

DISTRICT OF NEW HAZELTON
REGULAR MEETING OF COUNCIL

Monday, May 11, 2020
Erwin Stege Community Center - Conference Room

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the April 20, 2020 regular meeting.

(3) PETITIONS & DELEGATIONS:

- a) USRC Advisory Committee – Peter Newbery - Expectations
- b) Ryan Hales & Alyssa Bjorgaard – MNP – 2019 Audited Financial Statements
- c) Municipal Office – John Hemsworth

(4) UNFINISHED BUSINESS: None

(5) CORRESPONDENCE:

- a) Village of Hazelton – Evacuation Route Planning UBCM Grant - Request for Letter of Support
- b) Hazelton Area Transit Ridership - RDKS

(6) REPORTS: None

(7) BYLAWS: None

(8) NEW BUSINESS:

- a) Council Schedule:
 - June 1 Regular Council Meeting
 - July 6 Regular Council Meeting
- b) Community Center Policy – Illegal Drugs Policy Update
- c) MIABC Associate Membership Resolution – Allan Berg
- d) UBCM Asset Management Planning Grant - Resolution
- e) FCM Asset Management Program Grant – Resolution
- f) Allen Park Sign Replacement
- g) Audited Financial Statements
- h) Auditor Appointment

In Camera Session, Section 90.1 (c) Community Charter Act, regarding personnel matters.

Adjournment

DISTRICT OF NEW HAZELTON
REGULAR COUNCIL MEETING
April 20, 2020
VIA TELECONFERENCE

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

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

STAFF PRESENT: R. Carlé

STAFF REGRETS: W. Hunt

2) MINUTES:

RESOLUTION 7936/20

MOVED & SECONDED

That, the minutes of the March 2, 2020 regular meeting be accepted as circulated.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS:

a) Water & Sewer User Fees

RESOLUTION 7937/20

MOVED & SECONDED

That, the District of New Hazelton postpone Water Rates Proposal A and Sewer Rates Proposal B to the 2021 taxation year.

CARRIED

5) CORRESPONDENCE: None

6) REPORTS: None

7) BYLAWS:

- a) District of New Hazelton Tax Rate Bylaw No. 353, 2020

RESOLUTION 7938/20

MOVED & SECONDED

That, the District of New Hazelton Tax Rate Bylaw No. 353, 2020 be given the first and second readings.

CARRIED

- b) District of New Hazelton Tax Rate Bylaw No. 353, 2020

RESOLUTION 7939/20

MOVED & SECONDED

That, the District of New Hazelton Tax Rate Bylaw No. 353, 2020 be given the third reading.

CARRIED

- c) District of New Hazelton Tax Rate Bylaw No. 353, 2020

RESOLUTION 7940/20

MOVED & SECONDED

That, the District of New Hazelton Tax Rate Bylaw No. 353, 2020 be adopted.

CARRIED

8) NEW BUSINESS:

- a) Upper Skeena Recreation Center Advisory Committee Appointment

RESOLUTION 7941/20

MOVED & SECONDED

That, the District of New Hazelton appoint Peter Newbery as the District's representative on the Upper Skeena Recreation Center Advisory Committee.

CARRIED

9) ADJOURNMENT:

RESOLUTION 7942/20

MOVED & SECONDED

That, the meeting be adjourned 7:31 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2020

CHIEF ADMINISTRATIVE OFFICER

MAYOR

Draft for discussion purposes only

THE DISTRICT OF NEW HAZELTON
Consolidated Financial Statements
As at December 31, 2019

THE DISTRICT OF NEW HAZELTON
COUNCIL - 2019

MAYOR
Gail Lowry

COUNCILORS

Braunwyn Henwood
Ray Sturney
Jutta Hobenshield

Allan Berg
George Burns
Mike Weeber

APPOINTED OFFICIALS - 2019

Chief Administrative Officer
Chief Financial Officer
Public Works Superintendent

Wendy Hunt
Robyn Carle
Chris Lawrence

THE DISTRICT OF NEW HAZELTON

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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.

May 11, 2020

Gail Lowry
Mayor

Wendy Hunt
Chief Administrative Officer

INDEPENDENT AUDITOR'S REPORT

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, 2019, 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, 2019, 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.

Other Information

Management is responsible for the other information. The other information obtained at the date of this auditor's report is information included in the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work we have performed on the other information obtained prior to the date of the auditor's report, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard..

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 11, 2020

MNP LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

THE DISTRICT OF NEW HAZELTON

CONSOLIDATED STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2019

	2019	2018
Financial assets		
Cash and short-term investments - (Note 3)	\$ 3,530,604	\$ 1,985,822
Accounts Receivable, trade and other - (Note 4)	181,334	230,420
Taxes receivable - current	27,806	44,723
Taxes receivable - arrears	8,096	15,704
	3,747,840	2,276,669
Liabilities		
Accounts payable and accrued liabilities	243,901	152,639
Deferred revenue - (Note 5)	-	278,259
	243,901	430,898
Net financial assets	3,503,939	1,845,771
Non-financial assets		
Inventory - parts and supplies	68,576	71,768
Tangible capital assets - (Schedule 2)	10,170,197	9,128,165
Prepaid expenses	18,874	20,006
	10,257,647	9,219,939
Accumulated surplus - (Note 7)	\$ 13,761,586	\$ 11,065,710

Commitments and contingencies - (Note 10)

Subsequent events - (Note 13)

Approved by:

