

DISTRICT OF NEW HAZELTON  
REGULAR MEETING OF COUNCIL

Monday, October 5, 2020  
Erwin Stege Community Center - Conference Room

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the September 14, 2020 regular meeting

(3) PETITIONS & DELEGATIONS:

- a) Staff Sargent Darren Durnin, New Hazelton RCMP Detachment Commander

(4) UNFINISHED BUSINESS:

- a) Washroom for downtown area – briefing note from R. Smith, Public Works Superintendent
- b) Opening our facilities for public use during COVID-19 – briefing note from W. Hunt, CAO

(5) CORRESPONDENCE: None

(6) REPORTS: None

(7) BYLAWS: None

(8) NEW BUSINESS:

- a) Council Schedule:
  - November 2            Regular Council Meeting
  - December 7          Regular Council Meeting
  - January 4            Regular Council Meeting
- b) Northern Development Initiative Trust Grant Application Resolution – Outdoor Fitness Equipment
- c) Northern Development Initiative Trust Grant Application Resolution – Outdoor Rink Replacement
- d) Bulkley Foundation Grant Application – Outdoor Fitness Equipment
- e) FireSmart's Community Resiliency Investment Fund – FireSmart Awareness Community Engagement Program – Grant Application

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

Adjournment

DISTRICT OF NEW HAZELTON  
REGULAR COUNCIL MEETING  
SEPTEMBER 14, 2020  
ERWIN STEGE COMMUNITY CENTER  
CONFERENCE ROOM

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

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

STAFF PRESENT: W. Hunt  
R. Carlé

2) MINUTES:

RESOLUTION 7977/20

MOVED & SECONDED

That, the minutes of the August 10, 2020 regular meeting be accepted as circulated.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS: None

5) CORRESPONDENCE:

RESOLUTION 7978/20

MOVED & SECONDED

That, a letter of support be sent to Prime Minister Trudeau to increase broadband coverage in rural Canada.

CARRIED

6) REPORTS:

a) Mayor Lowry – Reported on Northwest Regional Health board meeting.

7) BYLAWS:

- a) District of New Hazelton Volunteer Fire Department Service Level Establishment & Fire Regulation Bylaw No. 354, 2020

RESOLUTION 7979/20

MOVED & SECONDED

That, the District of New Hazelton Volunteer Fire Department Service Level Establishment & Fire Regulation Bylaw No. 354, 2020 be adopted as presented.

CARRIED

- b) District of New Hazelton Permissive Tax Exemption Bylaw No. 355, 2020

RESOLUTION 7980/20

MOVED & SECONDED

That, the District of New Hazelton Permissive Tax Exemption Bylaw No. 355, 2020 be adopted as presented.

CARRIED

- c) District of New Hazelton Zoning Amendment Bylaw No. 356, 2020

RESOLUTION 7981/20

MOVED & SECONDED

That, the District of New Hazelton Zoning Amendment Bylaw No. 356, 2020 be given the third reading and adopted.

CARRIED

- d) District of New Hazelton Repealing Bylaw No. 357, 2020

RESOLUTION 7982/20

MOVED & SECONDED

That, the District of New Hazelton Repealing Bylaw No. 357, 2020 be adopted as presented.

CARRIED

8) NEW BUSINESS: None

10) ADJOURNMENT:

RESOLUTION 7983/20

MOVED & SECONDED

That, the meeting be adjourned 7:38 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF , 2020

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

\_\_\_\_\_  
MAYOR



## **BRIEFING NOTE**

**Prepared by: Roger Smith**

**September 17, 2020**

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

Staff was requested by Council to investigate the feasibility of a public restroom on municipal property in the downtown area.

### **Background:**

The District received a letter from a local business owner urging Council to consider a public washroom in the downtown core after experiencing issues with the misuse of their washroom facilities. The District has not received any other complaints from local businesses regarding customers using their washrooms. The laundromat is not typically staffed during business hours and the likely reason for the number of issues they experience. When comparing to other communities of similar size, the Village of Telkwa has one washroom located at Eddy Park just off the side of Highway 16 however not in its downtown core and closed during the winter months; the District of Port Edward has two porta potties, one at their ball field and one located at their boat launch; the Town of Smithers has one washroom located within the first three blocks of its Main Street; and the Village of Burns Lake has one washroom in their Spirit Square however none in the downtown core. The District of New Hazelton provides two washroom facilities, one at each end of the municipality which, while not ideally located, is still more than some of the other larger or similar sized communities.

