

DISTRICT OF NEW HAZELTON  
REGULAR MEETING OF COUNCIL

Monday, July 8, 2019  
Council Chambers

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the June 3, 2019 regular meeting.

(3) PETITIONS & DELEGATIONS: None

(4) UNFINISHED BUSINESS: None

(5) CORRESPONDENCE:

- a) City of Victoria – Request for Letter of Support for Library Funding
- b) Regional District of Kitimat Stikine – Upper Skeena Recreation Centre – Request for Letter of Support for NDIT Grant Application
- c) Ministry of Municipal Affairs and Housing – Meeting at UBCM
- d) Premier John Horgan – Meeting at UBCM
- e) Ministry of Forests, Land, and Natural Resource Operations – Heritage Branch – Historic Places Project
- f) Northwest BC Food Action Network – Request for Letter of Support
- g) Kyah Wiget Education Society – Request for Letter of Support – BC Rural Dividend Fund

(6) REPORTS: None

(7) BYLAWS: None

(8) NEW BUSINESS:

a) Council Schedule:

- Aug 12 Regular Council Meeting
- Sept 9 Regular Council Meeting
- Sept 23-27 UBCM – Vancouver

b) Annual Report

Adjournment

DISTRICT OF NEW HAZELTON  
REGULAR COUNCIL MEETING  
JUNE 3, 2019  
COUNCIL CHAMBERS

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

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

STAFF PRESENT: W. Hunt  
R. Carlé

2) MINUTES:

RESOLUTION 7866/19

MOVED & SECONDED

That, the minutes of the May 13, 2019 regular meeting be accepted as circulated.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS: None

5) CORRESPONDENCE:

a) Kyah Wiget Education Society Letter of Support

RESOLUTION 7867/19

MOVED & SECONDED

That, the District of New Hazelton write a letter of support for the Kyah Wiget Education Society's grant application to Wetzin'kwa Community Forest Corporation.

CARRIED



b) Gitanmaax Band Office Request for Donation

RESOLUTION 7868/19

MOVED & SECONDED

That, the District of New Hazelton donate \$250.00 to the Gitanmaax Band for the 2019 Gitxsan Cultural Days.

CARRIED

c) Gitksan Government Commission Request for Donation

RESOLUTION 7869/19

MOVED & SECONDED

That, the District of New Hazelton receive the Gitksan Government Commission request for donation for information.

CARRIED

6) REPORTS:

- a) Councillor Sturney – Reported on attending the 2019 Minerals North Conference.
- b) Councillor Berg – Reported on the progression of the community center.
- c) Councillor Hobenshield – Reported on the Hazelton District Public Library.
- d) Mayor Lowry – Reported on the Regional District of Kitimat Stikine board meeting, Northwest Regional Hospital board meeting and the Upper Skeena Recreation Center.

7) BYLAWS:

- a) District of New Hazelton Northern Capital and Planning Grant Statutory Reserve Bylaw No. 350, 2019

RESOLUTION 7870/19

MOVED & SECONDED

That, the District of New Hazelton Northern Capital and Planning Grant Statutory Reserve Bylaw No. 351, 2019 be adopted.

CARRIED

8) NEW BUSINESS:

- a) Building Fund Reserve

RESOLUTION 7871/19

MOVED & SECONDED

That, the District of New Hazelton remove \$517,280.17 from the Building Fund Reserve to purchase and renovate the building located at 4633 10<sup>th</sup> Avenue and close the account.

CARRIED

b) RCMP Letter re Speeding

RESOLUTION 7872/19

MOVED & SECONDED

That, the District of New Hazelton write a letter to the RCMP regarding semi-trucks and other vehicles speeding through New Hazelton.

CARRIED

9) IN CAMERA (7:49 pm):

RESOLUTION 7873/19

MOVED & SECONDED

That, the public be excluded from the meeting pursuant to Section 90.1 (b) and (c) of the Community Charter.

CARRIED

8:35 pm – Meeting reopened to the public.

10) ADJOURNMENT:

RESOLUTION 7874/19

MOVED & SECONDED

That, the meeting be adjourned 8:35 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2019

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

\_\_\_\_\_  
MAYOR

THE CITY OF VICTORIA



OFFICE OF THE MAYOR

May 29, 2019,

To The Union of British Columbia Municipalities,

I am writing on behalf of Victoria City Council, requesting favourable consideration and resolutions of support to restore Provincial support for libraries.

At the May 23, 2019 Council Meeting, Council approved the following resolution:

WHEREAS WHEREAS libraries are a social justice equalizer that provide universal access to information and learning materials irrespective of income levels;

WHEREAS libraries are now so much more than books, building community and a sense of inclusion;

WHEREAS restoring funding to libraries supports the BC Government's agenda to eliminate poverty, improve access to education, and address social justice in BC;

WHEREAS funding rates have been frozen since 2009 and inflationary costs have increasingly been put on municipal property tax payers which is a regressive approach to funding public libraries;

WHEREAS municipalities face downloading from upper levels of government and have few tools to raise funds,

THEREFORE BE IT RESOLVED that Council request the Mayor write to the Minister of Education, the Premier, and all local MLAs strongly advocating for the restoration of library funding to a level that reflects both inflationary cost increases since 2009 and the value of this system to the Province.

BE IT FURTHER RESOLVED that this resolution be forwarded to other municipalities in the Capital Regional District and across BC requesting their favourable consideration.

We eagerly look forward to your support on this matter.

Sincerely,

Lisa Helps  
Victoria Mayor



June 11, 20198

Phil Germuth  
Chair, Regional District of Kitimat-Stikine  
300-4545 Lazelle Avenue  
Terrace, BC V8G 4E1

Dear Chair Germuth,

The Upper Skeena Recreation Centre, also known as the Heart of the Hazeltons, is going to be a hub of recreation, activity and community development in the Upper Skeena region by offering more to the local communities.

To make sure this facility can fully realize its potential, it needs to be economically viable. The different events that can be hosted, meetings, and other rental opportunities need to be taken advantage of by purchasing things like seating, rental equipment, and meeting room fittings that will make renting the different areas of the centre more attractive and increase revenues.

We fully support your application to the Northern Development Initiative Trust for your Rental Space Improvements project and we hope to see the benefits the grant can provide our communities and the region as a whole.

Warm regards,

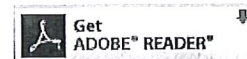
Gail Lowry  
Mayor

pc: Joel McKay, CEO, Northern Development Initiative Trust



**ECONOMIC DIVERSIFICATION INFRASTRUCTURE****Adobe Reader 8.0+ is required to complete this application form.**

If you are using an earlier version, you will not be able to save any information you enter into the form.

Adobe Reader is a free download available at: <http://www.adobe.com/products/acrobat/readstep2.html>

✦ Please ensure documents are downloaded and saved to your computer desktop prior to entering any information. If opened and completed within your internet browser, any information entered will not be saved.

**1. Project Name**

Provide a name for the project that is proposed in this funding application:  Upper Skeena Recreation Centre Rental Space Improvements	Have you previously received any Northern Development funding for this facility?  <input checked="" type="radio"/> Yes <input type="radio"/> No
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**2. Applicant Profile**

Applicant organization (legal name): Regional District of Kitimat-Stikine	Non-profit society registration no. (if applicable):
Mailing address: 300-4545 Lazelle Ave, Terrace BC, V8G 4E1	Telephone: 250-615-6100
Email: info@rdks.bc.ca	Website (URL): rdks.bc.ca

**3. Primary Contact Information**

Primary contact (for this application): Deklan Corstanje	Position/title: EDO
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Complete the following if different from applicant organization contact information:

Mailing address:	Email: deklanc@rdks.bc.ca	Telephone:
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## 4. Resolution of Support

Identify the local or First Nations government that is providing a resolution of support for this funding application\*:

Regional District of Kitimat-Stikine

The resolution of support is:

☒ Attached.

☐ Not yet secured. The scheduled council meeting date is:

✦ Applicants are responsible for securing a resolution outlining support for the Northern Development funding request and must provide a copy to Northern Development before an application can be considered for funding.

\* The appropriate government agency should be determined based on the location of the project. For example:

- A project within a First Nations community requires a band resolution of support.
- A project within the municipal boundary requires a resolution of support from the municipality.
- A project outside the municipal boundary requires a resolution of support from the regional district.

✦ Sample Resolution: THAT, the (insert local government name) supports the application to Northern Development Initiative Trust from the (insert applicant organization name) for a grant of up to \$(insert amount) for the (insert project name) from the (insert regional development account name).

## 5. Project Overview

Identify the project's **primary** investment area:

☐ Agriculture

☐ Energy

☐ Mining

☐ Pine Beetle Recovery

☐ Tourism

☒ Economic Development

☐ Forestry

☐ Olympic Opportunities

☐ Small Business

☐ Transportation

✦ Northern Development project investments must fall within the ten investment areas above as identified in the Northern Development Initiative Trust Act.

Provide a description of the project:

The Upper Skeena Recreation Centre (USRC) has been constructed and aims to bring great social, economic, and health benefits to the Upper Skeena region. One of the benefits of the centre will be the availability of space to rent for events and meetings. There are capital purchases necessary to optimize these rental spaces in order for the recreation centre to optimally generate revenues to support sustainable operation. Currently, the significant partner contributions and grant funding has covered the construction of the building, staffing and other elements of the overarching project, however there is a shortfall to cover for purchasing rental space equipment and materials.