Gail Lowry
Mayor

Wendy Hunt
Chief Administrative Officer

THE DISTRICT OF NEW HAZELTON

CONSOLIDATED STATEMENT OF OPERATIONS AS AT DECEMBER 31, 2019

	2019	Budget (Note 11)	2018
Revenues			
Net taxes available for municipal purposes - (Note 8)	\$ 626,282	\$ 620,800	\$ 616,406
Utility usage fees	246,083	265,000	248,125
Other fees and sale of goods and services	130,199	141,500	138,662
Government grants and transfers - (Note 9)	3,780,663	2,824,500	1,114,839
ICBC commissions	396,299	375,000	376,904
Investment income	74,062	22,000	32,665
	5,253,588	4,248,800	2,527,601
Expenses			
General government	803,448	914,300	841,279
Protective services	74,482	127,200	66,866
Transportation and transit	658,959	909,500	595,612
Recreation and youth services	54,307	27,600	71,094
Water operations	311,771	140,000	236,170
Sewer operations	117,848	86,500	111,661
Garbage operations	84,397	75,000	77,567
Tourism and community development	452,500	12,500	52,500
	2,557,712	2,292,600	2,052,749
Annual surplus	2,695,876	1,956,200	474,852
Accumulated surplus - beginning of year	11,065,710	11,065,710	10,590,858
Accumulated surplus - end of year	\$ 13,761,586	\$ 13,021,910	\$ 11,065,710

THE DISTRICT OF NEW HAZELTON

**CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS
AS AT DECEMBER 31, 2019**

	2019	Budget (Note 11)	2018
Annual surplus	\$ 2,695,876	\$ 1,956,200	\$ 474,852
Acquisition of tangible capital assets	(1,536,368)	3,178,000	(921,750)
Amortization of tangible capital assets	439,248	350,000	421,392
Loss on disposal of tangible capital assets	(20,010)	-	1,354
Proceeds on disposal of tangible capital assets	75,098	-	51,551
Changes in other non-financial assets	4,324	-	8,220
Increase in net financial assets	1,658,168	5,484,200	35,619
Net financial assets - beginning of year	1,845,771	1,845,771	1,810,152
Net financial assets - end of year	\$ 3,503,939	\$ 7,329,971	\$ 1,845,771

THE DISTRICT OF NEW HAZELTON

CONSOLIDATED STATEMENT OF CASH FLOW
AS AT DECEMBER 31, 2019

	2019	2018
Operating transactions		
Annual surplus	\$ 2,695,876	\$ 474,852
Non-cash items:		
Amortization	439,248	421,392
Gain (Loss) on the disposal of tangible capital assets	(20,010)	1,354
Changes to financial assets/liabilities:		
Decrease (Increase) in taxes receivable	24,525	(10,432)
Decrease (Increase) in inventory and other	4,324	8,220
Decrease (increase) in accounts receivable	49,086	154,561
Increase (decrease) in accounts payable	91,262	71,303
Increase (decrease) in deferred revenue	(278,259)	(322,717)
Cash provided by operating transactions	3,026,062	797,179
Capital transactions		
Acquisition of tangible capital assets	(1,536,368)	(921,750)
Proceeds from the disposal of tangible capital assets	75,098	51,551
	(1,481,280)	(868,845)
Increase (decrease) in cash position	1,544,782	(71,666)
Cash and equivalents - beginning of year	1,985,822	2,057,488
Cash and equivalents - end of year	\$ 3,530,604	\$ 1,985,822

THE DISTRICT OF NEW HAZELTON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2019

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, 2019

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, 2019

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, 2019.

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, 2019 as the District has not identified any contaminated sites.

THE DISTRICT OF NEW HAZELTON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2019

3. Cash and short-term investments

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

	2019	2018
Municipal Finance Authority of B.C. investments:		
- Money market fund	\$ 222,440	\$ 218,376
Cash	3,308,164	1,767,446
	\$ 3,530,604	\$ 1,985,822

4. Accounts receivable, trade and other

	2019	2018
Government grants receivable:		
Provincial		
Northern Development Initiative Trust - Economic Capacity Fund	\$ 29,684	\$ 21,250
13th Avenue Water Line Upgrade Project	50,190	116,434
UBCM - Asset Management Grant	-	11,170
GST rebate	53,887	53,560
Other	47,573	28,006
	\$ 181,334	\$ 230,420

5. Deferred revenue

Included in deferred revenue is the following:

	2019	2018
UBCM Federal Gas Tax Community Works Fund reserve - balance at beginning of year	\$ 278,259	\$ 600,976
Amount received during the year	164,092	84,553
Interest revenue	-	4,374
Regional District USRC contribution	(40,000)	(40,000)
Community hall	(402,351)	(371,644)
Balance - end of year	\$ -	\$ 278,259

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, 2019

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:

	2019	2018
Increases:		
Capital acquisitions	\$ 1,536,368	\$ 921,750
Decreases:		
Dispositions at net book value	(55,088)	(52,905)
Amortization	(439,248)	(421,392)
Change in equity in tangible capital assets	1,042,032	447,453
Equity in tangible capital assets - beginning of year	9,128,165	8,680,712
Equity in tangible capital assets - end of year	\$ 10,170,197	\$ 9,128,165

7. Accumulated surplus

	2019	2018
Operating fund	\$ 1,248,202	\$ 1,076,189
Reserves fund (<i>Schedule 3</i>)	2,343,187	861,356
Equity in tangible capital assets - (<i>Note 6</i>)	10,170,197	9,128,165
	\$ 13,761,586	\$ 11,065,710

8. Net taxes available for municipal purposes

	2019	2018
Taxes:		
Property	\$ 880,011	\$ 874,459
Frontage	61,198	61,303
Revenue in lieu of taxes	52,610	52,447
Penalties and interest on taxes	13,023	12,735
	1,006,842	1,000,944
Less taxes on behalf of:		
School District	215,268	220,990
North West Regional Hospital District	34,924	35,306
Regional District of Kitimat-Stikine	127,026	124,799
B.C. Assessment Authority	3,331	3,432
Other	11	11
	380,560	384,538
Net taxes available for municipal purposes	\$ 626,282	\$ 616,406

THE DISTRICT OF NEW HAZELTON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2019

9. Government grants and transfers

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

	2019	2018
Unconditional grants and transfers		
Provincial	\$ 454,123	\$ 436,777
Regional District / Other	8,006	31,397
	462,129	468,174
Conditional grants and transfers		
Provincial	2,876,184	235,021
Deferred revenue - UBCM Federal Gas Tax Agreement		
Community Works Fund	442,351	411,645
	\$ 3,780,663	\$ 1,114,839

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 205,000 active members and approximately 101,000 retired members. Active members include approximately 40,000 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, 2019, indicated a \$2.866 billion funding surplus for basic pension benefits on a going concern basis.

