

DISTRICT OF NEW HAZELTON
REGULAR MEETING OF COUNCIL

Monday, February 1, 2021
Erwin Stege Community Center - Conference Room

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the January 11, 2021 regular meeting

(3) PETITIONS & DELEGATIONS:

- a) CN Rail - Presentation on Rail Safety
- b) Staff Sargent Durnin – Third Quarter Update

(4) UNFINISHED BUSINESS: None

(5) CORRESPONDENCE:

- a) NAV Canada Air Traffic Control Services - NCLGA – Request for Letter Support
- b) RDKS Hazeltons' Regional Transit Amendment Bylaw – Request for Resolution

(6) REPORTS: None

(7) BYLAWS:

- a) 2021-2025 Financial Plan Bylaw No. 358, 2021 – 3rd Reading

(8) NEW BUSINESS:

- a) Council Schedule:
 - March 1 Regular Council Meeting
 - April 12 Regular Council Meeting
 - April 26 Regular Council Meeting

Adjournment

DISTRICT OF NEW HAZELTON
REGULAR COUNCIL MEETING
January 11, 2021
COUNCIL CHAMBERS

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

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

REGRETS: Councillor M. Weeber

STAFF PRESENT: W. Hunt
R. Carlé

2) MINUTES:

RESOLUTION 7999/21

MOVED & SECONDED

That, the minutes of the November 2, 2020 regular meeting be accepted as presented.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS:

a) Evacuation Route Planning Grant

RESOLUTION 8000/21

That, the District of New Hazelton supports the Village of Hazelton to submit a regional Evacuation Route Planning application on behalf of both communities, and agrees to the Village of Hazelton managing the grant and receiving all grant funds if the project is approved.

CARRIED

- b) Outdoor Ice Rink Location

RESOLUTION 8001/21

That, the District of New Hazelton staff look into other options for off season of the rink surface.

CARRIED

5) CORRESPONDENCE: None

6) REPORTS:

- a) Councillor Sturney

Will be attending the final Crime Stoppers meeting Jan. 12, 2021 as it moving its services to Prince George.

- b) Councillor Henwood

Advised that the CHIC meetings will begin again on a more regular basis.

- c) Mayor Lowry

Reported on the December RDKS meeting.

7) BYLAWS:

- a) 2021-2025 Financial Plan Bylaw No. 358, 2021

RESOLUTION 8002/21

MOVED & SECONDED

That, the District of New Hazelton 2021-2025 Financial Plan Bylaw No. 358, 2021 be given its third reading.

CARRIED

8) NEW BUSINESS:

- a) Council Schedule

RESOLUTION 8003/21

MOVED & SECONDED

That, the District of New Hazelton Council Meeting Schedule be adopted as presented.

CARRIED

- Councillor Sturney would like to be signed up for the Virtual BC Natural Resources Forum

- b) Northern Development Initiative Trust Grant Application – Garbage/Recycling Receptacles Replacement

RESOLUTION 8004/21

MOVED & SECONDED

That, the District of New Hazelton make an application to the Northern Development Initiative Trust for Community Places funding program, Main Street Revitalization stream, in the amount of \$50,000.00. The District of New Hazelton commits to any cost overruns or changes in pricing for the project.

CARRIED

- c) UBCM Community Emergency Preparedness Fund Grant Application

RESOLUTION 8005/21

MOVED & SECONDED

That, the District of New Hazelton apply to the UBCM Community Emergency Preparedness fund – Emergency Support Services grant program in the amount of \$25,000.00. The District commits to any cost overruns or price discrepancies that may arise.

CARRIED

- d) Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream

RESOLUTION 8006/21

MOVED & SECONDED

That, the District of New Hazelton apply to the Canada Infrastructure Program – COVID-19 Resilience Infrastructure Stream in the amount of up to \$805,000.00 for the purpose of securing a generator to support the community's emergency response in the event of a widespread emergency. The District of New Hazelton commits to any cost overruns for the project.

