

DISTRICT OF NEW HAZELTON  
REGULAR MEETING OF COUNCIL

Tuesday, September 13, 2022  
Council Chambers

Public Meeting to view Annual Report 6:45

Regular Meeting – 7:00 pm

(1) CALL TO ORDER:

(2) MINUTES:

- a) Accept minutes of the July 4, 2022 regular meeting

(3) PETITIONS & DELEGATIONS: None

(4) UNFINISHED BUSINESS: None

(5) CORRESPONDENCE:

- a) Review letter from Peter Newbery
- b) Review letter from Telus RE: Connectivity Funding

(6) REPORTS:

- a) Review District of New Hazelton 2022 Annual Report

(7) BYLAWS: None

(8) NEW BUSINESS:

- a) Review Workplace Bullying and Harassment Policy Manual
- b) Council Schedule
  - Regular Council Meeting – September 13, 2022
  - Regular Council Meeting – October 3, 2022
  - Advance Poll – Municipal Elections – October 5, 2022
  - Regular Voting Day – October 15, 2022
  - Council Orientation & Dinner 4:00-6:00 – November 7, 2022
  - Inaugural Council Meeting – November 7, 2022
  - Meeting Procedures & Governance Seminar 11:00-2:00 Smithers – November 10, 2022
  - Strategic Planning Session 9:00-4:00 – November 24, 2022
  - Council Orientation Legal 10:00-3:00 – November 30, 2022

Adjournment

DISTRICT OF NEW HAZELTON  
REGULAR COUNCIL MEETING  
July 4, 2022  
COUNCIL CHAMBERS

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

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

STAFF PRESENT: W. Hunt  
L. Roe  
B. White

REGRETS: Councillor B. Henwood  
Councillor M. Weeber

2) MINUTES:

RESOLUTION 8121/22

MOVED & SECONDED

That, the minutes of the June 6, 2022 regular meeting be accepted as presented.

CARRIED

3) PETITIONS & DELEGATIONS: None

4) UNFINISHED BUSINESS: None

5) CORRESPONDENCE:

- a) Council reviewed letter from Minister of Rural Economic Development and Rural Broadband Strategy – three most important issues impacting our economic development as a rural community.

RESOLUTION 8122/22

MOVED & SECONDED

That, Council receives more information before coming up with three most important issues impacting our economic development as a rural community.

CARRIED

- b) Council reviewed letter from RDKS Chair Germuth – Hazelton Highway 62 Repaving project concerns.

RESOLUTION 8123/22

MOVED & SECONDED

That, Council receives more information from RDKS regarding Hazelton Highway 62 Repaving project concerns before responding.

CARRIED

- c) Council reviewed letter from RDKS Ted Pellegrino – Hazelton Area Road Improvements Project RDKS comments.

RESOLUTION 8124/22

MOVED & SECONDED

That, Council receives more information regarding the Hazelton Area Road Improvement Project before responding.

CARRIED

- d) Council reviewed email from Ruth McAfee – Concerns regarding the community garden.

RESOLUTION 8125/22

MOVED & SECONDED

That, Council receives more information regarding concerns for community garden before responding.

CARRIED

6) REPORTS:

Mayor Lowry

Reported on the NDIT meeting, a health meeting regarding Mills Memorial Hospital, and the RDKS meeting where the results from the Two-Mile Open House were discussed.

7) BYLAWS: None

8) NEW BUSINESS:

- a) Council Schedule

Council reviewed their schedule for the coming months.

- b) UBCM – September 12 – 16, 2022 Whistler – No one attending this year.

10) ADJOURNMENT:

RESOLUTION 8126/22

MOVED & SECONDED

That, the regular meeting be adjourned at 7:42 pm.

CARRIED

CERTIFIED CORRECT THIS

DAY OF

, 2022

---

CHIEF ADMINISTRATIVE OFFICER

---

MAYOR



Lynn and Peter Newbery  
3153 Sargent Crescent,  
Box 236,  
New Hazelton, BC, V0J 2J0

August 9<sup>th</sup>, 2022

Mayor Gail Lowry and council,  
District of New Hazelton.

Dear Gail and all:

Thank you for your very kind letter regarding my role as your representative on the Upper Skeena Recreation Centre Advisory Committee. It has been an honour to support and serve our community, and the whole community of the Upper Skeena on the Owner's Partnership Committee, and the Advisory committee, and to work together with you on the creation of the recreation centre and its programs.

My long-term commitment has been to the health of the people of our broad and scattered community. Since retirement from the practice of medicine I have seen the recreation centre as a way of continuing to contribute to the health of the community in terms of its physical health and also economic and social health.

It has been a privilege.

That our diverse community was, with your leadership and the leadership of others, able to bring into focus the inspiring vision of the recreation centre, and then with remarkable determination to give that vision a physical reality, has been a deeply gratifying experience to be a part of. There are still some important things that remain to be done on the physical structure of the USRC, and also on realizing the full vision of the centre. Meeting operational costs has been a high priority and a steep climb and we are not there yet. In a way I feel as though I am leaving work only partly completed but I am glad that Councillor Burns is willing to take on the challenge.

Two people who have not received the credit they deserve in our USRC achievement need to be mentioned at this point. Without the work and connections and expertise of Tom Berekoff we would not have been able to realize our goal. It was with Tom's highly capable guidance that we found our way to a donor who, inspired by our vision and our determination, continues to support us. That relationship must continue to be fostered at our local level. Bob Marcellin, a former CAO of the RDKS was also instrumental in getting our recreation centre built. I am sure we must have added dangerously to his blood pressure at times, but he got it done. We owe both men an expression of our gratitude.

Thanks for allowing me to be your representative on the Advisory Committee. It has been a deeply satisfying occupation, and energy [ and my wife ] permitting I would do it all over again.

Sincerely,

A handwritten signature in blue ink, appearing to read 'P. Newbery', with a long, sweeping horizontal stroke at the end.

Peter Newbery

## Wendy Hunt

---

**From:** Kristine St-Laurent <kristine.st-laurent@telus.com>  
**Sent:** August 29, 2022 12:35 PM  
**To:** glowry  
**Cc:** Newton Choy; Rebekka Schultz; Wendy Hunt  
**Subject:** Connectivity Funding: Seeking support for high-speed internet to New Hazelton via TELUS PureFibre  
**Attachments:** District Municipality of New Hazelton 08.29.2022 Letter of Support to NDIT PureFibre.docx

Dear Mayor Lowry,

On behalf of TELUS, we bring good news!

We are excited to share with the District Municipality of New Hazelton that TELUS has been awarded funding from the Connecting BC Program to provide improved broadband connectivity to approximately ~250 underserved homes in New Hazelton.