This project is directly focused on the purchase and installation of the following elements to create revenues and sustain the USRC:

- meeting room fittings
- Staff room furniture
- Entrance bench seating
- Donor recognition wall
- Outdoor fixtures
- Portable gym bleachers
- Gym floor covering
- Fitness class mats
- Rental skates

The elements of the proposed project will make the centre a viable place for events such as weddings, dances and school graduation ceremonies, and meetings that can accommodate teleconferencing, presentations, and other professional needs, and will also increase the longevity of the centre.



Explain the rationale for the project:

✦ Focus on long term community or regional needs with regards to economic development that the proposed project will address specific to the primary investment area.

The Upper Skeena Recreation Centre is part of a plan to bring back recreation and economic opportunities for the people of the Upper Skeena region. This centre will follow a transportation plan that helps mitigate the issues of remoteness some of the surrounding villages, bringing residents of outlying villages to the programs and opportunities offered within the centre. The need for the centre was identified in late 2013/early 2014 when the existing ice rink was condemned and reduced to an outdoor rink, unemployment rates were very high, and there was a number of mental health issues occurring in the region. Access to recreation has been shown to contribute to lower unemployment rates, better mental and physical health, and better community vibrancy.

Recreation centres are often cost-intensive, so this project is aimed at making it so that the centre will be able to generate revenues through sporting rentals, office/meeting space rentals and event rentals. Should the centre be an attractive place to have weddings, meetings, and sporting events, the centre will be able to generate revenues to help sustain its operations and reduce its burden on the taxpayer and continue to be a source of economic activity generation due to the events it can attract and retain in the community.

## 6. Sustainability

Explain how funds will be generated to operate the facility for five years:

The elements of the proposed project will make the centre a viable place for events such as conferences, weddings, dances and school graduation ceremonies, and meetings that can accommodate teleconferencing, presentations, and other professional needs. The facility, owned by the Regional District, will be supported on user fees, rental fees, and local and First Nation support.

Describe how the project will support population growth or help sustain population in the community or region:

This project contributes to the overall value of the Upper Skeena Recreation Centre, which is a hub of activity for the surrounding community. Access to leisure activity is essential in retaining and attracting a stable population base, for the health of the community, and contributes to business and other economic development opportunities. The revenue generation gained from this project will help make sure the recreation centre is economically viable to continue to provide access to leisure activities.

Describe how the project will contribute to environmental sustainability:

Capital purchases will be made with energy efficiency and sustainability in mind.

## 7. Direct Economic Benefits

Outline the projected economic benefits to the local or regional economy:

Direct benefits to the community include the availability of event space and meeting space. These will generate direct revenues for the centre, alleviating the burden on the taxpayer, but also provide professional business meeting spaces and event/sport tourism opportunities for the community.

## 8. Current Employment

Nature of positions:	Number of existing positions:	Hours of employment per week (average):	Total person months employed annually (average):	How does the proposed funding help to sustain the existing positions?
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	

## 9. New Employment (job creation)

✦ The following job creation will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Nature of positions:	Number of new positions to be created:	Hours of employment per week (average):	Total person months of employment to be created (average):	Position(s)/title(s):
Direct permanent full-time jobs:	0	35+ hours/week	12 months/year	
Direct permanent part-time jobs:	0	0 hours/week	12 months/year	
Direct permanent seasonal jobs:	0	0 hours/week	0 months/year	
Direct temporary jobs (construction or consulting):	2	30 hours/week	2 months/year	Laborers to install and set up equipment, etc.
<b>TOTAL PROPOSED FULL-TIME EQUIVALENT (FTE) JOB CREATION:</b>				<b>0.3</b>
✦ Full-time equivalent (FTE) job creation is aggregated from information provided above. 1.0 FTE is equal to 1 new position working 35 hours/week for 12 months/year.				

## 10. Increased Revenue Generation

✦ The following annual revenue generation will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Current annual revenues:	Projected annual revenues				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 0	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
<b>INCREASED REVENUE EXPECTED OVER FIVE YEARS:</b> ✦ Increased revenue expected is the sum of the projected annual revenues for the five years after the project, minus the current annual revenues over the same five year period.					\$500,000
Describe how the revenue will be generated and the sources of revenue:  The elements of the proposed project will make the centre a viable place for events such as weddings, dances and school graduation ceremonies, and meetings that can accommodate teleconferencing, presentations, and other professional needs. The centre will also charge for typical things like ice surface rental and court rental. The Regional District has budgeted for \$100,000 in revenues from the USRC each year.					

## 11. Operational Cost Savings

✦ The following operational cost savings will be reported on by the applicant organization for a three year period to demonstrate the direct economic benefits of the project:

Current costs:	Projected costs				
	Year 1	Year 2	Year 3	Year 4	Year 5
\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
<b>COST SAVINGS EXPECTED OVER FIVE YEARS:</b> ✦ Cost savings expected is the sum of the projected costs for the five years after the project, minus the current costs over the same five year period.					\$
Describe how the operational cost savings will be generated (for example, energy efficient upgrades):  As it's a new facility, there won't be direct cost savings as a result of the project.					



## 12. Project Milestones

Stage of project:	Scheduled date: (dd-mmm-yyyy)	Describe the current stage of the project:
1) Project start date	2-Jul-2019	
2) Purchase project elements		
3) Assemble and install as necessary		
4)		
5)		
6)		
7)		
8) Project completion date	30-Sep-2019	

✦ Complete the above, however if you wish to provide a more detailed project schedule, please attach separately to this application.

## 13. Project Budget

✦ Quotes must outline the proposed scope of work, the vendor and cost(s) excluding GST.

Expense item:	Amount (\$):	Vendor:	Verification:
Meeting and staff room essentials	\$ 25,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Lobby furniture and bench seating	\$ 7,500.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Recognition wall	\$ 10,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Outdoor fixtures	\$ 10,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Portable bleachers	\$ 30,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Gym mats	\$ 30,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Floor covering	\$ 40,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
Rental skates	\$ 30,000.00	Detailed budget (see highlighted sections)	<input checked="" type="checkbox"/> Quote(s) attached
<b>TOTAL PROJECT BUDGET: \$ 182,500.00</b>			

✦ Complete the above, however if you wish to provide a more detailed project budget, please attach separately to this application.

✦ Please refer to the Economic Diversification Infrastructure Application Guide for eligible and ineligible costs.

## 14. Funding Request

The following funding is requested from Northern Development:

Funding type:	Amount (\$):	
Grant	\$ 125,000	✦ A maximum of \$250,000 is available in the form of a grant for communities with a combined regional development account and up to \$100,000 for the Village of Cache Creek and the North Coast Regional District, with the remainder available in the form of a loan.
Loan	\$ 0	✦ For term of 1-7 years, interest rate = prime. For term of 8-10 years, interest rate = prime+1%. Prime is taken at the time of initial release of funds.
Length of repayment term requested:	0 years (max 10)	
<b>TOTAL REQUESTED:</b>	<b>\$125,000</b>	

✦ Projects must be completed and funding disbursed by Northern Development prior to applying for additional funding for the same facility. In the Cariboo-Chilcotin/Lillooet, Northwest, and Prince George regions, applications seeking additional funding for a previously funded facility are limited to a maximum \$125,000 grant.

## 15. Other Funding Sources

Funding source: ✦ Do not use acronyms.	Amount (\$):	Identify funding terms:	Identify funding confirmation:
Regional District of Kitimat-Stikine	\$ 57,500.00	Applicant contribution	<input type="checkbox"/> Confirmation letter attached
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
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	\$	<input type="radio"/> Grant <input type="radio"/> Loan <input type="radio"/> Other:	<input type="radio"/> Approval letter attached <input type="radio"/> Date approval expected:
<b>TOTAL OTHER FUNDING:</b>	<b>\$57,500.00</b>	<b>TOTAL PROJECT FUNDING:</b>	<b>\$182,500.00</b> (Northern Development + Other Sources)

✦ Northern Development must receive copies of letters of approval for all other funding sources. Please attach all letters of approval received to date with this application. If there are more than eight other funding sources, attach a complete list separately.

## 16. Leveraging

Northern Development's funding leverage for the project:

The funding request as a percentage of total project funding is: **68.49 %**

✦ *Leverage % = (Northern Development funding request) ÷ (Total project funding)*

✦ *Northern Development provides funding under this program up to a maximum of 70% of an eligible project budget for communities with a combined regional development account and up to 28.57% of an eligible project budget for the Village of Cache Creek and the North Coast Regional District.*

## 17. Attachments

List all documents attached to this application:

Document name:

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | 1) Required: Local government or band resolution of support (as outlined in section 4. Resolution of Support)       |
| <input checked="" type="checkbox"/> | 2) Required: Detailed quotes (as outlined in section 13. Project Budget)  |
| <input type="checkbox"/>            | 3) Required (if applicable): Funding approval letters (as outlined in section 15. Other Funding Sources)            |
| <input type="checkbox"/>            | 4) Required (if applicable): Society incorporation document (not applicable for local governments or First Nations) |
|                                     | 5)  |
|                                     | 6)  |
|                                     | 7)  |
|                                     | 8)  |
|                                     | 9)  |
|                                     | 10)   |



**18. Authorization**

- ☒ I have read and understand the Economic Diversification Infrastructure Application Guide including the eligible and ineligible costs.
- ☒ I confirm that the information in this application is accurate and complete, and that the project proposal, including plans and budgets, is fairly presented.
- ☒ I agree that once funding is approved, any change to the project proposal will require prior approval of Northern Development Initiative Trust (Northern Development).
- ☒ I also agree to submit reporting materials as required by Northern Development, and where required, financial accounting for evaluation of the activity funded by Northern Development.
- ☒ I understand that the information provided in this application may be accessible under the Freedom of Information (FOI) Act.
- ☒ I agree to publicly acknowledge funding and assistance by Northern Development.
- ☒ I authorize Northern Development to make enquiries, collect and share information with such persons, firms, corporations, federal and provincial government agencies/departments and non-profit organizations, as Northern Development deems necessary for decision, administration, and monitoring purposes for this project.
- ☒ I agree that information provided in this application may be shared with the appropriate regional advisory committee(s), board of directors, Northern Development staff, and consultants.