The District of New Hazelton paid \$54,284 for employer contributions to the plan in fiscal 2018 (\$46,731 in 2018).

The next valuation will be as at December 31, 2021, with results available in 2022.

(continued)

THE DISTRICT OF NEW HAZELTON

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2019

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, 2019

11. Annual Budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on March 4, 2019.

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	(871,300)
Less:	
Capital expenditures per budget	3,178,000
Transfer to/from reserve	(500)
Annual Surplus per Statement of Operations	\$ 1,956,200

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, 2019

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

NOTES TO CONSOLIDATED FINANCIAL STATEMENTS AS AT DECEMBER 31, 2019

13. Subsequent Events

Subsequent to year-end, there was a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the District as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

Draft for discussion purposes

THE DISTRICT OF NEW HAZELTON
Consolidated Schedule of Segmented Revenue and Expenses
Year Ended December 31, 2019

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2019	2019 Budget
Revenues											
Net taxes available for district purposes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 626,282	\$ 620,800
Utility usage fees	-	-	-	-	136,619	40,959	68,505	-	-	246,083	285,000
Other fees and sale of goods and services	86,943	17,250	2,025	9,005	-	-	-	-	14,976	130,199	141,500
Government grants and transfers	3,780,663	-	-	-	-	-	-	-	-	3,780,663	2,824,500
ICBC Commissions	-	-	-	-	-	-	-	-	396,299	375,000	375,000
Investment income	-	-	-	-	-	-	-	-	74,062	74,062	22,000
	3,867,606	17,250	2,025	9,005	136,619	40,959	68,505	-	1,111,619	5,253,588	4,248,800
Expenses											
Salaries, wages and benefits	425,098	18,286	337,504	-	54,407	-	-	-	-	835,295	846,500
Goods and services	228,822	43,381	245,689	26,978	137,219	79,376	84,397	-	-	845,862	1,077,600
Interest and bank charges	4,757	-	-	-	-	-	-	-	-	4,757	6,000
Other	(19,950)	-	-	-	-	-	-	-	-	432,550	12,500
Amortization	164,721	12,815	75,766	27,329	120,145	38,472	-	-	-	439,248	350,000
	803,448	74,482	658,959	54,307	311,771	117,848	84,397	452,500	-	2,557,712	2,292,600
	\$ 3,064,158	\$ (57,232)	\$ (656,934)	\$ (45,302)	\$ (175,152)	\$ (76,889)	\$ (15,892)	\$ (452,500)	\$ 1,111,619	\$ 2,695,876	\$ 1,956,200

	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
Revenues										
Net taxes available for district purposes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 616,406
User fees and sale of goods and services	86,195	17,000	325	14,865	137,156	42,644	68,325	-	-	366,510
Government grants and transfers	1,114,839	-	-	-	-	-	-	-	-	1,114,839
ICBC Commissions	-	-	-	-	-	-	-	-	376,904	376,904
Investment income	-	-	-	-	-	-	-	-	32,665	32,665
Building rentals and other revenue	-	-	-	-	-	-	-	-	20,277	20,277
	1,201,034	17,000	325	14,865	137,156	42,644	68,325	-	1,046,252	2,527,601
Expenses										
Salaries, wages and benefits	378,662	19,532	306,644	-	50,135	-	-	-	-	754,973
Goods and services	310,097	34,519	214,397	46,783	62,904	71,298	77,567	-	-	817,565
Interest and bank charges	4,965	-	-	-	-	-	-	-	-	4,965
Other	1,354	-	-	-	-	-	-	52,500	-	53,854
Amortization	146,201	12,815	74,571	24,311	123,131	40,363	-	-	-	421,392
	841,279	66,866	595,612	71,094	236,170	111,661	77,567	52,500	-	2,052,749
	\$ 359,755	\$ (49,866)	\$ (595,287)	\$ (56,229)	\$ (99,014)	\$ (69,017)	\$ (9,242)	\$ (52,500)	\$ 1,046,252	\$ 474,852

THE DISTRICT OF NEW HAZELTON
Consolidated Schedule of Tangible Capital Assets
Year Ended December 31, 2019

	Land	Buildings	Equipment, furniture and motor vehicles	Water infrastructure	Sewer infrastructure	Transportation and transit services	Tax sale land	2019
Cost								
Opening balance	\$ 683,707	\$ 4,521,231	\$ 2,376,826	\$ 3,618,982	\$ 1,133,405	\$ 3,456,794	\$ 78,551	\$ 15,869,496
Additions - purchased	-	674,213	610,151	224,575	25,925	-	1,504	1,536,368
Additions - donated	-	-	-	-	-	-	-	-
Disposals	-	-	(128,296)	-	-	-	-	(128,296)
Writedowns	-	-	-	-	-	-	-	-
Ending balance	683,707	5,195,444	2,858,681	3,843,557	1,159,330	3,456,794	80,055	17,277,568
Accumulated amortization								
Opening balance	-	1,575,771	1,581,192	1,326,160	600,706	1,657,505	-	6,741,334
Amortization	-	102,445	135,722	61,382	36,605	103,094	-	439,248
Acc. amortization on disposals	-	-	(73,210)	-	-	-	-	(73,210)
Ending balance	-	1,678,216	1,643,704	1,387,542	637,311	1,760,599	-	7,107,372
Net book value	\$ 683,707	\$ 3,517,228	\$ 1,214,977	\$ 2,456,015	\$ 522,019	\$ 1,696,195	\$ 80,055	\$ 10,170,197
Cost								
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	101,838	184,556	10,457	119,039	-	921,750
Additions - donated	-	-	-	-	-	-	-	-
Disposals	-	-	(55,043)	-	-	-	(2,945)	(57,988)
Writedowns	-	-	-	-	-	-	-	-
Ending balance	683,707	4,521,231	2,376,827	3,618,982	1,133,405	3,456,794	78,552	15,869,498
Accumulated amortization								
Opening balance	-	1,476,737	1,459,951	1,267,505	562,209	1,558,623	-	6,325,025
Amortization	-	99,034	126,324	58,655	38,497	98,882	-	421,392
Acc. amortization on disposals	-	-	(5,083)	-	-	-	-	(5,083)
Ending balance	-	1,575,771	1,581,192	1,326,160	600,706	1,657,505	-	6,741,334
Net book value	\$ 683,707	\$ 2,945,460	\$ 795,635	\$ 2,292,822	\$ 532,699	\$ 1,799,289	\$ 78,552	\$ 9,128,165

