

DISTRICT OF NEW HAZELTON  
REGULAR MEETING OF COUNCIL

Monday, April 12, 2021  
Erwin Stege Community Center - Conference Room

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the March 1, 2021 regular meeting

(3) PETITIONS & DELEGATIONS: None

(4) UNFINISHED BUSINESS: None

(5) CORRESPONDENCE:

- a) City of Prince George – BC Hydro 2020 Street Lighting Rate Application

(6) REPORTS: None

(7) BYLAWS:

- a) District of New Hazelton 2021 Tax Rate Bylaw No. 359, 2021 – 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> readings
- b) District of New Hazelton Building Amendment Bylaw No. 360, 2021 – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> readings & Adopt

(8) NEW BUSINESS:

- a) Council Schedule:
  - April 26 Regular Council Meeting
  - May 3 Regular Council Meeting
  - May 5-6 Virtual NCLGA Conference
- b) Acceptance of Housing Report prepared by SPARC BC in conjunction with RDKS and the Village of Hazelton
- c) Wage Policy Review
- d) Workplace Bullying and Harassment Policy Review & Revision

Adjournment

DISTRICT OF NEW HAZELTON  
REGULAR COUNCIL MEETING  
MARCH 1, 2021  
ERWIN STEGE COMMUNITY CENTRE  
CONFERENCE ROOM

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  
Councillor M. Weeber

DELEGATION: Maggie Hall, Economic Development Officer (phone)

STAFF PRESENT: W. Hunt  
R. Carlé

2) MINUTES:

RESOLUTION 8014/21

MOVED & SECONDED

That, the amended minutes of the January 11, 2021 regular meeting be accepted as presented.

CARRIED

RESOLUTION 8015/21

MOVED & SECONDED

That, the minutes of the February 1, 2021 regular meeting be accepted as presented.

CARRIED

3) PETITIONS & DELEGATIONS:

a) Maggie Hall, Economic Development Officer

Maggie presented an overview of the work that took place during 2020 within the Regional District of Kitimat Stikine followed by more focused information on work done specifically for New Hazelton. The District and the Regional District work collaboratively whenever possible to maximize the opportunities for the Upper Skeena area. There were a number of collaborative projects including a connectivity study and Workforce and Resident Attraction initiative. 2021 will see projects such as working

with ISPs on a new Regional Connectivity Knowledge Network, completing the Business Retention and Expansion Plan, producing a bi-weekly business newsletter, and continuing with the Business Walks once provincial health protocols allow it.

4) UNFINISHED BUSINESS:

a) 2020 Transit Usage Report

Council was presented with the 2020 ridership numbers for all of the routes. Administration has requested a meeting with BC Transit and all of the stakeholders.

b) Letter from Chicago Creek Community Enhancement Society – Request for Letter of Support

RESOLUTION 8016/21

MOVED & SECONDED

That, the November letter from Chicago Creek Community Enhancement Society be received for information.

CARRIED

5) CORRESPONDENCE: None

6) REPORTS:

- a) Councillor Burns - Reported that on an email he received regarding registering wells. There are residents in New Hazelton that have wells and it would be good to make them aware that wells can be registered.
- b) Councillor Weeber – Reported that the Upper Skeena has a high rate of COVID 19 currently. He has heard that we have the highest rate of COVID 19 per capita currently in BC.
- d) Mayor Lowry – Reported on the RDKS board meeting. The Housing Needs Reports have been completed. The 3<sup>rd</sup> reading of the zoning amendment bylaws for South Hazelton and Two Mile have been passed.

7) BYLAWS:

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

RESOLUTION 8017/21

MOVED & SECONDED

That, the District of New Hazelton 2021-2025 Financial Plan Bylaw No. 358, 2021 be adopted.

CARRIED

8) NEW BUSINESS:

a) COFI

Councillor Burns asked to be registered for the conference.

10) CLOSED SESSION (8:16 pm):

RESOLUTION 8018/21

MOVED & SECONDED

That, the public be excluded from the meeting pursuant to Section 90.2 (i) Community Charter Act, regarding legal matters.

CARRIED

8:39 pm – Meeting reopened to the public.

