District was unsuccessful in receiving any grants for equipment in 2019 however are hopeful that we will be successful in 2020! There is an advertisement in the Browser inviting everyone to come and use the equipment with "The Maniacs" every Monday and Thursday.



## **Marketing and Research**

See comments above regarding investment portal and WARA.

## **COMMUNITY INFRASTRUCTURE**

### **USRC**

The Upper Skeena Recreation Center is up and running. So far, the revenues have exceeded expectations and the facility is getting quite a lot of use. The main work to be done is the installation of the kitchen equipment in the canteen and the Peter & Lynn Newbery Community Room as well as addressing issues with the humidity. The equipment is expected to be in place some time in January and the work on the humidity issue is ongoing with hopes to have a solution early in the new year. There is still some artwork to be installed and a beautiful mural was painted by Michelle Stoney.

The main concern going forward will continue to be the securing of operating funds.

### **Water, Sewer, and Power**

The watermain upgrade project was finally completed in November of 2019. There were additional funds left due to the lower contractor costs of the initial project so we were able to add an additional two blocks of upgrades, between Laurier and McBride and also the end of Laurier between 13<sup>th</sup> and 14<sup>th</sup> Avenues.

The District applied for a grant from the Rural and Northern Communities Program to do a major looping project involving Young and Churchill Streets. We have been waiting to hear whether or not we were successful in receiving the grant. The last update from the Province was that recipients would be notified in late 2019. We are still waiting!!!

The grant writer has found an opportunity that we may be able to utilize for desludging our lagoon. We are currently working on the application and will bring it forward for a resolution of support once it is completed and ready for submission.

### **Community Center**

The renovations have been completed, the grand opening was held on November 27<sup>th</sup> with a mixture of community members coming to share our excitement and see the new space. There were lots of positive comments on the space. Our first dance was held on June 15<sup>th</sup> and there have been regular bookings each month. We have one of the office spaces rented on a 6 month lease to a new business which is very exciting. There is another existing business that is interested in possibly renting the second office space however the details have not yet been worked out. There are still some kinks to work on with regard to the operations however we have made great progress and I am very proud of the team for stepping up and getting the job done.

We will begin more advertising for the space in the new year.

### **Fitness Center**

The fitness center was closed as of December 31, 2018. The equipment was moved to the new Upper Skeena Recreation Center and the building has been sitting vacant. In March, 2019 the District put out a call for Expressions of Interest to see if there were any interested parties for purchasing the building. To date we have had a few requests for further information and two actual submissions. As these were part of a closed meeting regarding land matters, there is not further information for this report.

**Trails, Parks and Equipment**

See above regarding fitness equipment.

Our Public Works Department continues to maintain the area trails and while they perform regular checks on their status, we also rely on users to identify areas of concern which we can then address. We have a great group of local residents who let us know when they come across trees on the trails etc. and receive positive comments on how well our PWD responds.

**Education and Health Services Recruitment**

See the above information on the WARA project.

**CONCLUSION**

This strategic plan was somewhat ambitious for the short time period of eighteen months and the availability of staffing. Overall, it is the opinion of Administration that for the most part the goals have been met and will continue to be monitored and adjusted as needed. Administration is exceptionally proud of the staff and Councillor Berg for their hard work on the community center and believe it is an amazing addition to our community.

It is now time to look at setting some new strategic goals and priorities. Administration will utilize a COTW meeting early in the year to begin the process. It is recommended that a discussion be held during the January council meeting to decide on a facilitator for the session.

