



DISTRICT OF NEW HAZELTON

Monday February 3, 2025

#2 4633 10th Ave, New Hazelton - Council Chambers

Public Meeting - 6:45 pm

Regular Meeting – 7:00 pm

**1. CALL TO ORDER PUBLIC MEETING: 6:45PM**

- To present the 2024 Annual Report to the Public.

**2. CALL TO ORDER REGULAR MEETING: 7:00PM**

**3. MINUTES**

- 3.1 Accept Minutes of January 6, 2025 regular meeting

**4. PETITIONS & DELEGATIONS: NONE**

**5. CORRESPONDENCE**

- 5.1 Letter of support for ITEC to the Ministry of Education and Child Care  
5.2 Letter of support for the Gitanmaax Perimeter Trail

**6. REPORTS**

- 6.1 Council Reports

**7. BYLAWS**

- 7.1 Adoption of the 2025-2029 Financial Plan Bylaw No. 384, 2024

**8. NEW BUSINESS**

- 8.1 Workplace Bullying and Harassment Policy  
8.2 USRC Advisory Committee Nominations  
8.3 Pole Banners  
8.4 Presentation of the 2024 Annual Report  
8.5 Appointment of Keith Stecko as interim fire investigator  
8.6 Council Schedule  
8.7 Council New Business

**9. ADJOURNMENT**

**10. INFORMATION PACKAGE**



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DISTRICT OF NEW HAZELTON

Monday, January 6, 2025

#2 4633 10<sup>th</sup> Ave, New Hazelton – Council Chambers

Public Meeting – 6:45 pm

Regular Meeting – 7:00 pm

**1. CALL TO ORDER:** Public Meeting at 6:45PM

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

Staff: Chief Administrative Officer, W. Hunt  
Chief Financial Officer, L. Roe  
Corporate Officer, B. White

- To discuss the 2025-2029 Financial Plan, no public in attendance.
- The meeting was adjourned at 7:00PM.

**2. CALL TO ORDER:** Regular Meeting at 7:00PM

**3. MINUTES:**

**3.1 Accept Minutes of December 2, 2024 regular meeting**

**RESOLUTION 8366/25**

**MOVED/SECONDED**

THAT, the minutes of the December 2, 2024 regular meeting be accepted as presented.

**CARRIED**

**4. PETITIONS & DELEGATIONS:**

**4.1 Presentation from Monica Simms & Pansy Wright-Simms**

Council received a presentation regarding the Inter-Tribal Education Committee's proposal to the Ministry of Education on proportional representation for First Nations on the Coast Mountain School District Board of Trustees.

**4.2 Presentation from Alison Campbell with the Misty Rivers Community Arts Council**

Chair Campbell took the opportunity to thank Council for the continued use of the building for the Art Gallery. She provided an update 2024 operations and their vision for 2025.

**5. CORRESPONDENCE:**

**5.1 2025 Business Façade Improvement Funding Approval**

No action taken, for information purposes only.

**5.2 Second Community Works Fund Payment for 2024/2025**

No action taken, for information purposes only.

**6. REPORTS:**

**6.1 Q4 Financial Update**

Chief Financial Officer, Laura Roe provided the Q4 update for Council and was available to answer questions as they arose. As this was for information purposes only, no further action was required.

**6.2 Council Reports**

- Councillor Weeber gave an update on MASH and their composting project for this year.
- Councillor Berg provided an update on the TV Association.
- Councillor Hobenshield advised Council on the retirement of the Hazelton District Public Library's current Librarian, Brian Butler and the subsequent hire of the new Librarian.
- Mayor Lowry updated Council on the latest Regional District of Kitimat Stikine meeting.

**7. BYLAWS:**

**7.1 Third reading of the 2025-2029 Financial Plan Bylaw No. 384, 2024**

**RESOLUTION 8367/25**

**MOVED/ SECONDED**

THAT, the District of New Hazelton give the Third reading of the 2025-2029 Financial Plan Bylaw No. 384, 2024.

**CARRIED**

**8. NEW BUSINESS:**

**8.1 Annual Review of the Workplace Bullying and Harassment Policy**

- This review was tabled until the February meeting to allow for further updates.

**8.2 Council Schedule**

Council reviewed their schedule for the upcoming months.



8.3 Council New Business

- While acknowledging the Ministry of Housing’s requirement for all local governments to complete a Housing Needs Study; Council would like a letter written to the Ministry regarding concerns with the mandated metrics and lack of available data which potentially left many small local governments with a study that does not make sense, is not useful, or a fiscally prudent use of funds.

**RESOLUTION 8368/25**

**MOVED/SECONDED**

THAT, Council authorizes staff to write a letter to the Ministry of Housing regarding concerns with the mandatory Housing Needs Study that was completed by Urban Matters.

**CARRIED**

- Council would like an update on the new proposed flag banners for the next council meeting.

**9. CLOSED MEETING:**

Move into a closed meeting pursuant to S. 90.1(c) of the *Community Charter*, regarding employee relations at 8:12PM.

**10. ADJOURNMENT**

**RESOLUTION 8369/25**

**MOVED/SECONDED**

THAT, the regular meeting be adjourned at 8:40PM

**CARRIED**

CERTIFIED CORRECT THIS 3<sup>RD</sup> DAY OF FEBRUARY, 2025

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Mayor

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Corporate Officer



January 14, 2025

The Honourable Lisa Beare  
Minister of Education and Child Care  
PO Box 9045 Stn Prov Govt  
Victoria, BC V8W 9E2

Dear Minister Beare,

At its most recent Council Meeting, Mayor and Council received a presentation from representatives of the Inter-Tribal Education Committee's (ITEC) regarding their proposal submitted to the Ministry of Education and Child Care. This proposal outlines the process to expand the Coast Mountain School District trustee seats from seven to nine; of which four seats would be voted on by the members of the Nations that reside in those zones. This change would provide proportional representation for First Nations on the Board of Trustees. AT a proportion of 54% to 46% it is roughly equivalent to the demographic breakdown of students in the Coast Mountain School District (53% to 47%).

Section 30(2) of the BC School Act states:

*(2)A board consists of 3, 5, 7 or 9 trustees, as determined by order of the minister under this section.*

In order comply with this legislation and implement the above proposal, ITEC is requesting that this section of the School Act be utilized to allow the expansion of the Board of Trustees for Coast Mountains School District No. 82 to the maximum of 9 trustees.

Please accept this letter as our support for the ITEC proposal presented to your Ministry. The District of New Hazelton feels this proposal would benefit the needs of the students and families in the school district and aligns with the UNDRIP Calls to Action for equitable opportunities for First Nations. If you have any further questions or concerns, please feel free to contact our Chief Administrative Officer, Wendy Hunt or our Corporate Officer, Brooke White. Wendy and Brooke can be reached via email at [whunt@newhazelton.ca](mailto:whunt@newhazelton.ca) and [bwhite@newhazelton.ca](mailto:bwhite@newhazelton.ca) or via phone at 250-842-6571.

Sincerely,

A handwritten signature in black ink that reads "Gail Lowry". The signature is written in a cursive, flowing style.

Gail Lowry  
Mayor

Pc: Monica Simms, Education Advisor, Gitxsan Government Commission & ITEC Member

# **Gitanmaax Perimeter Trail Project Overview**

**A Partnership Between the  
Gitanmaax Band Council  
and the  
Hazelton Trail Society**



Prepared by Catherine Dworak, Nonprofit Hazelton

Gitanmaax, BC

Last Updated: January 2, 2025

# Gitanmaax Perimeter Trail Project Overview

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## Gitanmaax Pumptrack Project Overview

### 1. Who We Are

The Gitanmaax Band Council is the elected government for Gitanmaax Indian Reserve. The village of Gitanmaax is located in Northern British Columbia and is nestled between the junction of the great Skeena and Bulkley Rivers. Our Vision and Mission Statement includes the following principles and values:

We believe everyone in our community is entitled to:

- Be treated equally
- Respect from others
- Have equal access to programs and services
- Gain self reliance to the best of their abilities
- Be safe in their community
- Be supported in speaking out against injustice and abuse
- Value their families above all else
- Acknowledgement for their life experiences
- Share their knowledge and information with others
- Respect for their diversity and individuality
- Uphold the values of Gitksan traditions which are based on: Respect, caring, sharing and accepting consequences based on one's own actions or lack of them
- Celebrate and express the joy of successful endeavours and happy times

The Hazelton Trail Society is composed of volunteers, parents, and local outdoor enthusiasts focused on creating outdoor recreational opportunities for our community. We maintain existing trail networks and create multi-use trails for the entire community to enjoy. We also work to give community members, especially youth, opportunities to access trails, and provide education regarding outdoor recreation and land stewardship. We are grateful to be living and recreating in this beautiful area, the traditional territory of the Gitksan.

### 2. Commitment to Canada's Truth and Reconciliation 94 Calls to Action

We all have a collective responsibility to contribute to recovering from the impact of Residential Schools.

The Gitanmaax Perimeter Trail contributes to Truth and Reconciliation by developing recreation opportunities for the communities on Gitksan Territory. The following Calls to Action are relevant to the Gitanmaax Perimeter Trail project:

Action 88: We call upon all levels of government to take action to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous



Games, including funding to host the games and for provincial and territorial team preparation and travel.

Action 89: We call upon the federal government to amend the Physical Activity and Sport Act to support reconciliation by ensuring that policies to promote physical activity as a fundamental element of health and well-being, reduce barriers to sports participation, increase the pursuit of excellence in sport, and build capacity in the Canadian sport system, are inclusive of Aboriginal peoples.

Action 91: We call upon the federal government to ensure that national sports policies, programs, and initiatives are inclusive of Aboriginal peoples, including, but not limited to, establishing:

- i. In collaboration with provincial and territorial governments, stable funding for, and access to community sports programs that reflect the diverse cultures and traditional sporting activities of Aboriginal peoples.

### 3. The Project Partnership

On July 26, 2022, the Gitanmaax Band Council passed a motion to commit to designating land adjacent to the Gitanmaax Skatepark for the purpose of developing a recreational hub that includes a skatepark, pumptrack, perimeter trail, and a Gitxsan Art Piece. The details of the partnership between the Hazelton Trail Society and the Office of Gitanmaax are outlined in a partnership letter. An asset management plan outlines details of continued stewardship and maintenance of the recreation hub.

### 4. Project Background

The Gitanmaax Perimeter Trail is a collaboration between the Gitanmaax Band Council and the Hazelton Trail Society. It is designed to promote accessible outdoor recreation, community health, and economic development. The Perimeter Trail will be part of a larger recreation hub that will form **Hazelton's first fully inclusive recreation hub, featuring amenities specifically designed for wheelchair use**, including the perimeter trail, connector trails, an adaptive pumptrack loop, a commissioned Gitxsan art piece, and supportive infrastructure such as accessible parking, and a gathering area with benches and picnic tables.

The Perimeter Trail and connector trails are designed to promote accessible outdoor recreation, community health, and economic development. The wheelchair focus creates a free, inclusive space for individuals of all ages and abilities to enjoy outdoor activity that benefits not only those using wheelchairs, but also others with mobility needs such as seniors, children learning to ride a bike, and families with strollers.

The Perimeter Trail is centrally located within the village of Gitanmaax and is 1.5 km from the high school, 1.3 km from the nearest elementary school, and 1.8 km from the Upper Skeena Recreation Centre, making it easily accessible to local schools, families, and sports teams. The trail's close proximity to key community amenities, including the Lis Hetxwit Trail Network, K'san Museum and Campground, grocery stores, gas station, and restaurants, ensures it will serve as a hub for recreation, education, and community gathering. This project builds on the success of the Lis Hetxwit Trail Network, which has attracted recreation visitors to the area and established a regional reputation for its thoughtful design

with 7.2km of low angle trails especially for families, seniors, and strollers. The Perimeter Trail and recreation hub are centrally located which supports users who do not have access to a vehicle.

The Perimeter Trail will promote truth and reconciliation by creating a space where visitors and locals naturally connect through shared use. It fosters understanding and cultural exchange, breaking down stereotypes while celebrating Gitksan identity and heritage. The Perimeter Trail is part of a broader vision for the Gitanmaax Recreation Hub for additional Gitksan-inspired art installations to create an art loop as a legacy project. Increasing recreation opportunities has significant social impacts as it contributes to recovering from intergenerational trauma caused by Canada's Indian Residential Schools. Creating a free, public, shared space fosters understanding and cultural exchange, breaking down stereotypes while celebrating Gitksan identity and heritage.

The trail will not only improve quality of life for residents but also boost tourism, help retain professionals in essential sectors like healthcare and education, and strengthen the local economy. By providing a space that fosters connection, activity, and inclusion, the Gitanmaax Perimeter Trail represents a critical investment in the health and vitality of the community.

## 5. Key Features and Accessibility

- 830m<sup>2</sup> perimeter trail loop and necessary connector trails
- asphalt surface – first asphalted trail in the community
- wheelchair accessibility designed to meet Spinal Chord BC standards
- integration in a recreation hub that includes:
  - a skatepark (constructed in 2017)
  - a pumptrack (construction to be completed in 2025)
  - an adaptive pumptrack loop/kids loop (construction to be constructed in 2025)
  - a commissioned Gitksan art piece (to be completed in 2025)
  - asphalted parking lot (to be completed in 2025)
  - sustainable landscaping (to be completed in 2025)
  - a shelter for gathering (to be completed in 2025)
  - signage, benches, and garbage cans (to be completed in 2025)
- proximity to community resources:
  - across the street from grocery store and gas station with convenience store
  - 950m from Wrinch Memorial Hospital
  - 1.3km from nearest elementary school
  - 1.5km from Hazelton Secondary School
  - 1.8km from Upper Skeena Recreation Centre
  - 1.8km from K'san Campground, historic village, museum, gift store
  - 2.3km from Old Hazelton municipal town
  - 6.6km from the District of New Hazelton
- centrally located which supports users who do not have access to a vehicle
- safety and inclusivity – the design reduces barriers to outdoor activity
- future vision for the perimeter trail includes an art walk with art pieces added around the circuit as a legacy project for an art loop

## 6. Site Location and Site Plan

The Gitanmaax Perimeter Trail will be located at a recreation hub that has been designated for the purpose of “healthy activities” as “community lands” by the Gitanmaax Band, on Cedar Lane, in



Gitanmaax, BC (Band Council Resolution July 20, 2023; Band Council Resolution October 5, 2023; Gitanmaax Land Use Plan "Community"). Below is an aerial photo of the area:



Figure 1: Aerial View of Land allocated for Recreation Hub that includes the Gitanmaax Perimeter Trail

The perimeter trail design is by CHO Designs in collaboration with the pumptrack designer, Velo Solutions. CHO Designs is a local Hazelton design company. Below is the site plan:

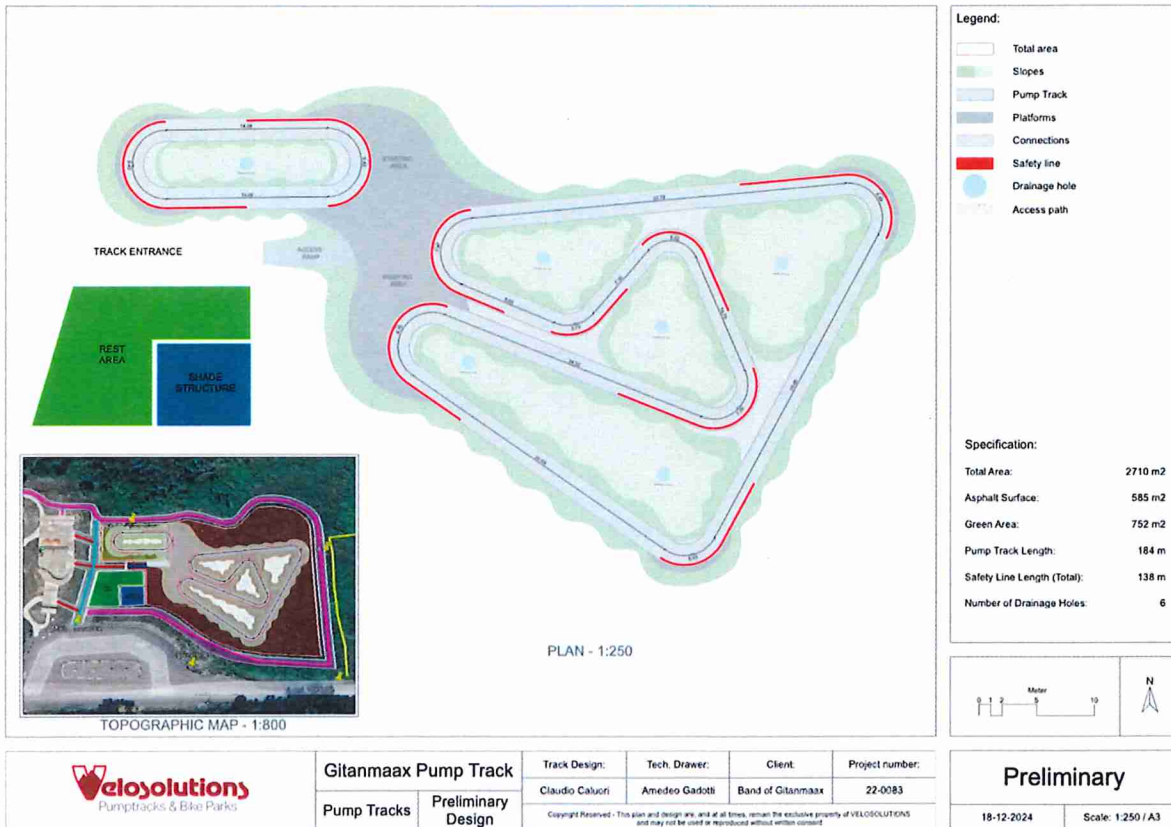


Figure 2: Site Design – Perimeter Trail (pink) and connector trails (blue and red) are shown in lower left corner image

## 7. Visual Examples

The perimeter trail will offer a 2m wide smooth asphalted surface that is suitable for those with mobility challenges:



Figures 3 & 4: Examples of Asphalted Trails

The skatepark was constructed in 2017 and features elements of Gitksan design with a fish tail, salmon eggs, a cedar hat, and Gitksan art:



Figures 5 & 6: Gitanmaax Skatepark



The pumptrack construction will be completed in August 2025 and will feature a playground for bikes and other non-motorized wheeled activities (eg. scooters, skateboards, rollerblades) that consists of several asphalted circuits made up of jumps, rollers, and berms. The pumptrack includes an adaptive loop:



Figures 7 & 8: Examples of Pumptracks

## 8. Community and Economic Benefits

The Gitanmaax Perimeter Trail will deliver benefits to the community and local economy by addressing long-standing barriers to recreation and promoting inclusive growth.

- **Improved Quality of Life:** The trail will provide a free, accessible outdoor space for physical activity, social connection, and recreation. This contributes to improved mental and physical well-being for all residents, particularly those with limited access to safe and inclusive recreational options.
- **Attraction and Retention of Skilled Professionals:** Quality-of-life amenities like the perimeter trail play a key role in attracting and retaining skilled workers in essential sectors such as healthcare and education. By offering vibrant, family-friendly recreation opportunities, the project will help stabilize and strengthen the local workforce.
- **Boosted Tourism:** The trail will enhance the region's appeal as a destination for outdoor enthusiasts and families seeking inclusive, high-quality recreational experiences. Its integration with the skatepark and pumptrack creates a unique hub that encourages visitors to stay longer, explore more, and return often.
- **Support for Local Businesses:** Increased visitor traffic will benefit nearby businesses, such as restaurants, grocery stores, gift shops, and the Ksan Museum and Campground. This economic ripple effect supports the broader community and stimulates local growth.
- **Youth and Family Engagement:** The trail will foster opportunities for youth and families to engage in healthy, active lifestyles, promoting a sense of community and shared purpose. Its proximity to schools and the recreation center ensures easy access for organized activities, such as school outings, sports team practices, and outdoor education programs.
- **Regional Collaboration:** The trail strengthens partnerships between the Gitanmaax Band Council, the Hazelton Trail Society, and other stakeholders, showcasing a model for collaborative community development that can inspire future projects.
- **Retention of Professionals in Region:** Enhancing recreation opportunities in our region improves quality of life for residents and helps retain professionals in essential sectors like healthcare and



education. This strengthens the regional economy and is mutually beneficial for our entire region.

By addressing the needs of residents and visitors alike, the Gitanmaax Perimeter Trail is poised to become a cornerstone of the community, fostering health, inclusivity, and economic vitality for years to come.

## 9. Collaboration and Point People

As part of the partnership, the Hazelton Trail Society has offered a “hands off” partnership where the Hazelton Trail Society assumes all responsibility for constructing the project, with auxiliary support from the Office of Gitanmaax and a commitment to continuous communication from both organizations. The Gitanmaax Band Council will own the pumptrack and be responsible for the majority of the regular maintenance once completed.

The project team includes:

- **Hazelton Trail Society**
  - Role: Applicant and Project Lead.
  - Contact: Allison Oliver (HTS Director)
  - [aaoliver@gmail.com](mailto:aaoliver@gmail.com) | [hazeltontrailsociety@gmail.com](mailto:hazeltontrailsociety@gmail.com) | 604-698-6325
- **Nonprofit Hazelton Project Management Services**
  - Role: Project Manager and main contact. Provides oversight, stakeholder engagement, and project coordination.
  - Contact: Catherine Dworak
  - [nonprofithazelton@gmail.com](mailto:nonprofithazelton@gmail.com) | 250-876-8723
- **Gitanmaax Band Council**
  - Role: Landowner and long-term steward of the project.
  - Contact: Ken Morisson (Capital Assets Manager)
  - [k.morrison@gitanmaax.com](mailto:k.morrison@gitanmaax.com) | 250-842-5297
- **CHO Designs**
  - Role: Perimeter Trail and Landscaping Designer
  - Contact: Chris Ho
  - [chodesigns@gmail.com](mailto:chodesigns@gmail.com) | 778-202-9654
- **Terus Construction**
  - Role: Asphalt Paving Contractor for Parking Lot and Perimeter Trail
  - Contact: Aaron van der Meulen
  - [aaron@terusconstruction.ca](mailto:aaron@terusconstruction.ca) | 778-210-0099
- **Velo Solutions (Canadian Ramp Company)**
  - Role: Pumptrack Designer and Builder
  - Contact: Cody Degraffenreid & Graham Cooke
  - [cdegraffenreid@canadianrampcompany.ca](mailto:cdegraffenreid@canadianrampcompany.ca) | [graham@canadianrampcompany.ca](mailto:graham@canadianrampcompany.ca) | 905-777-1758

## 10. Project Schedule

Task	Finish Date
Land Survey	July 31, 2023 -completed-
DD Fund Progress Report #1	January 31, 2024 -completed-
Paving Road Adjacent to Pumptrack	May 31, 2024 -completed-
DD Fund Progress Report #2	July 31, 2024 -completed-
Complete Pumptrack & Perimeter Trail Design	June 30, 2024 -completed-
Remove Water Quality Test Sites	Fall 2024 -completed-
Complete Pumtrack Construction Level Documents	Winter 2024-2025
Relocate Billboard	Spring 2025
Blessing Ceremony at Ground Breaking	Summer 2025
Pumptrack Construction	Summer 2025
<b>Perimeter Trail &amp; Connector Trails Construction</b>	<b>Fall 2025</b>
Parking Lot Construction	Fall 2025
Landscaping	Fall 2025
Signage Installation	Fall 2025
Installation of Garbage Cans, Recycling Bins, Benches, etc.	Fall 2025
Gitxsan Art Installation	Fall 2025
Grand Opening & Blessing Ceremony	Date TBD
DD Fund Contract End Date (Project Completion)	Sept. 30, 2025

## 11. Pricing for Perimeter Trail

Description	Cost
Planning and Design	\$7,000
Perimeter Trail & Connector Trails Asphaltting	\$144,000
Contingency (10% of \$144,000)	\$14,400
Project Management (10% of \$144,000)	\$14,400
<b>Total</b>	<b>\$179,800</b>

## 12. Funding

Funder	Status	Amount
Destination Development Fund	Secured	\$53,125
Nonprofit Hazelton	Secured (In Kind)	\$4,320
Northern Development Initiative Trust	Application Under Review	\$30,000
Prince Rupert Port Authority	Application Under Review	\$92,355

Dear Program Coordinators,

The District of New Hazelton is pleased to support the Hazelton Trail Society's Gitanmaax Perimeter Trail project. This initiative aligns with our Official Community Plan, which emphasizes the importance of recreation infrastructure in enhancing quality of life, attracting professionals to the region, and supporting sustainable tourism.

The Gitanmaax Perimeter Trail will contribute to workforce retention in the northwest by improving local amenities that make the region more appealing to professionals, particularly in healthcare and education. Many workers, including doctors, nurses, and teachers, move between Hazelton, Terrace, and Prince Rupert, and investment in quality recreation infrastructure helps strengthen regional ties and support long-term residency within the region.

From a tourism perspective, the trail will enhance the Gitanmaax Recreation Hub as a stopover for visitors traveling along Highway 16, complementing existing attractions such as the Ksan Historic Village and the Lis Hetxwit Trail Network. The addition of a fully accessible, multi-use trail will allow more people to experience our outdoor spaces, ensuring that visitors of all abilities—including families, seniors, and those with mobility challenges—can enjoy the region's recreational offerings.

As part of a long-term vision for the Gitanmaax Recreation Hub, the trail will create opportunities for cultural tourism through the integration of Gitksan-inspired art, further reinforcing our region as a destination that values both recreation and cultural heritage.

By investing in projects that benefit both local residents and the broader northwest region, we help create a stronger, more connected regional economy and community network.

Sincerely,

District of New Hazelton



**DISTRICT OF NEW HAZELTON  
BYLAW NO. 384, 2024**

A bylaw to adopt the 2025-2029 Financial Plan

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

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

1. Schedule "A", attached hereto and forming part of this Bylaw, is hereby adopted as the Financial Plan for the 5 years ending December 31, 2029;
2. Schedule "B", attached hereto and forming part of this Bylaw, is hereby adopted as the Statement of Objectives and Policies; and
3. This Bylaw may be cited as "**District of New Hazelton 2025-2029 Financial Plan Bylaw No. 384, 2024.**"

Read a first time this      2ND    DAY OF DECEMBER, 2024

Read a second time this    2ND    DAY OF DECEMBER, 2024

Read a third time this      6TH    DAY OF JANUARY, 2025

Adopted this                3RD    DAY OF FEBRUARY, 2025

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MAYOR

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CORPORATE OFFICER



**DISTRICT OF NEW HAZELTON  
FINANCIAL PLAN (CONSOLIDATED)  
FOR THE FIVE YEARS ENDED DECEMBER 31, 2029  
SCHEDULE "A"**

	BUDGET 2025	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029
<b>REVENUE:</b>					
Residential, Class1	\$ 344,806	\$ 351,702	\$ 358,736	\$ 365,911	\$ 373,229
Utilities, Class 2	\$ 99,400	\$ 101,389	\$ 103,416	\$ 105,485	\$ 107,594
Major Industry, Class 4	\$ -	\$ -	\$ -	\$ -	\$ -
Light Industry, Class 5	\$ -	\$ -	\$ -	\$ -	\$ -
Business, Class 6	\$ 117,862	\$ 120,219	\$ 122,624	\$ 125,076	\$ 127,578
Rec/Non-Profit, Class 8	\$ 507	\$ 517	\$ 527	\$ 538	\$ 548
Farm, Class 9	\$ 281	\$ 287	\$ 293	\$ 299	\$ 305
Grants in Lieu	\$ 43,700	\$ 43,700	\$ 43,700	\$ 43,700	\$ 43,700
<b>TAXATION REVENUE</b>	<b>\$ 606,556</b>	<b>\$ 617,814</b>	<b>\$ 629,296</b>	<b>\$ 641,008</b>	<b>\$ 652,954</b>
Frontage Taxes	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500
Services Provided for Other Agencies	\$ 452,000	\$ 452,000	\$ 452,000	\$ 452,000	\$ 452,000
Utility Rates and Fees	\$ 277,000	\$ 277,000	\$ 277,000	\$ 277,000	\$ 277,000
Other Revenue	\$ 148,100	\$ 118,100	\$ 118,100	\$ 118,100	\$ 118,100
Non capital grants	\$ 1,284,000	\$ 1,761,000	\$ 1,801,000	\$ 1,801,000	\$ 625,000
Capital grants	\$ 477,000	\$ -	\$ 1,066,666	\$ -	\$ -
Conditional Transfers	\$ 183,000	\$ 21,000	\$ 21,000	\$ 21,000	\$ 21,000
Collections for Other Governments	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000
<b>Total revenue</b>	<b>\$ 4,014,156</b>	<b>\$ 3,833,414</b>	<b>\$ 4,951,562</b>	<b>\$ 3,896,608</b>	<b>\$ 2,732,554</b>
<b>EXPENDITURES</b>					
General Municipal	\$ 2,608,373	\$ 2,381,300	\$ 2,454,650	\$ 2,512,700	\$ 2,574,500
Water	\$ 182,034	\$ 186,085	\$ 190,340	\$ 390,807	\$ 199,497
Sewer	\$ 58,500	\$ 508,500	\$ 58,500	\$ 58,500	\$ 58,500
Collections for other governments	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000
Amortization of Assets	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
<b>Total expenditures</b>	<b>\$ 3,722,907</b>	<b>\$ 3,949,885</b>	<b>\$ 3,577,490</b>	<b>\$ 3,836,007</b>	<b>\$ 3,706,497</b>
Surplus (deficit)	\$ 291,249	\$ (116,471)	\$ 1,374,072	\$ 60,601	\$ (973,943)
<b>Adjust for non-cash items</b>					
Amortization	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
<b>Adjust for cash items non-PSAB</b>					
TCA expenditures	\$ 2,072,400	\$ 460,000	\$ 3,505,000	\$ 255,000	\$ 349,500
Transfer to (from) reserve	\$ 445,000	\$ 795,000	\$ 1,245,000	\$ 1,245,000	\$ 69,000
Transfer to (from) Operating surplus	\$ (1,876,150)	\$ (1,021,472)	\$ (3,025,928)	\$ (1,089,399)	\$ (1,042,443)
	\$ 291,250	\$ (116,472)	\$ 1,374,072	\$ 60,601	\$ (973,943)
Financial Plan Balance	\$ (0)	\$ 0	\$ 0	\$ 0	\$ 0
Cumulative Operating Surplus (deficit)	\$ 123,850	\$ (897,622)	\$ (3,923,550)	\$ (5,012,949)	\$ (6,055,392)



## SCHEDULE 'B'

### STATEMENT OF OBJECTIVES AND POLICIES

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

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

### FUNDING SOURCES

Table 1 shows the proportion of total revenue proposed to be raised from each funding source in 2022. As a revenue source, property taxation offers a number of advantages, for example, it is simple to administer and it is fairly easy for residents to understand. It offers a stable and reliable source of revenue for services that are difficult or undesirable to fund on a user-pay basis. These include services such as general administration, fire protection, and street lighting.

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

**Table 1**

Revenue Source	% of Total Revenue	Dollar Value
Taxation	15.110%	\$ 606,556
User Fees & Charges	12.147%	\$ 487,600
Other Sources	11.260%	\$ 452,000
Grants	48.429%	\$ 1,994,000
Borrowing	0%	-
Reserves & Surplus	13.054%	\$ 524,000
<b>TOTAL</b>	<b>100%</b>	<b>\$ 4,014,156</b>

### OBJECTIVE

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

## POLICY

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

## DISTRIBUTION OF PROPERTY TAXES

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

**Table 2**

<b>PROPERTY CLASS</b>	<b>% of Property Taxation</b>	<b>Dollar Value</b>
Residential	56.85%	\$ 344,806
Utilities	16.39%	\$ 99,400
Major Industrial	0.00%	-
Light Industrial	0.00%	-
Business & Other	19.43%	\$ 117,862
Recreation/Non-Profit	0.08%	\$ 507
Farmland	0.05%	\$ 281
Grants In Lieu	7.20%	\$ 43,700
<b>TOTAL</b>	<b>100.00%</b>	<b>\$ 606,556</b>

## OBJECTIVES

The District wishes to maintain the property tax levy percentages for 2025 at the prior levels plus 2%, adjusted for the impact of non-market changes to assessments. Utility class will be less than the maximum allowable by Provincial statute (BC Reg. 329/96).