Assets under construction have a net book value of \$19,315 in 2019 (2018 - \$400,958).

THE DISTRICT OF NEW HAZELTON
Consolidated Schedule of Reserve Fund Activities
Year Ended December 31, 2019

	Machinery and equipment	Water capital	Sewer capital	Cemetery fund	Tax sale reserve	Building fund	Northern Capital and Planning	2019	2018
Balance - beginning of year	\$ 89,799	\$ (163,539)	\$ 325,194	\$ 3,857	\$ 90,844	\$ 515,201	\$ -	\$ 861,356	\$ 959,582
Transfers in	-	-	-	-	-	-	2,580,000	2,580,000	-
Transfers out	-	-	-	-	-	(515,201)	(419,315)	(934,516)	-
Investment income (expense)	898	(4,286)	3,252	39	908		38,036	38,847	5,274
Contributions		(101,000)	(101,500)					(202,500)	(103,500)
Balance - end of year	\$ 90,697	\$ (268,825)	\$ 226,946	\$ 3,896	\$ 91,752	\$ -	\$ 2,198,721	\$ 2,343,187	\$ 861,356

New Hazelton Muncipal Office - Consultants

Vendor	Description	Total
Hemsworth Architecture	Architectural	\$ 15,537.13
HBH Land Surveying Inc	Site Survey	\$ 5,980.00
Steel Ridge Contracting Ltd	Geotechnical	\$ 975.00
WSP Canada Inc	Geotechnical	\$ 16,065.00
WSP Canada Inc	Civil	\$ 3,950.00
Fast + Epp	Structural	\$ 3,500.00
Lazzarin Swisdahl Landscape Architects	Landscape	\$ 2,025.00
NRS Engineering Ltd	Electrical	\$ 1,900.00
Rocky Point Engineering Ltd	Mechanical	\$ 1,500.00
		\$ 51,432.13

New Hazelton Municipal Hall Consultants

Project Budget:		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Schematic Design		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Design Development		D.D.	C.D.	C.P.	C.A.	Other	Total	Notes	
Construction Documents		C.D.	C.P.	C.A.	Other	Total	Notes		
Construction Procurement		C.P.	C.A.	Other	Total	Notes			
Contract Admin.		C.A.	Other	Total	Notes				
Firm		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Architectural	Hemsworth Architecture	\$11,000.00	\$11,000.00	\$30,000.00	\$3,000.00	\$19,500.00	\$5,000.00	\$79,500.00	Other = additional fee that was agreed to.
Firm		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Structural	Fast + Epp	\$3,500.00	\$3,500.00	\$12,500.00	\$500.00	\$9,500.00		\$29,500.00	C.A. fee is an estimate
	RJC	\$2,000.00	\$3,000.00	\$11,000.00	\$1,000.00	\$12,500.00		\$29,500.00	C.A. fee is an estimate, includes disbursements for site visits
Firm		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Mechanical	MCW	\$3,500.00	\$5,600.00	\$14,000.00	\$1,500.00	\$16,500.00	\$8,900.00	\$50,000.00	Other = Energy modelling (req. tbc)
	Rocky Point	\$1,500.00	\$2,500.00	\$10,500.00	\$0.00	\$3,500.00	\$4,000.00	\$22,000.00	Other = Energy modelling (req. tbc)
Firm		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Electrical	MCW	\$2,780.00	\$4,170.00	\$12,510.00	\$1,390.00	\$6,950.00	\$7,500.00	\$35,300.00	Other = IT & Low Voltage
	NRS	\$1,900.00	\$1,800.00	\$2,400.00	\$600.00	\$5,550.00	\$1,400.00	\$13,650.00	Other = Post Construction
Firm		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Landscape	LSLA	\$4,050.00	\$3,150.00	\$3,375.00	\$300.00	\$4,330.00		\$15,205.00	Includes disbursements for site visits
	Manyama	\$2,950.00	\$2,950.00	\$4,500.00	\$0.00	\$1,250.00		\$11,650.00	
Firm		S.D.	D.D.	C.D.	C.P.	C.A.	Other	Total	Notes
Civil	All North	\$18,000.00	\$13,500.00	\$4,500.00	\$3,500.00	\$18,000.00		\$57,500.00	
	Bulkley Valley Engineering	\$4,047.00	\$4,700.00	\$7,250.00	\$600.00	\$6,426.00		\$23,023.00	
	WSP	\$3,950.00	\$12,250.00	\$2,750.00	\$2,500.00	\$18,250.00		\$39,700.00	
									\$199,555.00 Total Sub-Consultant Fees (not incl. geotech or surveyor)

Notes:

Disbursements for travel, couriers, printing, etc. are not included unless otherwise noted