Respectfully submitted,

Wendy Hunt  
Chief Administrative Officer



# IMPLEMENTATION PLAN

Strategic Area	Action	Responsibility	Method	Funding/ Resources	Timing	Notes/Status
Business Retention & Expansion (SA-1)	Business walks	Deklan Corstanje Wendy Hunt	Standard 2 page short form questionnaire. Attend businesses door to door each 1-2 years	Regular Budget Utilize volunteers	Annually	Completed June 2017  Business Walks completed July 11, 2019. Mayor Lowry & Councillor Hobenshield Assisted
	Business workshops	Deklan Corstanje	Hold workshops on areas of interest identified by the business walks	Regular Budget Utilize volunteers	Annually	Held 2 workshops following the 2017 business walks (poorly attended)
	Town Hall Meeting/improve communication with local businesses	Wendy Hunt Council	Hold annual town hall meeting with area businesses	Regular Budget	Annually	Most respondents from the Business Walk indicated they did not want Town Hall Meetings
	Façade Improvement Program	Wendy Hunt Deklan Corstanje	Apply to NDIT and pass enabling bylaws/policy	NDIT funds \$20,000/year	Set up for 2019	Application is going to NDIT following Jan 2020 mtg.
	Love the Hazeltons	Deklan Corstanje, Wendy Hunt	Sign up new businesses and coordinate photo shoot/content development	Minimal cost to businesses/NDIT funds	Annually	Existing program up and running  Continue to work on directing businesses to the program
	Farmers' Market	Deklan Corstanje Wendy Hunt	DC to communicate			Parking lot at the info centre



# IMPLEMENTATION PLAN

Community Promotion & Marketing (SA-2)	Hazeltons' Tourism Website	Deklan Corstanje	Website creation/refresh	Regular Budget	2019/2020	Was refreshed in 2016
						Both staffs are working on creating a higher social media presence.
	Social Media (Instagram/FB)	Deklan Corstanje	Deklan to assist Visitor Center and District staff to continue with the development of social media platforms	Regular Budget	ongoing	Ongoing Staff continue to work on increasing profile at both the VC & DONH
Strategic Area	Action	Responsibility	Method	Funding/Resources	Timing	Notes/Status
Community Promotion & Marketing (SA-2) Cont...	Christmas Lights Competition	District Staff Council	Continue to promote	Regular Budget	Annually	1 <sup>st</sup> contest held in 2017. Continue to build to include more competitors Did not happen in 2019. Reinstate for 2020
	Banner contest	District Staff	Run a competition to design new street banners	Regular Budget	2018	Completed. Awaiting final design from printers New Banners have been placed
	Winterfest	District Staff Council	Continue to host Winterfest in December of each year	Regular Budget	Annually	Completed 2017 2018 & 2019 well attended
	Canada Day Celebrations	District Staff Council	Continue to host Canada Day Celebration each year	Regular Budget	Annually	Completed July 1 <sup>st</sup>



# IMPLEMENTATION PLAN

2018 & 2019 well attended					
Resident Attraction (SA-3)	Advertise and Market Available Inexpensive Land and Housing	Wendy Hunt Deklan Corstanje	Investigate an Integrated Marketing Campaign	Regular Budget	2019/2020
	Outdoor Activities	District Staff Local User Groups	Maintain and advertise outdoor activities	Regular Budget	Ongoing
	Marketing/research	Deklan Corstanje	Deklan to coordinate as part of the larger regional resident attraction project	Rural Dividend Fund and RDKS Budget	2018/2019
Community Infrastructure (SA-4)	USRC	Peter Newberry	Continue with fundraising on a local, regional, and provincial level	Various	2018
	Water, Sewer, Power	District Public Works Staff	Ongoing maintenance and replacement	Regular Budget with Grants as Available	Annually
	Community Center	Wendy Hunt	Renovations to be completed	Regular Budget NDIT Grant	2018
Working with the RDKS on Workforce & Resident Attraction Initiative Ongoing Fitness Equipment at Allen Park continues to be well utilized Ongoing See above Expect capital fundraising to be completed by December 2018 Grand Opening in Sept 2019 – Operating funds continue to be a challenge Ongoing 13 <sup>th</sup> Avenue completed. Waiting to hear regarding Young Street project Will be completed by December 2018					