We are kindly requesting local government support for this project before proceeding. If the District is supportive of this project, TELUS – in partnership with the Province of B.C. – will bring the PureFibre network to ~250 premises in New Hazelton by the end of 2023.

Please find attached a draft letter of support for this project along with PDF maps of the coverage area included in "Schedule A".

If the District would like to support the project and the joint TELUS-Province of B.C. investment, we kindly request that the letter of support is signed and emailed back to TELUS to include as part of the total application process to the Government of B.C. by **Thursday, September 29**.

If you have any questions, please do not hesitate to reach out to either myself or my colleague Newton Choy, TELUS' General Manager for Northern BC.

Warmly,

**Kristine St-Laurent**  
Government Relations and Rural Connectivity, Western Canada  
Member of the TELUS Team  
e: [kristine.st-laurent@telus.com](mailto:kristine.st-laurent@telus.com)

Pronouns: she / her

--  
*I acknowledge that I live and work on the traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Selilwitulh (Tseil-Waututh) Nations.*  
--

Healthcare in your hands.  
Download the app today!





## Wendy Hunt

---

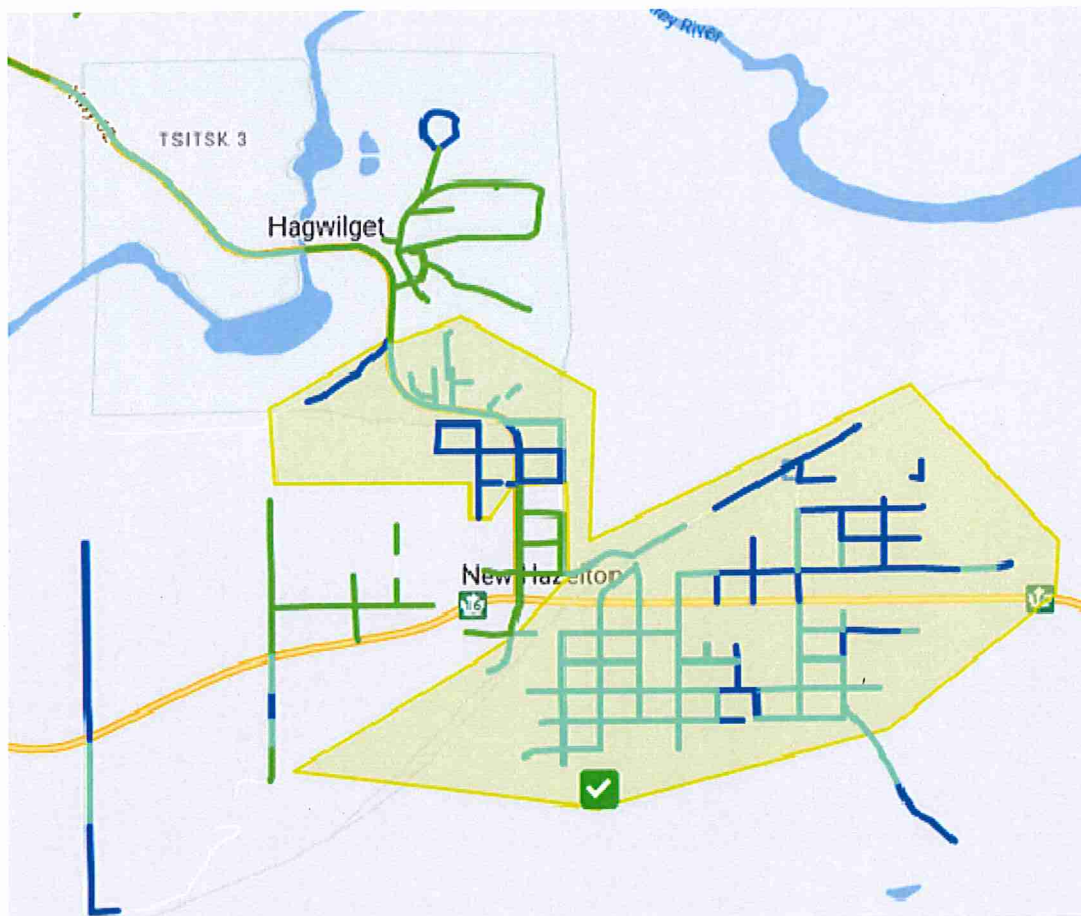
**From:** Kristine St-Laurent <kristine.st-laurent@telus.com>  
**Sent:** September 6, 2022 11:08 AM  
**To:** Wendy Hunt; glowry  
**Cc:** Newton Choy; Rebekka Schultz  
**Subject:** RE: Connectivity Funding: Seeking support for high-speed internet to New Hazelton via TELUS PureFibre  
**Attachments:** District Municipality of New Hazelton 08.29.2022 Letter of Support to NDIT PureFibre.docx

Good morning, Wendy:

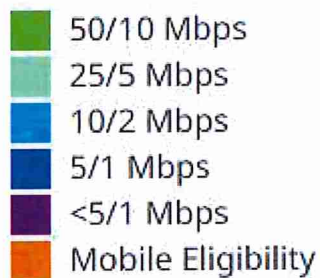
Thank you for taking the time to connect separate to this thread about the connectivity funding application being proposed – responding here on the group email thread to bring everyone up to date.

In response to the questions posed below, I have connected with our engineering/design teams and have the following updates:

- Response timeline: **Thursday, September 29<sup>th</sup>**. If more time is required, please do let us know and we can inform the Province that more time is needed to consider the request for support.
- Map/Coverage areas:
  - Eligibility requirements: [The Connecting British Columbia Program - Economic Recovery Intake Program](#) provides funding to support the development of regional connectivity infrastructure for areas considered underserved. The current objective of the multi-year Connecting BC program is to accelerate the delivery of high-speed internet connectivity at minimum target speeds of 50 megabits per second (Mbps) down and 10 Mbps up to homes and businesses in rural communities.
  - As a result of eligibility funding requirements for this program, only areas deemed “underserved” (e.g. less than speeds of 50/10 Mbps) can receive funding. TELUS’ application is targeted to address areas with the slowest current speeds in order to meet eligibility requirements.
  - At this time, applications are approved based on the eligibility speed mapping tool used by the Government of Canada. Areas that have access to 50/10 are not eligible at this time for funding. Please refer to the GoC Mapping tool [here](#) (you can search for New Hazelton).
  - Specific to New Hazelton: For eligibility requirements stated above, this is why the proposed map for the letter of support has been designed in this way. Certain parts of New Hazelton and Hagwilget First Nation appear to have access to speeds above 50/10 Mbps, according to Federal mapping data. Areas that *do not have access* are the priority for the current letter of support to bring connectivity to the areas underserved.
  - Our Indigenous Relations team is also speaking with Hagwilget First Nation to discuss eligibility requirements for this application.
  - This project comes at no cost to the Municipality or the Nation.
  - Please see a screen shot below for areas eligible in both New Hazelton and Hagwilget. Yellow is the area that is eligible for funding at this time and for which we are requesting a letter of support.