Name (organization signing authority): ✦ Please type name. Yvonne Koerner	Position/title: Chief Financial Officer	Date: April 17, 2019
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**19. Submitting Your Application**

Completed funding applications (with all required attachments) should be provided electronically to Northern Development by email. ✦ *Please do not scan this form (if possible).*

Email: [info@northerndevelopment.bc.ca](mailto:info@northerndevelopment.bc.ca)



June 10, 2019

Dear Mayors and Regional District Chairs:

I am pleased to provide you with the following information regarding the process for requesting a meeting with me during the annual UBCM Convention taking place this year from September 23 to 27, 2019 in Vancouver, British Columbia.

You will receive a separate letter from the Honourable John Horgan, Premier, containing information about the online process for requesting a meeting with Premier Horgan and other Cabinet ministers.

If you would like to meet with me at the Convention, please complete the online request form at: [MAH Minister's Meeting](#) and submit it to the Ministry of Municipal Affairs and Housing before **July 17, 2019**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible.

To get the most out of your delegation's meeting with me, it would be helpful for you to provide as much detail as possible in the online form on the topic you wish to discuss. This will enable me to have a better understanding of your delegation's interests so that our discussions can be more productive.

Ministry staff will soon email you the Provincial Appointment Book. This lists all government, agency, commission, and corporation staff who are expected to be available to meet with delegates at the Convention, as well as details on how to request a meeting with staff online.

This will be my third UBCM Convention as Minister responsible for local government, and I appreciate the collaboration and partnerships that we have built over these last several years. I look forward to hearing more about your challenges and accomplishments as we continue our work together to make life better for all British Columbians.

Sincerely,

Selina Robinson  
Minister

pc: Honourable John Horgan, Premier  
Arjun Singh, President, Union of British Columbia Municipalities



June 10, 2019

Dear Mayors and Regional District Chairs:

My caucus colleagues and I are looking forward to seeing you all again at this year's Union of British Columbia Municipalities (UBCM) Convention in Vancouver from September 23-27.

*Resiliency and Change*, the theme for the 2019 Convention, is indeed an appropriate focus as communities throughout our province are experiencing change on issues ranging from the impacts of climate change to economic pressures. UBCM provides a wonderful opportunity to listen to one another, share ideas, and find new approaches to ensure our communities thrive. With local, provincial, federal, and First Nations governments working together, we can continue to build a better BC.

If you would like to request a meeting with a Cabinet Minister or with me during this year's convention, please register online at <https://ubcmreg.gov.bc.ca/> (live, as of today). Please note that this year's invitation code is **MeetingRequest2019** and it is case sensitive. If you have any questions, please contact [UBCM.Meetings@gov.bc.ca](mailto:UBCM.Meetings@gov.bc.ca) or phone 250-213-3856.

I look forward to being part of your convention, meeting with many of you, and exploring ways that we can partner together to address common issues.

Sincerely,

John Horgan  
Premier





May 31, 2019

Mayor and Council  
District of New Hazelton  
PO Box 340  
New Hazelton, BC V0J 2J0

Dear Mayor and Council:

I am writing to inform you of the results of the Francophone Historic Places Project, a heritage awareness and recognition project that was undertaken by the Ministry of Forests, Lands, and Natural Resource Operations, and the Intergovernmental Relations Secretariat over the past two years.

Public nominations were sought from March 13 to June 30, 2018, resulting in 122 nominations for 111 places to be considered for recognition under s. 18 of the *Heritage Conservation Act*. Following a thorough evaluation by sector and community experts, 23 historic places were chosen to receive formal provincial recognition for their significance to the Francophone community in British Columbia.

Acknowledgement of the heritage values associated with these places strengthens our understanding and appreciation of the diversity of cultures that are part of British Columbia's heritage. Heritage values articulated by the Francophone community relate to several themes including settlement, education, building community, and celebrating cultural diversity.

Sites chosen for formal recognition will be included on the BC Register of Historic Places, and will be put forward for inclusion on the Canadian Register of Historic Places. The promotion of heritage values under this piece of legislation is purely commemorative, and does not confer any form of legal protection nor does it register any interest in land. Property rights and title are also not affected by this formal acknowledgment of heritage values.

The 111 nominated places are in the jurisdictions of 31 local governments and regional districts throughout B.C., including the District of New Hazelton. The historic place or places within your jurisdiction are listed below. Provincially recognized places are indicated with an asterisk (\*).

1. Statue of Jean Caux, known as  
Cataline, New Hazelton \*

While not all the places identified by the public merit provincial recognition, this project brings to light the fact that these places are important at a regional or local level. I am therefore inviting your local government to consider using the heritage conservation tools found in Part 15 of the

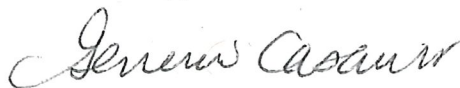
*Local Government Act* to formally recognize or protect these places at the local level, if they have not already acknowledged. Recognition of these historic places by all levels of government strengthens our collective understanding and appreciation of the many layers of heritage values that make British Columbia the place it is today.

If your local government does not already have a Community Heritage Register or other heritage conservation tools in place, may I suggest contacting Heritage BC at [www.heritagebc.ca](http://www.heritagebc.ca), or at 604-428-7243 or 1-855-349-7243, to learn more about their resources and services for developing community heritage planning programs. Heritage BC is also the fund administrator for the Heritage Legacy Fund of British Columbia, which provides opportunities to interpret or celebrate aspects of community heritage through their Heritage Awareness Program.

If you would like more information on this project, or any of the places that were nominated or formally recognized, please contact Judith Cook, Heritage Planner, at [judith.cook@gov.bc.ca](mailto:judith.cook@gov.bc.ca), or at 778-698-4180. Information about each place is also available on an online interactive map, hosted by Heritage BC.

I hope that you will join the Province of British Columbia in honouring this important part of our provincial heritage.

Yours truly,



Geneviève Casault  
Manager, Heritage Programs and Services, BC Heritage Branch  
Ministry of Forests, Lands and Natural Resource Operations



## Wendy Hunt

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**From:** Laurie Gallant <gallantlaurie@gmail.com>  
**Sent:** Monday, June 24, 2019 4:10 PM  
**To:** NWBC Food Action Network  
**Cc:** Denise Gagnon; Sarah Dantzer; B. Friend; Sam Harling; Debra Hellbach; Janine de la Salle; Aleksa Havelaar; Aleksa Havelaar; Cameron Bell; Margaret Peill; Brenda Mark; Deklan Corstanje; Tara Irwin; Kevin Pegg; Megan D'Arcy; Jen Hegan; Nathan cullen; nathan.cullen.a1@parl.gc.ca; Peggy Julseth; misha@ksansociety.ca; Wendy Hunt; Kira.Horning@northernhealth.ca; Danielle Myles; Lani Gibson; Mike Dewar; 983sm@saveonfoods.com; donnaskitcat@yahoo.ca; Mark Biagi; limwel ramada; Patsy Drummond; Jane Dickson; Doug.donaldson.mla@leg.bc.ca; Shannon Lea McPhail; Kesia Nagata; Kelsey Wiebe; Jolene Swain; Sandra Harris; Jacob Beaton; Debbie McGhie; Curt Gesch; Christine Anonuevo; Hazelton Farmers' Market Society; Stevenson, John J AGRI:EX; Josette; Anissa Watson; Mark.Fisher; Debbie Evans  
**Subject:** URGENT Request for Letter of Support for Regional Food Hub Business Plan

Greetings one and all,

An amazing opportunity is on our doorstep and it's time to pull together. We've been working hard to meet the RFP deadline of July 2 for the BC Min. of Agriculture's call for proposals for business plans for a regional food hub. We were alerted of this opportunity on June 11, which is why this request is coming on such short notice.

A Food Hub is a physical location or network of locations where local food growers and producers have access to commercial production spaces, specialized processing equipment, training, packaging, processing, storage, market place and education. The benefits are many and are focused on community economy development and food security; they include:

1. Enable Small and Medium Enterprises to scale-up production and grow their businesses
2. Encourage the development of new products, processes, and food categories, contributing to the growth and diversity of our economy
3. Provide easier access to local food year-round
4. Build capacity in our food system for a growing population
5. Add to the resilience of our food system in the face of changing growing conditions and access to imported foods

The business plan we write will be for a Regional Food Hub that is part of a BC Food Hub network. All hubs in the BC network are expected to offer space for processing activities, delivery services, product development services, education and training services, and supporting services for agri-food and seafood businesses. Funding for equipment and operating costs is also available once a Business Plan has been completed.

We need to demonstrate Regional Support for a Food Hub and are hoping you can write a letter of support by Friday June 28 using points from this email.

The scope of our project is basically the boundaries of the Regional District of Kitimat-Stikine with a focus on Terrace, Kitwanga and the Hazeltons.

We will take into account existing programs, services, and infrastructure already available and where the gaps are that can be filled by new investment.