CARRIED

10) ADJOURNMENT:

RESOLUTION 8007/21

MOVED & SECONDED

That, the meeting be adjourned 7:42 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2020

CHIEF ADMINISTRATIVE OFFICER

MAYOR

Wendy Hunt

From: NCLGA Admin <admin@nclga.ca>
Sent: Monday, January 18, 2021 3:47 PM
To: admin@nclga.ca
Subject: NCLGA Letter Regarding Current NAV Canada Aeronautical Studies
Attachments: NCLGA_Letter_NAVCAN.pdf; NCLGA_Member_Letter_Template_NAVCAN.pdf

Dear Mayors, Board Chairs and CAOs of NCLGA Member Communities,

As you may be aware, Nav Canada is currently conducting aeronautical studies, which involve reviewing air traffic service requirements at several regional airports, including airports in Prince George, Dawson Creek, Fort St. John, and Fort Nelson. Nav Canada expects to make a final decision regarding any possible service adjustments by March 2021.

Due to the potential impact on our member communities, NCLGA emailed a letter to Nav Canada earlier today and copied several politicians on the correspondence. Please refer to the first attached letter.

NCLGA invites members to submit similar letters to Nav Canada in support of fellow members. Please refer to the second attached document - NCLGA Member Letter Template NAV CAN. NCLGA encourages you to include these letters as correspondence in meeting packages for upcoming council and board meetings to potentially discuss submitting a letter to Nav Canada.

If you have any questions about this information, please do not hesitate to contact me.

Kind Regards,

Susan Chalmers

Executive Coordinator

North Central Local Government Association

T: 250-564-6585

E: admin@nclga.ca

[NCLGA Website](#) | [Facebook](#) | [Twitter](#)



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January 18, 2021

NAV CANADA
P.O. Box 3411 Station T
Ottawa, ON K1P 5L6

By Email

Attn: Heather McGonigal, Assistant Vice President, Stakeholder Relations and Communications
Jonathan Bagg, Senior Manager, Stakeholder and Industry Relations
Brian Stockall, Manager, Level of Service
Tod Davidson, Manager, IFR Level of Service and Aeronautical Studies

Dear Ms. McGonigal, Mr. Bagg, Mr. Stockall and Mr. Davidson:

The North Central Local Government Association would like to express our shared concern and provide support to our members, including the City of Dawson Creek, City of Fort St. John, City of Prince George and Northern Rockies Regional Municipality, regarding the recent Aeronautical Study process at the:

- Dawson Creek Regional Airport (YDQ),
- North Peace Regional Airport (YXJ), and
- Northern Rockies Regional Airport (YYE),
- Prince George Airport (YXS).

Any reductions in NAV Canada air traffic control services or workforce adjustments at some airports would negatively impact the safety, social, health, environmental and economic well-being of our member communities throughout the region.

Established in 1955, the NCLGA is the advocacy body for local government elected officials in north-central British Columbia. As a non-partisan, non-profit association, the NCLGA aspires to provide a voice for communities whose voices are often left unheard because of their size or location.

Thank you for your attention on this matter. Please do not hesitate to reach out for further discussion.

Sincerely,

Sarrah Storey
President, NCLGA

cc: The Honourable Omar Alghabra, M.P., Minister of Transport
The Honourable John Horgan, M.L.A., Premier of British Columbia
The Honourable Rob Fleming, M.L.A., Minister of Transportation and Infrastructure
Mr. Bob Zimmer, M.P.
Mr. Todd Doherty, M.P.
Mr. Mike Morris, M.L.A.
Ms. Shirley Bond, M.L.A.
Mr. Dan Davies, M.L.A.
Mr. Mike Bernier, M.L.A.
Mr. Dale Bumstead, Mayor, City of Dawson Creek
Mr. Gary Foster, Mayor, Northern Rockies Regional Municipality



Ms. Lori Ackerman, Mayor, City of Fort St. John
Mr. Lyn Hall, Mayor, City of Prince George
Mr. Art Kaehn, Chair, Regional District of Fraser-Fort George
Mr. Brad Sperling, Chair, Peace River Regional District