#### Colour Legend:



- The Letter of Support TELUS is requesting is designed to fit the eligibility requirements outlined by the current program. An additional benefit is that by supporting this build, the upgrades will cover core infrastructure. This means that if future funding opens up, we may have the opportunity to more easily build upon the core infrastructure.

Thank you very much for considering support for the current application. I understand that there is a lot of information above, but I do hope that it helps provide clarity around the specifics of current eligibility for government connectivity programs.

Please do not hesitate to reach out with any remaining questions, and again, we greatly appreciate New Hazelton considering issuing a letter of support.

Respectfully,

**Kristine St-Laurent**

[INSERT Letterhead]

**Northern Development Initiative Trust**

301-1268 Fifth Avenue

Prince George, BC

V2L 3L2

August xx, 2022

To: Whom it May Concern

**RE: LETTER OF SUPPORT – TELUS's application to provide PureFibre connectivity to under the Connecting British Columbia Program - Economic Recovery Intake**

Please accept this letter as the District of New Hazelton's formal support for TELUS's application to provide increased connectivity via TELUS' PureFibre network to the New Hazelton area as shown in Schedule A under the BC Economic Recovery Intake Fund.

Once this network investment is operational, the infrastructure will enable our community healthcare providers, educators, government administrations, and businesses an opportunity to better deliver services and develop new solutions to support our members to stay in the community and engage more to move home. The roll-out of TELUS's connectivity will provide life-changing and life-saving connectivity.

The funding assistance from the Connecting BC Program for the delivery of broadband connectivity is an invaluable tool for the creation of innovative partnerships between local governments and ISP's that offer viable delivery models to communities.

Sincerely,

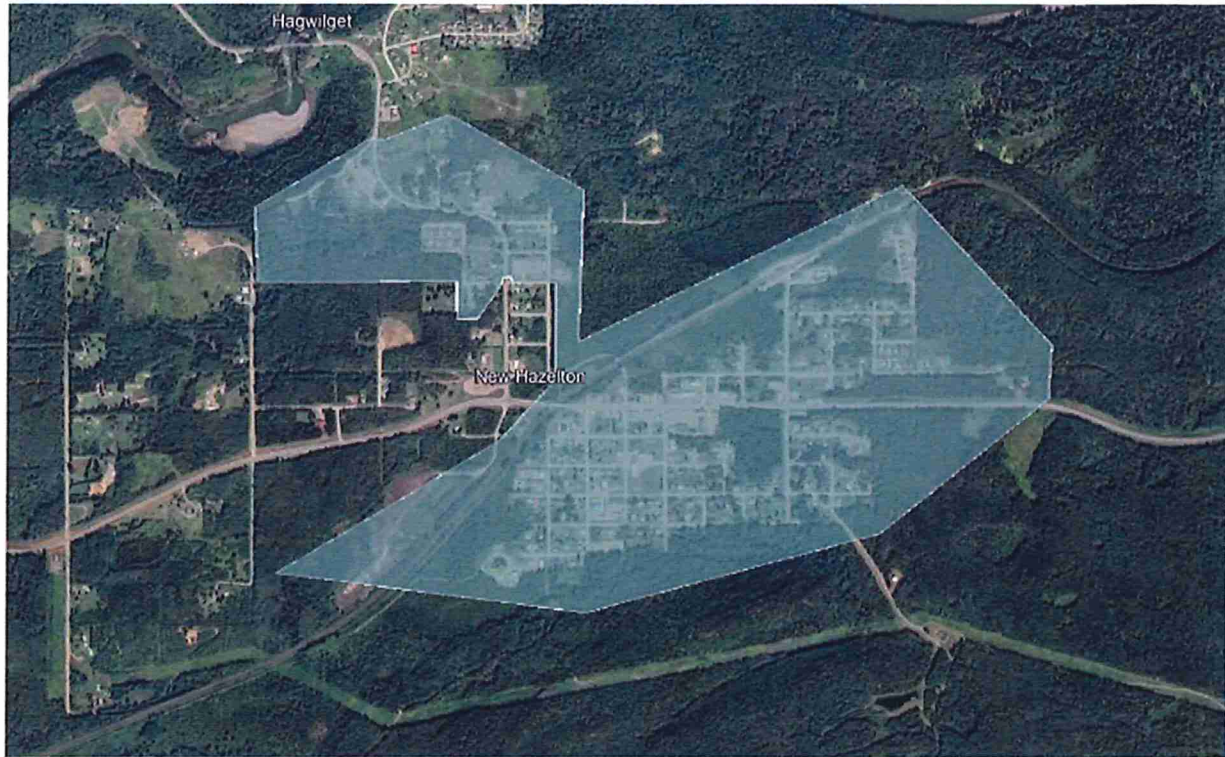
[SIGNATURE]

[TITLE]



**Schedule "A"** - Proposed Location of the Area Within the Community Where the PureFibre Network is to be Built

**Figure 1 - New Hazelton**



**New Hazelton**

# DISTRICT OF NEW HAZELTON



*2022 Annual Report*

Reporting on the 2021  
fiscal year



# District of New Hazelton

## 2022 Annual Report

### Index

A. Mayor's Message	Page 2
B. Audited Financial Statements – 2021	Pages 3 - 24
C. Permissive Tax Exemptions – 2021	Page 25
D. Municipal Services and Operations – 2021	Page 26-27
E. Declaration of Disqualifications	Page 28
F. Progress Report for 2021 Objectives	Pages 32 – 34
G. Objectives and Measures	
-2022	Pages 33 - 35
-2023	Page 36

## MAYOR'S MESSAGE

June 30, 2022

I am pleased to present a copy of the District of New Hazelton Annual Report for 2021. I hope that you will find the information presented useful and enlightening.

In the spring of 2021, our contractor, Alfred Horie Construction, broke ground for our new office building. We were very fortunate to receive the Northern Capital Planning Grant grant from the Provincial government that enabled us to build much sooner than we had anticipated. After a few delays with hydro and the supply chain, staff were finally able to move in on December 10<sup>th</sup> and began to settle into the new space. A special thanks to Roger Smith, our Public Works Superintendent for overseeing the project on top of all his other duties! We love the new building and are very excited to be working with Leah Pipe to design the artwork in collaboration with many other talented artists and photographers in the Upper Skeena area; Michelle Stoney, Alex Stoney, Nathan Combs, and Monty Stevens to name a few. It is a work in progress and we welcome you to stop by and check it out anytime!