The networked programs and services will be accessible to all, and will likely operate on a fee for service or membership basis. The business planning process will help identify the best business



model and there will be extensive community engagement so that community needs are clearly identified.

Based on feedback received during our Food Security Forums over the past 3 years and on the input received at our June 19 multi-stakeholder meeting at CFDC 16//37 in Terrace, it is likely that Terrace would host a Small Scale Food Processing Centre with satellite services and mobile equipment available to smaller communities. For Kitwanga and Hazeltons there is specific interest in dedicated facilities for fresh produce washing and packaging, juicing, and mobile truck that could travel to farms. Exact details will surface during the business plan.

At the June 19 meeting, NWBC Food Action Network was voted as the best choice right now to lead this initiative with support by RDKS, K'san Society, and CFDC 16/37. We are also forming an advisory team for the project to add in expertise and perspective to ensure the best chance of success for this important initiative.

Your letter of support should clearly identify that this project will be of benefit to the region and if you can indicate that you have existing facilities or services that fit into the project that would be most helpful. If you have already agreed to be a project advisor, explicitly stating this in your letter would be most appropriate. At this time, we have seven advisors for the project with specializations in various aspects of the food hub and business plan. There will be a strong emphasis of sustainability design principles including zero waste packaging, localized energy and dealing with power outages, aligning with existing planning priorities, and collaborating with other food hubs and projects for cooperative marketing opportunities.

Thank you kindly for acting on short notice. It has been confirmed that the Regional District of Bulkley -Nechako is also interested in submitting a proposal for a business plan for the communities stretching from Smithers to Vanderhoof and we have already agreed to check in with other and share research to increase efficiencies and chances of success. We fully understand that the deadlines do not allow for the level of support available from Boards and Councils and are asking everyone to be creative.

If you have any questions, please contact Laurie Gallant, Executive Director for the NWBC Food Action Network and Project Manager for the Food Hub business plan. My mobile # is 250-847-1399 and emails can be sent to this address or my personal address [gallantlaurie@gmail.com](mailto:gallantlaurie@gmail.com)

You can visit our website at [www.nwfoodsecure.org](http://www.nwfoodsecure.org) to learn more about us and view reports from our three food security forums in 2017, 2018 and 2019.

kind regards,  
Laurie Gallant

--

**Laurie Gallant**, BES, PDC  
**NWBC Food Action Network**  
PO Box 126  
New Hazelton BC  
V0J 2J0

## LETTER OF SUPPORT TEMPLATE

<Organization's Letterhead (logo and address)>

2019-06-25

Ministry of Agriculture  
PO Box 9409 Stn Prov Govt  
Victoria, BC V8W 9V1

To whom it may concern:

**Re: BC Food Innovation and Processing Hub Feasibility Studies & Business Plans– Letter of support**

On behalf of [name of your organization], please accept this letter of support to the Northwest BC Food Action Network (FAN) in their application for BC Food Innovation and Processing Hub Feasibility Studies & Business Plans SRFP No. 10555.

[Paragraph description of the organization who is offering the letter of support]

[Paragraph description of **why** the organization is choosing to offer support.

Here you can include points related to FAN's food security work in the region and their dedication to strengthening our local food system in a collaborative way that build capacity and economic diversity in our region. If you have attended one of our events or read a report that impressed you, you can comment here. If you are familiar with and can endorse our project team's skills in project management, community engagement, regional consultations and business plan/organizational development you can include that here. If you have confidence that FAN is committed to innovative, sustainable, efficient and zero-waste production practices in Northwest BC's agri-food and seafood sector you can say that here. (This is a specific program objective of the BC Food Hub Network).

Here you can include points about your understanding of the need and demand in our region that justifies a business plan (provide evidence if possible, for example government can refer to OCPs and Agricultural Plans). You could also explain why our region is well positioned to undertake this project. For example, we do not have any facilities with the combination of components and services that a food hub will offer; power outages and highway closures in our part of the province are frequent enough that a higher level of food self-sufficiency has become a regional priority.

[Paragraph description of specific contributions your organization can commit to this project.]

If you require more information about the [name of organization offering support], please contact us via [insert contact details: website, phone, email].

Sincerely, [Name of individual]  
[Position or title within organization] [Name of Organization]





Kyah Wiget Education Society  
205-2 Beaver Rd.  
Smithers B.C V0J 2N1  
Ph: 250-847-2244 Fax: 250-877-5094

## MEMORANDUM

**RE:** Request for Letter of Support for Application to the BC Rural Dividend Fund for Phase 1 – Planning of Kyah Wiget Education Society's New Adult Education Building within Witset.

**DATE:** June 5, 2019

---

*Kyah Wiget Education Society in partnership with Witset First Nation are making funding applications to undertake a feasibility analysis, and site selection for an adult education facility and are requesting your support for this project.*

### **Description of Project:**

Kyah Wiget Education Society is interested to retain a consulting firm to develop a feasibility study, site selection and business plan for the construction of a new adult education facility within the community of Witset. The facility is to include the following: 3 classrooms, 1 laboratory, washrooms, 4 office spaces, 2 conference rooms, and space for cultural programming such as Witsuwit'en language training, moose hide tanning, wood carving, and traditional beading. Preliminary estimates for this work indicate the project will cost approximately \$98,350.

### **Project Background:**

Kyah Wiget Education Society (KWES) is a non-profit organization formed as an independent body that deliver education programming from Kindergarten through to Grade 12 and College level courses within the community of Witset. KWES meets the BC Core Curriculum standards while also providing students with language and cultural studies. KWES is the second largest employer in Witset.

Presently, KWES' Adult Education Classes and associated administrative offices are housed within the community owned Centennial Hall. There are classrooms and offices in the upstairs and downstairs of the building and a computer lab on the main floor. KWES Adult Education typically delivers programming to 35 full-time and up to 130 part-time students annually.

Kyah Wiget Education Society is interested to add culturally holistic Natural Resources Educational Programming so that Indigenous youth may participate in the many large scale industrial projects occurring throughout the region. A laboratory is necessary in order to teach biology, chemistry and physics.

Presently, the Centennial Hall is used by the community for social gatherings, bingos, and cultural wakes. Whenever a community member dies, the body is housed in the Centennial Hall for the mourning period until the body is buried (normally a week) and KWES classes are vacated to allow the family to grieve and out of respect and honour for the deceased and family. Presently, there is no alternative educational space during closure periods. It has long been a desire of both KWES and the Nation to provide dedicated adult-education training space for the community.

The building inspection report indicates that the building does not meet the code requirements for use as a public school. Even with additional space heaters, students wear parkas in the downstairs classrooms while attending class to keep warm. Upstairs classrooms and offices are overcrowded and not properly ventilated so very stuffy and hot during the summer months.



# DISTRICT OF NEW HAZELTON



*2019 Annual Report*

# District of New Hazelton

## 2019 Annual Report

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## MAYOR'S MESSAGE

June 30, 2019

I am pleased to present a copy of the District of New Hazelton Annual Report for 2019. I hope that you will find the information presented useful and enlightening.

The District had a busy year in 2018 winding up some of our ongoing projects and embarking on some new ones; there is never a dull moment! Most of the work on the 13<sup>th</sup> Avenue watermain upgrade took place in 2017 however there was some outstanding work that was finalized in the spring of 2018. As there were some funds that were not dispersed during this project, we received approval from the Province to extend the work into 2019. This summer/fall we will be doing some valve work on the corner of 13<sup>th</sup> and Laurier which will use the last of the grant funding. The District finalized the purchase of the old Red Apple building and began renovations on a new community center which will have its official grand opening later this year. We are excited about offering a hall/gathering place, a commercially permitted kitchen, conference room and much needed office rental space! It is a beautiful building and we hope you enjoy it for many years to come! While still in its infancy stages, the District has partnered with Bulkley Valley Insurance Services to provide house insurance. We will have an official opening for this new service soon. Public Works continues to maintain our roadways and have been working hard to upgrade storm sewers throughout the community and our snow removal is second to none.

Our annual Canada Day and Winterfest celebrations continue to be a hit with residents and visitors alike. Council is pleased with the support from our suppliers and all the hard work of the staff to make these events *"the place to be"* in July and December of each year. We hope that you will join us again this year.

As we move through 2019, staff will continue to maintain our infrastructure and work to provide the best service possible for all of our residents.

Thank you for taking the time to read our Annual Report. If you have any questions, please do not hesitate to drop by the office and have a chat with the staff.



Gail Lowry  
Mayor

**THE DISTRICT OF NEW HAZELTON**  
**Consolidated Financial Statements**  
**As at December 31, 2018**

**THE DISTRICT OF NEW HAZELTON  
COUNCIL - 2018**

**MAYOR**  
Gail Lowry

**COUNCILORS**

Braunwyn Henwood  
Ray Sturney  
Jutta Hobenshield

Allan Berg  
George Burns  
Mike Weeber

**APPOINTED OFFICIALS - 2018**

Chief Administrative Officer  
Public Works Superintendent

Wendy Hunt  
Chris Lawrence



THE DISTRICT OF NEW HAZELTON  
INDEX TO CONSOLIDATED FINANCIAL STATEMENTS  
AS AT DECEMBER 31, 2018

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I N D E X

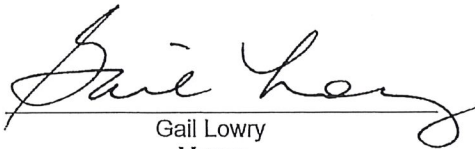
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Consolidated Schedule of Tangible Capital Assets	Schedule 2
Consolidated Schedule of Reserve Fund Activities	Schedule 3

## MANAGEMENT'S REPORT

The management of The District Of New Hazelton is responsible for the integrity of the accompanying consolidated financial statements. The consolidated financial statements have been prepared by management in accordance with Canadian public sector accounting standards. The preparation of the consolidated financial statements necessarily includes some amounts which are based on the best estimates and careful judgment of management.