January X, 2021

NAV CANADA
P.O. Box 3411 Station T
Ottawa, ON K1P 5L6

By Email

Attn: Heather McGonigal, Assistant Vice President, Stakeholder Relations and Communications
Jonathan Bagg, Senior Manager, Stakeholder and Industry Relations
Brian Stockall, Manager, Level of Service
Tod Davidson, Manager, IFR Level of Service and Aeronautical Studies

Dear Ms. McGonigal, Mr. Bagg, Mr. Stockall and Mr. Davidson:

The [Insert Member Name] would like to express our shared concern and provide support to our associated members, including the City of Dawson Creek, City of Fort St. John, City of Prince George and Northern Rockies Regional Municipality, regarding the recent Aeronautical Study process at the:

- Dawson Creek Regional Airport (YDQ),
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Any reductions in NAV Canada air traffic control services or workforce adjustments at some airports would negatively impact the safety, social, health, environmental and economic well-being of member communities throughout the region.

Thank you for your attention on this matter. Please do not hesitate to reach out for further discussion.

Sincerely,

[Insert Signature]

[Insert Name]

[Insert Title, Insert Member Name]

cc: The Honourable Omar Alghabra, M.P., Minister of Transport
The Honourable John Horgan, M.L.A., Premier of British Columbia
The Honourable Rob Fleming, M.L.A., Minister of Transportation and Infrastructure
Mr. Bob Zimmer, M.P.
Mr. Todd Doherty, M.P.
Mr. Mike Morris, M.L.A.
Ms. Shirley Bond, M.L.A.
Mr. Dan Davies, M.L.A.
Mr. Mike Bernier, M.L.A.
Ms. Sarrah Storey, President, North Central Local Government Association
Mr. Dale Bumstead, Mayor, City of Dawson Creek
Mr. Gary Foster, Mayor, Northern Rockies Regional Municipality
Ms. Lori Ackerman, Mayor, City of Fort St. John
Mr. Lyn Hall, Mayor, City of Prince George
Mr. Art Kaehn, Chair, Regional District of Fraser-Fort George
Mr. Brad Sperling, Chair, Peace River Regional District



Regional District of
Kitimat-Stikine

300-4545 Lazelle Avenue
Terrace, B.C. V8G 4E1
Tel 250-615-6100
Fax 250-635-9222

Our File No. Bylaw 750

January 28, 2021

Lina Gasser, Chief Administrative Officer
Village of Hazelton
PO Box 40, 4310 Field St
Hazelton, BC V0J 1Y0
Via e-mail – lgasser@hazelton.ca

Wendy Hunt, Chief Administrative Officer
District of New Hazelton
PO Box 340, 3026 Bowser St
New Hazelton, BC V0J 2J0
Via e-mail – whunt@newhazelton.ca

**Re: Hazeltons' Regional Transit Local Service Area Establishment Amendment Bylaw
#750, 2021**

The Regional District is seeking resolutions from the Village of Hazelton and District of New Hazelton Councils consenting to the adoption of the "Hazeltons' Regional Transit Local Service Area Establishment Amendment Bylaw #750, 2021".

This Bylaw was given first and second reading at the January 22, 2021 meeting of the Regional District board and requires consent of at least two thirds of the participants prior to adoption.

Participants include the Village of Hazelton, the District of New Hazelton, and a portion of Electoral Area "B". Electoral Area Director consent has already been obtained.

Regional District of Kitimat-Stikine Hazeltons' Regional Transit Bylaw No. 750, 2021 proposes a 25% increase to the tax requisition limit. This increases the tax limit to \$46,875 or \$0.38/\$1,000 of net taxable value of land and improvements, whichever is greater. Elector assent and Inspector of Municipalities approval is not required because the amendment of the tax requisition limit by 25% meets regulation requirements.

Since the introduction of the Highway 16 expansion to the Hazeltons' Regional Transit Service in 2017 this function has consistently been in a deficit despite the use of Community Works Gas Tax Funds and additional BC Transit funding to alleviate pressure. The current requisition limit of \$37,500 is not sufficient to cover the local government share of costs.