## POLICIES

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

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

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

## PERMISSION TAX EXEMPTIONS

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

**OBJECTIVES**

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

**POLICY**

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

**Permissive Tax Exemption**

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

	<b>2025</b>	<b>2026</b>	<b>2027</b>	<b>2028</b>	<b>2029</b>
	(est)	(est)	(est)	(est)	(est)
St. Mary's Roman Catholic Church	\$3,165.86	\$3,229.17	\$3,293.76	\$3,359.63	\$3,426.82
BC Conf Mennonite Brethren Churches	\$1,933.26	\$1,971.99	\$2,011.43	\$2,051.66	\$2,092.70
New Hazelton Congregation of Jehovah's Witnesses	\$616.69	\$629.03	\$641.61	\$654.44	\$667.53

Note: Permissive Tax Exemption Bylaw expires in 2027. Applicants will need to reapply for further years. Numbers are based on the assumption that an application will occur.



## POLICY MANUAL

### **Workplace Bullying and Harassment Policy**

<b>Approved: December 10, 2015</b>	<b>Resolution No. 7524/15</b>
<b>Revised: June 4, 2018</b>	Resolution No. 7762/18
January 6, 2020	Resolution No. 7916/20
April 12, 2021	Resolution No. 8027/21
September 13, 2022	Resolution No. 8131/22
February 3, 2025	

This policy was 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.

**DEFINITIONS** In this policy unless the context otherwise requires:

**“bystander”** means an individual who has witnessed behaviour that, in their view, potentially constitutes a violation of this Policy. Bystanders are not parties to a complaint; however, they may be interviewed as witnesses in the event there is a formal investigation into their concerns.

**“complainant”** means an individual who believes that they have been subject or witness to discrimination, bullying or harassment and brings forward a complaint under this Policy.

**“improper activity or behaviour”** means;

- 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
- Horseplay, practical jokes, unnecessary running or jumping or similar conduct.

**“respondent”** means an individual against whom an allegation of discrimination, bullying or harassment has been made and to which they are responding. Does not include members of the public.

**“workers”** means all individuals employed by the District of New Hazelton, Mayor and Council, volunteers, and contractors that are engaged by the District of New Hazelton.

## 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

#### **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 District, the Complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in the 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)



## 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 may be engaged.

#### 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 Complainant, the Respondent, and any witnesses. If the Complainant and the Respondent 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 email, handwritten notes, photographs or physical evidence like vandalized objects.

### 3. Roles and responsibilities

- **Senior Management**
  - the Chief Administrative Officer ("CAO") is responsible for the implementation and administration of this Policy.
  - the CAO shall assess every complaint for appropriate action and exercise their discretion as to how this Policy is implemented and who in management is advised of the complaint and its findings.
- **Managerial staff have a responsibility to:**
  - ensure that the workplace is free from discrimination, bullying and harassment and to ensure the principles of the Policy are reflected in the execution of their duties, operational policies, and practices within their area of responsibility;
  - model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;

*Investigation Procedures Continued...*

- **Respondents**
  - **Respondents have a right to:**
    - be informed that a complaint has been filed;
    - be informed of the status and progress of the investigation;
    - have the allegations provided to the Investigator;
    - be informed of the allegations against them and be provided an opportunity to respond; and
    - be informed of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.
  - **Respondents have a responsibility to:**
    - follow all procedures under this Policy; and
    - cooperate with all those responsible for dealing with the investigation of the complaint;
  
- **Bystanders**
  - **Bystanders have the right to:**
    - not be subject to retaliation because they have participated as a witness.
  - **Bystanders have a responsibility to:**
    - meet with the Investigator and to cooperate with all those responsible for the investigation of the complaint;
  
- **Investigator**
  - **The Investigator shall:**
    - ensure the Respondent is informed of the allegations;
    - ensure all parties involved have been informed of their rights and responsibilities;
    - interview the parties concerned and any witnesses;
    - collect all pertinent information;
    - recommend a mediation process where appropriate;
    - prepare a written report;
    - ensure the investigation is completed in a timely manner taking into account particular circumstances; and
    - maintain confidentiality.

## 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. one (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.

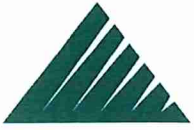
If the action is perceived through investigation to be a matter of greater emergency that is threatening to life or limb, the consequences will be automatic dismissal.

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

## WORKPLACE BULLYING AND HARASSMENT POLICY

### Revision/Review Log

Revision Date	Comments
June 4, 2018	Replaced Allan Berg with Chris Lawrence as PW Superintendent. Replaced Corporate Officer with Chief Financial Officer.
January 6, 2020	Added Council reporting procedures. Include Council members when using terms such as Employee or Worker. Added Mayor as Investigator for Council allegations. Added that Council members will receive a copy of the policy and that it will also be posted in the Council Chambers. Change to remedy/discipline section to align with legal advice provided by Casual Legal Advice at Lidstone & Co.
April 12, 2021	Replaced name of PW Superintendent with Roger Smith. Changed date of revision to 2021.
September 13, 2022	Replaced name of CFO with Laura Roe. Changed date of revision to 2022.
January 13, 2025	Updated with DONH new logo, added "bystander", "Complainant" and "Respondent" definitions, changed wording throughout policy to be consistent with new definitions. Added more details under "Roles and Responsibilities" for each party. Changed date of revision to 2025.
January 16, 2025	Minor grammatical and punctuation corrections. Included definition of "worker" to include staff, council, and volunteers.



Regional District of  
**Kitimat-Stikine**

Upper Skeena Recreation Centre  
**Advisory Committee Nomination**

Nominee Full Name George Burns  
(First Name) (Last Name)

Member Community New Hazelton

Mailing Address: P.O. Box 340

City: New Hazelton Province: BC Postal Code V0J 2J0

Phone: 250-842-6571 Email: gburns@newhazelton.ca

*As a nominee, I agree to participate on the Advisory Committee to the Upper Skeena Recreation Centre as a representative of my community. I agree to follow the Advisory Committee Terms of Reference and act in the best interest of the Committee as a whole.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

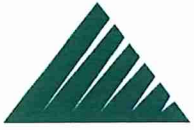
Please send completed forms by email or post to:

**Regional District of Kitimat-Stikine**  
c/o Administrative Clerk  
300- 4545 Lazelle Ave.  
Terrace, BC  
V8G 4E1

OR

[info@rdks.bc.ca](mailto:info@rdks.bc.ca)





Regional District of  
**Kitimat-Stikine**

Upper Skeena Recreation Centre  
**Advisory Committee Nomination**

Nominee Full Name Wendy Hunt  
(First Name) (Last Name)

Member Community New Hazelton

Mailing Address: P.O. Box 340

City: New Hazelton Province: BC Postal Code V0J 2J0

Phone: 250-842-6571 Email: whunt@newhazelton.ca

*As a nominee, I agree to participate on the Advisory Committee to the Upper Skeena Recreation Centre as a representative of my community. I agree to follow the Advisory Committee Terms of Reference and act in the best interest of the Committee as a whole.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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c/o Administrative Clerk  
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V8G 4E1

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[info@rdks.bc.ca](mailto:info@rdks.bc.ca)

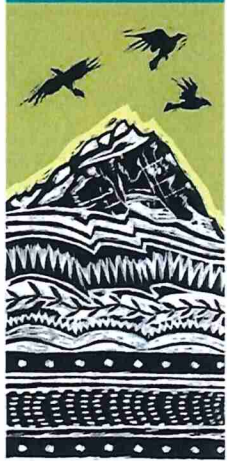




NEW HAZELTON



NEW HAZELTON



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NEW HAZELTON



# 2024 ANNUAL REPORT



*Reporting on 2023 goals, objectives, resources, and planning for the future.*



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## OVERVIEW

The District of New Hazelton has a responsibility to provide its citizens with a wide variety of services in a financially responsible way. The Annual report is a way for the District to inform its residents of the progress it has made in a given year on accomplishing its goals and objectives, managing its resources, and planning for the future.

2023 saw a return to business as usual for residents and businesses with the end to the Covid-19 Pandemic, which was quite welcome after all the restrictions over the past two years.

A number of projects were carried out in all District departments, modernizing systems, improving emergency response, and working towards greater access to amenities and quality of life for residents. Work still remains in all aspects of government, especially to attract business, source reliable infrastructure funding, and find more efficient ways to bring quality services to the people of New Hazelton.



## MAYOR'S MESSAGE

June 30, 2024

I am pleased to present a copy of the District of New Hazelton Annual Report for 2023. I hope that you will find the information presented useful and enlightening.

We know that some of our businesses are still struggling in the wake of the COVID Pandemic; labour shortages, supply chain disruptions, and higher costs have impeded many businesses, especially those small businesses that make their home in New Hazelton. One of the highlights for this year was the inaugural Small Business Reception that was held at the end of 2023. This event brought entrepreneurs, business owners, non-profits, and local government staff together for an evening of camaraderie, food, and relationship building. It is our hope that this will continue to be an annual event that will offer support to businesses in the area.

The Erwin Stege Community Center continues to be a place for community members to gather whether it is at the annual Seniors Christmas Dinner put on by the South Hazelton Women's Institute, a wedding, memorial service, flu clinic, or election polling station; it is a busy place! The Misty Rivers Community Arts Council continues to provide a wonderful inviting place to showcase the many talented artists in our communities. The volunteer board also coordinates workshops and vendor sales to suit everyone's needs. They continue to make improvements to the space, and I invite you to follow their social media pages on Facebook and Instagram or drop by and see the great work they are doing.

Leah and her team at the Visitor Center were open for the majority of the year in 2023, adding an alternative for gift shopping for residents and visitors alike. Continuing changes to the Visitor Center will happen over the next few years and Leah is always looking for ways to improve the space. It is well worth stopping by and checking it out. The stakeholders for the Visitor Center; the District of New Hazelton, the Village of Hazelton, and the Regional District of Kitimat Stikine wanted to provide the community with an opportunity to purchase items from local artisans throughout the season and it has been very successful. More exciting things are planned for 2024, and I can't wait for you to see what is happening!

2023 saw a full return to our Canada Day and Winterfest celebrations and we couldn't be happier. It is our privilege to provide these events for our community and look forward to seeing everyone and catching up with friends. Our staff does a phenomenal job of preparing for these events; my thanks to them and Council for all of the hard work it takes to put such

events together. A huge shout out also to the New Hazelton Volunteer Fire Department for their incredible fireworks display during Winterfest.

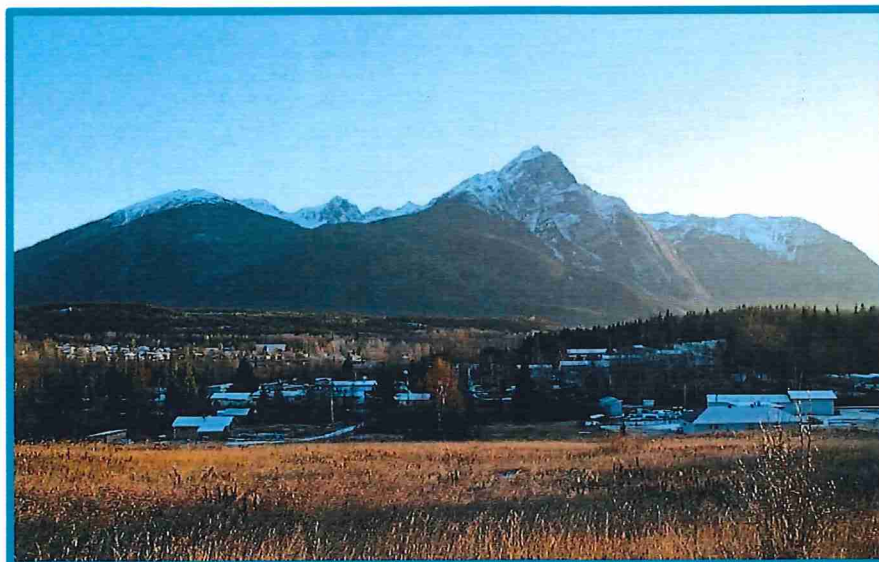
Our office team has been joined by Amber Robinson, a longtime resident of the Kitwanga Valley who will be filling in for a maternity leave and summer student, Tatum Epp who will be returning each summer while she is attending university. Our public works department added Joel Giguere to their team mid-year. We are excited to have new faces and longtime residents joining the District team.

Our public works staff continue to work hard to improve our roads, water, and wastewater infrastructure. Due to supply chain constraints, some of our projects were moved to 2024. Specifically paving was done to the District Office parking lot, 9<sup>th</sup> Avenue from Graham to Ross (overlay), new pavement on 9<sup>th</sup> joining at McLeod, and small repairs to the Firehall and Visitor Center parking lots as well as 13<sup>th</sup> and Pugsley avenues. We also installed new storm drain on 5<sup>th</sup> from Churchill to Pugsley, 7<sup>th</sup> from McBride to Laurier, and Laurier Street from 7<sup>th</sup> to 8<sup>th</sup>. A new zero turn lawnmower was purchased to replace the one that had reached the end of its useful life.

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





## MAYOR & COUNCIL

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### **Mayor Gail Lowry**

Administrative Review Committee  
Northern Development Initiative Trust  
Regional District of Kitimat-Stikine  
Skeena Housing Coalition  
Wrinch Memorial Foundation

### **Councillor George Burns**

Deputy Mayor  
Audit Committee (Chair)  
Social Issues Advocacy Committee  
Upper Skeena Recreation Center

**Councillor Braunwyn Henwood**

Administrative Review Committee (Chair)  
Hazelton Community Accessibility Committee  
Northern Development Initiative Trust (Alt)  
Regional District of Kitimat-Stikine (Alt)

**Councillor Allan Berg**

Audit Committee  
Hazelton District Public Library (Alt)  
Skeena TV Association

**Councillor Jutta Hobenshield**

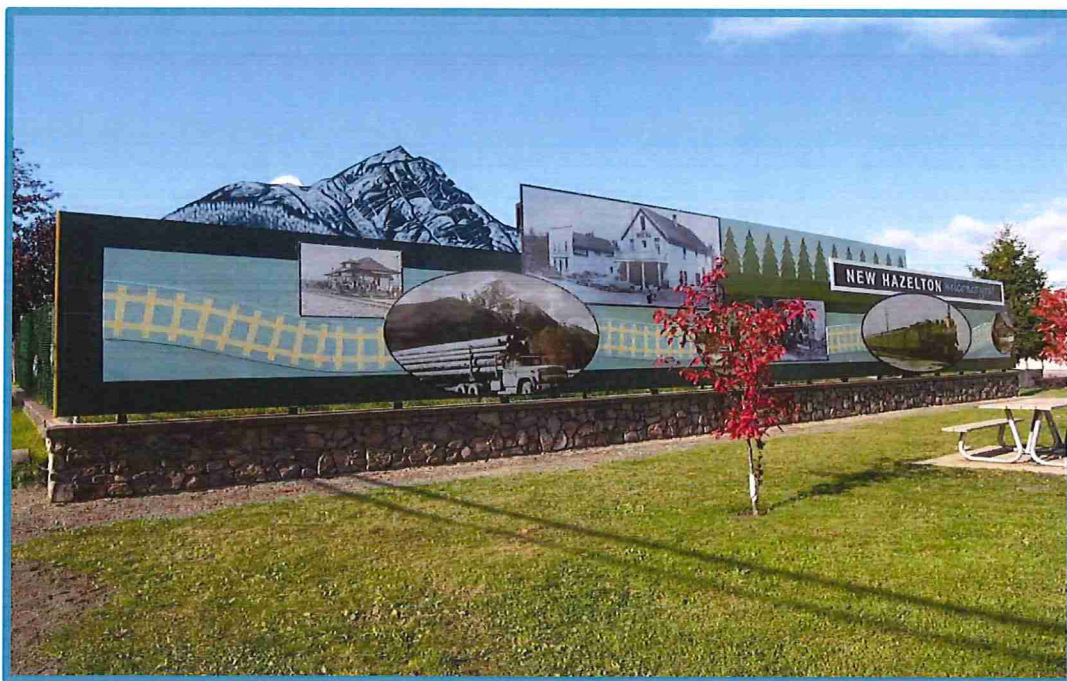
Audit Committee  
Hazelton District Public Library  
Upper Skeena Development Center (Alt)

**Councillor Ray Sturney**

Administrative Review Committee  
BV Airshed Society  
Northern Medical Programs Trust  
Upper Skeena Development Center

**Councillor Mike Weeber**

Administrative Review Committee  
Social Issues Advocacy Committee  
Making Agriculture Sustainable in the Hazeltons (MASH)





## STRATEGIC PRIORITIES

Council's mandate is to work on behalf of the residents of New Hazelton to ensure the District is making a difference in your everyday life. This is achieved by setting budgets, enacting bylaws and policies to provide direction to staff and residents, and by working with senior levels of government to encourage the expansion of programming and resources into the Upper Skeena region. Council engaged in a strategic planning session in 2022 that provided them with strategic priorities for the duration of their term, ending in 2026.