### **Update**

The parking lot adjacent to the Skateboard Park is the most centrally located District owned property in the downtown core. Sanitary sewer services are located in the alley behind the property however water supply would have to come up the alley and across Mcleod Street, approximately 200ft away. Electrical is located at the back of the Skateboard Park. Situating a public washroom on this property would eliminate a minimum of two parking spots in an already congested area and make winter snow clearing operations cumbersome. The only other District owned property in the downtown area is Mural Park. Choosing this site would not likely alleviate the problem at the laundromat, due to its closer distance to the bus stop and foot traffic near their unstaffed business.

Installing a public washroom of similar construction type as the one provided at the Visitor Centre will undoubtedly be prone to vandalism, misuse and higher utility costs if provided year-round. The cost to construct a concrete block building and connect to District services is estimated at \$50-60k, with additional staff time, utility costs and supplies of \$3-4k annually. This would also involve having staff come in on weekends for cleaning, disinfecting (during COVID), and garbage removal, which would mean additional overtime costs.

Many municipalities in BC have looked to pre-constructed washrooms (Portland Loo), designed to alleviate many of the problems associated with conventional public washrooms, with the primary concern of vagrancy in a heated structure in the winter. A preconstructed public washroom does come

with a high price tag (\$200k + connections) and doesn't completely address 24/7 year-round access due to operational issues below -15 Celsius.

Grant funding is available through NDIT however it should be noted that the District already plans to apply for grant funding for more exercise equipment at Allen Park and relocate the outdoor ice rink from its current location. Both of these items have been on the capital plan for the last two years. Adding a third grant funding request to the same grant intake would likely result in the District having to choose one project over the other.

**Recommendation:**

Administration recommends that Council not pursue a public washroom in the downtown area at this time.

## **BRIEFING NOTE**

**Prepared by: Wendy Hunt  
September 30, 2020**

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

At its June 1<sup>st</sup> council meeting, Mayor and Council passed Resolution No. 7959/20 to closed the New Hazelton Meeting Center and Erwin Stege Community Center until further notice. It was further resolved to re-evaluate the situation at its October 5<sup>th</sup> council meeting.

### **Background:**

In March, 2020, Canada and the World was struck with a world-wide pandemic called COVID-19. As a result, it changed the way many businesses and government entities do business. Many industries closed or changed their focus to assist with meeting the needs of COVID; manufacturing masks, sanitizers, and other personal protective equipment. Offices and businesses closed their doors to the public due to public health orders and/or fears regarding the pandemic. Many employees began working from home or lost their jobs due to business closures. Throughout this pandemic, the District of New Hazelton office has remained open using social distancing and enhanced cleaning protocols as ordered by WorkSafe BC and the Provincial Health Officer.

### **Update**

We have had an increased number of requests to use our facilities for meetings and gatherings with all potential users pledging to follow the provincial health orders regarding social distancing and sanitization. We have continued to tell potential users of our facilities that we will not be considering opening the facilities until the October 5<sup>th</sup> council meeting.

The Provincial Health Officer has approved a gradual restart to the opening of facilities within the province with very strict guidelines. Banquet facilities remain closed at this point and the order regarding the size of gatherings is still limited to less than 50 people. Contact tracing methods must be used and strict sanitization protocols and safe work plans must be in place.

The Regional District of Kitimat Stikine has opened their Thornhill Community Center and agreed to share their protocols with us in case we wish to make the decision to open our facilities.

Some of the most important considerations that must be taken into account when thinking of reopening our facilities are:

- Hours of operation (this is important as staff will need to be able assess the amount of people that are in the facility at one time);



- Increased costs for cleaning (the facility will need to have a deep clean after each use);
  - Recommendation to not allow any “free” rentals due to the costs involved
- What types of activities will be allowed within the facility;
  - No dances, banquets, or physical activities
- What modifications to our usual rental agreements must be made; and
- Will the facility be open for general use or restricted use?

After consultation with the Mayor, we allowed the facility to be used by the RCMP for a community meeting in September and we currently use the conference room as our Council Chambers in order to practice social distancing rules. Any groups larger than 12 would have to use the main hall portion of the facility in order to practice safe distancing protocols. Elections BC has tentatively booked the facility for the BC Provincial Election. Advanced polling days are October 16<sup>th</sup>, 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> with voting day on October 24<sup>th</sup>. The Regional District would like to use the facility for a public hearing on October 20<sup>th</sup>.