To assist in meeting its responsibility, management maintains accounting, budget and other internal controls. These controls provide reasonable assurance that transactions are appropriately authorized and accurately recorded, that assets are properly accounted for and safeguarded, in order that the integrity of financial records is maintained.

The consolidated financial statements have been audited by the independent firm of MNP LLP Chartered Professional Accountants. Their report to the Mayor and Council, stating the scope of their examination and opinion on the consolidated financial statements accompanies this statement.



Gail Lowry  
Mayor



Wendy Hunt  
Chief Administrative Officer

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## INDEPENDENT AUDITOR'S REPORT

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To the Mayor and Members of Council of The District of New Hazelton

### Opinion

We have audited the consolidated financial statements of The District of New Hazelton (the "District"), which comprise the consolidated statement of financial position as at December 31, 2018, and the consolidated statements of operations, changes in net financial assets and cash flow for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the consolidated financial position of the District as at December, 31, 2018, and the results of its consolidated operations and its consolidated cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of the report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted to accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of



internal control

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of account and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the District to express an opinion on the consolidated financial statement. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Terrace British Columbia  
May 13, 2019

*MNP LLP*

CHARTERED PROFESSIONAL ACCOUNTANTS

THE DISTRICT OF NEW HAZELTON

CONSOLIDATED STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2018

	2018	2017
<b>Financial assets</b>		
Cash and short-term investments - (Note 3)	\$ 1,985,822	\$ 2,057,488
Accounts Receivable, trade and other - (Note 4)	230,420	384,981
Taxes receivable - current	44,723	42,005
Taxes receivable - arrears	15,704	7,990
	<b>2,276,669</b>	<b>2,492,464</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	152,639	81,336
Deferred revenue - (Note 5)	278,259	600,976
	<b>430,898</b>	<b>682,312</b>
<b>Net financial assets</b>	<b>1,845,771</b>	<b>1,810,152</b>
<b>Non-financial assets</b>		
Inventory - parts and supplies	71,768	84,756
Tangible capital assets - (Schedule 2)	9,128,165	8,680,712
Prepaid expenses	20,006	15,238
	<b>9,219,939</b>	<b>8,780,706</b>
<b>Accumulated surplus - (Note 7)</b>	<b>\$ 11,065,710</b>	<b>\$ 10,590,858</b>

Commitments and contingencies - (Note 10)

Approved by:

  
Gail Lowry  
Mayor

  
Wendy Hunt  
Chief Administrative Officer

**THE DISTRICT OF NEW HAZELTON**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
**AS AT DECEMBER 31, 2018**

	2018	Budget (Note 11)	2017
<b>Revenues</b>			
Net taxes available for municipal purposes - (Note 8)	\$ 616,406	\$ 619,000	\$ 611,024
Utility usage fees	248,125	263,000	235,904
Other fees and sale of goods and services	138,662	148,000	158,181
Government grants and transfers - (Note 9)	1,114,839	2,379,000	955,752
ICBC commissions	376,904	341,000	365,657
Investment income	32,665	16,000	21,613
	<b>2,527,601</b>	<b>3,766,000</b>	<b>2,348,131</b>
<b>Expenses</b>			
General government	841,279	1,388,500	782,082
Protective services	66,866	107,700	77,200
Transportation and transit	595,612	714,200	564,608
Recreation and youth services	71,094	46,600	73,377
Water operations	236,170	139,000	255,075
Sewer operations	111,661	57,500	86,703
Garbage operations	77,567	75,000	74,292
Tourism and community development	52,500	12,500	422,046
	<b>2,052,749</b>	<b>2,541,000</b>	<b>2,335,383</b>
<b>Annual surplus</b>	<b>474,852</b>	<b>1,225,000</b>	<b>12,748</b>
<b>Accumulated surplus - beginning of year</b>	<b>10,590,858</b>	<b>10,590,858</b>	<b>10,578,110</b>
<b>Accumulated surplus - end of year</b>	<b>\$ 11,065,710</b>	<b>\$ 11,815,858</b>	<b>\$ 10,590,858</b>



THE DISTRICT OF NEW HAZELTON

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS  
AS AT DECEMBER 31, 2018

	2018	Budget (Note 11)	2017
Annual surplus	\$ 474,852	\$ 1,225,000	\$ 12,748
Acquisition of tangible capital assets	(921,750)	2,373,000	(784,419)
Amortization of tangible capital assets	421,392	350,000	427,227
Loss on disposal of tangible capital assets	1,354	-	4,249
Proceeds on disposal of tangible capital assets	51,551	-	66,419
Changes in other non-financial assets	8,220	-	21,922
Increase (decrease) in net financial assets	35,619	3,948,000	(251,854)
Net financial assets - beginning of year	1,810,152	1,810,152	2,062,006
Net financial assets - end of year	\$ 1,845,771	\$ 5,758,152	\$ 1,810,152

THE DISTRICT OF NEW HAZELTON  
CONSOLIDATED STATEMENT OF CASH FLOW  
AS AT DECEMBER 31, 2018

	2018	2017
<b>Operating transactions</b>		
Annual surplus	\$ 474,852	\$ 12,748
Non-cash items:		
Amortization	421,392	427,227
Loss on the disposal of tangible capital assets	1,354	4,249
Changes to financial assets/liabilities:		
Decrease (Increase) in taxes receivable	(10,432)	(17,376)
Decrease (Increase) in inventory and other	8,220	21,924
Decrease (increase) in accounts receivable	154,561	(296,267)
Increase (decrease) in accounts payable	71,303	768
Increase (decrease) in deferred revenue	(322,717)	86,534
<b>Cash provided by operating transactions</b>	<b>797,179</b>	<b>235,558</b>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(921,750)	(784,419)
Proceeds from the disposal of tangible capital assets	51,551	66,419
	<b>(868,845)</b>	<b>(713,751)</b>
<b>Decrease in cash position</b>	<b>(71,666)</b>	<b>(478,193)</b>
<b>Cash and equivalents - beginning of year</b>	<b>2,057,488</b>	<b>2,535,681</b>
<b>Cash and equivalents - end of year</b>	<b>\$ 1,985,822</b>	<b>\$ 2,057,488</b>

## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

---

#### 1. General

The District of New Hazelton was incorporated under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the District, as governed by the Community Charter and the Local Government Act.

The notes to the consolidated financial statements are an integral part of these financial statements. They provide detailed information and explain the significant accounting and reporting policies and principles that form the basis of these statements. They also provide relevant supplementary information and explanations which cannot be expressed in the consolidated financial statements.

#### 2. Significant accounting policies

The consolidated financial statements of The District of New Hazelton (the District) are prepared by management in accordance with Canadian public sector accounting standards for municipal governments established by the Public Sector Accounting Board ("PSAB") of CPA Canada. The significant accounting policies are summarized as follows:

##### a) Basis of accounting

The basis of accounting followed in these consolidated financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services were acquired and a liability was incurred.

##### b) Fund accounting

Funds within the consolidated financial statements consists of the operating, capital and reserves funds. Transactions between funds are recorded as inter fund transfers.

- |                |  |
|----------------|--|
| Operating Fund | - This fund, consisting of the general, water and sewer operating funds, comprises the operating costs of the services provided by the District.   |
| Capital Fund   | - This fund, consisting of the general, water and sewer capital funds, comprises property, plant and equipment expenditures and related financing.   |
| Reserves Fund  | - The reserves fund has been established to hold assets for specific future purposes as approved by Council. Allowable transfers to and from these funds are defined in reserve fund establishment bylaws. |

##### c) Tangible capital assets

Tangible capital assets, comprised of capital assets and capital work-in-progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put in to service. Donated tangible capital assets are reported at fair value at the time of donation. Estimated useful lives are as follows:

Land improvements	15 years
Buildings	20 to 50 years
Furniture, equipment and technology	5 to 20 years
Motor vehicles	5 to 20 years
Transportation infrastructure	15 to 40 years
Water infrastructure	10 to 100 years
Sanitary sewer infrastructure	25 to 85 years

##### d) Inventory

Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

*(continued)*



## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

---

#### 2. Significant accounting policies (*continued*)

##### e) Revenue recognition

Taxation revenues are recognized at the time of issuing the property tax notices for the fiscal year. Fees and charges revenue are recognized when services are rendered. Investment income is accrued as earned.

Other Revenues are recognized when earned in accordance with the terms of the agreement when the amounts are measurable and when collection is reasonably assured.

The District of New Hazelton recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. Grants and donations are recognized in the financial statements in the period which the events giving rise to the transfer occur, eligibility criteria are met, and reasonable estimates of the amount can be made. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability (deferred revenue). In such circumstances, the District recognizes the revenue as the liability is settled.

Deferred revenue represents user charges and other fees which have been collected, for which the related services have yet to be provided. These amounts will be recognized as revenue in the fiscal year the services are provided

##### f) Basis of segmentation

Municipal services have been segmented by grouping services that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment.

##### g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the consolidated change in net financial assets for the year.

##### h) Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the amounts reported in the consolidated financial statements and accompanying notes. It is reasonably possible that circumstances may arise that cause actual results to differ from management estimates, however, management does not believe it is likely that such differences will materially affect the District's financial position. Adjustments, if any, will be reflected in operations in the period of settlement.