This increase would result in a requisition for transit services of approximately \$8,401 from the Village of Hazelton (\$6,358 in 2020) and \$18,170 from the District of New Hazelton (\$14,443 in 2020).

The Hazeltons' Regional Transit Service is scheduled to receive a complete service review from BC Transit this year and I will be looking to facilitate meetings between BC Transit and local area Directors in late spring/early summer. I am hopeful that this review will help provide solutions to help ensure the long-term sustainability of transit service in the Hazeltons'.



**Regional District of
Kitimat-Stikine**

300-4545 Lazelle Avenue
Terrace, B.C. V8G 4E1
Tel 250-615-6100
Fax 250-635-9222

A resolution of your Councils consenting to the Regional District of Kitimat-Stikine proceeding with adopting the "Hazeltons' Regional Transit Local Service Area Establishment Amendment Bylaw #750, 2021", would be appreciated as soon as possible in order to facilitate the adoption prior to the completion of our budget in March 2021.

Please do not hesitate to contact me if you have any questions or concerns regarding this request.

Yours Truly,

Marc Schibli
Deputy Chief Financial Officer



**DISTRICT OF NEW HAZELTON
BYLAW NO. 358, 2021**

A bylaw to adopt the 2021-2025 Financial Plan

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

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

1. Schedule "A", attached hereto and forming part of this Bylaw, is hereby adopted as the Financial Plan for the 5 years ending December 31, 2025;
2. Schedule "B", attached hereto and forming part of this Bylaw, is hereby adopted as the Statement of Objectives and Policies; and
3. This Bylaw may be cited as "**District of New Hazelton 2021-2025 Financial Plan No. 358, 2021.**"

Read a first time this 11th day of January, 2021

Read a second time this 11th day of January, 2021

Read a third time this day of

Adopted this day of

MAYOR

CHIEF ADMINISTRATIVE OFFICER

DISTRICT OF NEW HAZELTON
FINANCIAL PLAN (CONSOLIDATED)
FOR THE FIVE YEARS ENDED DECEMBER 31, 2025
SCHEDULE "A"