The Misty Rivers Community Arts Council chose to relocate to New Hazelton in early 2022 and officially opened its doors in the old Meeting Center. The Arts Council is providing the new office with a rotating display of local artists' work. Keep coming in to check out what is new!

The Erwin Stege Community Centre was still under Provincial Health Protocols for most of 2021 and was strictly used for government functions such as the vaccine clinics and court services. We look forward to being able to open the space in 2022 for activities to resume in full capacity.

We are still actively working with Bulkley Valley Insurance in Smithers to train two staff members to become licensed brokers for house insurance. Once the staff are licensed, we will be able to offer the full complement of services that BVIS offers. Until then, we are able to accept payments or submit documents on your behalf. Hopefully we will be up and running soon and will keep you posted!

Our public works crew continue to work hard at maintaining our roadways, upgrading our water distribution system, and adding additional storm sewers throughout various streets in the community. Our snow removal continues to be one of the best around and I continue to be very proud of the work that is done by our crew.

We welcomed Fire Chief Helene Paranich to our team in 2021 and she, along with her senior firefighters are actively recruiting and training new members. Please feel free to drop by the fire hall or contact Helene if you are interested in joining. Thank you Helene, for your dedication and that of your crew! You are amazing!

2021 continued to be challenge to offer community celebrations with all of the health protocols and the need to keep everyone as safe as possible. We look forward to being back in 2023 and ready to offer our spectacular events for everyone.

As we move through 2022, staff will continue to maintain our infrastructure and work hard to provide the best service possible for all of our residents. I would like to thank the staff for the continued perseverance and dedication to the District of New Hazelton. You are a great team!

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



Gail Lowry

Mayor



## The District of New Hazelton December 31, 2021

Erin Reimer, CPA, CAT: (250) 635-4925  
Email: [erin.reimer@mnp.ca](mailto:erin.reimer@mnp.ca)



Wherever business takes you

[MNP.ca](https://mnp.ca)

## INDEX

Management's Report

Independent Auditor's Report

Statement of Financial Position Page 1

Statement of Operations Page 2

Statement of Changes in Net Financial Assets Page 3

Statement of Cash Flow Page 4

Notes to Financial Statements Pages 5 - 14

Schedule of Segmented Revenue and Expenses Page 15

Schedule of Tangible Capital Assets Page 16

Schedule of Reserve Fund Activities Page 17

## MANAGEMENT'S REPORT

The management of The District Of New Hazelton is responsible for the integrity of the accompanying financial statements. The financial statements have been prepared by management in accordance with Canadian public sector accounting standards. The preparation of the 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 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 financial statements accompanies this statement.

May 2, 2022

  
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 financial statements of The District of New Hazelton (the "District"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations, changes in net financial assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2021, and the results of its operations and its 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 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 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 Financial Statements

Management is responsible for the preparation and fair presentation of the 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 financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the 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 Financial Statements

Our objectives are to obtain reasonable assurance about whether the 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 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 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 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 financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

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 2, 2022

CHARTERED PROFESSIONAL ACCOUNTANTS

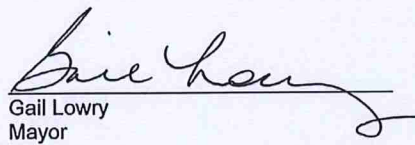
**MNP**

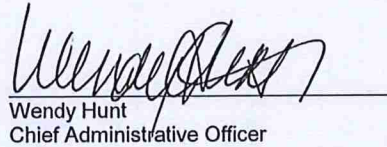
THE DISTRICT OF NEW HAZELTON  
STATEMENT OF FINANCIAL POSITION  
AS AT DECEMBER 31, 2021

	2021	2020
<b>Financial assets</b>		
Cash and short-term investments - (Note 3)	\$ 2,838,307	\$ 4,262,745
Accounts receivable, trade and other - (Note 4)	313,829	155,161
Taxes receivable - current	23,038	20,437
Taxes receivable - arrears	9,924	9,723
	<b>3,185,098</b>	<b>4,448,066</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	227,349	91,913
Deferred revenue - (Note 5)	123,303	-
<b>Net financial assets</b>	<b>2,834,446</b>	<b>4,356,153</b>
<b>Non-financial assets</b>		
Inventory - parts and supplies	113,685	102,362
Tangible capital assets - (Schedule 2)	11,947,357	9,884,414
Prepaid expenses	15,256	18,692
	<b>12,076,298</b>	<b>10,005,468</b>
<b>Accumulated surplus - (Note 7)</b>	<b>\$ 14,910,744</b>	<b>\$ 14,361,621</b>

Commitments and contingencies - (Note 10)

Approved by:

  
Gail Lowry  
Mayor

  
Wendy Hunt  
Chief Administrative Officer

The accompanying notes are an integral part of these financial statements.

1



THE DISTRICT OF NEW HAZELTON  
STATEMENT OF OPERATIONS  
AS AT DECEMBER 31, 2021

	2021	Budget (Note 11)	2020
<b>Revenues</b>			
Net taxes available for municipal purposes - (Note 8)	\$ 643,570	\$ 645,492	\$ 635,342
Utility usage fees	254,456	256,100	264,048
Other fees and sale of goods and services	189,043	133,600	157,419
Government grants and transfers - (Note 9)	741,503	4,922,715	1,586,875
ICBC commissions	383,066	408,000	450,357
Investment income	17,805	20,000	32,106
Gain (loss) on disposal of tangible capital assets	476,038	-	(209,360)
	<b>2,705,481</b>	<b>6,385,907</b>	<b>2,916,787</b>
<b>Expenses</b>			
General government	900,396	3,720,115	940,636
Protective services	144,862	221,600	137,646
Transportation and transit	670,522	975,500	687,776
Recreation and youth services	35,881	12,700	47,836
Water operations	138,014	166,000	250,175
Sewer operations	122,295	478,600	108,589
Garbage operations	91,888	92,000	91,594
Tourism and community development	52,500	72,500	52,500
	<b>2,156,358</b>	<b>5,739,015</b>	<b>2,316,752</b>
<b>Annual surplus</b>	<b>549,123</b>	<b>646,892</b>	<b>600,035</b>
<b>Accumulated surplus - beginning of year</b>	<b>14,361,621</b>	<b>14,361,621</b>	<b>13,761,586</b>
<b>Accumulated surplus - end of year</b>	<b>\$ 14,910,744</b>	<b>\$ 15,008,513</b>	<b>\$ 14,361,621</b>

The accompanying notes are an integral part of these financial statements.