# IMPLEMENTATION PLAN

Strategic Area <i>Community Infrastructure (SA-4)</i>	Meeting Centre	Wendy Hunt	Continue to offer space for community use	Regular Budget	Ongoing	Completed July 2019 and grand opening Nov, 2019 Ongoing Long term tenants secured to Dec 2021
	Action	Responsibility	Method	Funding/Resources	Timing	Notes/Status
	Fitness Centre	Wendy Hunt	Continue to provide service until USRC opens	Regular Budget	Ongoing	Expected closure is Dec 2018/Jan 2019 Closed – EOI issued
	Parks & Park Equipment	Public Works	Regular Maintenance	Regular Budget	Ongoing	Ongoing – continue to apply for grants to increase fitness equipment
	Trails	Hazelton Trail Society & Public Works Crew	Public works to maintain trails within municipal boundaries. Area trails maintained by HTS	Rural Dividend Fund and regular budget item	Ongoing	
Skills Training/Workforce Attraction (SA – 5).	Park Equipment	Public Works Crew	Public Works crew maintains park equipment			
	Education and health services recruitment	Council	Council to work cooperatively with Northern Health and other communities. Meet with CMCC, SD rep and Trustee	Sponsor meetings if necessary	2018	Ongoing See WARA above. No meetings scheduled

Last updated: August 23, 2018



# ECONOMIC DEVELOPMENT

Vision: Achieve a diversified local economy built on private business, social enterprise and the attractiveness of New Hazelton as a place of collaboration and innovation.

Strategic Area (SA)	Business Retention & Expansion (SA – 1)	Community Promotion & Marketing (SA – 2)	Resident Attraction (SA – 3)	Community Infrastructure (SA – 4)	Skills Training/Workforce Attraction (SA – 5)
Goals	Businesses are stable and/or growing.	New Hazelton is recognized as a good place to live and do business.	Population of New Hazelton is stable and/or growing.	Community infrastructure meets residents and businesses' expectations.	Sufficient skilled workers are available for business needs.
Action	<ul style="list-style-type: none"> <li>• Business Walk</li> <li>• Workshops</li> <li>• Town Hall</li> <li>• Façade Improvement</li> <li>• Improve communication with businesses</li> <li>• Love the Hazeltons</li> <li>• Farmers' Market</li> </ul>	<ul style="list-style-type: none"> <li>• Love the Hazeltons</li> <li>• Hazeltons Website</li> <li>• Social Media (Instagram, FB)</li> <li>• Lights competition</li> <li>• Banner contest</li> <li>• Winterfest</li> <li>• Canada Day</li> </ul>	<ul style="list-style-type: none"> <li>• Cheap land and housing</li> <li>• Connectivity</li> <li>• Outdoor activities</li> <li>• Marketing research</li> </ul>	<ul style="list-style-type: none"> <li>• USRC</li> <li>• Fibre optic</li> <li>• Good water, sewer and reliable power</li> <li>• New community center with business space</li> <li>• Meeting centre</li> <li>• Fitness centre</li> <li>• Parks &amp; park equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Education and health services recruitment</li> </ul>



# ECONOMIC DEVELOPMENT

• Trails

Measures of Success	Good percentage of businesses attend town hall	Stable or increasing attendance at community events	Population stable or growing	USRC, and New Hazelton Community Center open and utilized	Joint meetings held with Northern Health, School District, Trustee, NWCC and council
	Meet with businesses minimum 2x's/year				
	Current businesses stay open				Successful recruitment and workforce attraction

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## NEWS RELEASE

For Immediate Release  
2019IGRS0127-002346  
Dec. 5, 2019

Honours and Awards Secretariat

### **Medal of Good Citizenship recipients announced**

VANCOUVER – Eighteen people from throughout B.C. will receive the Province's Medal of Good Citizenship for their outstanding service and commitment to helping others in their communities.

"Congratulations to this year's recipients of the Good Citizenship Medal. Your outstanding contributions to the well-being of your communities inspire us all," said Premier John Horgan. "The generous gifts of your time and support make a difference in people's lives and help build a stronger province for everyone."