### OUR VISION

New Hazelton is a welcoming, diverse and sustainable community, offering a quiet, less complicated lifestyle.

### OUR MISSION

To facilitate a community that embraces opportunity, diversity, sustainability, and growth. We do this through the provision of reliable municipal services.

#### Strategic Priority #1

##### *Asset Management – provide safe, reliable municipal services*

- Address aging infrastructure
- Develop infrastructure
- Asset Management Plan

The District continues to work with Urban Systems to determine the condition of our assets both in and above ground. In 2021, utilizing a grant from the Provincial government, the District undertook a condition assessment on all waste water lines. The result was a priorities list that spanned over the next few years outlining the critical and not so critical upgrades that needed to be done.

#### Strategic Priority #2

##### *Organizational Capacity – to foster a happy, well-trained and stable workforce*

- Staff recruitment
- Staff training
- Staff retention
- Succession planning

### Strategic Priority #3

#### *Advocacy – to advocate for solutions to the identified critical issues of the community*

- Housing shortages
- Small business support
- Lack of childcare

### Strategic Priority #4

#### *Economic Development – to promote a diverse local economy with a stable workforce*

- Workforce shortage
- Small business support
- Diverse tax base
- Housing shortages

## SO HOW DID WE DO IN 2023?

### *Asset Management – provide safe, reliable municipal services*

In 2023, the District continued to work on its asset management priorities, specifically in the areas of roads, water, and wastewater. Due to some supply chain constraints, several projects originally planned for 2023 were put on hold until 2024 however, we were still able to complete a number of paving projects including:

- The Erwin Stege Community Center & District Office parking lot
- Overlay on 9<sup>th</sup> Avenue from Graham to Ross
- New pavement on 9<sup>th</sup> Avenue onto McLeod
- Small repairs at the Firehall, Visitor Center, 13<sup>th</sup> Ave, and Pugsley Street

New storm drain was installed on 5<sup>th</sup> Avenue from Churchill to Pugsley.

New storm drain on 7<sup>th</sup> Avenue McBride to Laurier & 7<sup>th</sup> to 8<sup>th</sup> Avenue on Laurier.

A new zero turn lawnmower was purchased to replace one that had reached the end of its useful life.

### **Looking Ahead to 2024 – Asset Management**

2024 will see staff continue to work on grant applications for watermain, wastewater line, and lagoon infrastructure work as part of our Asset Management Plan. We will also be engaging with Urban Systems to continue working on formalizing the remainder of our Asset Management Policy and updating our asset list and requirements for asset reserves that will ensure that our community is ready for the future.

The District will continue working with the Resource Benefits Alliance to lobby the Provincial Government for a benefits agreement for resource extraction in the North. This agreement would provide the District of New Hazelton and all 21 local governments in the Alliance much needed guaranteed funds that will be used for infrastructure upgrades and asset management best practices.

### *Organizational Capacity – to foster a happy, well-trained and stable workforce*

Staff is one of our most important resources and critical to the success of the District of New Hazelton. For this reason, it is one of Council's strategic priorities. During 2023, the District engaged the services of Leslie Groulx, former Chief Administrative Officer for the District of Clearwater and a well respected consultant on personnel matters. Ms. Groulx provided council and administration with an in-depth analysis of staff wages, benefits, and policies as well as council remuneration. Ms. Groulx compared the District of New Hazelton to a number of communities similar in size, composition, and geographical area.

The results demonstrated a clear imbalance in the wages of many staff members and also in council remuneration. One particularly interesting note was that there was no other small community that had a Chief Administrative Officer with as long a tenure as the District. This demonstrates that the District is starting to get on the right track. Based on the report from the consultant, administration was able to put together a new Personnel Policy that clearly outlines wages, opportunities for staff to grow in their positions, and guaranteed increases that are based on Consumer Price Index data produced by the Federal and Provincial governments. Council members (excluding the Mayor) were also given an increase in remuneration that brings them more in line with their counterparts in other communities of similar size.

Staff continue to be offered a variety of training opportunities both virtually and in-person. By providing the support and ability for staff to increase their knowledge on a variety of subjects, they are able to provide more services and have a better understanding of not only their own job, but that of others as well!

Various staff members began or completed training in public administration, water distribution, wastewater distribution, water treatment, wastewater treatment, air brakes, and more. Congratulations to all our staff who continually strive to improve their knowledge.

Lastly, however no less important, we welcomed new staff members Amber Robinson and Joel Giguere to our team. Amber has joined the front-line staff and Joel is working in our Public Works department. Brooke White has had a beautiful baby girl and will be on maternity leave until late 2024. Congratulations to the White Family and welcome to the team, Amber and Joel.



### Looking Ahead to 2024 – Organizational Capacity

As we continue to work on fostering a happy, well-trained, and stable workforce, we anticipate looking at redefining our benefits package to better represent the needs of our staff. We will continue to support training and opportunities for growth to all of our staff. We also look forward to having Brooke back as she returns from her maternity leave.

### Advocacy – to advocate for solutions to the identified critical issues of the community

These strategic priorities are put in place to support advocacy efforts in the areas of housing, small business support, and lack of childcare. Council felt that these items were a priority and after the pandemic it is extremely important to ensure that it does as much as possible and that it is legislatively permissible. We continue to write letters of support for housing initiatives and additional childcare spaces when asked.

### Economic Development – to promote a diverse economy with a stable workforce

In the last quarter of 2023, our Economic Development Officer and the Visitor Center staff, Meghan, Leah, and Jackson held a business engagement evening and invited all business owners from the Hazelton area to come for an evening of relationship building, camaraderie, food, and great discussion on the challenges they are facing as businesses in the wake of the pandemic.

### Looking Ahead to 2024 – Economic Development

Thanks to the success of the business engagement evening, we hope to be able to make this an annual event. Meghan and Leah will continue to work on supporting our businesses and will look at an advertising campaign that focusses on businesses in our communities.

## ADMINISTRATION

New Hazelton requires a significant amount of behind-the-scenes work to run smoothly. This includes managing records, communications, and capital projects, issuing permits and licenses, working with other organizations and government agencies, and overseeing the District's finances.

The District of New Hazelton has three full-time statutory administrative positions: the Chief Administrative Officer, the Chief Financial Officer, and the Corporate Officer.

### What does a CAO do?

**CAO Stands for Chief Administrative Officer.** The CAO's main job is to ensure that a municipality runs smoothly and efficiently. This includes overseeing staffing levels, preparing legal documents and bylaws, drafting the budget, and managing District-owned property, among many other duties.

**Administration** is also responsible for providing Council with background information to inform decision making, and to facilitate strategic planning to encourage consistent goals.

## Why are some meetings closed to the public?

**Closed or “in-camera”** meetings are allowed by provincial law under particular circumstances. Legal or financial negotiations, deliberations on award recipients, conversations concerning staff, and a few other topics are all able to be held in a closed meeting.

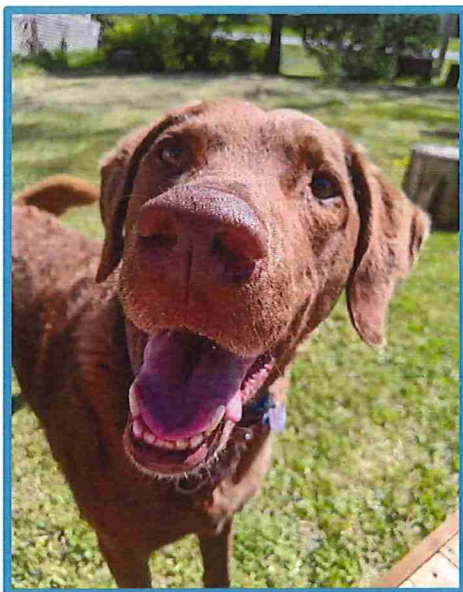
Council is required to indicate during the public meeting which circumstance allows the closed meeting and BC Law prohibits them from discussing public topics in the closed forum.

## Council Meetings

The District of New Hazelton holds monthly Council Meetings, where Council has the opportunity to pass bylaws, review and respond to important local issues, and carry out the executive function of Local Government. In 2023, there were 12 Regular Meetings, 3 Closed Meetings, and 2 Special Meetings.

## Business Licenses

**The District renewed 99 business licenses in 2023.** Fifteen of those were for **new** business license applications, and out of those fifteen applications, six were for out-of-town businesses, and nine were for local businesses. It is important that if you are conducting business within the District’s boundaries that you have a valid license (renewed yearly) and the corresponding fee has been paid.



## Dog Licenses

**Dog licenses are free of charge for the residents of New Hazelton.** In 2023, six new dog licenses were issued. It is important to have your dog licensed to comply with District bylaws. Dogs should not be in public places without being leashed; licensing your dog ensures it can be identified and returned if it accidentally gets loose.



## Special Events



### *Canada Day*

After the COVID-19 pandemic, Council and the community were ready to get back to everyday life. The District was pleased to offer Canada Day once again in 2023. Our pancake breakfast, soap box derby, mountain madness run, gift baskets, and kids events are the highlight of this festive event that brings together 500+ people each year.

### *Winterfest*

In 2023, the District resumed Winterfest after the COVID-19 hiatus. Annually held the first Friday in December, hotdogs, hot chocolate, cupcakes, gift baskets, and popcorn complemented the spectacular fireworks display put on by the New Hazelton Volunteer Fire Department and co-sponsored by the Bulkley Valley Credit Union Community Support Fund.



## PLANNING & DEVELOPMENT

Part of the duties of a local government include land use planning. Through zoning, building, and development procedure bylaws, the District is able to ensure that land in the District is developed safely and with foresight.

The District of New Hazelton has a relatively simple zoning bylaw compared to larger communities, with only six residential, two commercial, one industrial, one community services, and one rural resource zones. In 2023 we issued 12 building permits and 92% of those permits were for additions or renovations, one new build, and no demolitions. The total value of building permits issued in 2023 was \$1,026,863.00!



These charts show the type distribution of building permits in 2023, and the trend of overall building permits.

## PARKS AND TRAILS

Public Works Staff work every day to make sure that our parks remain clean and in good condition for the use of all residents and visitors. The District maintains Allen Park, Mural Park, the Visitor Center, the Waterfall and Lookout Trails, and the Breakover Trail as well as all of the public boulevards in the District.

## ECONOMIC DEVELOPMENT

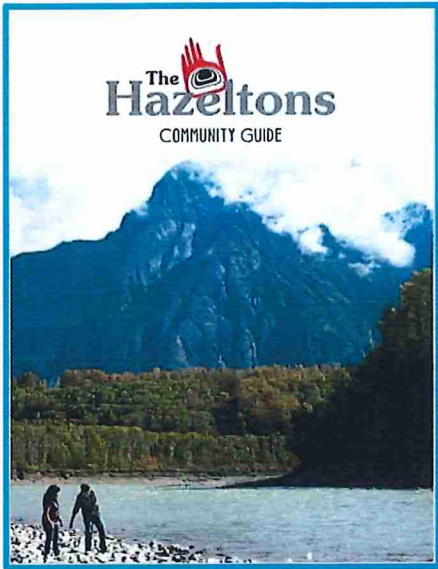
Northern Development Initiative Trust began phasing out our Love the Hazeltons Shop Local Program. Staff are working to develop a new program that is locally grown and supported. NDIT also provides capacity building funding that helps to cover part of the wage for an Economic Development Officer, who works in partnership with other Upper Skeena Communities as well as the Regional District of Kitimat-Stikine. This funding also supports the Tourism Coordinator that works full time at the Visitor Center. The capacity building funding also contributes to our marketing programs that help to promote New Hazelton as a place to live, work, and play.



## 2023 ECONOMIC DEVELOPMENT PROJECTS

### *Support for Local Businesses*

2023 saw the inaugural business reception take place at the Erwin Stege Community Center. The idea was to bring business owners and entrepreneurs together for an evening of camaraderie, food, and relationship building. Attendees were asked to fill out a questionnaire that sought to discover the challenges businesses were facing as well as the successes that were achieved coming through the COVID-19 era. These responses will hope to form part of the economic development strategic plan for 2024. While in its infancy, it is hoped that this reception will continue to grow as we move forward.

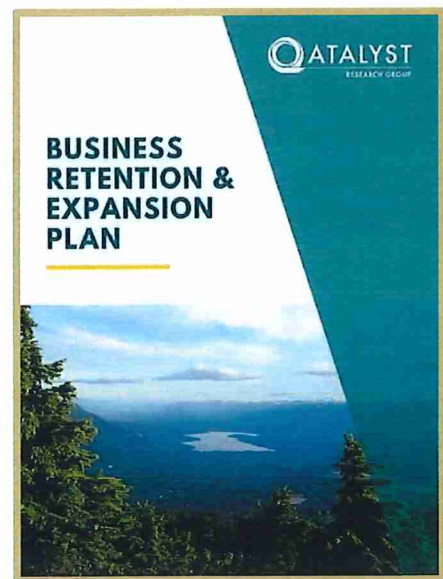


### *Tourism Marketing*

Specifically related to marketing, the District participated in marketing through the Ride the North mountain biking campaign, social media accounts, and an investment ready profile in partnership with the Regional District of Kitimat Stikine. We also printed two runs of our Hazeltons Community Brochure that is distributed through our Visitor Center.

### *Workforce Attraction and Retention*

During 2023, New Hazelton continued to support the Workforce Attraction and Retention campaign spearheaded by the Regional District of Kitimat Stikine. A website and guide have been created by independent consultants which can be used by the District and local businesses to showcase the Hazeltons as a preferred destination to live, work, and play.



## Looking Ahead to 2024

The last quarter of 2024 and into 2025 staff will be utilizing the consultants to update the Workforce and Attraction and Retention data and refine the content to keep it relevant. We will develop an Economic Development Strategic Plan and host the 2<sup>nd</sup> annual Business Reception evening.