THE DISTRICT OF NEW HAZELTON  
STATEMENT OF CHANGES IN NET FINANCIAL ASSETS  
AS AT DECEMBER 31, 2021

	2021	Budget (Note 11)	2020
<b>Annual surplus</b>	<b>\$ 549,123</b>	<b>\$ 646,892</b>	<b>\$ 600,035</b>
Acquisition of tangible capital assets	(2,613,675)	(4,318,000)	(413,623)
Amortization of tangible capital assets	491,234	350,000	442,626
Gain (loss) on disposal of tangible capital assets	(476,037)	-	209,360
Proceeds on disposal of tangible capital assets	535,535	-	47,421
Changes in other non-financial assets	(7,887)	-	(33,605)
<b>Increase (decrease) in net financial assets</b>	<b>(1,521,707)</b>	<b>(3,321,108)</b>	<b>852,214</b>
<b>Net financial assets - beginning of year</b>	<b>4,356,153</b>	<b>4,356,153</b>	<b>3,503,939</b>
<b>Net financial assets - end of year</b>	<b>\$ 2,834,446</b>	<b>\$ 1,035,045</b>	<b>\$ 4,356,153</b>

The accompanying notes are an integral part of these financial statements.

THE DISTRICT OF NEW HAZELTON  
STATEMENT OF CASH FLOW  
AS AT DECEMBER 31, 2021

	2021	2020
<b>Operating transactions</b>		
Annual surplus	\$ 549,123	\$ 600,035
Non-cash items:		
Amortization	491,234	442,626
Loss (gain) on disposal of tangible capital assets	(476,037)	209,360
Changes to financial assets/liabilities:		
Accounts receivable, trade and other	(158,670)	26,172
Taxes receivable - current	(2,601)	7,369
Taxes receivable - arrears	(201)	(1,627)
Accounts payable and accrued liabilities	135,436	(151,988)
Deferred revenue	123,303	-
Inventory - parts and supplies	(11,321)	(33,786)
Prepaid expenses	3,436	182
<b>Cash provided by operating transactions</b>	<b>653,702</b>	<b>1,098,343</b>
<b>Capital transactions</b>		
Acquisition of tangible capital assets	(2,613,675)	(413,623)
Proceeds from the disposal of tangible capital assets	535,535	47,421
	(2,078,140)	(366,202)
<b>Increase (decrease) in cash position</b>	<b>(1,424,438)</b>	<b>732,141</b>
<b>Cash and short-term investments - beginning of year</b>	<b>4,262,745</b>	<b>3,530,604</b>
<b>Cash and short-term investments - end of year</b>	<b>\$ 2,838,307</b>	<b>\$ 4,262,745</b>

The accompanying notes are an integral part of these financial statements.

THE DISTRICT OF NEW HAZELTON  
NOTES TO FINANCIAL STATEMENTS  
AS AT DECEMBER 31, 2021

---

**1. General**

The District of New Hazelton (the "District") 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.

*Impact on operations of COVID-19 (coronavirus)*

In early March 2020 the impact of the global outbreak of COVID-19 (coronavirus) began to have 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.

The District's operations were impacted by COVID-19 due to closure of recreational facilities, added cleaning and supply costs, cancellation of events, and delay of major projects requiring outside consultants and contractors.

The impact of COVID-19 has been partially offset by available Government programs for which the District was eligible, including the COVID-19 Safe Restart Grant.

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. While the extent of the impact is unknown, we anticipate this outbreak may cause delays in capital projects requiring outside consultants and contractors, increased prices of goods, supply chain disruptions, staff shortages, and increased government regulations, all of which may negatively impact the District's ability to operate and financial condition.

**2. Significant accounting policies**

The financial statements of 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 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 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.

(continued)



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

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:

Buildings	20 to 50 years
Equipment, furniture and motor vehicles	5 to 20 years
Transportation and transit services	15 to 40 years
Water infrastructure	10 to 100 years
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.

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 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.

*(continued)*

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

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 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 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 collectability of accounts and taxes receivable.

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 one 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, 2021.

At each financial reporting date, the District 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, 2021 as the District has not identified any contaminated sites.

### 3. Cash and short-term investments

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

	2021	2020
- Money market fund	\$ 224,667	\$ 224,324
Cash	2,608,179	4,033,041
Term deposits	5,461	5,380
	<b>\$ 2,838,307</b>	<b>\$ 4,262,745</b>

### 4. Accounts receivable, trade and other

	2021	2020
Government grants receivable:		
Provincial		
Northern Development Initiative Trust	\$ 59,458	\$ 67,247
GST rebate	131,298	28,479
Other	123,073	59,435
	<b>\$ 313,829</b>	<b>\$ 155,161</b>

### 5. Gas tax community works fund

	2021	2020
UBCM Federal Gas Tax Community Works Fund reserve - balance at beginning of year	\$ -	\$ -
Amount received during the year	162,957	79,550
Interest revenue	346	-
Regional District USRC contribution	(40,000)	(40,000)
Community hall	-	(39,550)
Balance - end of year	<b>\$ 123,303</b>	<b>\$ -</b>

UBCM Federal Gas Tax Agreement Community Works Fund  
Municipal Finance Authority of B.C. investments:

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District 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 FINANCIAL STATEMENTS  
AS AT DECEMBER 31, 2021

**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 equity in tangible capital assets is as follows:

	2021	2020
Increases:		
Capital acquisitions	\$ 2,613,675	\$ 413,623
Decreases:		
Dispositions at net book value	(59,498)	(256,780)
Amortization	(491,234)	(442,626)
Change in equity in tangible capital assets	2,062,943	(285,783)
Equity in tangible capital assets - beginning of year	9,884,414	10,170,197
Equity in tangible capital assets - end of year	\$ 11,947,357	\$ 9,884,414

**7. Accumulated surplus**

	2021	2020
Operating fund	\$ 2,361,865	\$ 1,425,084
Reserves fund ( <i>Schedule 3</i> )	601,522	3,052,123
Equity in tangible capital assets ( <i>Note 6</i> )	11,947,357	9,884,414
	\$ 14,910,744	\$ 14,361,621

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

Property	\$ 943,014	\$ 893,553
Frontage	61,713	62,048
Revenue in lieu of taxes	50,998	51,559
Penalties and interest on taxes	11,325	12,281
	1,067,050	1,019,441
Less taxes on behalf of:		
School District	219,382	202,603
North West Regional Hospital District	34,346	34,178
Regional District of Kitimat-Stikine	165,992	143,587
B.C. Assessment Authority	3,760	3,719
Other	-	12
	423,480	384,099
Net taxes available for municipal purposes	\$ 643,570	\$ 635,342