Launched in 2015, the Medal of Good Citizenship recognizes individuals who, through exceptional long-term service, have made outstanding contributions to their communities without expectation of remuneration or reward. The medal reflects their generosity, service, acts of selflessness and contributions to community life. Recipients were nominated by members of their communities.

"The medal recognizes people who selflessly donate their time and talents to making life better for people in their communities," said Lisa Beare, Minister of Tourism, Arts and Culture, and chair of the medal's selection committee. "I am truly honoured to congratulate them and say thank you for your dedication and hard work on behalf of all British Columbians."

Medal of Good Citizenship recipients come from every corner of the province and represent many communities, large and small.

This year's recipients are:

- **Joe Average** of Vancouver
- **Charlotte Brady** and **Anastasia Castro** of Victoria
- **John Cameron** of Richmond
- **Neil Cook** of Cranbrook
- **Bruce Curtis** of Courtenay
- **Shirley Gratton** of Prince George
- **Jack Hutton** of Duncan
- **Chief M. Jason Louie** of Creston
- **Adrienne Montani** of Vancouver
- **Dr. Peter Newbery** of New Hazelton
- **Joseph Roberts** of Langley
- **Patricia Roy** of Victoria
- **Patricia Shields** of Vancouver
- **Tom Smithwick** of Kelowna

- **Louis Thomas** of Salmon Arm
- **Vivian Tsang** of Vancouver
- **Michelle Renee Wilson** of Delta

This year's recipients were selected from more than 100 nominees.

In addition to the Medal of Good Citizenship, people may be nominated for the Province's other honour, the Order of British Columbia. This award recognizes people who have served with the greatest distinction and excelled in any field of endeavour, benefiting British Columbians and others across Canada and beyond. The nomination deadline for the Order of B.C. is March 6, 2020.

**Learn More:**

Medal recipient biographies: <https://www2.gov.bc.ca/gov/content?id=6DAE2DC722D64DD5A02DA879093358E1>

Medal of Good Citizenship information, including how to nominate an unsung hero and role model in your community: [www.gov.bc.ca/medalofgoodcitizenship](http://www.gov.bc.ca/medalofgoodcitizenship)

Order of British Columbia: [www.orderofbc.gov.bc.ca](http://www.orderofbc.gov.bc.ca)

**Contact:**

Ministry of Tourism, Arts and Culture  
Media Relations  
250 208-4309

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Connect with the Province of B.C. at: [news.gov.bc.ca/connect](http://news.gov.bc.ca/connect)





**DISTRICT OF NEW HAZELTON  
BYLAW NO. 352, 2020**

A bylaw to adopt the 2020-2024 Financial Plan

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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, 2024;
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 2020-2024 Financial Plan No. 352, 2020.**"

Read a first time this                      2<sup>nd</sup>              day of December, 2019

Read a second time this                      2<sup>nd</sup>              day of December, 2019

Read a third time this                      day of

Adopted this                      day of

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MAYOR

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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 2020. 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.

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	8.536%	\$ 562,296
User Fees & Charges	6.188%	\$ 407,600
Other Sources	7.135%	\$ 470,000
Grants	43.130%	\$ 3,170,500
Borrowing	0.000%	-
Reserves & Surplus	30.012%	\$ 1,977,000
<b>TOTAL</b>	<b>100.000%</b>	<b>\$ 6,587,396</b>

### 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	55.85%	\$ 314,034
Utilities	15.88%	\$ 89,316
Major Industrial	0.00%	-
Light Industrial	0.00%	-
Business & Other	18.77%	\$ 105,528
Recreation/Non-Profit	0.07%	\$ 408
Farmland	0.09%	\$ 510
Grants In Lieu	9.34%	\$ 52,500
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 562,296</b>

## OBJECTIVES

The District wishes to maintain the property tax levy percentages for 2020 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.