## COMMUNITY

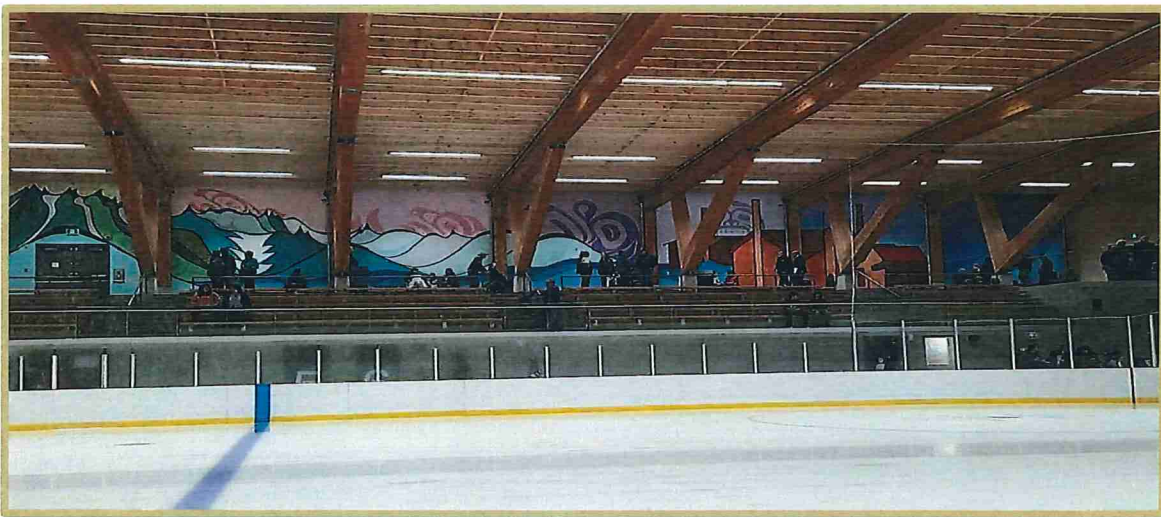
A significant number of non-profit organizations call the District of New Hazelton their home, and take steps to improve our community on a daily basis. Here are some of the ways the District of New Hazelton supported or partnered with local non-profits in 2023.

### *Grants to Community Organizations*

The District receives many grant requests throughout the year. In 2023, Mayor and Council provided grants to:

- Hazelton District Public Library - \$2,500.00
- sponsored Hazelton Secondary School student Alexander Howard to attend the BC Youth Parliament Program in Victoria during the Christmas break;
- Tatum Epp & Jackson Weeber – Hazelton Secondary School Scholarships - \$2,000.00 ea;
- Chicago Creek Community Environmental Enhancement Society - \$1485.00
- the South Hazelton Women’s Institute – Senior’s Dinner - \$1485.00 & free use of the Erwin Stege Community Hall
- the Salvation Army - \$1485.00
- the Learner’s Opportunity Group (LOGS) - \$1,000.00

### *Upper Skeena Recreation Centre – The Heart of the Hazeltons*



The District of New Hazelton supports the Upper Skeena Recreation Centre (USRC) and the excellent community initiatives it provides. The facility requires significant year-over-year financial input from many of the governments that make up the Upper Skeena, including New Hazelton. The District staff and Council continue to support the Regional District with the priority of pursuing alternative funding for the USRC.



## FIRE DEPARTMENT

### 2023 Fire Department Projects

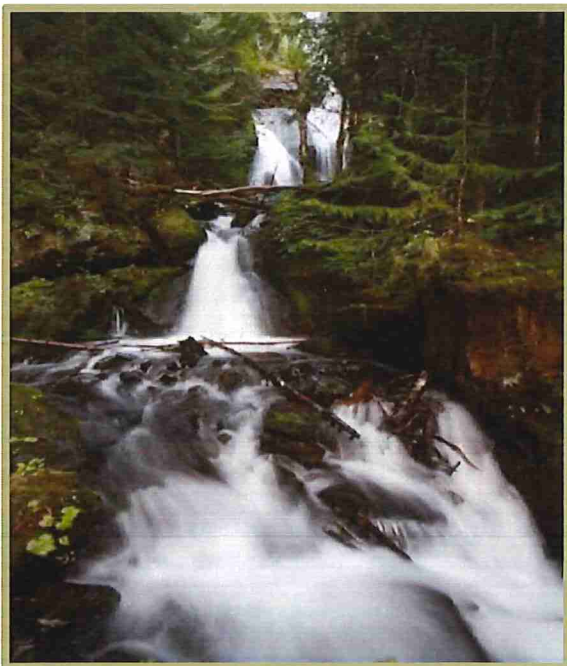
#### *Ongoing Training*

The fire department continues to utilize their fire training center and dedicates time to train on their road rescue skills. With continued changes in the legislative requirement for firefighters, there is a constant pressure to keep up with all of the training required.

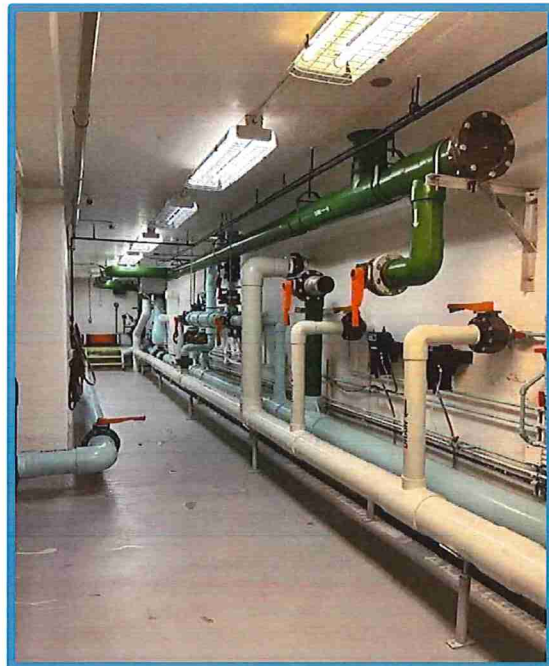


## INFRASTRUCTURE

New Hazelton is a small community, but has significant needs for infrastructure. Our public works crew work all year to maintain sewer and water systems, roads, sidewalks, District-owned buildings, and other public spaces in a safe and reliable state. This includes patching potholes, repairing structures, and monitoring water and effluence testing facilities and equipment for damage and wear. The District often needs to perform larger replacement projects as well, which are typically dependent on funding.



New Hazelton waterfall, where the District's water comes from.



The inside of our water treatment plant, look at those pipes!

## FINANCE

The Finance Department is responsible for overseeing the budget. The District of New Hazelton works hard to make sure that receiving revenue and spending money is performed responsibly. Finance is responsible for collecting taxes, ensuring the District stays within spending limits and pays vendors on time, and that the District's finances are transparent for the yearly audit.

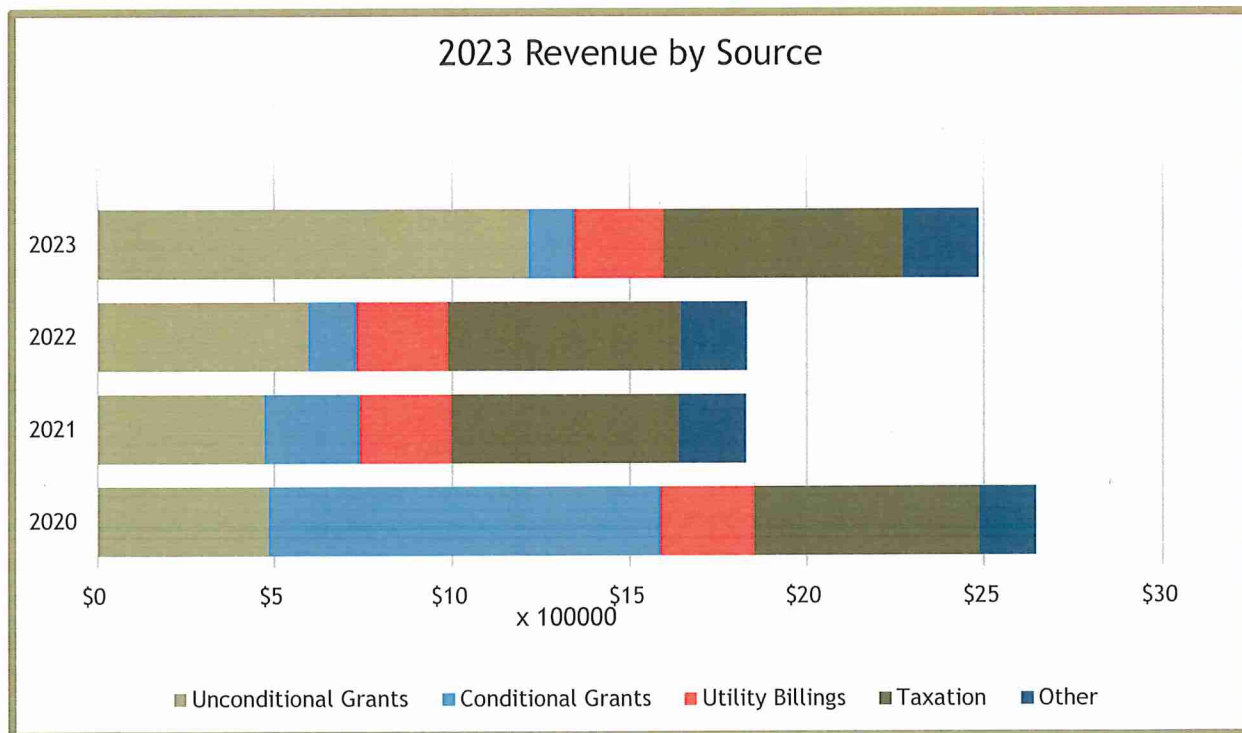
### Your Tax Dollars

New Hazelton receives the vast majority of its revenue from sources other than direct taxation. The below graph shows how little of the District's annual budget is represented by New Hazelton taxpayers directly. The majority of New Hazelton's funding comes from grants administered through not-for-profit, provincial, or federal programs.

### What are Conditional and Unconditional Grants?

**Conditional Grants** are given to the District on the condition that we spend the money on a particular type of project, such as public art or improving Emergency Response.

**Unconditional Grants** can be used for nearly anything in the budget, including regular operations or maintenance.

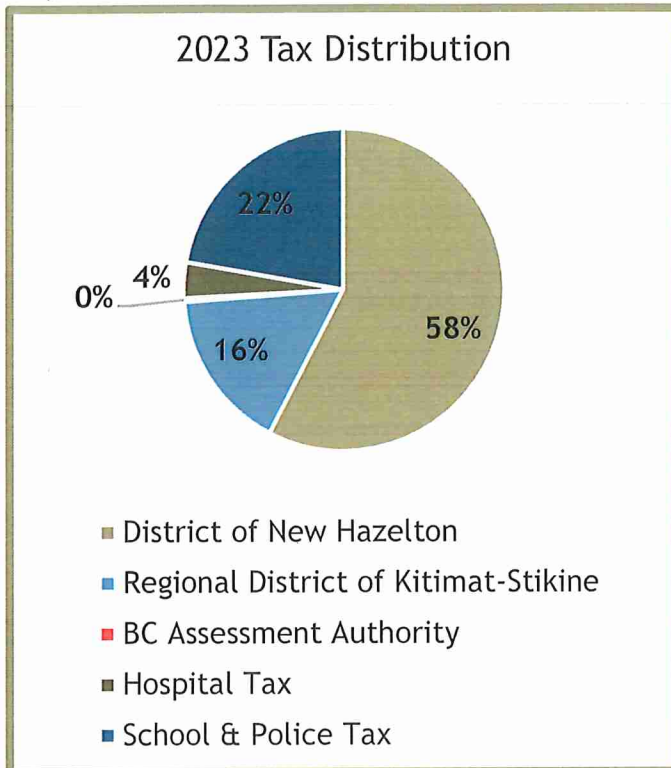


In order to carry out the projects and everyday services, the District has many expenses. Council and Staff take the responsibility of public fund stewardship very seriously and consideration is given to efficiency when making financial decisions.



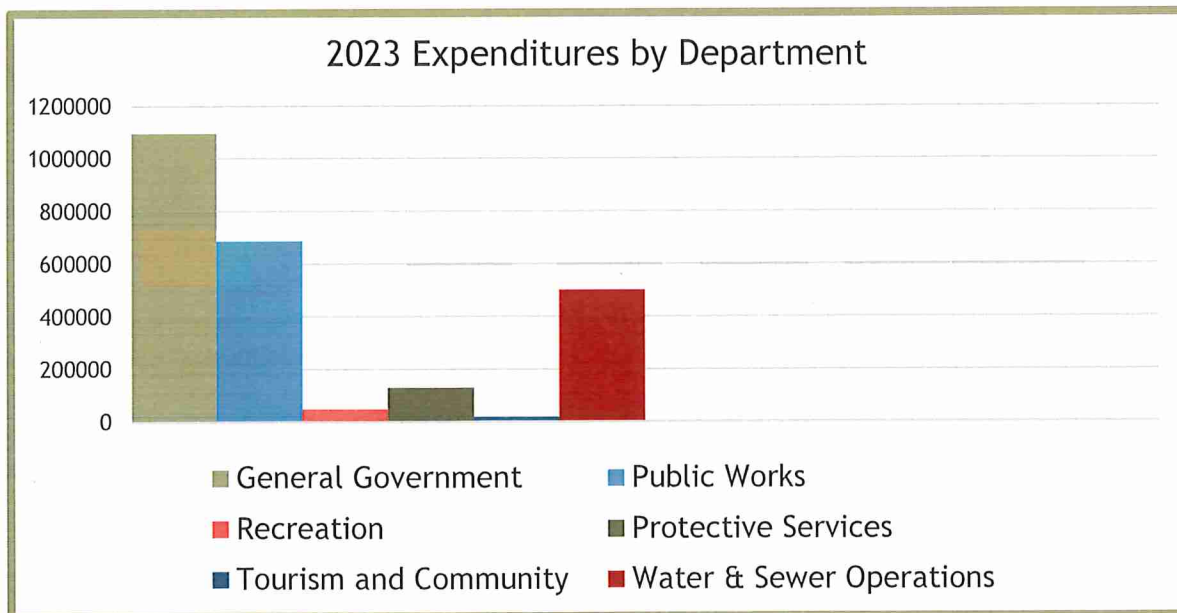
## Where Do Your Tax Dollars Go?

How your tax dollars were distributed in 2023.



A large portion of the taxes you pay to the District of New Hazelton are redirected to other governments. In 2023, New Hazelton added just over half of received taxes to revenue.

The District draws on many funding sources other than direct taxation, such as grants and Payments in Lieu of Taxes (PILTs) from other governments and crown corporations. As a whole, the District's expenditures were distributed between departments as indicated by this graph.



## The Yearly Cycle



Each year there is a cycle for the approval of the budget:

1. Administration prepares a draft of the budget based on Council's priorities and input from the previous year's reporting.
2. Council reviews the Draft and the public is given an opportunity to ask questions and supply input on the draft budget.
3. Council chooses which changes they wish to make and then they approve the year's budget.
4. The following year, Staff prepares an annual report to lay out deliverables for the previous year.
5. Council and the public comment on the annual report and suggest elements they wish to see next year.

## The Future

Each year during the budget process, the District of New Hazelton must prepare a five-year financial plan. The figures for the final four years included in the plan are estimates based on suspected tax revenue, anticipated grant funding, and foreseeable projects. These are not confirmed until the financial plan is adopted for that year, so residents will have further opportunity to provide input on the budget for future years. The plan encompasses five years to ensure that the District is planning for future expenses and keeping a long-term view of financial stewardship.

## Annual Report Progress

The Community Charter and the Local Government Act are the pieces of legislation by which local governments obtain their authority to create bylaws, collect taxes, conduct elections and perform services for their citizens. This legislation also requires that local governments develop annual reports as a means of informing the public on the activities and functions that are achieved throughout the year. Local governments are also required to identify objectives, strategies and measures to report on the effectiveness and efficiency of municipal programs. As these objectives, strategies and measures are refined and reporting practices are improved over the years, a comprehensive picture of local government operations will be available to the public, funding agencies, partners and any other organization that seeks information. The information contained in this year's Annual Report depicts the comprehensive progress report for the year 2023 and includes objectives for 2024.

## 2023 PRIORITIES AND OBJECTIVES

For the report on 2022, staff presented a list of goals and objectives to work on for the 2023 calendar year. The following is a snapshot of the goals and objectives that includes how successful we were in achieving those goals.