**THE DISTRICT OF NEW  
HAZELTON NOTES TO  
FINANCIAL STATEMENTS AS AT  
DECEMBER 31, 2021**

**9. Government grants and transfers**

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

	2021	2020
Unconditional grants and transfers		
Provincial	\$ 467,000	\$ 476,659
Regional District / Other	5,000	7,382
	472,000	484,041
Conditional grants and transfers		
Provincial	142,138	958,227
Recognition of deferred revenue - UBCM Federal Gas Tax Agreement		
Community Works Fund	40,000	79,550
Regional District / Other	87,365	65,058
	\$ 741,503	\$ 1,586,875

**10. Commitments and contingencies**

a) Capital requirements

District Council has approved a 2021 - 2025 tangible capital expenditure financial plan of \$4,318,000. The 2021 requirement of \$2,866,215 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, 2020, the plan has approximately 220,000 active members and approximately 112,000 retired members. Active members include approximately 42,000 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, 2018, indicated a \$2,866 million funding surplus for basic pension benefits on a going concern basis.

The District of New Hazelton paid \$63,639 for employer contributions to the plan in fiscal 2021 (\$63,071 in 2020).

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

**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 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 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 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 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.

## 11. Annual budget

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on May 3, 2021.

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	(454,893)
-----------------------------	-----------

Less:

Capital expenditures per budget	4,318,000
---------------------------------	-----------

Transfer to/from reserve	(2,866,215)
--------------------------	-------------

---

Annual Surplus per Statement of Operations	\$ 646,892
--	------------

## 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, garbage collection, the Erwin Stege Community Center 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 Chief Administrative Officer is the liaison between Council and the District departments and staff. The Corporate Officer 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. Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part.



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

### *Protective services (continued)*

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

### *Transportation and transit services*

The Transportation (Public Works) Department is responsible for the infrastructure of the District including 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, and 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 contributes 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*

Administration is responsible for the garbage collection and recycling programs operating in the District of New Hazelton. Garbage collection and recycling services are performed by a contractor.

### *Tourism and community development*

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

**13. COVID-19 Safe Restart Grant**

The District received a COVID-19 Safe Restart grant from the Province of BC. The purpose of the grant was to support the District with increased operating costs and decreased revenues due to the COVID-19 pandemic. In 2021, the grant monies received and spent were as follows:

	2021	2020
Opening balance	\$ 347,411	\$ -
Grant received	\$ -	\$ 357,000
Interest earned	\$ 3,474	\$ 411
Use of grant:		
Revenue shortfall	\$ 2,105	\$ 10,000
Eligible expenses	\$ -	\$ -
Ending balance	\$ 348,780	\$ 347,411

**14. Comparative figures**

Certain comparative figures have been reclassified to conform with current year presentation.

THE DISTRICT OF NEW HAZELTON  
Schedule of Segmented Revenue and Expenses  
Year Ended December 31, 2021

Schedule 1

		General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2021	2021 Budget
<b>Revenues</b>												
Net taxes available for district purposes												
Utility usage fees	\$	-	\$	-	\$	\$	\$	\$	\$	\$	\$ 643,570	\$ 645,492
Other fees and sale of goods and services		135,837	17,000	2,860	6,900	-	-	-	-	-	254,456	256,100
Government grants and transfers		741,503	-	-	-	-	-	-	-	26,444	189,043	133,600
ICBC Commissions		-	-	-	-	-	-	-	-	-	741,503	4,922,715
Investment income		-	-	-	-	-	-	-	-	-	383,066	408,000
Gain (loss) on disposal of tangible capital assets		476,038	-	-	-	-	-	-	-	17,905	17,905	20,000
		1,353,378	17,000	2,860	6,900	142,816	42,068	69,572	-	-	476,038	-
<b>Expenses</b>												
Salaries, wages and benefits		454,896	65,372	341,698	-	57,512	-	-	-	-	919,478	1,042,500
Goods and services		251,626	66,675	252,893	7,858	(32,488)	48,561	91,888	-	-	687,013	4,268,015
Interest and bank charges		6,132	-	-	-	-	-	-	-	-	6,132	6,000
Other		-	-	-	-	-	-	-	52,500	-	52,500	72,500
Amortization		187,742	12,815	75,931	28,023	112,990	73,734	-	-	-	491,235	350,000
		900,396	144,862	670,522	35,881	138,014	122,295	91,888	52,500	-	2,156,358	5,739,015
	\$	452,982	\$ (127,862)	\$ (667,662)	\$ (28,981)	\$ 4,802	\$ (80,227)	\$ (22,316)	\$ (52,500)	\$ 1,070,885	\$ 549,123	\$ 646,892

		General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2020
<b>Revenues</b>											
Net taxes available for district purposes											
Utility usage fees	\$	-	\$	-	\$	\$	\$	\$	\$	\$	\$ 635,342
Other fees and sale of goods and services		110,168	17,000	1,175	5,555	-	-	-	-	23,521	157,419
Government grants and transfers		1,586,875	-	-	-	-	-	-	-	-	1,586,875
ICBC Commissions		-	-	-	-	-	-	-	-	-	450,357
Investment income		-	-	-	-	-	-	-	-	-	32,106
Gain (loss) on disposal of tangible capital assets		(209,360)	-	-	-	-	-	-	-	-	(209,360)
		1,487,683	17,000	1,175	5,555	151,796	42,163	70,089	-	1,141,326	2,916,787
<b>Expenses</b>											
Salaries, wages and benefits		515,191	35,778	360,402	-	62,417	-	-	-	-	973,788
Goods and services		248,930	89,053	250,869	17,203	74,735	70,324	91,594	-	-	842,708
Interest and bank charges		5,130	-	-	-	-	-	-	-	-	5,130
Other		-	-	-	-	-	-	-	52,500	-	52,500
Amortization		171,385	12,815	76,505	30,633	113,023	38,265	-	-	-	442,626
		940,635	137,646	687,776	47,836	250,175	108,589	91,594	52,500	-	2,316,752
	\$	547,047	\$ (120,646)	\$ (686,601)	\$ (42,281)	\$ (98,379)	\$ (66,426)	\$ (21,505)	\$ (52,500)	\$ 1,141,326	\$ 600,035

THE DISTRICT OF NEW HAZELTON  
Schedule of Tangible Capital Assets  
Year Ended December 31, 2021