11) ADJOURNMENT:

RESOLUTION 8019/21

MOVED & SECONDED

That, the meeting be adjourned 8:41 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2021

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

\_\_\_\_\_  
MAYOR





**OFFICE OF THE MAYOR**

1100 Patricia Blvd. | Prince George, BC, Canada V2L 3V9  
p: 250.561.7600 | [www.princegeorge.ca](http://www.princegeorge.ca)

March 17, 2021

By email: [commission.secretary@bcuc.com](mailto:commission.secretary@bcuc.com)

BC Utilities Commission  
Suite 401, 900 Howe Street  
Vancouver, BC V6Z 2N3

**RE: British Columbia Hydro and Power Authority (BC Hydro): 2020 Street Lighting Rate Application**

To Whom It May Concern:

On behalf of the City of Prince George Council, please accept this letter in opposition to BC Hydro's proposed 2020 Street Lighting Rate Application (Application).

The Application, submitted by BC Hydro in November 2020, seeks approval for an increase in the monthly rate charged per street light which includes a surcharge to recover the costs incurred by BC Hydro to convert existing High Pressure Sodium (HPS) light fixtures to LED fixtures.

While the City of Prince George supports the environmental benefits that will result from the conversion to LED technology, we are not in support of a surcharge rate downloaded to municipalities to cover the disposal of existing lights and their associated depreciation costs.

As such, we respectfully request that the City's concerns be considered in the evaluation of BC Hydro's Street Lighting Rate Application.

Sincerely,

Mayor Lyn Hall

cc: All UBCM Member Local Governments

## BRIEFING NOTE

Prepared by: Robyn Carlé

April 8, 2021

### Reason for Briefing Note:

BC Hydro is undertaking a LED replacement program for streetlights throughout BC. In November, 2020, they submitted an application to the BC Utilities Commission (BCUC) to update the current Overhead Street Lighting rate (Rate Schedule 1701). The lights being discussed are not those along Highway 16 that we share the cost of with the Ministry of Transportation, so all costs discussed below do not include that amount.

### Background:

BCUC has approved an interim temporary supplemental charge intended to recover the undepreciated value of current street lights being removed before their end of life. A charge of \$2.06 per month, per street light for all street lights will be billed to all street lighting customers. This will be in effect from May 1, 2021 through March 31, 2024. This charge will be applied to all BC Hydro's street lighting customers starting May 1, 2021 regardless of when the LED's are installed.

The District has 126 street lights that this charge will be applied too. This will cost the District \$259.56/month and \$3,114.72/year.

BCUC has approved an interim LED street light rate. The new LED rate for our streetlights will be 112 streetlights at \$18.77/month/streetlight and 14 streetlights at \$23.50/month/streetlight. Currently, the rate is 112 streetlights at \$19.28/month/streetlight and 14 streetlights at \$23.00/month/streetlight. The difference in cost between the 112 and 14 streetlights is due to the fixture watts. The LED street light rate will only be applied to the streetlight customers bills once BC Hydro starts replacing streetlights in each community.

In 2020, the District paid \$29,978.44 for streetlighting to BC Hydro. With these new changes if they were applied starting January 1, 2021 the annual cost would be \$32,289.60.



## Schedule A

### Bylaw No. 359, 2021

PROPERTY CLASS	A GENERAL MUNICIPAL	B HOSPITAL	C REGIONAL DISTRICT
Residential	8.67	0.5409	2.6136
Utilities	30.345	1.8933	9.1475
Supportive Housing	8.67	0.5409	2.6136
Major Industry	29.478	1.8392	8.8862
Light Industry	29.478	1.8392	8.8862
Business	21.242	1.3253	6.4033
Managed Forest Land	26.01	1.6228	7.8407
Recreation/Non Profit	8.67	0.5409	2.6136
Farm	8.67	0.5409	2.6136

## Schedule A

### Bylaw No. 353, 2020

PROPERTY CLASS	A GENERAL MUNICIPAL	B HOSPITAL	C REGIONAL DISTRICT
Residential	8.753	0.5528	2.325
Utilities	30.636	1.93491	8.13754
Supportive Housing	8.753	0.5528	2.325
Major Industry	29.76	1.87963	7.90504
Light Industry	29.76	1.87963	7.90504
Business	21.445	1.35444	5.69625
Managed Forest Land	26.259	1.6585	6.975
Recreation/Non Profit	8.753	0.5528	2.325
Farm	8.753	0.5528	2.325





## DISTRICT OF NEW HAZELTON BYLAW NO. 360, 2021

A bylaw to amend District of New Hazelton Building Bylaw No. 264, 2003

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

**That,** the following amendments be made to Building Bylaw No. 264, 2003:

The Council for the District of New Hazelton, in open meeting assembled, enacts as follows:

1. This Bylaw may be cited as the Building Amendment Bylaw No. 360, 2021.
2. District of New Hazelton Building Bylaw No. 264, 2003 is amended as follows:
  - a) Replace section 14.1 with the following:

14.1 In addition to applicable fees and charges required under other bylaws, a permit fee, calculated in accordance with Schedule "I" to this bylaw, shall be paid in full prior issuance of any permit under this bylaw except the District which is exempt from paying a permit fee under this bylaw.
  - b) Replace subsection 15.1.3 with the following:

15.1.3 the owner or his or her representative has paid all applicable fees set out in section 14.1 of this bylaw except the District which is exempt from this requirement; and
  - c) Add the following to 38.0 EXEMPTIONS:

38.5 The District is exempt from paying any of the fees and charges outlined in 14.0 FEES AND CHARGES and Schedule "I" of this bylaw.

READ A FIRST TIME THIS	day of
READ A SECOND TIME THIS	day of
READ A THIRD TIME THIS	day of
ADOPTED THIS	day of

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MAYOR

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CHIEF ADMINISTRATIVE OFFICER

# **Policy Manual**

## **(Wage Policy)**

**PREPARED BY:**

Administration

**AUTHORIZED BY:**

Council

**DATE OF ISSUE OR  
REVISION**

July 9, 2018  
Resolution No. 7773/18

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Council would like to institute a fair wage policy for all staff,

Therefore:

1. The District of New Hazelton will institute a formal wage policy for use during employee evaluations where increases in pay are based on the following criteria;
  - a. Cost of Living: 1.5%
  - b. Merit: 0.0% - 3.5%
2. There will be a cap on wage increases of 5% per annum; and
3. This policy will be reviewed in 2021 and every 3 years thereafter.

## WAGE POLICY

### Revision/Review Log

[illegible]

# **Policy Manual**

## **(WORKPLACE BULLYING AND HARASSMENT)**

**PREPARED BY:**

Administration

**AUTHORIZED BY:**

Council

**DATE OF ISSUE OR  
REVISION**

April 12, 2021  
Resolution No. 7917/20

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

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

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

<b>Date created</b> November 10, 2015	<b>Annual review date</b> April 12, 2021
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## **District of New Hazelton Workplace Bullying and Harassment Policy Statement**

### **1. Workplace conduct**

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

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

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

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

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

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

### **4. Application**

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

### **5. Annual review**

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

<b>Date created</b> November 10, 2015	<b>Annual review date</b> April 12, 2021
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## **District of New Hazelton Consequences for Failure to Adhere to Workplace Bullying and Harassment Policy Statement**

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

Any individual covered by this Policy, who is found to have engaged in, discrimination, bullying, or harassing behaviour in the workplace contrary to this Policy may be subject to appropriate disciplinary action, up to and including termination of employment for just cause or legal action, depending up on the severity of the misconduct. The range of appropriate disciplinary action may include, but is not limited to, the following:

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

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

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

**Date created**

November 10, 2015

**Annual review date**

April 12, 2021

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

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

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

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

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

### **3. Reporting contact**

Report any incidents or complaints to

**Inside Workers report to:**

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

**Outside Workers report to:**

Roger Smith  
Public Works Superintendent  
[rsmith@newhazelton.ca](mailto:rsmith@newhazelton.ca)

**Council Members report to:**

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

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

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

##### **Inside and Outside Workers report to:**

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

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

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

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

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

#### **6. Annual review**

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

<b>Date created</b> November 10, 2015	<b>Annual review date</b> April 12, 2021
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## **Workplace Bullying and Harassment Investigation Procedures**

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

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

Investigations will:

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

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

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

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

### **3. Roles and responsibilities**

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

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

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

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

### **4. Follow-up**

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

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

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

### **5. Record-keeping requirements**

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

### **6. Annual review**

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



<b>Date created</b> November 10, 2015	<b>Annual review date</b> April 12, 2021
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**District of New Hazelton  
Workplace Bullying and Harassment  
Complaint Form**

Name and contact information of complainant

Name of alleged bully or bullies

**Personal statement**

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

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

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

**Signature**

**Date**

## **WORKPLACE BULLYING AND HARASSMENT POLICY**

## Revision/Review Log

[illegible]