ADMINISTRATION			
Objective	Strategy	Measure	How Did We Do?
Reduce Costs & Generate Additional Revenue	Continue to evaluate operations to reduce costs or increase revenue	Add to Operating Surplus	Surplus of \$794,800 recorded on financial statements
	Train new staff on house insurance	Begin offering House Insurance again	Ongoing
Asset Management	Continue to work on Asset Management Plan with Consultants	Completion by Fiscal end 2024	Ongoing
Organizational Capacity	Work on succession planning, education, happy & well-trained workforce	Succession Plan in place, staff well trained and stable	Staff training continues to build organizational knowledge & skills

ECONOMIC DEVELOPMENT			
Objective	Strategy	Measure	How Did We Do?
Market New Hazelton	Develop ways to attract & retain businesses	New Investment Occurs	Ongoing
Buy Local Campaign	Introduce a new local buying campaign to replace Love the Hazeltons	New campaign Promoted	Ongoing
Engage Local Businesses	Engage Local Businesses; surveys and methods	Business Engagement Increases	1 <sup>st</sup> Business Reception held in 2023 was well received.
Promote a Diverse Local Economy with Stable Workforces	Work with local businesses & Province to help address shortages, business support, diverse tax base, and housing shortages	Businesses will see a more stable workforce	Ongoing
	Request Province to release Crown Land with DONH boundaries to alleviate land shortage for housing	Province will grant release of crown land	Letter sent to Minister of Housing including mapping – no tangible response



## WASTE WATER COLLECTION

Objective	Strategy	Measure	How Did We Do?
Lagoon Desludging	Apply for grant – work will be completed by a contractor & pw staff	Grant received	No grants available - ongoing
Sewer Line Rehabilitation	Work to be completed by contractors to maintain efficient operation of lines	Work completed	Ongoing

## DOWNTOWN REVITALIZATION

Objective	Strategy	Measure	How Did We Do?
Replace Refuse & Recycling Containers	Apply for grant & replace structures	Grant received & containers replaced	Grant unsuccessful – move to 2024
Complete Office Building & Parking Lot Pavement	Contractor will complete parking lot	Paving will be complete	Completed

## WATER DISTRIBUTION SYSTEM

Objective	Strategy	Measure	How Did We Do?
Young Street Waterline Upgrade	Apply for grant funding Work will be completed by contractor	Grant Received Work completed by contractor	Grant Unsuccessful - ongoing

## ROAD UPGRADES

Objective	Strategy	Measure	How Did We Do?
Paving Overlays	9 <sup>th</sup> Ave – Kelly to Laurier & Graham to Ross	Work will be completed by contractor	Work was completed by Contractor



## EQUIPMENT REPLACEMENT

Objective	Strategy	Measure	How Did We Do?
Purchase new ¾ ton pickup truck	Public Works and Finance will source a new vehicle	Vehicle will be purchased	Moved to 2025

## COUNCIL ADVOCACY

Objective	Strategy	Measure	How Did We Do?
To Advocate for solutions to identified critical issues in the Strategic Plan 2022 - 2026	Council will advocate to the Province regarding housing shortages, small business support, and lack of childcare resources	Community, residents, and businesses will see an improvement in these areas	Ongoing
Resource Benefits Alliance	Advocate with 21 local governments for an agreement to collect revenue on resource extraction from the North	Agreement will be signed	Ongoing

## LOOKING AHEAD TO 2024

The following is a look ahead at the goals and objectives for 2024. Success of these goals will be defined by the measurables outlined in the tables.

ADMINISTRATION			
Objective	Strategy	Measure	How Did We Do?
Reduce Costs & Generate Additional Revenue	Continue to evaluate operations to reduce costs or increase revenue	Add to Operating Surplus	
	Train new staff on house insurance	Begin offering House Insurance again	
Asset Management	Continue to work on Asset Management Plan with Consultants	Completion by Fiscal end 2024	
Organizational Capacity	Work on succession planning, education, happy & well-trained workforce	Succession Plan in place, staff well trained and stable	

ECONOMIC DEVELOPMENT			
Objective	Strategy	Measure	How Did We Do?
Market New Hazelton	Develop ways to attract & retain businesses	New Investment Occurs	
Buy Local Campaign	Introduce a new local buying campaign to replace Love the Hazeltons	New campaign Promoted	
Engage Local Businesses	Engage Local Businesses	Business Engagement Increases	
Promote a Diverse Local Economy with Stable Workforces	Work with local businesses & Province to help address shortages, business support, diverse tax base, and housing shortages	Businesses will see a more stable workforce	

## WASTE WATER COLLECTION

Objective	Strategy	Measure	How Did We Do?
Lagoon Desludging	Apply for grant – work will be completed by a contractor & pw staff	Grant received	
Sewer Line Rehabilitation	Work to be completed by contractors to maintain efficient operation of lines	Work completed	
Install Overflow Pipe From S15 to Lagoon	Apply for grant for this project. Work to be completed by Contractor	Grant received and work completed by contractor	
Storm Sewer	Short sections and tie-ins done by Public Works staff	Work is complete	

## DOWNTOWN REVITALIZATION

Objective	Strategy	Measure	How Did We Do?
Replace Refuse & Recycling Containers & Picnic tables	Apply for grant & replace structures	Grant received & containers replaced	
Replace gravel pathways at VC	Public Works staff and/or contractor to replace gravel pathways	Pathways will be replaced	

## WATER DISTRIBUTION SYSTEM

Objective	Strategy	Measure	How Did We Do?
Young Street Waterline Upgrade	Apply for grant funding Work will be completed by contractor	Grant Received Work completed by contractor	

## ROAD UPGRADES

Objective	Strategy	Measure	How Did We Do?
Paving Overlays	Templeman from 8 <sup>th</sup> to 9 <sup>th</sup> McBride from 12 <sup>th</sup> to 13 <sup>th</sup> 14 <sup>th</sup> from McLeod to Kelly	Work will be completed by contractor	



## EQUIPMENT REPLACEMENT

Objective	Strategy	Measure	How Did We Do?
Purchase new ½ ton pickup truck	Public Works and Finance will source a new vehicle	Vehicle will be purchased	
Replace Backhoe	Public Works and Finance will source a new backhoe	Backhoe will be purchased	

## COUNCIL ADVOCACY

Objective	Strategy	Measure	How Did We Do?
To Advocate for solutions to identified critical issues in the Strategic Plan 2022 - 2026	Council will advocate to the Province regarding housing shortages, small business support, and lack of childcare resources	Community, residents, and businesses will see an improvement in these areas	
Resource Benefits Alliance	Begin lobbying for a longer agreement to replace the one expiring in 2028	A new Resource Benefits Agreement will be in place when the present one expires	



## APPENDIX A: DECLARATION OF DISQUALIFICATIONS

There were no disqualifications made under Section 111 of the *Community Charter* in 2023.

Wendy Hunt  
Chief Administrative Officer

## APPENDIX B: PERMISSIVE TAX EXEMPTIONS

In accordance with section 98(2)(b) of the Community Charter, the following properties in the District of New Hazelton were provided permissive property tax exemptions by Council for 2023, Tax Exemption Bylaw No. 362, 2021 and Tax Exemption Amendment Bylaw No. 367, 2022.

- |   |          |
|---|----------|
| 1. Roman Catholic Episcopal Corp of Prince Rupert<br>Lots 4-6 & Lots 7-21, Block 29, Plan PRP968, District Lot 863,<br>Section 2, Cassiar Land District | \$754.19 |
| 2. BC Conf Mennonite Brethren Churches<br>Lot A, Plan PRP12334, District Lot 863, Cassiar Land District   | \$441.09 |
| 3. New Hazelton Congregation of Jehovah's Witnesses<br>Lot A, Plan EPP78072, District Lot 882, Section 2,<br>Cassiar Land District                      | \$70.64  |

## APPENDIX C: AUDITED FINANCIAL STATEMENT

**The District Of New Hazelton**  
**Financial Statements**  
*December 31, 2023*

**The District Of New Hazelton**  
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*For the year ended December 31, 2023*

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## Management's Responsibility

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To the Mayor and Members of Council of the District Of New Hazelton:

Management is responsible for the preparation and presentation of the accompanying financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and ensuring that all information in the annual report is consistent with the statements. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Council is composed primarily of Councilors who are neither management nor employees of the District. The Council is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Council fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Council is also responsible for recommending the appointment of the District's external auditors.

MNP LLP is appointed by the Council to audit the financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically and separately with, both the Council and management to discuss their audit findings.

April 22, 2024

  
Gail Lowry, Mayor

  
Wendy Hunt, Chief Administrative Officer

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, 2023, and the statements of operations, accumulated operating surplus, changes in net financial assets and cash flows 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, 2023, and the results of its operations and accumulated surplus, changes in its net financial assets 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 our 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 comprises the annual report and is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will 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 identified above when it becomes available 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.

When we read the annual report, if we conclude that there is a material misstatement therein, we are required to communicate the matter to those charged with governance.

### 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 in 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 accounting 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

April 22, 2024

**MNP LLP**

Chartered Professional Accountants



**The District Of New Hazelton**  
**Statement of Financial Position**

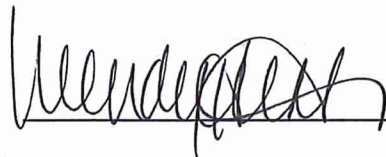
*As at December 31, 2023*

	2023	2022
<b>Financial assets</b>		
Cash and cash equivalents (Note 4)	3,646,749	2,786,958
Accounts receivable (Note 5)	119,314	171,888
Taxes receivable (Note 6)	55,241	74,498
<b>Total of assets</b>	<b>3,821,304</b>	<b>3,033,344</b>
<b>Liabilities</b>		
Accounts payable and accruals	96,694	141,472
Deferred revenue (Note 7)	283,383	168,659
Asset retirement obligation (Note 9)	36,502	-
<b>Total of financial liabilities</b>	<b>416,579</b>	<b>310,131</b>
<b>Net financial assets</b>	<b>3,404,725</b>	<b>2,723,213</b>
<b>Commitments and contingencies (Note 10)</b>		
<b>Non-financial assets</b>		
Tangible capital assets (Schedule 1)	11,830,924	12,001,361
Inventory - parts and supplies	117,483	115,316
Prepaid expenses	18,776	17,102
<b>Total non-financial assets</b>	<b>11,967,183</b>	<b>12,133,779</b>
<b>Accumulated surplus (Note 11)</b>	<b>15,371,908</b>	<b>14,856,992</b>

Approved on behalf of the Council



Mayor



Chief  
Administrative  
Officer



**The District Of New Hazelton**  
**Statement of Operations and Accumulated Surplus**

*For the year ended December 31, 2023*

	<b>2023 Budget (Note 15)</b>	<b>2023</b>	<b>2022</b>
<b>Revenue</b>			
Government grants and transfers (Note 13)	2,326,000	1,343,119	730,618
Net taxes available for municipal purposes (Note 14)	655,500	676,009	657,528
ICBC commissions	352,000	401,757	351,477
Utility usage fees	267,000	252,964	256,733
Other fees and sale of goods and services	158,100	213,054	186,520
Investment income	20,000	108,190	60,266
	<b>3,778,600</b>	<b>2,995,093</b>	<b>2,243,142</b>
<b>Program expenses</b>			
General government services	1,333,550	1,095,961	996,086
Protective services	125,750	129,320	111,464
Transportation and transit services	756,500	686,934	609,887
Recreation and youth services	43,000	48,392	67,890
Water operations	157,500	251,033	242,152
Sewer operations	460,500	158,492	124,252
Garbage operations	94,500	91,700	92,663
Tourism and community development	12,500	18,345	52,500
	<b>2,983,800</b>	<b>2,480,177</b>	<b>2,296,894</b>
<b>Annual surplus (deficit)</b>	<b>794,800</b>	<b>514,916</b>	<b>(53,752)</b>
<b>Accumulated surplus, beginning of year</b>	<b>14,856,992</b>	<b>14,856,992</b>	<b>14,910,744</b>
<b>Accumulated surplus, end of year</b>	<b>15,651,792</b>	<b>15,371,908</b>	<b>14,856,992</b>

The accompanying notes are an integral part of these financial statements

**The District Of New Hazelton**  
**Statement of Change in Net Financial Assets**  
*For the year ended December 31, 2023*

	<b>2023 Budget (Note 15)</b>	<b>2023</b>	<b>2022</b>
<b>Annual surplus (deficit)</b>	794,800	<b>514,916</b>	(53,752)
Acquisition of tangible capital assets	(2,654,000)	<b>(312,732)</b>	(567,078)
Amortization of tangible capital assets	350,000	<b>518,021</b>	513,074
Asset retirement obligations	-	<b>(34,852)</b>	-
Changes in other non-financial assets	-	<b>(3,841)</b>	(3,477)
<b>Change in net financial assets</b>	<b>(1,509,200)</b>	<b>681,512</b>	(111,233)
<b>Net financial assets, beginning of year</b>	<b>2,723,213</b>	<b>2,723,213</b>	2,834,446
<b>Net financial assets, end of year</b>	<b>1,214,013</b>	<b>3,404,725</b>	2,723,213

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

## The District Of New Hazelton

### Statement of Cash Flows

For the year ended December 31, 2023

	2023	2022
<b>Operating activities</b>		
Annual surplus (deficit)	514,916	(53,752)
Non-cash items		
Amortization	518,021	513,074
Accretion expense	1,649	-
	<b>1,034,586</b>	<b>459,322</b>
Changes in working capital accounts		
Accounts receivable	52,573	141,941
Taxes receivable	19,256	(41,536)
Accounts payable and accruals	(44,780)	(85,877)
Deferred revenue	114,724	45,356
Inventory - parts and supplies	(2,167)	(1,631)
Prepaid expenses	(1,669)	(1,846)
	<b>1,172,523</b>	<b>515,729</b>
<b>Capital activities</b>		
Purchases of tangible capital assets	(312,732)	(567,078)
<b>Increase (decrease) in cash resources</b>	<b>859,791</b>	<b>(51,349)</b>
<b>Cash resources, beginning of year</b>	<b>2,786,958</b>	<b>2,838,307</b>
<b>Cash resources, end of year</b>	<b>3,646,749</b>	<b>2,786,958</b>

The accompanying notes are an integral part of these financial statements



**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2023*

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**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.

**2. Change in accounting policy**

***Asset retirement obligations***

Effective January 1, 2023, the District adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of a liability for asset retirement obligations under PS 3280 *Asset Retirement Obligations*. The new standard establishes when to recognize and how to measure a liability for an asset retirement obligation, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated.

There was no material impact on the financial statements from the prospective application of the new accounting recommendations. See Note 9 for details of asset retirement obligations recorded.

***Financial instruments***

Effective January 1, 2023, the District adopted the Public Sector Accounting Board's (PSAB) new recommendations for the recognition, measurement, presentation and disclosure of financial assets, financial liabilities and derivatives under Section PS 3450 *Financial Instruments*. The new Section is applied prospectively, and prior periods have not been restated. There was no material impact on the financial statements from the prospective application of the new accounting recommendations.

**3. Significant accounting policies**

These financial statements are the representations of management, prepared in accordance with Canadian public sector accounting standards and including the following significant accounting policies:

***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.

***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.

***Cash and cash equivalents***

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.

**3. Significant accounting policies** *(Continued from previous page)*

***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.

***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:

	<b><i>Years</i></b>
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

Tax sale property held by the District is not amortized.

***Liability for contaminated site***

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 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, 2023.

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, 2023 as the District has not identified any contaminated sites.

***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.

***Revenue recognition***

***Government transfers***

The District recognizes a government transfer as revenue when the transfer is authorized and all eligibility criteria, if any, have been met. A government transfer with stipulations giving rise to an obligation that meets the definition of a liability is recognized as a liability. In such circumstances, the District recognizes revenue as the liability is settled. Transfers of non-depreciable assets are recognized in revenue when received or receivable.

***Tax revenue***

The District recognizes taxes as assets and revenue when they meet the definition of an asset; are authorized by a legislature, council, or legislative convention; and the taxable event has occurred.



**3. Significant accounting policies** *(Continued from previous page)*

**Revenue recognition** *(Continued from previous page)*

Tax revenue is initially measured at management's best estimate of the amount resulting from the original taxable event in accordance with tax legislation. The related tax receivable is initially recognized at its realizable value at the date of acquisition. At each financial statement date, the District evaluates the tax receivable for collectability and records a valuation allowance to reflect the tax receivable at its net recoverable amount, if necessary.