**Recommendation:**

Administration would like to make the following recommendations:

- that Council consider opening the Erwin Stege Community Centre and the New Hazelton Meeting Center using the guidelines from the RDKS facilities provided a custodian can be secured for cleaning after each use;
- that users of the building are charged a cleaning fee;
- that no free usages be permitted; and
- that the buildings be opened between the hours of 8:00 am and 5:00 pm unless special arrangements have been made with the CAO or designate (ie. election and public hearing for RDKS).



## Kylie Davis

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**To:** Wendy Hunt  
**Subject:** RE: FireSmart

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**From:** Lina Gasser <[lgasser@hazelton.ca](mailto:lgasser@hazelton.ca)>  
**Sent:** Wednesday, September 23, 2020 8:36 AM  
**To:** Wendy Hunt <[whunt@newhazelton.ca](mailto:whunt@newhazelton.ca)>  
**Subject:** FireSmart

Hi Wendy,

Daniel and I chatted with Wes the Fire Prevention Specialist in Smithers yesterday about submitting another FireSmart application. This year was a little slow to get started but Dana did lay some good ground work that we can build on for next year. The funding is really for that education piece not so much the doing the work of FireSmarting a property.

If New Hazelton is in to partner again we will need a resolution to that affect. Deadline for application is October 9<sup>th</sup> but resolutions can be provided later if your meeting is after that. Last year we got \$25,000 for each community this year we can get \$50,000 for each community. I don't foresee us needing \$100,000 but I will work on a budget for Daniel.

This was your resolution last year "That, the District of New Hazelton apply with the Village of Hazelton to FireSmart's Community Resiliency Investment Fund for a FireSmart Awareness Community Engagement Program." Something similar will work. Let me know your thoughts.

Cheers,

Lina Gasser  
Chief Administrative Officer  
Village of Hazelton  
4310 Field Street Box 40  
Hazelton, BC V0J 1Y0  
Telephone: 250 842 5991  
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# Hazelton & Area FireSmart Education Strategy

Summer/Fall 2020

Prepared by Dana Hibbard September, 2020



The Village of Hazelton, in cooperation with the District of New Hazelton has received funding for FireSmart education. A FireSmart Education coordinator has been hired to facilitate the education work in summer and fall of 2020. An education strategy has been developed by the coordinator to guide their work throughout the contract.

The education strategy has four key components; networking, public engagement and outreach, resource creation and legacy work. These components are defined and elaborated on below.

#### **Component 1: Networking**

Engaging with local groups about the FireSmart education project with the purpose of identifying opportunities to collaborate, informing the work done in the project to ensure it compliments and builds on existing community strengths and resources and connecting the coordinator with property owners with the goal of engaging them in FireSmart activities on and around their home.

#### **Component 2: Resource Creation & Acquisition**

Building on the FireSmart BC and FireSmart Canada resources and tools that currently exist resources will be created with a local focus to support with the education strategy.

#### **Component 3: Public Engagement & Outreach**

Raising awareness amongst the public about FireSmart and its disciplines, the risk of wildfire and opportunities to increase local resilience to wildfires and empowering community members to take action around their home and beyond based on FireSmart principles.

The secondary goal of this component is to make local property owners aware of the opportunity to have a free FireSmart consultation to support them in their FireSmart activities

#### Component 4: Legacy Work

As this is the first FireSmart project of this nature to take place in the Hazeltons, the coordinator will maintain a long-term perspective and endeavor to ensure that resources and relationships created through the project can be used beyond the duration of the coordinator position and to enable future work by local stakeholders.

The following tables outlines the activities and deliverables associated with each component in more detail.