	BUDGET 2021	BUDGET 2022	BUDGET 2023	BUDGET 2024	BUDGET 2025
REVENUE:					
Residential, Class1	\$ 314,595	\$ 320,887	\$ 327,305	\$ 333,851	\$ 340,528
Utilities, Class 2	\$ 92,663	\$ 94,516	\$ 96,406	\$ 98,334	\$ 100,301
Major Industry, Class 4	\$ -	\$ -	\$ -	\$ -	\$ -
Light Industry, Class 5	\$ -	\$ -	\$ -	\$ -	\$ -
Business, Class 6	\$ 111,798	\$ 114,034	\$ 116,315	\$ 118,641	\$ 121,014
Rec/Non-Profit, Class 8	\$ 416	\$ 424	\$ 433	\$ 441	\$ 450
Farm, Class 9	\$ 520	\$ 530	\$ 541	\$ 552	\$ 563
Grants in Lieu	\$ 52,500	\$ 52,500	\$ 52,500	\$ 52,500	\$ 52,500
TAXATION REVENUE	\$ 572,492	\$ 582,892	\$ 593,500	\$ 604,320	\$ 615,356
Frontage Taxes	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500
Services Provided for Other Agencies	\$ 493,000	\$ 495,000	\$ 497,000	\$ 499,000	\$ 501,000
Utility Rates and Fees	\$ 256,100	\$ 256,100	\$ 256,100	\$ 256,100	\$ 256,100
Other Revenue	\$ 79,100	\$ 86,100	\$ 86,100	\$ 86,760	\$ 86,760
Non capital grants	\$ 458,000	\$ 535,000	\$ 535,000	\$ 535,000	\$ 535,000
Capital grants	\$ 477,000	\$ 1,133,334	\$ 600,000	\$ 800,000	\$ 766,667
Conditional Transfers	\$ 1,121,500	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Collections for Other Governments	\$ 404,000	\$ 404,000	\$ 404,000	\$ 404,000	\$ 404,000
Total revenue	\$ 3,923,692	\$ 3,575,926	\$ 3,055,200	\$ 3,268,680	\$ 3,248,383
EXPENDITURES					
General Municipal	\$ 1,893,200	\$ 1,849,200	\$ 1,838,025	\$ 1,883,766	\$ 1,932,520
Water	\$ 151,000	\$ 354,400	\$ 357,970	\$ 161,719	\$ 165,654
Sewer	\$ 478,600	\$ 59,600	\$ 59,600	\$ 59,600	\$ 59,600
Collections for other governments	\$ 404,000	\$ 404,000	\$ 404,000	\$ 404,000	\$ 404,000
Amortization of Assets	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Total expenditures	\$ 3,276,800	\$ 3,017,200	\$ 3,009,595	\$ 2,859,085	\$ 2,911,774
Surplus (deficit)	\$ 646,892	\$ 558,726	\$ 45,605	\$ 409,595	\$ 336,609
Adjust for non-cash items					
Amortization	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Adjust for cash items non-PSAB					
TCA expenditures	\$ 4,068,000	\$ 1,870,000	\$ 1,130,000	\$ 1,575,000	\$ 1,665,000
Transfer to (from) reserve	\$ (2,581,100)	\$ (732,166)	\$ (469,070)	\$ (372,818)	\$ (362,087)
Transfer to (from) Operating surplus	\$ (490,008)	\$ (229,108)	\$ (265,325)	\$ (442,587)	\$ (616,304)
	\$ 646,892	\$ 558,726	\$ 45,605	\$ 409,595	\$ 336,609
Financial Plan Balance	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
Cumulative Operating Surplus (deficit)	\$ 162,556	\$ (66,552)	\$ (331,878)	\$ (774,465)	\$ (1,390,769)

SCHEDULE 'B'

STATEMENT OF OBJECTIVES AND POLICIES

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

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

FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2021. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and street lighting.

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

Table 1

Revenue Source	% of Total Revenue	Dollar Value
Taxation	9%	\$ 572,492
User Fees & Charges	7%	\$ 397,700
Other Sources	8%	\$ 493,000
Grants	34%	\$ 2,056,500
Borrowing	0%	-
Reserves & Surplus	42%	\$ 2,600,000
TOTAL	100%	\$ 6,119,692

OBJECTIVE

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

POLICY

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

DISTRIBUTION OF PROPERTY TAXES

Table 2 outlines the distribution of property taxes among the property classes. The residential and business property classes provide the largest portions of property tax revenue. This is primarily due to no industrial classes within the District.

Table 2

PROPERTY CLASS	% of Property Taxation	Dollar Value
Residential	54.95%	\$ 314,595
Utilities	16.19%	\$ 92,663
Major Industrial	0.00%	-
Light Industrial	0.00%	-
Business & Other	19.53%	\$ 111,798
Recreation/Non-Profit	0.07%	\$ 416
Farmland	0.09%	\$ 520
Grants In Lieu	9.17%	\$ 52,500
TOTAL	100.00%	\$ 572,492

OBJECTIVES

The District wishes to maintain the property tax levy percentages for 2021 at the prior levels plus 2%, adjusted for the impact of non-market changes to assessments. Utility class will be less than the maximum allowable by Provincial statute (BC Reg. 329/96).

POLICIES

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

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

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

PERMISSION TAX EXEMPTIONS

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

OBJECTIVES

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

POLICY

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

Permissive Tax Exemption

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

	2021 (est)	2022 (est)	2023 (est)	2024 (est)	2025 (est)
St. Mary's Roman Catholic Church	\$1,037.48	\$1,058.23	\$1,079.40	\$1,100.99	\$1,126.00
New Hazelton Congregation of Jehovah's Witnesses	\$104.23	\$106.32	\$108.44	\$110.61	\$112.83

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