Significant areas requiring the use of management estimates relate to amortization of tangible capital assets, the collectibility of accounts and taxes receivable.

(*continued*)

## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

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#### 2. Significant accounting policies *(continued)*

##### i) Financial instruments

The District's financial instruments consist of cash and short-term investments, accounts receivable, trade, and other and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency or credit risks arising from these financial instruments. The fair values of these financial instruments approximate their carrying values, unless otherwise noted.

##### j) Cash and short term investments

Cash and short term investments are comprised of amounts held in the District's bank accounts including cash deposits, short term investments with maturity of 1 year or less and Municipal Finance Authority of B.C. money market funds.

##### k) Liability for contaminated sites

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District of New Hazelton is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2018.

At each financial reporting date, the District of New Hazelton reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

There are no liabilities recorded for contaminated sites at December 31, 2018 as the District has not identified any contaminated sites.

##### l) Adoption of New Accounting Standards

###### PS 2200 Related Party Disclosures

Effective January 1, 2018, the District adopted the recommendations relating to PS 2200 Related Party Disclosures, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

This new Section defines a related party and establishes disclosures required for related party transactions. Disclosure of information about related party transactions and the relationship underlying them is required when they have occurred at a value different from that which would have been arrived at if the parties were unrelated, and they have, or could have, a material financial effect on the financial statements.

There was no material impact on the consolidated financial statements of adopting the new Section.

*(continued)*



## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

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#### 2. Significant accounting policies (*continued*)

##### PS 3420 Inter-entity Transactions

Effective January 1, 2018, the District adopted the recommendations relating to PS 3420 *Inter-entity Transactions*, as set out in the CPA Canada public sector accounting standards. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes standards on how to account for and report transactions between public sector entities that comprise a government's reporting entity from both a provider and recipient perspective. The main features of the new Section are:

- Under a policy of cost allocation, revenues and expenses are recognized on a gross basis.
- Transactions are measured at the carrying amount, except in specific circumstances.
- A recipient may choose to recognize unallocated costs for the provision of goods and services and measure them at the carrying amount, fair value or other amount dictated by policy, accountability structure or budget practice.
- The transfer of an asset or liability for nominal or no consideration is measured by the provider at the carrying amount and by the recipient at the carrying amount or fair value.
- Inter-entity transactions are considered in conjunction with PS 2200 *Related Party Disclosures*.

There was no material impact on the consolidated financial statements of adopting the new Section.

##### PS 3210 Assets

Effective January 1, 2018, the District adopted the recommendations relating to PS 3210 *Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section provides guidance for applying the definition of assets set out in PS 1000 *Financial Statement Concepts*. The main features of this standard are as follows:

- Assets are defined as economic resources controlled by a government as a result of past transactions or events and from which future economic benefits are expected to be obtained.
- Economic resources can arise from such events as agreements, contracts, other government's legislation, the government's own legislation, and voluntary contributions.
- The public is often the beneficiary of goods and services provided by a public sector entity. Such assets benefit public sector entities as they assist in achieving the entity's primary objective of providing public goods and services.
- A public sector entity's ability to regulate an economic resource does not, in and of itself, constitute control of an asset, if the interest extends only to the regulatory use of the economic resource and does not include the ability to control access to future economic benefits.
- A public sector entity acting as a trustee on behalf of beneficiaries specified in an agreement or statute is merely administering the assets, and does not control the assets, as future economic benefits flow to the beneficiaries.
- An economic resource may meet the definition of an asset, but would not be recognized if there is no appropriate basis for measurement and a reasonable estimate cannot be made, or if another Handbook Section prohibits its recognition. Information about assets not recognized should be disclosed in the notes.

There was no material impact on the consolidated financial statements of adopting the new Section

(*continued*)



## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

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#### 2. Significant accounting policies (*continued*)

##### PS 3320 Contingent Assets

Effective January 1, 2018, the District adopted the recommendations relating to PS 3320 *Contingent Assets*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

The new Section establishes disclosure standards on contingent assets. The main features of this standard are as follows:

- Contingent assets are possible assets arising from existing conditions or situations involving uncertainty. That uncertainty will ultimately be resolved when one or more future events not wholly within the public sector entity's control occurs or fails to occur. Resolution of the uncertainty will confirm the existence or non-existence of an asset.
- Passing legislation that has retroactive application after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Elected or public sector entity officials announcing public sector entity intentions after the financial statement date cannot create an existing condition or situation at the financial statement date.
- Disclosures should include existence, nature, and extent of contingent assets, as well as the reasons for any non-disclosure of extent, and the bases for any estimates of extent made.
- When a reasonable estimate can be made, disclosure should include a best estimate and a range of possible amounts (or a narrower range of more likely amounts), unless such a disclosure would have an adverse impact on the outcome.

There was no material impact on the consolidated financial statements of adopting the new Section.

##### PS 3380 Contractual Rights

Effective January 1, 2018, the District adopted the recommendations relating to PS 3380 *Contractual Rights*, as set out in the CPA Canada Public Sector Accounting Handbook. Pursuant to the recommendations, the change was applied prospectively, and prior periods have not been restated.

This new Section establishes disclosure standards on contractual rights, and does not include contractual rights to exchange assets where revenue does not arise. The main features of this standard are as follows:

- Contractual rights are rights to economic resources arising from contracts or agreements that will result in both an asset and revenue in the future.
- Until a transaction or event occurs under a contract or agreement, an entity only has a contractual right to an economic resource. Once the entity has received an asset, it no longer has a contractual right.
- Contractual rights are distinct from contingent assets as there is no uncertainty related to the existence of the contractual right.
- Disclosures should include descriptions about nature, extent, and timing.

There was no material impact on the consolidated financial statements of adopting the new Section.

# THE DISTRICT OF NEW HAZELTON

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

### 3. Cash and short-term investments

Cash and short-term investments are comprised of cash on deposit and investments as follows:

	2018	2017
Municipal Finance Authority of B.C. investments:		
- Money market fund	\$ 218,376	\$ 214,832
Cash	1,767,446	1,842,656
	<b>\$ 1,985,822</b>	<b>\$ 2,057,488</b>

### 4. Accounts receivable

	2018	2017
Government grants receivable:		
Provincial		
Northern Development Initiative Trust - Economic Capacity Fund	\$ 21,250	\$ 16,600
13th Avenue Water Line Upgrade Project	116,434	268,013
Wastewater Treatment Facility Assessment Project	-	8,025
UBCM - Asset Management Grant	11,170	10,000
GST rebate	53,560	58,513
Other	28,006	23,830
	<b>\$ 230,420</b>	<b>\$ 384,981</b>

### 5. Deferred revenue

Included in deferred revenue is the following:

	2018	2017
UBCM Federal Gas Tax Community Works Fund reserve - balance at beginning of year	\$ 600,976	\$ 514,442
Amount received during the year	84,553	80,985
Interest revenue	4,374	5,549
Regional District USRC contribution	(40,000)	-
Community hall	(371,644)	-
Balance - end of year	<b>\$ 278,259</b>	<b>\$ 600,976</b>

#### UBCM Federal Gas Tax Agreement Community Works Fund

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the Municipality and the Union of B.C. Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**THE DISTRICT OF NEW HAZELTON**  
**NOTES TO CONSOLIDATED FINANCIAL STATEMENTS**  
**AS AT DECEMBER 31, 2018**

**6. Equity in tangible capital assets**

Equity in tangible capital assets represents the net book value of total capital assets less long term obligations assumed to acquire those assets. The change in consolidated equity in tangible capital assets is as follows:

	2018	2017
Increases:		
Capital acquisitions	\$ 921,750	\$ 784,421
Decreases:		
Dispositions at net book value	(52,905)	(70,668)
Amortization	(421,392)	(427,227)
Change in equity in tangible capital assets	447,453	286,526
Equity in tangible capital assets - beginning of year	8,680,712	8,394,186
Equity in tangible capital assets - end of year	\$ 9,128,165	\$ 8,680,712

**7. Accumulated surplus**

	2018	2017
Operating fund	\$ 1,076,189	\$ 950,564
Reserves fund ( <i>Schedule 3</i> )	861,356	959,582
Equity in tangible capital assets - ( <i>Note 6</i> )	9,128,165	8,680,712
	\$ 11,065,710	\$ 10,590,858

**8. Net taxes available for municipal purposes**

	2018	2017
Taxes:		
Property	\$ 874,459	\$ 838,481
Frontage	61,303	61,422
Revenue in lieu of taxes	52,447	50,890
Penalties and interest on taxes	12,735	8,189
	1,000,944	958,982
Less taxes on behalf of:		
School District	220,990	203,043
North West Regional Hospital District	35,306	37,164
Regional District of Kitimat-Stikine	124,799	104,179
B.C. Assessment Authority	3,432	3,561
Other	11	11
	384,538	347,958
Net taxes available for municipal purposes	\$ 616,406	\$ 611,024



# THE DISTRICT OF NEW HAZELTON

## NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

### 9. Government grants and transfers

The following government grants and transfers have been included in revenues:

	2018	2017
Unconditional grants and transfers		
Provincial	\$ 436,777	\$ 426,409
Regional District / Other	31,397	16,600
	468,174	443,009
Conditional grants and transfers		
Provincial	235,021	498,088
Deferred revenue - UBCM Federal Gas Tax Agreement		
Community Works Fund	411,645	-
Regional District / Other	-	14,656
	\$ 1,114,839	\$ 955,752

### 10. Commitments and contingencies

#### a) Capital requirements

District Council has approved a 2019 - 2023 tangible capital expenditure financial plan of \$3,178,000. The 2019 requirement of \$202,500 is to be funded from an allocation of surplus funds.