	Land	Buildings	Equipment, furniture and motor vehicles	Water infrastructure	Sewer infrastructure	Transportation and transit services	Tax sale land	2021
<b>Cost</b>								
Opening balance	\$ 643,281	\$ 4,972,150	\$ 2,581,656	\$ 3,856,990	\$ 1,186,688	\$ 3,802,438	\$ 80,055	\$ 17,123,258
Additions - purchased	-	2,368,759	104,848	-	26,946	112,098	1,024	2,613,675
Additions - donated	-	-	-	-	-	-	-	-
Disposals	-	-	(52,610)	-	-	-	(9,517)	(62,127)
Writedowns	-	-	-	-	-	-	-	-
Ending balance	643,281	7,340,909	2,633,894	3,856,990	1,213,634	3,914,536	71,562	19,674,806
<b>Accumulated amortization</b>								
Opening balance	-	1,520,827	1,734,768	1,441,802	673,709	1,867,739	-	7,238,845
Amortization	-	119,419	141,767	54,226	71,868	103,954	-	491,234
Acc. amortization on disposals	-	-	(2,630)	-	-	-	-	(2,630)
Ending balance	-	1,640,246	1,873,905	1,496,028	745,577	1,971,693	-	7,727,449
<b>Net book value</b>	\$ 643,281	\$ 5,700,663	\$ 759,989	\$ 2,360,962	\$ 468,057	\$ 1,942,843	\$ 71,562	\$ 11,947,357
<b>Cost</b>								
Opening balance	\$ 683,707	\$ 5,195,444	\$ 2,617,278	\$ 3,843,557	\$ 1,159,329	\$ 3,698,198	\$ 80,055	\$ 17,277,568
Additions - purchased	-	194,706	73,885	13,433	27,359	104,240	-	413,623
Additions - donated	-	-	-	-	-	-	-	-
Disposals	(40,426)	(418,000)	(109,507)	-	-	-	-	(567,933)
Writedowns	-	-	-	-	-	-	-	-
Ending balance	643,281	4,972,150	2,581,656	3,856,990	1,186,688	3,802,438	80,055	17,123,258
<b>Accumulated amortization</b>								
Opening balance	-	1,678,215	1,643,703	1,387,542	637,311	1,760,600	-	7,107,371
Amortization	-	93,410	151,419	54,260	36,396	107,139	-	442,626
Acc. amortization on disposals	-	(250,798)	(60,354)	-	-	-	-	(311,152)
Ending balance	-	1,520,827	1,734,768	1,441,802	673,709	1,867,739	-	7,238,845
<b>Net book value</b>	\$ 643,281	\$ 3,451,323	\$ 846,888	\$ 2,415,188	\$ 512,979	\$ 1,934,699	\$ 80,055	\$ 9,884,414
Assets under construction have a net book value of \$NIL in 2021 (2020 - \$134,121).								

THE DISTRICT OF NEW HAZELTON  
Schedule of Reserve Fund Activities  
Year Ended December 31, 2021

Schedule 3

	Machinery and equipment	Water capital	Sewer capital	Cemetery fund	Tax sale reserve	Building fund	Northern Capital and Planning	2021	2020
Balance - beginning of year	\$ 91,604	\$ -	\$ 229,215	\$ 3,935	\$ 92,670	\$ -	\$ 2,634,699	\$ 3,052,123	\$ 2,343,187
Transfers in	-	-	-	-	-	-	-	-	532,000
Transfers out	(91,604)	-	-	-	(92,670)	-	(2,278,227)	(2,462,501)	(114,806)
Investment income (expense)	-	-	2,073	36	-	-	9,791	11,900	19,123
Contributions	-	-	-	-	-	-	-	-	272,619
Balance - end of year	\$ -	\$ -	\$ 231,288	\$ 3,971	\$ -	\$ -	\$ 366,263	\$ 601,522	\$ 3,052,123



## DISTRICT OF NEW HAZELTON

### Permissive Tax Exemptions

2021

Permissive Tax Exemption Bylaw No. 355, 2020 provided the following Permissive Tax Exemptions in 2021. Municipal taxes which were not imposed are:

1. Roman Catholic Episcopal Corp of Prince Rupert  
Lots 4-6 & 7-21, Block 29, Section 2, Plan 968  
District Lot 863, Cassiar Land District \$3063.56
  
2. New Hazelton Congregation of Jehovah's  
Witnesses  
Lot A, Section 2, Plan EPP78072, District Lot  
882, Cassiar Land District \$633.76

## **DISTRICT OF NEW HAZELTON 2022 ANNUAL REPORT**

### **Municipal Services and Operations -2021-**

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

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

The District of New Hazelton operated with a full-time staff of ten (10) persons during 2021. The full-time public works crew of five (5) was assisted by two (2) summer students. The full-time administration staff of five (5) was assisted by one (1) summer student.

Our Volunteer Fire Department consists of a Fire Chief and 17 volunteer members. The Fire Department members are also responsible for the delivery of service for our Jaws of Life, costs of which are partnered with the Regional District of Kitimat Stikine and the Village of Hazelton.

Our Visitor Centre struggled to find staff at the beginning of the season however we were able to find students and opened fully in July, 2021 and operated for two months. This centre is partnered on a cost sharing basis between the District of New Hazelton, the Regional District of Kitimat Stikine, the Village of Hazelton, and Destination BC.

During the summer, the Public Works department, with the assistance of a local paving company completed various hand patching throughout the District. Overlays were applied on McBride Street from 11<sup>th</sup> Avenue to 12<sup>th</sup> Avenue; McLeod Street from 10<sup>th</sup> Avenue around the corner onto 9<sup>th</sup> Avenue; 5<sup>th</sup> Avenue from Churchill Street to Young Street; and a portion of 11<sup>th</sup> Avenue from Laurier to McBride.

Storm Sewer was installed on McBride Street from 7<sup>th</sup> Avenue to 8<sup>th</sup> Avenue and Pugsley Street from 4<sup>th</sup> Avenue to 5<sup>th</sup> Avenue.

Thanks to a grant from Northern Development Initiative Trust, the Bulkley Valley Credit Union, and the Bulkley Valley Foundation, we were able to add 8 more pieces of outdoor fitness equipment in Allen Park which continues to be a hit with people of all ages.

The final major expenditure in 2021 was for the construction of our new municipal hall located at 4670 10<sup>th</sup> Avenue beside the Bulkley Valley Credit Union and the Erwin Stege Community Centre. This was completed entirely from a provincial Northern Capital Planning Grant and reserves that had been put aside for the building in prior years' budgets.