GST not included

Indicates selected consultant



Table 2: Fee for geotechnical engineering assessment

TASKS	JR. TECH. (\$85 / HR)	JR. ENG (\$110 / HR)	A. VAN DYK (\$190 / HR)	P. ELL (\$220 / HR)	EXPENSES (COST+10%)
1 Project Management	--	--	3 hours	--	--
2 Subsurface Explorations	--	27 hours	1 hours	--	\$ 7 500
3 Laboratory Tests	10 hours	--	--	--	--
4 Report Submission	5 hours	15 hours	6 hours	2 hours	--
Time Sub-totals	15 hours	45 hours	10 hours	2 hours	--
Fee Sub-totals	\$ 1 275	\$ 4 950	\$ 1 900	\$ 440	\$ 7 500
Fee Total (excluding GST)	\$ 16 065				

Table 3: Estimated Fee for geotechnical construction stage services

TASKS	FIELD TECH (\$95 / HR)	JR. ENG (\$110 / HR)	A. VAN DYK (\$190 / HR)	P. ELL (\$220 / HR)	EXPENSES (COST+10%)
1 Project Management	--	--	3 hours	--	--
2 Review Shop Drawings and testing reports	--	10 hours	3 hours	--	--
3 Site reviews	20 hours	20 hours	5 hours	--	\$ 2 500
4 Schedules B, C-B	--	--	4 hours	2 hours	--
Time Sub-totals	20 hours	30 hours	15 hours	2 hours	--
Fee Sub-totals	\$ 1 900	\$ 4 400	\$ 2 850	\$ 440	\$ 2 500
Fee Total (excluding GST)	\$ 12 090				

Village of Hazelton

COUNCIL REPORT

Date: April 14, 2020

File: 1855-05

From: Lina Gasser, Chief Administrative Officer

SUBJECT: Community Emergency Preparedness Fund- Evacuation Route Planning

RECOMMENDATION:

That Council directs administration to apply to the Community Emergency Preparedness Fund-Evacuation Route Planning Stream for a regional project to complete and Evacuation Route Plan with the District of New Hazelton, and that the Village will manage the grant and cover any cost overruns.

REASON FOR REPORT:

To provide Council with an overview of the application for an Evacuation Route Plan.

DISCUSSION & ANALYSIS:

Administration undertook a revision of the Emergency Plan in 2019. During this process Administration realized there was no Evacuation Route Plan in place for the Village of Hazelton. An evacuation route was identified, but there was no in-depth study or alternative routes.

Administration has prepared an application for the Community Emergency Preparedness Fund-Evacuation Route Planning Stream. In an effort to attain a higher level of funding the Village asked neighbouring communities to partner. Gitanmaax did not respond to my inquiry, Gitxsan Government Commission has offered to provide a letter of support and New Hazelton is willing to pass a resolution to partner with us.

FINACIAL IMPLICATION

This grant covers up to 100% of the costs of developing a plan up to \$50,000. We will keep the project within this budget. If we are unsuccessful, we can reapply next year.

CONCLUSION:

Having a detailed Evacuation Route Plan is important for the Village to complement the Emergency Plan and also Emergency Operations in the event main accesses are compromised.

Lina Gasser
Chief Administrative Officer

Wendy Hunt

From: Marc Schibli <mschibli@rdks.bc.ca>
Sent: Monday, May 4, 2020 9:24 AM
To: Wendy Hunt
Cc: Yvonne Koerner
Subject: RE: transit

Hi Wendy,

I spoke with Lindsay Taylor, the Manager of Government Relations for BC Transit last week and got some ridership information as well as some comments from her regarding Hazelton area transit. They have seen a decrease in ridership due to COVID-19, which was expected, but they would not recommend a decrease in runs at this time as the Hazelton area is already operating on what they consider a minimum or essential level of service. She also said that prior to COVID-19, Hazelton had seen significant year over year growth in ridership. The statistics provided comparing 2019 to 2020 are below:

Jan 2019 – 1215
Jan 2020 – 1314
Increase of 8%

Feb 2019 - 971
Feb 2020 – 1166
Increase of 20%

March 2019 - 1307
March 2020 – 1154
Decrease of 12%

In terms of cost, BC Transit is anticipating their Annual Operating Agreements for the upcoming year to be sent out this week, and she indicated there would be some cost savings measures incorporated into this.

Please feel free to reach out if you have any additional questions on transit.

Thank you,

Marc Schibli, CPA, BA

Deputy Chief Financial Officer
Office: 250-615-6100 Toll Free: 1-800-663-3208 Fax: 250-635-9222
Email: mschibli@rdks.bc.ca

From: Yvonne Koerner <yvonnek@rdks.bc.ca>
Sent: Friday, April 24, 2020 4:34 PM
To: whunt@newhazelton.ca
Cc: Marc Schibli <mschibli@rdks.bc.ca>
Subject: RE: transit

Hi Wendy,

BRIEFING NOTE

**Prepared by: Wendy Hunt
May 11, 2020**

Reason for Briefing Note:

Changes to Community Center Fees Policy

Background:

The Community Center Fee Policy was originally created in the Spring of 2019 and was passed via resolution 7845/19 at the April 1, 2019 Council Meeting.

Update:

We have had numerous events in the community center and almost without fail, there have been traces of a white substance left in various washrooms in the building. It varies, sometimes, it is the women's, sometimes the men's and almost always in the accessible washroom. Traces of the compound are left on the counters and the toilet paper dispensers.

While we have never tested the substance, it is believed to be that of cocaine and it is left to our janitorial staff to clean up the substance. This puts them in an unsafe condition as it could be ingested through the dust particles as they are cleaning. It is the belief of administration that it should be up to the person/people that are renting the facility to ensure that our cleaning staff are not left in a vulnerable position by having to clean up illegal drugs.

Our policy already asks that the renters clean up vomit, feces, etc. and we are recommending adding an additional clause that any illegal drugs or drug paraphernalia would also need to be cleaned up. Administration is also recommending a \$200.00 charge to any renter who does not clean up the drugs or drug paraphernalia. It is hoped that the higher charge for non-compliance will ensure that the drugs are cleaned up after the event.

Recommendation:

Administration is recommending that Mayor and Council pass a resolution to adopt the revised Community Center Fee Policy as presented.