#### b) Pension plan

The District and its employees contribute to the Municipal Pension Plan (a jointly-trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2018, the plan has approximately 197,000 active members and approximately 95,000 retired members. Active members include approximately 39,000 contributors from local government.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2015, indicated a \$2.224 billion funding surplus for basic pension benefits on a going concern basis. As a result of the 2015 basic account actuarial valuation surplus and pursuant to the joint trustee agreement, \$1.927 billion was transferred to the rate stabilization account and \$297 million of the surplus ensure the required contribution rates remain unchanged.

The District of New Hazelton paid \$46,731 for employer contributions to the plan in fiscal 2018 (\$48,759 in 2017).

The next valuation will be as at December 31, 2018, with results available in 2019.

(continued)

## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

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#### 10. Commitments and contingencies (*continued*)

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan.

c) B.C. Assessment Authority appeals

Due to the uncertainty of the outcome of appeals to the B.C. Assessment Authority, it is not possible to accurately estimate any liability to repay taxes or any asset for taxes receivable. It is the policy of the District to record the effect of any tax adjustments relating to outstanding appeals in the year the taxes are repaid or received.

d) Reciprocal Insurance Exchange Agreement

The District of New Hazelton is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement the District is assessed a premium and specific deductible for its claims based on population. The obligation of the District of New Hazelton with respect to the Exchange and/or contracts and obligations entered into by the exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The District of New Hazelton irrevocably and unconditionally undertakes and agrees to indemnify and save the other harmless subscribers against liability losses and costs which the other subscriber may suffer.

e) Contingent liabilities

The District, as a member of the Regional District of Kitimat-Stikine, is jointly and severally liable for their net capital liabilities.

## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

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#### 11. Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on January 8, 2018.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

Financial Plan approved by Council	\$ -
Add Back:	
Amortization	(350,000)
Transfers to/from own funds	(694,500)
Less:	
Capital expenditures per budget	2,373,000
Transfer to/from reserve	(103,500)
Annual Surplus per Statement of Operations	\$ 1,225,000

#### 12. Segmented Information

The District is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, recreation centre, garbage collection and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

##### *General Government Services*

The City Manager is the liaison between Council and the District departments and staff. The Corporate Services Department supports the legislated activities of Council, and provides information to citizens with respect to Council/Committee processes, reporting procedures and decisions, and District activities.

##### *Protective Services*

Protection is comprised of fire protection, policing, dog control officer and building inspection.

Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the District of New Hazelton.

Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part.

Policing is provided under contract with the RCMP operating from a detachment building located in the District of New Hazelton.



## THE DISTRICT OF NEW HAZELTON

### NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2018

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#### 12. Segmented Information *(continued)*

The District of New Hazelton's Management and Public Works Department work together to regulate all construction within the District. This is achieved through the use of the District of New Hazelton's Building and Plumbing Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments with the District of New Hazelton.

##### *Transportation and Transit Services*

The Transportation and Transit Services (Public Works) Department is responsible for the infrastructure of the District:

Ensuring clean and safe water to the District, supplied through underground pipes and reservoirs,

Maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it,

Providing and maintaining the District's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants.

Cemetery (Public Works) Department provides cemetery services including the maintenance of the cemetery grounds.

##### *Recreation and Youth Services*

The Recreation and Youth Services Department contribute to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities.

##### *Water Operations*

Water includes all of the operating activities related to the treatment and distribution of water throughout the District.

##### *Sewer Operations*

Sewer includes all of the operating activities related to the collection and treatment of waste water (sewage) throughout the District.

##### *Garbage Operations*

Garbage Services (Public Works) is responsible for the garbage collection and compost and recycling programs operating in the District of New Hazelton. Garbage collection is performed by a contractor.

##### *Tourism and Community Development*

Tourism and Community Development contribute to community organizations providing services to benefit community members.

THE DISTRICT OF NEW HAZELTON  
Consolidated Schedule of Segmented Revenue and Expenses  
Year Ended December 31, 2018

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2018	2018 Budget
<b>Revenues</b>											
Net taxes available for district purposes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 616,406	\$ 616,406	\$ 619,000
Utility usage fees	-	-	-	-	137,156	42,644	68,325	-	-	248,125	263,000
Other fees and sale of goods and services	86,195	17,000	325	14,865	-	-	-	-	20,277	138,662	148,000
Government grants and transfers	1,114,839	-	-	-	-	-	-	-	-	1,114,839	2,379,000
ICBC Commissions	-	-	-	-	-	-	-	-	376,904	376,904	341,000
Investment income	-	-	-	-	-	-	-	-	32,665	32,665	16,000
	1,201,034	17,000	325	14,865	137,156	42,644	68,325	-	1,046,252	2,527,601	3,766,000
<b>Expenses</b>											
Salaries, wages and benefits	378,662	19,532	306,644	-	50,135	-	-	-	-	754,973	705,000
Goods and services	310,097	34,519	214,397	46,783	62,904	71,298	77,567	-	-	817,565	1,468,500
Interest and bank charges	4,965	-	-	-	-	-	-	-	-	4,965	5,000
Other	1,354	-	-	-	-	-	-	52,500	-	53,854	12,500
Amortization	146,201	12,815	74,571	24,311	123,131	40,363	-	-	-	421,392	350,000
	841,279	66,866	595,612	71,094	236,170	111,661	77,567	52,500	-	2,052,749	2,541,000
	\$ 359,755	\$ (49,866)	\$ (595,287)	\$ (56,229)	\$ (99,014)	\$ (69,017)	\$ (9,242)	\$ (52,500)	\$ 1,046,252	\$ 474,852	\$ 1,225,000

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2017
<b>Revenues</b>										
Net taxes available for district purposes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 611,024	\$ 611,024
User fees and sale of goods and services	78,968	17,300	1,950	19,004	127,328	40,599	67,977	-	-	353,126
Government grants and transfers	955,752	-	-	-	-	-	-	-	-	955,752
ICBC Commissions	-	-	-	-	-	-	-	-	365,657	365,657
Investment income	-	-	-	-	-	-	-	-	21,613	21,613
Building rentals and other revenue	-	-	-	-	-	-	-	-	40,959	40,959
	1,034,720	17,300	1,950	19,004	127,328	40,599	67,977	-	1,039,253	2,348,131
<b>Expenses</b>										
Salaries, wages and benefits	396,506	17,972	264,283	-	43,208	-	-	-	-	721,969
Goods and services	220,570	46,413	228,673	48,360	93,738	43,056	74,292	-	-	755,102
Interest and bank charges	4,790	-	-	-	-	-	-	-	-	4,790
Other	-	-	-	-	-	-	-	422,046	4,249	426,295
Amortization	155,967	12,815	71,552	25,017	118,129	43,647	-	-	-	427,227
	777,833	77,200	564,508	73,377	255,075	86,703	74,292	422,046	4,249	2,335,383
	\$ 256,887	\$ (59,900)	\$ (562,658)	\$ (54,373)	\$ (127,747)	\$ (46,104)	\$ (6,315)	\$ (422,046)	\$ 1,035,004	\$ 12,748

THE DISTRICT OF NEW HAZELTON  
Consolidated Schedule of Tangible Capital Assets  
Year Ended December 31, 2018

	Land	Buildings	Equipment, furniture and motor vehicles	Water infrastructure	Sewer infrastructure	Transportation and transit services	Tax sale land	2018
<b>Cost</b>								
Opening balance	\$ 559,207	\$ 4,139,871	\$ 2,330,032	\$ 3,434,426	\$ 1,122,948	\$ 3,337,755	\$ 81,497	\$ 15,005,736
Additions - purchased	124,500	381,360	101,638	184,556	10,457	119,039	-	921,760
Additions - donated	-	-	-	-	-	-	-	-
Disposals	-	-	(55,043)	-	-	-	(2,945)	(57,988)
Writedowns	-	-	-	-	-	-	-	-
Ending balance	683,707	4,521,231	2,376,627	3,618,982	1,133,405	3,456,794	78,552	15,869,498
<b>Accumulated amortization</b>								
Opening balance	-	1,476,737	1,459,951	1,267,505	562,209	1,558,623	-	6,325,025
Amortization	-	99,094	126,324	58,655	38,497	98,882	-	421,392
Acc. amortization on disposals	-	-	(3,083)	-	-	-	-	(5,083)
Ending balance	-	1,575,771	1,581,192	1,326,160	600,706	1,657,505	-	6,741,334
<b>Net book value</b>	\$ 683,707	\$ 2,945,460	\$ 795,635	\$ 2,292,822	\$ 532,699	\$ 1,799,289	\$ 78,552	\$ 9,128,165

	Land	Buildings	Equipment, furniture and motor vehicles	Water infrastructure	Sewer infrastructure	Transportation and transit services	Tax sale land	2017
<b>Cost</b>								
Opening balance	\$ 559,207	\$ 4,053,951	\$ 2,325,930	\$ 2,960,188	\$ 1,104,665	\$ 3,236,255	\$ 81,830	\$ 14,322,026
Additions - purchased	-	85,920	53,524	508,505	18,283	118,187	-	784,419
Additions - donated	-	-	-	-	-	-	-	-
Disposals	-	-	(49,422)	(34,267)	-	(16,687)	(333)	(100,709)
Writedowns	-	-	-	-	-	-	-	-
Ending balance	559,207	4,139,871	2,330,032	3,434,426	1,122,948	3,337,755	81,497	15,005,736
<b>Accumulated amortization</b>								
Opening balance	-	1,377,040	1,326,676	1,231,908	521,074	1,471,141	-	5,927,839
Amortization	-	99,697	135,746	53,981	41,135	96,668	-	427,227
Acc. amortization on disposals	-	-	(2,471)	(18,384)	-	(9,186)	-	(30,041)
Ending balance	-	1,476,737	1,459,951	1,287,505	562,209	1,558,623	-	6,325,025
<b>Net book value</b>	\$ 559,207	\$ 2,663,134	\$ 870,081	\$ 2,166,921	\$ 560,739	\$ 1,779,132	\$ 81,497	\$ 8,680,712

Assets under construction have a net book value of \$400,958 in 2018 (2017 - \$26,553).