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.

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

**Segments**

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.

**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 reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period.

Accounts receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Provisions are made for slow moving and obsolete inventory. Amortization is based on the estimated useful lives of tangible capital assets. Asset retirement obligations are the best estimate of the amount required to retire the tangible capital asset.

By their nature, these judgments are subject to measurement uncertainty, and the effect on the financial statements of changes in such estimates and assumptions in future years could be significant. These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in earnings in the years in which they become known.

**Financial instruments**

The District recognizes its financial instruments when the District becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the District may irrevocably elect to subsequently measure any financial instrument at fair value. The District has not made such an election during the year.

The District subsequently measures investments in equity instruments quoted in an active market and all derivative instruments, except those that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, at fair value. Fair value is determined by published price quotations. Transactions to purchase or sell these items are recorded on the trade date. Net gains and losses arising from changes in fair value are recognized in the statement of remeasurement gains and losses. Interest income is recognized in the statement of operations. Investments in equity instruments not quoted in an active market and derivatives that are linked to, and must be settled by delivery of, unquoted equity instruments of another entity, are subsequently measured at cost. With the exception of those instruments designated at fair value, all other financial assets and liabilities are subsequently measured at amortized cost using the effective interest rate method.

Transaction costs directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in operating annual surplus (deficit). Conversely, transaction costs are added to the carrying amount for those financial instruments subsequently measured at cost or amortized cost.



**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2023*

**3. Significant accounting policies** *(Continued from previous page)*

**Financial instruments** *(Continued from previous page)*

All financial assets except derivatives are tested annually for impairment. Management considers whether the investee has experienced continued losses for a period of years, recent collection experience for the loan, such as a default or delinquency in interest or principal payments, in determining whether objective evidence of impairment exists. Any impairment, which is not considered temporary, is recorded in the statement of operations. Write-downs of financial assets measured at cost and/or amortized cost to reflect losses in value are not reversed for subsequent increases in value. Reversals of any net remeasurements of financial assets measured at fair value are reported in the statement of remeasurement gains and losses. A statement of remeasurement gains and losses has not been presented in the financial statements as it would not contain any balances or transactions.

**Asset retirement obligation**

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the District to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at December 31, 2023. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

When a liability for an asset retirement obligation is initially recognized, a corresponding asset retirement cost is capitalized to the carrying amount of the related tangible capital asset (or component thereof). The asset retirement cost is amortized over the useful life of the related asset.

At each financial reporting date, the District reviews the carrying amount of the liability. The District recognizes period-to-period changes to the liability due to the passage of time as accretion expense. Changes to the liability arising from revisions to either the timing, the amount of the original estimate of undiscounted cash flows or the discount rate are recognized as an increase or decrease to the carrying amount of the related tangible capital asset.

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.

**4. Cash and cash equivalents**

Cash and temporary investments are comprised of cash on deposit and investments as follows:

	<b>2023</b>	<b>2022</b>
Cash	1,549,839	2,552,400
Municipal Finance Authority of B.C. investments - money market fund	240,595	229,016
Term deposits	1,856,315	5,542
	<b>3,646,749</b>	<b>2,786,958</b>

Term deposits are non-redeemable and carry interest rates and maturity dates as follows:

<u>Amount</u>	<u>Interest Rate</u>	<u>Maturity Date</u>
5,626	1.50%	March 21, 2024
416,109	4.75%	February 27, 2024
416,109	4.75%	March 23, 2024
748,000	4.75%	February 27, 2024
270,471	4.75%	February 27, 2024

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2023*

**5. Accounts receivable**

	2023	2022
Northern Development Initiative Trust	46,746	49,970
GST rebate	26,827	36,754
Other receivables	45,741	85,164
	119,314	171,888

**6. Taxes receivable**

	2023	2022
Current	35,891	60,123
Arrears	19,350	14,375
	55,241	74,498

**7. Deferred revenue**

	2023	2022
Federal Gas Tax - Community Works Fund (Note 8)	260,883	168,659
UBCM Next Generation 911	22,500	-
	283,383	168,659

**8. Federal Gas Tax Community Works Fund**

	2023	2022
<b>UBCM Federal Gas Tax Community Works Fund reserve</b>		
Balance - beginning of year	168,659	123,303
Amount received during the year	87,496	83,407
Interest revenue	4,728	1,949
Regional District USRC contribution	-	(40,000)
	260,883	168,659

**UBCM Federal Gas Tax Agreement Community Works Fund**

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the 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 the Financial Statements**  
*For the year ended December 31, 2023*

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**9. Asset retirement obligation**

The District recognized a liability for the asset retirement obligation and a corresponding amount has been capitalized as an asset retirement cost and added to the carrying value of buildings and gravel pits. The asset retirement cost is amortized on a straight-line basis over the useful life of the tangible capital asset.

The District estimated the amount of the liability using discounted future expenditures estimated to retire the tangible capital asset. The significant assumptions used to determine the best estimate of the liability include:

- the estimated total future expenditures for settlement of the liability is assumed to be \$104,376
- the discount rate applied in the calculation was 4.73%

	2023	2022
Liabilities incurred	34,853	-
Accretion expense	1,649	-
<b>Balance, end of year</b>	<b>36,502</b>	<b>-</b>

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**10. Commitments and contingencies**

a) 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, 2022, the plan has approximately 240,000 active members and approximately 124,000 retired members. Active members include approximately 43,000 contributors from local governments.

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, 2021, indicated a \$3,761 million funding surplus for basic pension benefits on a going concern basis.

The District of New Hazelton paid \$46,549 for employer contributions to the plan in fiscal 2023 (\$42,905 in 2022).

The next valuation will be as at December 31, 2024, with results available in 2025.

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.

b) 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.

c) 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.

d) Contingent liabilities

The District, as a member of the Regional District of Kitimat-Stikine, is jointly and severally liable for their net capital liabilities.

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2023*

**11. Accumulated surplus**

	2023	2022
Operating fund	3,217,714	2,522,753
Reserves (Schedule 3)	359,772	332,878
Equity in tangible capital assets (Note 12)	11,794,422	12,001,361
	15,371,908	14,856,992

**12. 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:

	2023	2022
Increases:		
Capital acquisitions	312,732	567,078
Asset retirement obligation asset	34,852	-
Decreases:		
Amortization	(518,021)	(513,074)
Asset retirement obligation liability	(36,502)	-
	(206,939)	54,004
Equity in tangible capital assets - beginning of year	12,001,361	11,947,357
	11,794,422	12,001,361

**13. Government grants and transfers**

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

	2023	2022
<b>Unconditional grants and transfers</b>		
Provincial	1,208,000	591,000
Regional District / Other	5,000	5,000
	1,213,000	596,000
<b>Conditional grants and transfers</b>		
Provincial	123,828	90,746
Recognition of deferred revenue - UBCM Federal Gas Tax Agreement Community Works Fund	-	40,000
Regional District / Other	-	1,680
Federal	6,291	2,192
	130,119	134,618
	1,343,119	730,618

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2023*

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

	2023	2022
<b>Taxes:</b>		
Municipal taxes levied	1,036,033	981,165
Frontage	61,817	61,294
Revenue in lieu of taxes	52,037	51,170
Penalties and interest on taxes	22,369	14,688
	1,172,256	1,108,317
<b>Less taxes on behalf of:</b>		
School District	(260,184)	(231,405)
North West Regional Hospital District	(42,081)	(36,889)
Regional District of Kitimat-Stikine	(189,741)	(178,762)
B.C. Assessment Authority	(4,241)	(3,733)
	(496,247)	(450,789)
<b>Net taxes available for municipal purposes</b>	<b>676,009</b>	<b>657,528</b>

**15. Annual budget**

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on March 6, 2023.

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**

Financial Plan approved by Council	-
Add back:	
Capital expenditures per budget	2,654,000
Transfers to reserves	50,000
Less:	
Amortization	(350,000)
Transfers from own funds	(1,559,200)
<b>Annual Surplus per Statement of Operations</b>	<b>794,800</b>



**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2023*

**16. 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. The funds are included in the operating fund and in 2023, the grant monies received and spent were as follows:

	<b>2023</b>	<b>2022</b>
Opening balance	<b>357,151</b>	348,780
Interest earned	<b>18,072</b>	8,371
<hr/>		
Ending balance	<b>375,223</b>	357,151
<hr/>		

**17. Growing Communities Fund**

The Province of British Columbia distributed conditional GCF grants to communities at the end of March 2023 to help local governments build community infrastructure and amenities to meet the demands of population growth. The GCF provided a one-time total of \$1 billion in grants to all 161 municipalities and 27 regional districts in British Columbia. The District of New Hazelton received \$748,000 of GCF funding in March 2023. In 2023, the monies received and spent were as follows:

	<b>2023</b>	
Balance, beginning of year		<b>748,000</b>
Interest earned		<b>28,387</b>
<hr/>		
Balance, end of year		<b>776,387</b>
<hr/>		

**18. Financial Instruments**

The District as part of its operations carries a number of financial instruments. It is management's opinion that the District is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

**19. 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 Centre 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 and policing. 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. 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.

**The District Of New Hazelton**  
**Schedule 1 - Schedule of Tangible Capital Assets**  
*For the year ended December 31, 2023*

	<i>Land</i>	<i>Buildings</i>	<i>Equipment, furniture and motor vehicles</i>	<i>Water infrastructure</i>	<i>Sewer infrastructure</i>	<i>Subtotal</i>
<b>Cost</b>						
Balance, beginning of year	643,281	7,723,688	2,693,863	3,873,871	1,228,252	16,162,955
Acquisition of tangible capital assets	-	112,007	11,191	-	20,799	143,997
Asset retirement obligation	-	23,667	-	-	-	23,667
Balance, end of year	643,281	7,859,362	2,705,054	3,873,871	1,249,051	16,330,619
<b>Accumulated amortization</b>						
Balance, beginning of year	-	1,786,980	2,011,512	1,549,697	817,522	6,165,711
Annual amortization	-	152,957	136,253	53,137	72,167	414,514
Balance, end of year	-	1,939,937	2,147,765	1,602,834	889,689	6,580,225
<b>Net book value of tangible capital assets</b>	<b>643,281</b>	<b>5,919,425</b>	<b>557,289</b>	<b>2,271,037</b>	<b>359,362</b>	<b>9,750,394</b>
Net book value of tangible capital assets 2022	643,281	5,936,708	682,351	2,324,174	410,730	9,997,244



**The District Of New Hazelton**  
**Schedule 1 - Schedule of Tangible Capital Assets**  
*For the year ended December 31, 2023*

	<i>Subtotal</i>	<i>Transportation and transit services</i>	<i>Tax sale land</i>	<i>2023</i>	<i>2022</i>
<b>Cost</b>					
Balance, beginning of year	16,162,955	4,007,367	71,562	20,241,884	19,674,806
Acquisition of tangible capital assets	143,997	155,435	13,300	312,732	567,078
Asset retirement obligation	23,667	11,185	-	34,852	-
Balance, end of year	16,330,619	4,173,987	84,862	20,589,468	20,241,884
<b>Accumulated amortization</b>					
Balance, beginning of year	6,165,711	2,074,812	-	8,240,523	7,727,449
Annual amortization	414,514	103,507	-	518,021	513,074
Balance, end of year	6,580,225	2,178,319	-	8,758,544	8,240,523
<b>Net book value of tangible capital assets</b>	<b>9,750,394</b>	<b>1,995,668</b>	<b>84,862</b>	<b>11,830,924</b>	<b>12,001,361</b>
Net book value of tangible capital assets 2022	9,997,244	1,932,555	71,562	12,001,361	

**The District of New Hazelton**  
**Schedule 2 - Schedule of Segmented Revenue and Expenses**

*For the year ended December 31, 2023*

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2023	2023 Budget (Note 15)
<b>Revenues</b>											
Government grants and transfers	1,343,119	-	-	-	-	-	-	-	-	1,343,119	2,326,000
Net taxes available for municipal purposes	-	-	-	-	-	-	-	-	676,009	676,009	655,500
Utility usage fees	-	-	-	-	143,320	41,403	68,241	-	-	252,964	267,000
Other fees and sale of goods and services	184,754	17,000	3,200	8,100	-	-	-	-	-	213,054	158,100
ICBC commissions	-	-	-	-	-	-	-	-	401,757	401,757	352,000
Investment income	-	-	-	-	-	-	-	-	108,190	108,190	20,000
	1,527,873	17,000	3,200	8,100	143,320	41,403	68,241	-	1,185,957	2,995,093	3,778,600
<b>Expenses</b>											
Salaries, wages and benefits	566,622	61,691	358,469	-	66,093	-	-	-	-	1,052,875	1,139,750
Goods and services	305,257	54,814	248,827	24,937	73,367	84,459	91,700	-	-	883,361	1,474,550
Interest and bank charges	7,575	-	-	-	-	-	-	-	-	7,575	7,000
Other	-	-	-	-	-	-	-	18,345	-	18,345	12,500
Amortization	216,507	12,815	79,638	23,455	111,573	74,033	-	-	-	518,021	350,000
	1,095,961	129,320	686,934	48,392	251,033	158,492	91,700	18,345	-	2,480,177	2,983,800
	431,912	(112,320)	(683,734)	(40,292)	(107,713)	(117,089)	(23,459)	(18,345)	1,185,957	514,916	794,800

**The District of New Hazelton**  
**Schedule 2 - Schedule of Segmented Revenue and Expenses**

*For the year ended December 31, 2022*

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2022
<b>Revenues</b>										
Government grants and transfers	730,618	-	-	-	-	-	-	-	-	730,618
Net taxes available for municipal purposes	-	-	-	-	-	-	-	-	657,528	657,528
Utility usage fees	-	-	-	-	147,478	41,014	68,241	-	-	256,733
Other fees and sale of goods and services	156,345	17,000	5,375	7,800	-	-	-	-	-	186,520
ICBC commissions	-	-	-	-	-	-	-	-	351,477	351,477
Investment income	-	-	-	-	-	-	-	-	60,266	60,266
	<b>886,963</b>	<b>17,000</b>	<b>5,375</b>	<b>7,800</b>	<b>147,478</b>	<b>41,014</b>	<b>68,241</b>	<b>-</b>	<b>1,069,271</b>	<b>2,243,142</b>
<b>Expenses</b>										
Salaries, wages and benefits	490,334	62,803	297,625	-	57,049	-	-	-	-	907,811
Goods and services	287,922	35,846	234,268	42,765	72,671	50,440	92,663	-	-	816,575
Interest and bank charges	6,934	-	-	-	-	-	-	-	-	6,934
Other	-	-	-	-	-	-	-	52,500	-	52,500
Amortization	210,896	12,815	77,994	25,125	112,432	73,812	-	-	-	513,074
	<b>996,086</b>	<b>111,464</b>	<b>609,887</b>	<b>67,890</b>	<b>242,152</b>	<b>124,252</b>	<b>92,663</b>	<b>52,500</b>	<b>-</b>	<b>2,296,894</b>
	<b>(109,123)</b>	<b>(94,464)</b>	<b>(604,512)</b>	<b>(60,090)</b>	<b>(94,674)</b>	<b>(83,238)</b>	<b>(24,422)</b>	<b>(52,500)</b>	<b>1,069,271</b>	<b>(53,752)</b>



**The District Of New Hazelton**  
**Schedule 3 - Schedule of Reserve Fund Activities**  
*For the year ended December 31, 2023*

	<i>General capital</i>	<i>Sewer capital</i>	<i>Cemetery fund</i>	<i>Northern Capital and Planning</i>	<b>2023</b>	<b>2022</b>
<b>Balance - beginning of year</b>	51,214	236,904	4,048	40,712	<b>332,878</b>	601,522
Transfers in	50,000	-	-	-	<b>50,000</b>	50,000
Transfers out	-	-	-	(41,077)	<b>(41,077)</b>	(327,716)
Investment income (expense)	5,119	11,982	133	687	<b>17,921</b>	9,072
Contributions	-	-	-	-	-	-
<b>Balance - end of year</b>	<b>106,333</b>	<b>248,886</b>	<b>4,181</b>	<b>322</b>	<b>359,722</b>	<b>332,878</b>