### Permissive Tax Exemption

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

	2020 (est)	2021 (est)	2022 (est)	2023 (est)	2024 (est)
St. Mary's Roman Catholic Church	\$997.20	\$1017.15	\$1037.49	\$1,058.24	\$1,079.40
Skeena Lions Hall	\$3,277.62	\$3,343.17	\$3,410.03	\$3,478.23	\$3,547.80
New Hazelton Congregation of Jehovah's Witnesses	\$100.19	\$102.20	\$104.24	\$106.33	\$108.45

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.

## **BRIEFING NOTE**

**Prepared by: Wendy Hunt**  
**December 17, 2019**

### **Reason for Briefing Note:**

Changes to Workplace Bullying and Harassment Policy to include Mayor and Council

### **Background:**

The Workplace Bullying and Harassment Policy was originally created in November, 2015 in compliance with WorkSafe BC regulations.

### **Update:**

It has been recommended that local governments take the necessary steps to ensure that its Workplace Bullying and Harassment Policies include Mayor and Council, not only for their protection but also for the protection of the staff and residents.

While the options for remedial actions for bullying and harassment amongst staff are numerous and as Administration, we chose what we felt were the best options to deter any type of bullying or harassment, the options for Mayor and Council are not as readily available. After discussing with the Casual Legal Advice through Lidstone and Co., Administration has come up with what is felt to be the appropriate course of action. This section of the policy has been rewritten to include options of written apologies, counselling, re-training, etc. that would work for both Council and staff while still maintaining the more aggressive actions of verbal warnings, written warnings, suspension, and possible dismissal for the staff.

The changes that have been made are highlighted in yellow and also compiled at the end of the document on the Revision/Review Log.

### **Recommendation:**

Administration is recommending that Mayor and Council pass a resolution to adopt the revised Workplace Bullying and Harassment Policy as presented.



# Policy Manual

## (WORKPLACE BULLYING AND HARASSMENT)

**PREPARED BY:**

Administration

**AUTHORIZED BY:**

Council

**DATE OF ISSUE OR  
REVISION**

January 6, 2020  
Resolution No.

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These rules were created with reference to Worksafe BC Policies and regulations set out in Section 4.24 of the Worksafe BC Regulations and Sections D115, D116, and D117 of the Worksafe BC Prevention Manual.

S. 4.24 defines "*improper activity or behaviour*" as:

1. The attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and include any threatening statement or behaviour which give the worker reasonable cause to believe he or she is at risk of injury; and
2. Horseplay, practical jokes, unnecessary running or jumping or similar conduct.

<b>Date created</b>	<b>Annual review date</b>
November 10, 2015	January 6, 2020





## **District of New Hazelton Workplace Bullying and Harassment Policy Statement**

### **1. Workplace conduct**

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

### **2. Bullying and harassment**

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated; but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

### **3. Workers must:**

- Not engage in the bullying and harassment of other workers;
- Address any concerns regarding workplace procedures to immediate supervisor;
- Report if bullying and harassment is observed or experienced; and
- Apply and comply with the employer's policies and procedures on bullying and harassment.

### **4. Application**

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

### **5. Annual review**

This policy statement will be reviewed every year. All workers will be provided with a copy.

<b>Date created</b> November 10, 2015	<b>Annual review date</b> January 6, 2020
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## **District of New Hazelton Consequences for Failure to Adhere to Workplace Bullying and Harassment Policy Statement**

### **Remedy (or Disciplinary Action)**

Any individual covered by this Policy, who is found to have engaged in, or known about and took no action to report or stop discrimination, bullying or harassing behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:

- Oral and/or written apology from the Respondent and/or District of New Hazelton;
- Any administrative change that is appropriate (i.e.: job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments)
- Coaching;
- Counselling;
- Training or education;
- Re-orientation to this Policy and its purpose;
- Discipline up to and including termination of employment for just cause:
  1. Verbal warning;
  2. Written warning;
  3. 1 day suspension without pay; and
  4. Possible dismissal
- Where the Respondent is not covered by this Policy, the District will take any and all steps necessary to remedy the substantiated complaint to protect the Complainant from future harm.