THE DISTRICT OF NEW HAZELTON  
 Consolidated Schedule of Reserve Fund Activities  
 Year Ended December 31, 2018

	Machinery and equipment	Water capital	Sewer capital	Cemetery fund	Tax sale reserve	Building fund	2018	2017
Balance - beginning of year	\$ 88,910	\$ (18,038)	\$ 284,846	\$ 3,819	\$ 89,945	\$ 510,100	\$ 959,582	\$ 924,399
Transfers in	-	-	-	-	-	-	-	-
Investment income (expense)	889	(4,501)	2,848	38	899	5,101	5,274	7,983
Contributions	-	(141,000)	37,500	-	-	-	(103,500)	27,200
<b>Balance - end of year</b>	<b>\$ 89,799</b>	<b>\$ (163,539)</b>	<b>\$ 325,194</b>	<b>\$ 3,857</b>	<b>\$ 90,844</b>	<b>\$ 515,201</b>	<b>\$ 861,356</b>	<b>\$ 959,582</b>

## DISTRICT OF NEW HAZELTON

### Permissive Tax Exemptions

2018

Permissive Tax Exemption Bylaw No. 325, 2015 provided the following Permissive Tax Exemptions in 2018. Municipal taxes which were not imposed are:

1. Skeena Lions Society  
Lots 6-11, Block 100, Section 2, Plan 968  
District Lot 882, Cassiar Land District \$ 2,035.12
2. New Hazelton Congregation of Jehovah's Witnesses  
Lots 7-9, Block 148, Section 2, Plan 968  
District Lot 863, Cassiar Land District \$ 623.23
3. Roman Catholic Episcopal Corp of Prince Rupert  
Lots 7-21, Block 29, Section 2, Plan 968  
District Lot 863, Cassiar Land District \$ 3,277.47

## **DISTRICT OF NEW HAZELTON 2019 ANNUAL REPORT**

### **Municipal Services and Operations -2018-**

The District of New Hazelton provides many services to citizens and visitors to the community. These include:

- Curbside Collection
- Streets and roads
- Street lighting
- Potable water supply
- Sanitary sewer
- Storm/runoff drainage
- Parks and trails
- Recreational services
- ICBC Agency
- Motor Vehicle Licensing
- Building inspection services
- Firefighting and prevention
- Highway rescue services
- First Responder services
- Tourism information and promotion
- Planning
- Administration
- House insurance

The District of New Hazelton operated with a full time staff of ten (10) persons during 2018. The full time public works crew of five (5) was assisted by two (2) summer students. The full time administration staff of five (5) was assisted by one (1) summer student.

Our Volunteer Fire Department consists of a Fire Chief and seven (7) volunteer members. The Fire Department members are also responsible for the delivery of service for our Jaws of Life, costs of which are partnered with the Regional District of Kitimat Stikine and the Village of Hazelton.

Our Visitor Centre is staffed from May – September each year and employs up to four (4) staff members, usually high school/university students. This centre is partnered on a cost sharing basis between the District of New Hazelton, the Regional District of Kitimat Stikine, the Village of Hazelton, and Destination BC.



During the summer, the Public Works department, with the assistance of a local paving company completed various hand patching throughout the District. Overlays were applied to 12<sup>th</sup> Avenue between Bowser Street and Fielding Street, Pugsley Street from 11<sup>th</sup> Avenue to 12<sup>th</sup> Avenue and Pugsley Street from 13<sup>th</sup> Avenue to 15<sup>th</sup> Avenue.

The major emphasis of Council and administration continues to be to preserve existing services and assets without significantly increasing the cost to taxpayers.

**DISTRICT OF NEW HAZELTON  
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**Declaration of Disqualifications**

**2018**

No member of Council was disqualified from holding office under Section 111 of the Community Charter.

**DISTRICT OF NEW HAZELTON  
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**2019 Statement of Objectives and Measures**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>
<b>Administration</b>	Work to reduce costs and generate additional revenue	Continue to systematically evaluate operations to reduce costs or increase revenue	Add to operating surplus
		Continue to market ICBC/House Insurance to increase sales	Commission revenues will increase
<b>Economic Development</b>	Market New Hazelton	Work with Economic Development Officer to find new ways to attract & retain businesses	New investment occurs
	Continue to promote local businesses with a buy local campaign	Promote Love Northern BC/Love the Hazeltons website	Local businesses see an increase in profits
	Engage local businesses	Collaborate with the RDKS & Village of Hazelton to carry out surveys with local business	Opportunities and challenges facing local businesses will be identified
<b>Downtown Revitalization</b>	Community Center	Finish renovating Community Center	Community Center will provide rental space resulting in opportunities for revenue generation



**DISTRICT OF NEW HAZELTON  
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**2019 Statement of Objectives and Measures**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>
<b>Water Distribution System</b>	Laurier Street waterline upgrade from 13 <sup>th</sup> Ave to 14 <sup>th</sup> Ave	Work and restoration to be completed by contractor	Work will be completed by contractor
<b>Waste Water Collection</b>	Annual cleaning of waste water distribution lines	Work to be completed by contractors to maintain efficient operation of lines	Work will be completed by contractor
<b>Road Upgrades</b>	<p>Overlay on 9<sup>th</sup> Ave from Laurier St to Graham St; 7<sup>th</sup> Ave from Laurier St to Graham St</p> <p>Base work on Community Center parking lot</p> <p>Apply crush to Brewster St North</p>	Work to be completed by paving contractor and public works crew	Work will be completed by contractor
<b>Public Works</b>	Install storm sewer along 14 <sup>th</sup> Avenue from Pugsley St to Fielding St and Laurier St from 11 <sup>th</sup> Ave to 12 <sup>th</sup> Ave	Work will be completed by public works	Work will be completed

**DISTRICT OF NEW HAZELTON  
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**2020 Statement of Objectives and Measures**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>
<b>Administration</b>	Work to reduce costs and generate additional revenue	Continue to systematically evaluate operations for new opportunities to reduce costs or increase revenue	Add to operating surplus
	Construct new municipal office and greenspace	Work to be completed by contractor	Work will be completed by contractor
<b>Economic Development</b>	Market New Hazelton	Continue to utilize the website & advertise opportunities	New investment occurs
<b>Waste Water Collection</b>	Annual cleaning of waste water distribution lines	Work to be completed by contractors to maintain efficient operation of lines	Work will be completed by contractor
<b>Roadways</b>	Continue to improve paved and gravel road surfaces throughout the community	Continue to improve services offered to our residents	Work will be completed
<b>Public Works</b>	Continue to improve storm sewer system throughout the community	Work will be completed by public works	Work will be completed

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**Progress Report 2018**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Administration</b>	Work to reduce costs and generate additional revenue	Continue to systematically evaluate operations to reduce costs or increase revenue	Add to operating surplus instead of drawing on it	Operating surplus of \$474,852 for 2018
		Marketing ICBC Broker Agency more consistently to increase business	Commission revenues will increase	ICBC/Motor vehicle commission revenue increased by \$11,247 from 2017
<b>Economic Development</b>	Market New Hazelton	Continue to utilize the website & advertise opportunities	New investment occurs	Receiving inquiries regarding property
	Engage local businesses	Collaborate with the RDKS and Village of Hazelton to carry out surveys with local business	Opportunities and challenges facing local business will be identified	Economic Development officer continues to look for ways to market & promote local business



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**Progress Report 2018**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Downtown Revitalization</b>	Community Center	Purchase vacant building and renovate to be Community Center	New Community Center with increased opportunities for revenue generation	Vacant building was purchased and renovations began in late 2018
<b>Water Distribution System</b>	13 <sup>th</sup> Ave waterline upgrade from Laurier St to McBride St	Final block of work and restoration to be completed by contractor	Work will be completed by contractor	Work was completed by contractor; Work was extended by an additional block to include Laurier St from 13 <sup>th</sup> Ave to 14 <sup>th</sup>
<b>Waste Water Collection</b>	Annual cleaning of waste water distribution lines	Work to be completed by contractors to maintain efficient operation of lines	Work will be completed by contractor	Work was completed by contractor
<b>Roadways</b>	Apply crush to College St North	Work to be completed by contractor and public works crew	Work will be completed	Work was completed

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**Progress Report 2018**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Roadways</b>	Overlay on 13 <sup>th</sup> Ave from Laurier to McBride; 11 <sup>th</sup> Ave from Fielding to Bowser; McBride St from 11 <sup>th</sup> Ave to 12 <sup>th</sup> Ave	Work to be completed by paving contractor and public works crew	Work will be completed	Work was completed
<b>Public Works</b>	Install storm sewer along north side of 7 <sup>th</sup> Ave from McBride St to Graham St	Work to be completed by public works crew	Work will be completed	Work has been completed