Revision/Review Log

[illegible]



DISTRICT OF NEW HAZELTON COMMUNITY CENTER FEES POLICY

1. It is recognized that as much as possible, costs involved in delivering services to the Community Center will be recovered by means of a user fee or charge, and that the user fees and charges should be reviewed annually. Fees will be in effect from January 01 – December 31 of each year.

It is common practice to recover all or part of the normal operating costs for facilities. Any cost above revenue generation will be borne by the taxpayers. Council should be comfortable with shouldering any overages in order to provide this service to the citizens of New Hazelton and surrounding area.

2. It is recommended that Council adopt the fee structure presented as fair and equitable for all users while trying to optimize cost recovery.
3. **User Fees** are suggested based on partial cost recovery. It will not be known what the full extent of costs will be until the Community Center has been in operation for at least one full year. Fees will be revisited prior to January, 2020. It is suggested that a further subsidization of 50% of fees be put in place for programs that involve children, arts and culture or community events as approved by the Chief Administrative Officer or his/her designate.

Fees for memorial services will be provided at the reduced rate of \$200.00 per booking. This rate is based on a 3 hour maximum time frame and is available during the day time hours of 9:00 am and 4:00 pm.

Fees including damage deposits must be paid in full one week prior to booking date. Damage deposits will be returned after an inspection is performed by the Public Works Superintendent or designate and the renter will be advised of any concerns that have arisen as a result of the inspection. This inspection will be done as soon as possible after the use of the facility, typically within one (1) day.

4. **Conference Room Guidelines**

- a. Rental rates are hourly unless otherwise noted in the fee schedule;
- b. Day rates are based on an 8 hour day;
- c. Half day rates are based on a 4 hour day;
- d. No charge is levied for normal equipment used in conjunction with room rentals or programs;
- e. Renters will be responsible for supplying their own materials such as coffee, tea, bottled water, etc.;
- f. Regular monthly meetings will have a reduced rate of \$20.00/meeting;

- g. Volunteer or community groups wishing to hold public meetings free of charge will be offered the use of the New Hazelton Meeting Center on a no fee basis. If the meeting is too large for the Meeting Center, the Chief Administrative Officer or designate will approve a change in the fee policy; and
- h. We respectfully ask that as much as possible, renters use the dishes provided in the room instead of paper/plastic etc. This will help us to be respectful stewards of the environment and reduce the amount of waste that will go to the landfill. Please stack the dishes to the side and the cleaning service will wash them and put them away.

5. Children 6 years and under

- a. ALL CHILDREN 6 YEARS AND UNDER ATTENDING PROGRAMS **MUST** BE ACCOMPANIED BY AN ADULT OR BE INVOLVED IN A PROGRAM WITH ADEQUATE SUPERVISION.

6. Cleaning/Janitorial/Damages

- a. All renters are expected to clean and put away the equipment that was used in accordance with the Rental Checklist attached in Schedule B;
- b. Renters who do not clean up after themselves will be charged a cleaning fee of \$20.00 per hour for the time required for the janitor to clean;
- c. Damage deposits will not be returned until the facility has been inspected for cleanliness and/or damage;
- d. Inspections will be performed by the Public Works Superintendent or designate and the renter will be advised of any concerns that have arisen as a result of the inspection;
- e. Repairs to damages beyond regular wear and tear will be subject to a fee of \$40.00 per hour; and
- f. If damages require an outside contractor, the renter will be billed in accordance with the charges from the contractor.

7. Rental Agreement/Bookings

- a. All renters must be twenty-one (21) years of age or older;
- b. All renters will be required to sign the rental agreement as set out in Schedule C;
- c. All booking will be done by calling Kylie Davis, Administrative Assistant at 250-842-6571 or via email at kdavis@newhazelton.ca;
- d. **Rental fees must be paid within one week of booking otherwise the booking will be cancelled; and**
- e. **Bookings cancelled within 6 days will be subject to a charge of 50% of the rental fee;**
- f. Renter assumes full responsibility for loss, theft, or damage to the hall or equipment during the rental period. **Any damage to the hall or grounds during the rental period must be reported immediately to Kylie at 250-842-6571;**
- g. **After the event**, the key must be returned to the District of New Hazelton office within 48 hours;
- h. Damage deposits will be returned once the inventory is counted and an inspection has been done. Typically within 48 hours;
- i. Hall equipment must remain within the hall;

- j. The building is a non-smoking facility. Renters must ensure that the hall is used as a non-smoking facility. Please use the butt dispenser outside to avoid fires and unsightly grounds;
- k. This facility is a drug free facility. Renters are encouraged to proactively work to keep drugs out of the building and off the premises. Renters will be responsible for cleaning any illegal drugs or drug paraphernalia from the building and the grounds. **Any traces of illegal drugs or drug paraphernalia found within the facility will result in an additional cleaning fee of \$200.00.** This is to protect the health and well being of our janitorial staff.
- l. Renters are responsible for returning the facility to a clean and orderly state according to the clean-up instructions issued to the renter;
- m. Renters using the kitchen facilities for commercial purposes should have Foodsafe certification;
- n. Tea-lights or battery operated candles only are permitted in the facility;
- o. No staples, nails, or tacks are to be used on the walls or ceiling. Any holes or damages caused by staples, nails, or tacks will be charged against the damage deposit;
- p. We ask that all renters make use of the dishes, glasses, cutlery, etc. that is provided with the facility. This will assist the District in its endeavours to be good stewards of the environment and keep as much garbage as possible out of the landfill.



**DISTRICT OF NEW HAZELTON
COMMUNITY CENTER
GENERAL CLEAN UP INSTRUCTIONS**

We hope that you have a successful event and your damage deposit will be returned in full. The room(s) you are using must be cleaned and left in an orderly state according to the following conditions:

Chairs

Must be neatly stacked on the dollies at the front of the room (15 chairs per dolly)

Tables

Must be cleaned (no tape, staples, or chewing gum) and neatly stored at the front of the room

Candles

Tea lights in safe holders or battery operated candles only

Kitchen

Must be left clean and in the state in which it was rented. Dishes must be washed according to the posted instructions and stored in their designated area. All surfaces should be washed and sanitized as per instructions posted. Dishwasher should be turned off and racks stacked neatly on the right hand side drain board. Sinks should be cleaned. Stove and ovens should be wiped down and spills cleaned. The freezer and fridge should be emptied of all personal items (note: items left will be removed by the janitorial staff at the end of the event) and any spills wiped away.