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

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**Declaration of Disqualifications**

**2021**

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

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**Progress Report 2021**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Administration</b>	Work to reduce costs and generate additional revenue	<p>Continue to systematically evaluate operations to reduce costs or increase revenue</p> <p>Partnered with Bulkley Valley Insurance Services in Smithers to offer house insurance services to residents of the Hazeltons</p> <p>Build a new municipal office</p>	<p>Add to operating surplus instead of drawing on it</p> <p>Commission revenues will increase</p> <p>Work to be completed by contractor</p>	<p>Accumulated surplus of \$14,910,744 was an increase of \$549,123</p> <p>Due to staffing issues, we were unable to continue offering house insurance until further notice</p> <p>Building was 99% complete by the end of 2021. Move in date was December 10, 2021</p>
<b>Economic Development</b>	<p>Market New Hazelton</p> <p>Continue to promote local businesses</p>	<p>Continue to utilize the website &amp; advertise opportunities</p> <p>Work with EcDev Officer to promote local businesses</p>	<p>New investment occurs</p> <p>Local businesses see an increase in profits</p>	<p>Continuing to receive inquiries regarding property</p> <p>Many businesses struggled as the COVID-19 pandemic continued. Stories in Bulkley Browser about small business owners</p>



**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**Progress Report 2021**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Economic Development</b>	Engage local businesses	Work with Economic Development Officer to promote local businesses	Opportunities and challenges facing local business will be identified	<b>A lot of challenges with reaching out to businesses during COVID-19</b>
<b>Downtown Revitalization</b>	Community Center	Replace garbage receptacles and picnic tables	Grant received and new items installed	<b>We were not successful in the grant application. Pushed to 2022/2023</b>
<b>Recreation</b>	Replace Outdoor ice arena	Apply for grant funding to replace aging infrastructure	Grant would be received and PW staff would install	<b>We were not successful in grant application. Postponed until further notice</b>
	Increase outdoor fitness equipment at Allen Park	Apply for grant funding PW to install	Grants received. New equipment purchased and installed	<b>Grants received and equipment installed</b>
<b>Waste Water Collection</b>	Sewer lines condition assessment	Receive grant funding	Receive grant	<b>Grant was received</b>
		Work to be completed by contractors to maintain efficient operation of lines	Work completed by contractor	<b>Work was completed by contractor</b>

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**Progress Report 2021**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Waste Water Collection</b>	Lagoon desludging	Receive grant for funding	Grant received  Work to be completed by contractor and public works staff	<b>Grant was not received</b>  <b>Continue to work on decreasing sludge with Acti-Zyme with decent results</b>
<b>Roadways</b>	Overlay & new pavement McBride St from 11 <sup>th</sup> Ave to 12 <sup>th</sup> Ave, McLeod St from 10 <sup>th</sup> Ave around corner onto 9 <sup>th</sup> Ave, 5 <sup>th</sup> Ave from Churchill St to McBride St,	Work to be completed by contractor and public works crew	Work will be completed	<b>Work was completed</b>
	Pave Community Center parking lot	Work to be completed by contractor and public works crew	Work will be completed by contractor  Work will be completed	<b>Work was not completed – scheduled for early 2022</b>
	Apply crush to College St south	Work to be completed by public works crew		<b>Some upgrading done Crush not needed</b>

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**Progress Report 2021**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>	<b>Outcome</b>
<b>Public Works</b>	Install storm sewer along McBride St from 7 <sup>th</sup> Ave to 8 <sup>th</sup> Ave, Pugsley St from 4 <sup>th</sup> Ave to 5 <sup>th</sup> Ave and Laurier St from 11 <sup>th</sup> Ave to 12 <sup>th</sup> Ave	Work will be completed by public works	Work will be completed	<b>Work was completed</b>
<b>Fire Department</b>	Build Fire Training Center	Work to be completed by public works staff and volunteer firefighters	Work will be completed  Training will begin	<b>Work was completed by staff and NHVFD.</b>  <b>Training sessions were held and will continue</b>

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**2022 Statement of Objectives and Measures**

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



**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**2022 Statement of Objectives and Measures**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>
<b>Downtown Revitalization</b>	Replace refuse & recycling receptacles	Apply for grant to purchase new refuse & recycling containers	Grant received and new containers installed
	Complete office building and grounds landscaping	PW Superintendent & CAO will work with contractors to complete deficiencies	Deficiencies will be corrected
		PW staff will complete landscaping	Landscaping will be completed by PW staff
		Contractor will complete parking lot paving	Paving will be completed by contractor
<b>Water Distribution System</b>	Young Street waterline upgrade	Apply for grant funding Work and restoration to be completed by contractor	Received grant.  Work will be completed by contractor
<b>Waste Water Collection</b>	Annual cleaning of waste water distribution lines	Work to be completed by contractors to maintain efficient operation of lines	Work will be completed by contractor
	Lagoon desludging	Apply for grant. Work to be completed by contractor and public works staff	Grant received. Work will be completed by contractor and public works staff

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**2022 Statement of Objectives and Measures**

<b>Service/Department</b>	<b>Objective</b>	<b>Strategy</b>	<b>Measure</b>
<b>Administration</b>	Work to reduce costs and generate additional revenue	Continue to systematically evaluate operations for new opportunities to reduce costs or increase revenue	Add to operating surplus
<b>Economic Development</b>	Market New Hazelton	Continue to promote area and local businesses  Introduce Live Love Local Campaign	New investment occurs
<b>Public Works</b>	Install storm sewer along Templeman St from Hwy 16 to 9 <sup>th</sup> Ave, 9 <sup>th</sup> Ave from Templeman St to Laurier St, and Laurier St from 13 <sup>th</sup> Ave to 14 <sup>th</sup> Ave	Work will be completed by public works staff	Work will be completed
<b>Road Upgrades</b>	Overlay on 13 <sup>th</sup> Ave from Bowser St to McLeod St; 14 <sup>th</sup> Ave from Bowser St to McLeod St, McLeod St from 14 <sup>th</sup> Ave to 15 <sup>th</sup> Ave	Work to be completed by paving contractor and public works staff	Work will be completed by contractor and public works staff

**DISTRICT OF NEW HAZELTON  
2022 Annual Report**

**2023 Statement of Objectives and Measures**

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





# Policy Manual

## (WORKPLACE BULLYING AND HARASSMENT)

**PREPARED BY:**

Administration

**AUTHORIZED BY:**

Council

**DATE OF ISSUE OR**

**REVISION**

August 8, 2022

Resolution No.

---

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.

**Date created**

November 10, 2015

**Annual review date**

August 8, 2022



## **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>	<b>Annual review date</b>
November 10, 2015	August 8, 2022



## **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.

<b>Date created</b>	<b>Annual review date</b>
November 10, 2015	August 8, 2022



## **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:**

Laura Roe  
Chief Financial Officer  
[lroe@newhazelton.ca](mailto:lroe@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> August 8, 2022
--	---



## **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> August 8, 2022
--	---



**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]