If the action is perceived, through investigation, to be a matter of greater emergency that is threatening to life or limb, the consequences will be automatic dismissal.

In all cases where the words "Employee" or "Worker" are used, this is considered to refer to Council members as well.

**Date created**

November 10, 2015

**Annual review date**

January 6, 2020



## **Workplace Bullying and Harassment Reporting Procedures**

### **1. How to report**

Workers at the District of New Hazelton can report incidents or complaints of workplace bullying and harassment verbally or in writing. When submitting a written complaint, please use the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

### **2. When to report**

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

### **3. Reporting contact**

Report any incidents or complaints to

#### **Inside Workers report to:**

Wendy Hunt  
Chief Administrative Officer  
[whunt@newhazelton.ca](mailto:whunt@newhazelton.ca)

#### **Outside Workers report to:**

Chris Lawrence  
Public Works Superintendent  
[clawrence@newhazelton.ca](mailto:clawrence@newhazelton.ca)

#### **Council Members report to:**

Gail Lowry  
Mayor  
[glowry@newhazelton.ca](mailto:glowry@newhazelton.ca)

### **4. Alternate reporting contact**

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact:

**Inside and Outside Workers report to:**

Robyn Carlé  
Chief Financial Officer  
[rcarle@newhazelton.ca](mailto:rcarle@newhazelton.ca)

**Council Members report to:**

Wendy Hunt  
Chief Administrative Officer  
[whunt@newhazelton.ca](mailto:whunt@newhazelton.ca)

**5. What to include in a report**

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

**6. Annual review**

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.

<b>Date created</b> November 10, 2015	<b>Annual review date</b> January 6, 2020
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## **Workplace Bullying and Harassment Investigation Procedures**

### **1. How and when investigations will be conducted**

Most investigations at the District of New Hazelton will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances;
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations;
- be sensitive to the interests of all parties involved, and maintain confidentiality;
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses; and
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

### **2. What will be included**

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then the District of New Hazelton will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

### 3. Roles and responsibilities

Chief Administrative Officer is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

Chief Financial Officer, Public Works Superintendent, or Mayor will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to Chief Administrative Officer.

### 4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by the Chief Administrative Officer or delegate if the alleged bully is the Chief Administrative Officer.

Following an investigation, the Chief Administrative Officer or Public Works Superintendent will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

### 5. Record-keeping requirements

The District of New Hazelton expects that workers will keep written accounts of incidents to submit with any complaints. The District of New Hazelton will keep a written record of investigations, including the findings.

### 6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired or elected, and copies will be available in the coffee rooms at the District Office and Public Works Maintenance Shop as well as the Council Chambers.

<b>Date created</b> November 10, 2015	<b>Annual review date</b> January 6, 2020
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**District of New Hazelton  
Workplace Bullying and Harassment  
Complaint Form**

Name and contact information of complainant

Name of alleged bully or bullies

**Personal statement**

Please describe in as much detail as possible the bullying and harassment incident(s), including:

- The names of the parties involved;
- Any witnesses to the incident(s);
- The location, date, and time of the incident(s);
- Details about the incident(s) (behaviour and/or words used); and
- Any additional details that would help with an investigation .

Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

**Signature**

**Date**

## **WORKPLACE BULLYING AND HARASSMENT POLICY**

## Revision/Review Log

[illegible]





# District of New Hazelton

Program Guide 2020

Building façade improvements in New Hazelton

## NEW HAZELTON BUSINESS FAÇADE IMPROVEMENT PROGRAM

District of New Hazelton

3026 Bowser Street, VoJ 2Jo

Phone: (250) 842-6571

Email: [info@newhazelton.ca](mailto:info@newhazelton.ca)





## Grant Application

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### Applicant Information

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Address: \_\_\_\_\_

Email: \_\_\_\_\_

If you are applying as the tenant of a building please provide the following information and attach a letter of consent from the Owner(s) stating that you are allowed to make the proposed changes to the building.