Walls/Ceilings

Any decorations attached to any part of the interior or exterior walls must be completely removed without damage to the walls, ceilings, or other finishes. Please take this into account when decorating for your function. **Absolutely no staples, tacks, nails, or duct tape, please!**

Floors

Must all be swept. Spills need to be wiped up; they are easier to clean as they happen than after the fact! The washing of the floors will be done by the janitorial staff.

Washrooms

Floors of the washrooms should be cleared of any human waste such as vomit, feces, or urine. It is much easier to clean when it happens than to wait until the janitorial staff comes in. **All traces of illegal drugs and or drug paraphernalia must be removed from the premises to avoid an additional \$200.00 cleaning fee.**

Garbage including empties

Please encourage your guests to use the bins placed throughout the facility to dispose of their garbage, empty bottles or cans. All empties should be bagged and either removed from the premises or left in the blue bin provided outside the facility. Garbage should be bagged and deposited in the green bin provided outside the facility.

Doors and key

It is the full responsibility of the renter to ensure that all doors are locked at the end of the event. All lights should be turned off and all interior doors (with the exception of the bathrooms) should be closed. The alarm should be turned on using the appropriate code that was given at the time of rental. **Please ensure that the doors leading to the washrooms are closed and locked before leaving.**

The western exit door going into the Red Apple parking lot is for emergency purposes only and should only be used in the case of an emergency.

The doors should be kept closed during dances or musical events so as to assist with minimizing the disturbance to residents living close by. It is important to respect the rights of those residences close by with the least amount of disturbance as possible.

Exterior/Grounds

Must be returned to their pre-rental condition. Thanks for picking up cigarette butts, bottles, cans, and garbage.

All traces of illegal drugs and or drug paraphernalia must be removed from the premises to avoid an additional \$200.00 cleaning fee.



**DISTRICT OF NEW HAZELTON
COMMUNITY CENTER
KITCHEN USE – GENERAL INSTRUCTIONS**

THE RANGE HOOD FAN **MUST BE TURNED ON** PRIOR TO USING THE STOVE OR OVEN. The button to turn it on is located on the right hand side of the hood. Please remember to turn the fan off after you have finished using the appliance.

Stove/ovens/grill

Before turning on the stove, grill or ovens, the range hood must be turned on in accordance with the directions above. The grates on the stove are made of cast iron and are extremely hot; please use caution when working around the stove. All pilot lights are on continuously so you should be able to turn the knob of area you want to heat. If there is a problem with the stove, make sure all knobs are turned off and call the emergency line for the District of New Hazelton 250-842-6571 and press "1" to reach the answering service. The oven on the right hand side is a convection oven meaning you are able to cook more than one tray evenly on each rack of the oven. The oven on the left hand side is a regular oven. The grill has been seasoned however small amounts of oil should be used to avoid sticking. The grill should be scraped and clean after use. For heavily soiled use, the grill should be cleaned using the black brick provided. This is done by placing approximately ¼ c of oil on the grill and rubbing the brick over all parts of the grill. It should then be scraped and wiped with paper towel and oil until clean. Please DO NOT use water and soap to clean the grill.

Dishwasher

The dishwasher takes approximately 10 minutes to heat to temperature, once at temperature, you can begin to wash dishes. It is acceptable to turn the dishwasher on once you arrive at the facility, that way it is ready to go when you are! The chemicals required for cleaning are pre-loaded into the washer so you are not required to add any. Dishes should be pre-rinsed in the sink and then loaded on the trays. The cutlery containers are placed in the flat trays and washes separately from the other dishes. Each load in the dishwasher can contain 1 flat tray on the bottom and one spiked tray on the top; they can also be used separately. Once the tray(s) is loaded in the dishwasher, pull the handle down and the wash cycle will begin. It takes approximately 1-2 minutes for each load. Once the cycle is complete, the green light in the upper right hand corner will go out and you are free to open the door. Dishes should be left to air dry and then be put away in the designated area. Pots and pans or heavily soiled items will need to be washed by hand. Lighter items such as the metal bowls will need to be washed by hand or placed in the open trays with another tray on top to keep them from bouncing around. Wine glasses should be washed using the utensil tray to avoid breakage. Once you are finished all of the dishes leave the lid up/open and turn the dishwasher off. Trays can be neatly stacked

on the right hand side of the dishwasher. **In accordance with Northern Health regulations, all dishes should be air dried.**

Equipment/Dishes

All dishes and equipment provided in the kitchen are available for use by the renter. It is expected that all equipment/dishes that are used will be washed, sanitized and put away according to the posted directions. The renter is responsible for any damage to or loss of equipment while using the facility. The silver trays provided are safe for the oven and can be used for baking, roasting, etc.

Floors/Walls/Counters

The floors should be dry swept once you are done for your event. All surfaces should be wiped and sanitized in accordance to the sanitization plan attached. Walls only need to be washed/sanitized if there are splashes made during usage. There is a sanitization bottle prepared and kept by the dishwashing sink for your use in spot cleaning and wiping of counters and tables at the end of your event.

Fridge/Freezer

The fridge and freezer are available for your use and pre-set to Northern Health regulations. **Please do not adjust the temperatures.** We ask that you wipe up all spills and sanitize the area as the spill occurs. If you are using the freezer to cool down food items, please be advised that if you put items straight from the stove or oven to the freezer there will be some condensation that develops. This should be wiped up with paper towel as soon as possible.