Component	Activity	Status
Networking	<ul style="list-style-type: none"><li>• Present to Kispiox Valley Community Centre Association and request support in reaching landowners regarding free FireSmart assessments</li><li>• Meet with Nathan Combs from the Gitksan Government Commission and look for ways to collaborate and engage members of the Gitksan communities</li><li>• Reach out to Hazelton Rainmakers Unit Crew regarding opportunities to collaborate, their willingness and ability to participate in the project</li><li>• Contact administration at New Hazelton elementary, Majagaleehi Gali Aks Elementary, Kitwanga elementary,</li></ul>	<p>Met in early July, learned that the KVCCA has a designated FireSmart contact who attended a workshop and is providing free assessments to property owners</p> <p>Met in late June, agreed to share information and opportunities as they arise</p> <p>Due to restrictions on public events and gatherings, opted to not contact the Unit Crew. Could be a potential partner for future projects. Ex: may be able to do brushing, clearing, etc.</p>



	Kispiox elementary, Hazelton Secondary School, Coast Mountain College and Gitxsan Wet'suwet'en Education Society regarding the opportunity to provide resources or to make presentations in the fall	Completed in August. Can we provide kits to individual schools that are interested?
Resource Creation & Acquisition	<ul style="list-style-type: none"> <li>Contract a graphic designer to assist with creation of locally focused materials</li> <li>Planned resources are a brochure, magnet, poster and series of video clips</li> <li>Order a FireSmart kit from FireSmart BC</li> <li>Design and produce a booth/FireSmart display</li> <li>Order "FireSmart Begins at Home Manual"</li> <li>Order educational material for schools if available</li> </ul>	<p>Complete</p> <p>All are complete, animation is under review</p> <p>Ordered and arrived</p> <p>Completed and was used for three weeks of public outreach. Would you like the display at the Village Office? Will need to be refreshed (weather damage).</p> <p>Ordered and distributed during public outreach. There are extra copies, could return or keep for future outreach.</p> <p>See FireSmart kit above.</p>
Public Engagement & Outreach	<ul style="list-style-type: none"> <li>Place an insert in Bulkey Browser introducing the project and informing the public of upcoming opportunities to learn more</li> <li>Create a Hazelton FireSmart page on Facebook</li> </ul>	<p>Ads ran for July, August and September</p> <p>Has been in place since mid June. Plan for transition?</p>

	<ul style="list-style-type: none"> <li>• Post weekly tips and educational content, goal of 2-3 posts per week. Share posts and content from Firesmart BC, Firesmart Canada and other educators</li> <li>• Package with magnet, brochure and additional info will be distributed via Canada Post to all households in the area</li> <li>• Run a Firesmart contest with prizes; those who submit before and after photos of a Firesmart activity they did on their property will be entered in a draw</li> <li>• Have a booth in public places such as Gitamaax market, Farmer's market and the bakery. Goal of 3-5 days of public outreach, more if effective</li> <li>• Home Assessments; to be advertised in the Browser, on social media and in the mail drop. Goal of 10 properties in Village of Hazelton, 20 in District of New Hazelton and maximum of 20 additional properties as interest and time allows</li> <li>• Outreach to specific properties to set up an assessment (as required)</li> </ul>	<p>Ongoing</p> <p>To be distributed in September</p> <p>Did not receive approval to use budget for prizes, could be an idea for the future</p> <p>5 days of public outreach completed with two youth educators who completed the Firesmart 101 online training.</p> <p>Began advertising in July. Uptake has been low with only one assessment completed.</p> <p>If time allows will do phone outreach to residents using the list you provided.</p>
Legacy Work	<ul style="list-style-type: none"> <li>• A report of relationships established and future opportunities identified through the project as well as recommendations for next steps will be provided upon completion of the project.</li> </ul>	September

	<ul style="list-style-type: none"><li>• Digital copies of all materials created will be provided to the Village of Hazelton upon completion</li><li>• Additional print materials will be in place for future use if requested</li></ul>	<p>“</p> <p>Would you like a USB with these or for email copies?</p> <p>Let me know if there is anything you'd like to have on hand. Ex: magnets, brochures, home owner's manuals.</p>
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Title	Cost	Outcome
Firesmart Coordinator- 6 months (500 hrs)	\$2575 x 6 months= \$15,450	Lead Firesmart education in Upper Skeena area/ Hazeltons.
Firesmart Summer Students- 4 months (320 hrs)	\$1,200 x 4 months = \$4,800  X2 students= \$9,600	Work with coordinator to educate community members on Firesmart
Community awareness events x3 -Village of Hazelton -District of New Hazelton -RDKS Area B	\$5,000 x 3= \$15,000	Community bbq and events to promote fire smart in the Village, District and Area B.
Promotion and educational materials	\$5,000	Budget to produce posters and educational campaign to inform residents.
LFR workshop so that coordinator can conduct Firesmart inspections/ inspections of properties.	\$5,000	Budget to conduct inspections.
Total	\$50,050	