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_



## Project Description

1. Describe the proposed project: (attach any extra sheets, photos, designs, samples)

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2. Planned Start Date: \_\_\_\_\_
3. Planned Completion Date: \_\_\_\_\_
4. Estimated Total Project Cost: \_\_\_\_\_

### Applicant Checklist:

- ☐ Property taxes paid
- ☐ Utility taxes paid
- ☐ Licence fees paid
- ☐ Required permit applications completed
- ☐ Building owner authorization

### Attach to Application:

- ☐ Photos of existing conditions
- ☐ Detailed specifications
- ☐ Contract's cost estimates
- ☐ Drawings
- ☐ Material & colour samples



**Terms and Conditions**

I, \_\_\_\_\_, of \_\_\_\_\_ have  
(Applicant) (Business/Building)

read the complete application and concur with and give my consent to the work proposed in the application.

I assume all responsibility for obtaining appropriate drawings, building permits and inspections, and hiring contractors as necessary.

I agree not to involve the District of New Hazelton in any legal action between myself and any contractors, estimators, employees, workers or agents arising from or out of the New Hazelton Business Façade Improvement Program.

I give my consent to the District to make all inspections necessary to confirm that the approved plans are implemented in accordance with expected standards.

Payment of approved grants will be made upon the applicant providing the District of New Hazelton proof of final completion of the proposed improvements along with verification of expenditures and proof of final inspection.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Application received by: \_\_\_\_\_

Date: \_\_\_\_\_



## **PROGRAM PURPOSE AND GOALS**

This program provides grants to eligible commercial properties within the municipal boundaries of New Hazelton (C1 and C2 zoning). The Business Façade Improvement Program is aimed at aiding businesses in refreshing the façade of their building to enhance the streetscape and visual impact of the downtown commercial area. It is designed to encourage such enhancements as a way of attracting locals and visitors to the downtown commercial core.

This initiative will contribute towards:

- Making New Hazelton a more inviting place to walk, bike, shop, and play;
- Promoting the marketability of retail and commercial businesses;
- Helping building owners to create value and attract and retain tenants;
- Enhancing the quality of life for residents, workers, and visitors in the downtown core; and
- Building civic pride among the business community and New Hazelton citizens.

## **DESIGN GUIDELINES**

The Business Façade Improvement Program primarily addresses the physical appearance of the buildings in the commercial core. Improvements in the outward appearance of buildings has proven to increase the appeal of the businesses within, attract shoppers both for the goods and services they provide and for the experience of walking around an interesting downtown space.

The basic design approach is to follow the improve the look of buildings within the commercial zone in a manner that is appealing to the public. This may include such changes as siding, painting, murals, and other visually appealing changes to the facility.

In order to be eligible for this grant, the applicant must submit designs and costs for the project. Designs need not be done by a professional architect or designer but it is strongly encouraged that the tenant/property owner seeks professional help, keeping in mind that grants will be awarded based on merit of design and visual impact to the streetscape. Designs need to clearly outline the proposed improvements to allow the review committee to evaluate the project and clearly see that the finished product looks like what was intended during the application process.

All work is to be completed by December 31, 2020.

## **ELIGIBLE APPLICANTS**

To be eligible to apply:

- You must be the property owner or business owner. If the applicant is the business owner, the property owner must approve of the application in writing and confirm that all improvements are to be paid by the applicant;
- Not for profit organizations (will need landlord approval if tenants of the building apply);
- Not for profit societies occupying commercial storefronts;
- Home-based businesses (eligible for wayfinding signage only\*);
- All District of New Hazelton property taxes pertaining to the property are fully paid and current;
- There must be a current, valid business licence for the property (unless otherwise exempt);
- There must be no outstanding building permit, stop work orders or development permit condition requirements outstanding;
- Program application is approved; and
- You have not received a previous grant under this program for the subject property.