**DISTRICT OF NEW HAZELTON
COMMUNITY CENTER
CONFERENCE ROOM – GENERAL INSTRUCTIONS**

The conference room is equipped with a smart TV, wifi, coffee maker, kettle, and dishes. The renter is responsible for any damages that occur in the room as well as any missing inventory. This amount will be deducted from the damage deposit. If the damage or missing inventory is more than the amount of the damage deposit, the renter will be invoiced for the remaining amount owing.

The renter is responsible for providing their own coffee, tea, bottled water, sugar, etc. Should you wish catering services, the District has a list of people who provide this service.

Used dishes should be stacked on the counter and all food scraps put in the garbage. Janitorial staff will clean the dishes and return them to the room. Garbage and recyclables should be separated into the appropriate bins.

Renters are welcome to change the configuration of the room if needed however we ask that it be returned to its pre-rental configuration once you are done. Extra tables can be provided if necessary with advance notice.

The wifi connection is:

Wifi: Community Center
Pswd: D@nhCC\$!

The remote is on the back of the TV mount. If you have a Windows 10 laptop, you can connect to it wirelessly. You must be connected to the wifi first to utilize this.

On the TV remote, press the Home button. You will see Netflix, youtube, facebook etc displayed along the bottom of the screen. Scroll over until you see ScreenCast. Press OK.

On your laptop, press the **Windows Key + P**. choose "Connect to a wireless Display". You will see ScreenCast show up in the list of devices. Click on it and wait until you see your screen show up on the TV.



SCHEDULE A

Rental Fees

**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RATE SCHEDULE**

OFFICE #1

Daily	\$ 50.00
Week	\$175.00
Month	\$500.00
Damage Deposit	\$250.00

OFFICE #2 (Semi Furnished)

Daily	\$ 50.00
Week	\$175.00
Month	\$575.00
Damage Deposit	\$250.00

Daily and weekly rates include cleaning services. Monthly tenants are responsible for their own cleaning services. All rates include heat, hydro, and wifi services.

KITCHEN

Hourly	\$ 20.00
Half Day	\$ 50.00
Daily	\$100.00

Damage Deposit \$ 50.00

Rates include use of equipment, limited janitorial services and wifi.

HALL – W/O KITCHEN

Hourly	\$ 70.00
Half Day	\$275.00
Full Day	\$500.00
Memorial Services	\$200.00 (3 hours maximum between the hours of 9:00 am & 4:00 pm)
Dances	\$500.00

Damage Deposit \$250.00

Rates include wifi and limited janitorial services.

HALL – INCLUDING KITCHEN

Hourly	\$ 90.00
Half Day	\$350.00
Full Day	\$600.00
Memorial Services	\$200.00 (3 hours maximum between the hours of 9:00 am & 4:00 pm)
Dances	\$600.00

Damage Deposit \$300.00

Rates include wifi and limited janitorial services.

CONFERENCE ROOM

Hourly	\$ 30.00
Half Day	\$110.00
Full Day	\$200.00

Damage Deposit \$100.00

Rates include wifi, use of coffee equipment, dishes, and limited janitorial services.

CONFERENCE ROOM – WITH KITCHEN

Hourly	\$ 50.00
Half Day	\$150.00
Full Day	\$300.00

Damage Deposit \$150.00

Rates include wifi, use of coffee & kitchen equipment, dishes, and limited janitorial services.

SCHEDULE B

Rental Checklists





DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – CONFERENCE ROOM

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

	Renter – checked	Inspector - Checked
Counter wiped		
Dishes set aside for cleaning		
Tables wiped		
Floor swept		
Recycling bagged		
Garbage bagged and put in bin		
Personal items removed		
Doors locked		
Inventory		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – HALL**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

	Renter – checked	Inspector - Checked
Chairs put away		
Tables wiped		
Tables put away		
Floor swept		
Garbage bagged and put in bin		
Recycling bagged		
Personal items removed		
Doors to washroom closed and locked		
Doors locked		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – KITCHEN**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

PLEASE NOTE: HOOD FAN MUST BE TURNED ON BEFORE USING THE STOVE OR OVEN

	Renter – checked	Inspector - Checked
Dishes washed		
Cleaned dishes put away/dishwasher empty		
Counters wiped		
Floors swept		
Stove wiped		
Oven/stove turned off (pilot light stays on)		
Sink rinsed		
Recycling bagged		
Garbage bagged and placed in garbage bin		
Personal food removed from fridge and freezer		
Personal items removed		
Passway window closed and locked		
Doors locked		
Inventory		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____



**DISTRICT OF NEW HAZELTON COMMUNITY CENTER
RENTAL CHECKLIST – OFFICE**

Renter: _____ Phone #: _____

Address: _____

Date key picked up: _____ Returned: _____

	Renter – checked	Inspector - Checked
Dishes cleaned and put away		
Counter wiped		
Desk wiped		
Sink cleaned		
Garbage bagged and put in bin		
Recyclables put in bin		
Personal items removed		
Door locked		

Damages above normal wear and tear: _____

Estimated time to repair damages: _____ hrs

Hourly rate for damage repair: \$40.00

Total amount of damage repair: _____

Approved for damage deposit return: _____

Damage deposit returned: _____

Damage deposit received: _____

MIABC Associate Membership Resolution

That, the District of New Hazelton approve Allan Berg, as an Associate Member with the Municipal Insurance Association of BC and approve the completion of the Service Provider Agreement to provide liability insurance for the purposes of building inspection. All associated costs of the membership and liability coverage will be the responsibility of the District of New Hazelton. The effective date of coverage will be May 1, 2020.

UBCM Asset Management Planning Grant Resolution

THAT Council directs administration to apply to the Union of British Columbia Municipalities Asset Management Planning program to assess the municipality's wastewater system AND THAT the District will manage the grant and cover any cost overruns.

FCM Asset Management Program Resolution

THAT Council directs administration to apply to the Federation of Canadian Municipalities Municipal Asset Management Program to assess the municipality's wastewater system AND THAT the District will manage the grant and cover any cost overruns.