## **INELIGIBLE APPLICANTS**

- Residential homes located in the designated commercial area are not eligible;
- Municipally owned buildings (even if they have business tenants);
- Government buildings;
- Apartment buildings;
- Properties outside the specified area (as defined in the District's program guidelines); and
- Non-operating businesses (business must be in operation).

## **ELIGIBLE IMPROVEMENTS**

Eligible improvements may consist of but are not limited to:

- Exterior lighting (new but not replacement);
- Exterior architectural features;
- Exterior Surfaces and details (decorative details, moldings, trim, etc.);
- Windows (only if part of larger improvements, no stand-alone entrance/doorway replacements);
- New siding;
- Façade Painting;
- Entrances and doorways (if part of larger enhancements, no stand-alone entrance/doorway replacement);
- Awnings;
- Signage (affixed to the building);
- \*Way finding signage (sign located on the business property i.e. at the bottom of a driveway) Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations; and
- Accessibility improvements (ramps, wider doors, etc.) to the outside of the building only AND are part of a larger façade improvement project.

**INELIGIBLE IMPROVEMENTS:**

The following improvements are ineligible:

- Routine maintenance;
- Structural repairs;
- Roofs;
- Non-permanent fixtures (benches, planters, patios, patio heaters, etc.);
- Landscaping;
- Paving;
- Fencing;
- Interior/internal improvements;
- Any improvements not visible from the public right-of-way;
- Construction of additions, accessory buildings or new buildings;
- Any improvements that have been started prior to application approval; and
- Any improvements deemed inconsistent with redevelopment purposes and design guidelines.

**ELIGIBLE COSTS/EXPENSES**

- Direct project labour costs;
- Contractor fees;
- Rental of tools and equipment;
- PST;
- Shipping costs;
- Project materials and supplies; and
- Design, Architectural, Engineering fees (related to façade only)

**INELIGIBLE COSTS/EXPENSES**

- Staff wages and/or benefits;
- Expenses related to improvement to the building façade not visible from the public right-of-way;
- Utilities (hydro, gas, etc.);
- Equipment purchased;
- GST;
- Duties;
- Permit fees; and
- Façade improvements started prior to application approval.

**GRANT AMOUNTS**

This program can provide grants of up to 50% of the cost of eligible improvements, to a maximum of \$5000 per building. The minimum project value is \$1200.

Work completed by December 31, 2020 will be used in calculation of eligible costs of improvements.



### **BUSINESS APPLICATION PROCESS**

- Pick up Program Guide and Application Package at the District of New Hazelton's front desk or from the website at [www.newhazelton.ca](http://www.newhazelton.ca);
- Owner/tenant submits application with designs. (Grant Application Form attached);
- The District reviews application and proposed façade improvements to ensure compliance with the District of New Hazelton form and character guidelines and the Façade Improvement Program guidelines;
- Applications must be submitted and approved prior to the start of façade improvement project in order to be eligible for funding;
- Approval or rejection of application is sent to applicant by email or letter within 20 days of review;
- For successful applications, a Letter of Understanding must be signed by the applicant and the District of New Hazelton;
- Applications are accepted on an ongoing basis as they are received and until the annual budget for the program has been allocated;
- Tenant/owner acquires building permit, if required, and completes renovation;
- Verification of expenses: invoices and confirmation of payment forwarded; and
- Project Review Committee verifies that completed renovations meet Letter of Understanding requirements, approves reimbursement, and issues cheque.

### **EVALUATION PROCESS**

In the event that there are more eligible applicants than funds available to award, the Committee will prioritize projects based on the following ranked criteria:

- Quality of design;
- Age and condition of building;
- Impact on streetscape; and
- Private vs. public expense ratio.

### **ADDITIONAL INFORMATION**

As a joint venture between property owners and the municipality, the New Hazelton Façade Improvement Program is an aid to beautifying our streetscape for the benefit of local citizens and visitors.

This program is administered by the District of New Hazelton, whereas the funding is provided by the Northern Development Initiative Trust.

### **APPLICATION DEADLINE**

The application deadline is open however; all work must be completed by December 31, 2020.