## COUNCIL SCHEDULE:

- February 12<sup>th</sup> PMAC Meeting 12:00 noon
- February 17<sup>th</sup> Family Day – Office Closed
- February 20<sup>th</sup> MPAP Webinar – Municipal Protected Areas Project – 10:00 am
- February 25<sup>th</sup> NCLGA Webinar “Economic Impacts of Port Activities on Local Communities” – 12 to 1:00 pm
- March 3<sup>rd</sup> Regular Council Meeting – 7:00 pm
- April 2<sup>nd</sup> – 4<sup>th</sup> COFI – Councillor Burns registered – Prince George
- April 7<sup>th</sup> Regular Council Meeting
- April 10<sup>th</sup> First Responders Appreciation Night – 6:00 pm
- April 18<sup>th</sup> Good Friday – Office Closed
- April 21<sup>st</sup> Easter Monday – Office Closed
- April 24<sup>th</sup> Committee of the Whole Meeting – Financials – 12:00 noon
- May 5<sup>th</sup> Regular Council Meeting – 7:00 pm
- May 12 – 15<sup>th</sup> NCLGA Prince Rupert – Councillors Sturney, Burns, Henwood & Hobenshield, Mayor Lowry and CAO to attend.
- May 19<sup>th</sup> Victoria Day – Office Closed
- June 2<sup>nd</sup> Regular Council Meeting – 7:00 pm
- July 1<sup>st</sup> Canada Day – 7:30 am start for Council

**January**  
**Information Package**



DISTRICT of NEW HAZELTON

January 18, 2025

The Honourable Minister Ravi Kahlon  
Ministry of Housing and Municipal Affairs  
Parliament Buildings  
Victoria, BC V8W 1X4

Dear Minister Kahlon:

In June 2024, the Province updated legislative requirements for all local governments in British Columbia to produce an Interim Housing Needs Report by January 1, 2025; regardless of whether or not they already had one in place. This study will need to be repeated again in 2028 and every five years thereafter. The interim study required:

- a five and twenty year housing needs calculation using the HNR method supplied by the Ministry;
- statements about the seven key areas of local need;
- the number and percentage of households in core housing need and extreme core housing need; and
- a description of housing actions and changes since the last Housing Needs Report.

A small community such as New Hazelton, with a population of 602 at the 2021 Census does not have the capacity to complete a survey on its own. Therefore, we partnered with the Village of Hazelton and the Regional District of Kitimat Stikine to complete the survey on a regional level as well as an individual local government level.

Over the last 30 years, the population in New Hazelton has decreased by 23%; four percent of which occurred between the 2016 and 2021 censuses. We have an increase in our aging population (up 8%), a decrease in Owner Households (-17%), and an increase in Renter Households (25%). Cost of ownership of a home has risen a staggering 155% while the median income ranges from \$34,400.00 - \$85,000.00. There are currently 275 households (175 owner households and 100 renter households) and there is no purpose built rental housing within the District boundaries.

Using the methodology provided by the Ministry, the five year housing need is 65 units and the 20 year need is 202 units. It is a bit perplexing that with a continued decline in population that in twenty years our housing stock is required to almost double in size; 23.4% over the next five years and a staggering 75% increase in housing stock over the next twenty years!



## DISTRICT OF NEW HAZELTON

4670-10th Ave. Box 340 New Hazelton, BC V0J 2N0 P: 250.842.6571 F: 250.842.6077 www.newhazelton.ca

There is not enough data on smaller communities, especially in the north to adequately determine vacancy rates, rental data including secondary rental market data, etc. Our consultants had to rely on desktop searches of rental sites to gather data. Most of the projected growth over the next ten years is in the 65+ age category. Projections extending 20 years into the future rely on many assumptions and may not be dependable.

While this interim study shows an immediate need in the next five years of 64 housing units, the District does not have the land capacity to fill those needs. It has even less capacity to fill the needs over the next 20 years. As demonstrated in our July 26, 2023 correspondence to your Ministry including three maps that outlined the land owned by the District, the large amount of Crown Land that is dispersed throughout the District, and one that demonstrates how the Crown Land affects private ownership of land in the District. Of the available land for sale, owned by New Hazelton, very little of it is useable. The majority of lots border the CN Rail right of way and are zoned Light Industrial for that specific reason. In addition, it is a swamp/boggy type of environment that would not be suitable for housing. There is one large section of park land on the north end of the boundary that has a 4km perimeter hiking trail on its outer edges. The nearest services for water and wastewater are approximately 0.5 km away from the edge of the park land and in addition to the need for services, this land would also require a proper road built to standard as there is only a dirt trail leading to it, clearing of trees and land preparation, and survey and subdivision as it is one parcel of land at present. As you can imagine the costs to develop this property into suitable parcels/lots that could be used for housing would be prohibitive for our small community. It may also impact the current use of the wilderness trail used by residents and visitors alike.

Looking at the maps, the only way that the District could even entertain the possibility of 64 additional housing units in New Hazelton would be if the Province released the Crown Land that is available within in the District boundaries. The vast majority of land is owned by the Crown and therefore not available for sale at this point; **if the Province would consider releasing the land to the District, it would provide many more opportunities for housing.** According to this map, there are approximately 2,976 individual lots (33' x 120') of Crown owned land dispersed throughout the municipal boundaries. Using our minimum requirement of 1.5 lots to build a home, this could mean the potential for over 1900 homes to be built. This is just the individual lots and not the larger parcels that are also shown on the map. This is a substantial amount of land when comparing it to the approximately 360 lots (mostly unusable) that the District of New Hazelton has available for purchase.

The District has refined its Zoning Bylaw to reduce the number of lots required to build a home from 2 lots to 1.5 lots and also reduced the minimum size of the dwelling unit in order to encourage infilling on private land. While there has been minimal success in this area, there is still a lot of work that needs to be done by the Province in order for the District to have land available for housing.

## DISTRICT OF NEW HAZELTON

4670-10th Ave. Box 340 New Hazelton, BC V0J 2N0 P: 250.842.6571 F: 250.842.6077 [www.newhazelton.ca](http://www.newhazelton.ca)

The District had previously completed a Housing Needs Study in 2021 and the expectation was that another one would be done in 2026. In 2023, the Ministry decided that regardless of when the last study was completed, all local governments must complete an Interim Housing Study immediately following by an addition one in 2028. The requirement of the Ministry to continue with the Housing Needs Study in another three years and then every five years thereafter will put a lot of extra financial pressure on the District and other extremely small communities in British Columbia. While we understand the need for the studies in larger urban centers, this is a costly and time-consuming endeavour that is being placed on communities with populations under 1,000 people. The metrics required to not equate to realistic numbers nor do the results appear to be realistic in any manner. Further complicated by the lack of available land for housing, this exercise appears to be not only futile but also a fiscally irresponsible use of finances and staffing resources. While the funding given by the Province is appreciated to help with these studies, even if it is to continue, there is drain on staff resources to complete these studies and a lack of reliable data for the consultants to use.

The District of New Hazelton urges you to seriously consider:

- elimination the need for housing needs studies for communities under 1,000;
- change the metrics for small communities that will produce more realistic outcomes; and
- continue to provide the funds for the study (if not eliminated) in perpetuity.

We have enclosed the original maps sent to your Ministry in 2023 and mentioned in this letter. We urge you to consider the fruitlessness of the study for small local governments and the undue pressure it puts on us to look for ways to provide for unreasonable numbers of housing units that make absolutely no sense to our communities. If you have any questions or concerns regarding this letter, please feel free to reach out to our Chief Administrative Officer, Wendy Hunt. Wendy can be reached via email at [whunt@newhazelton.ca](mailto:whunt@newhazelton.ca) or by phone at 250-842-6571. Thank you for your consideration and time.

Warm regards,



Gail Lowry  
Mayor

pc: Urban Matters, Consultants  
Brittney Anderson, Minister of State for Local Government

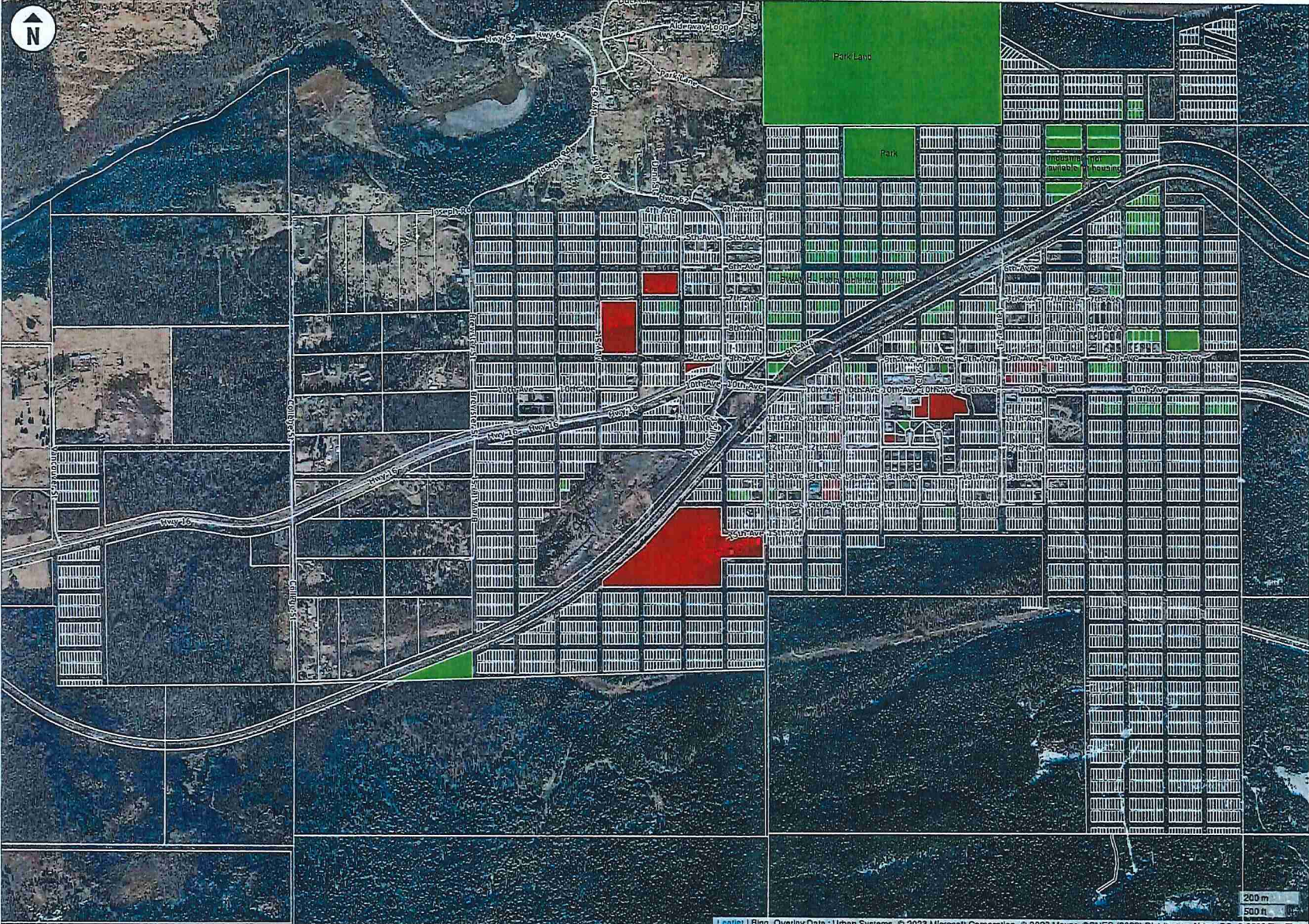


1

Created by: Wendy Hunt

Dist. of New Hazelton Land for Sale

July 26 2023 3:59 PM



Hazelton\_2021\_South

RDKS Roads

District of New Hazelton Land Inventory

- Available for Sale
- Not for Sale
- Other Property

Hazelton\_2021\_North



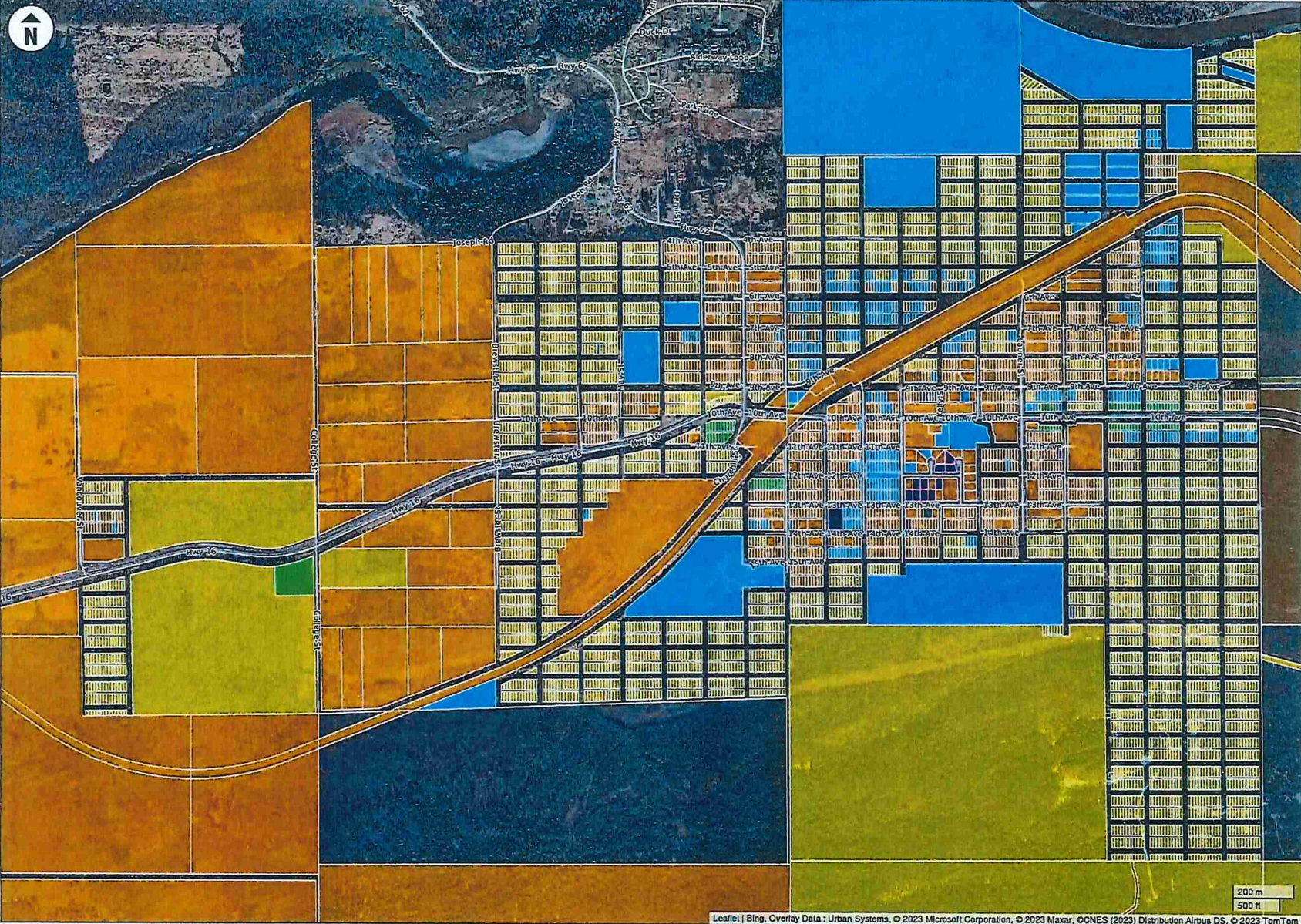


2

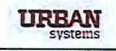
Created by: Wendy Hunt

### Dist. of New Hazelton - Land Ownership

July 20 2023 2:59 PM

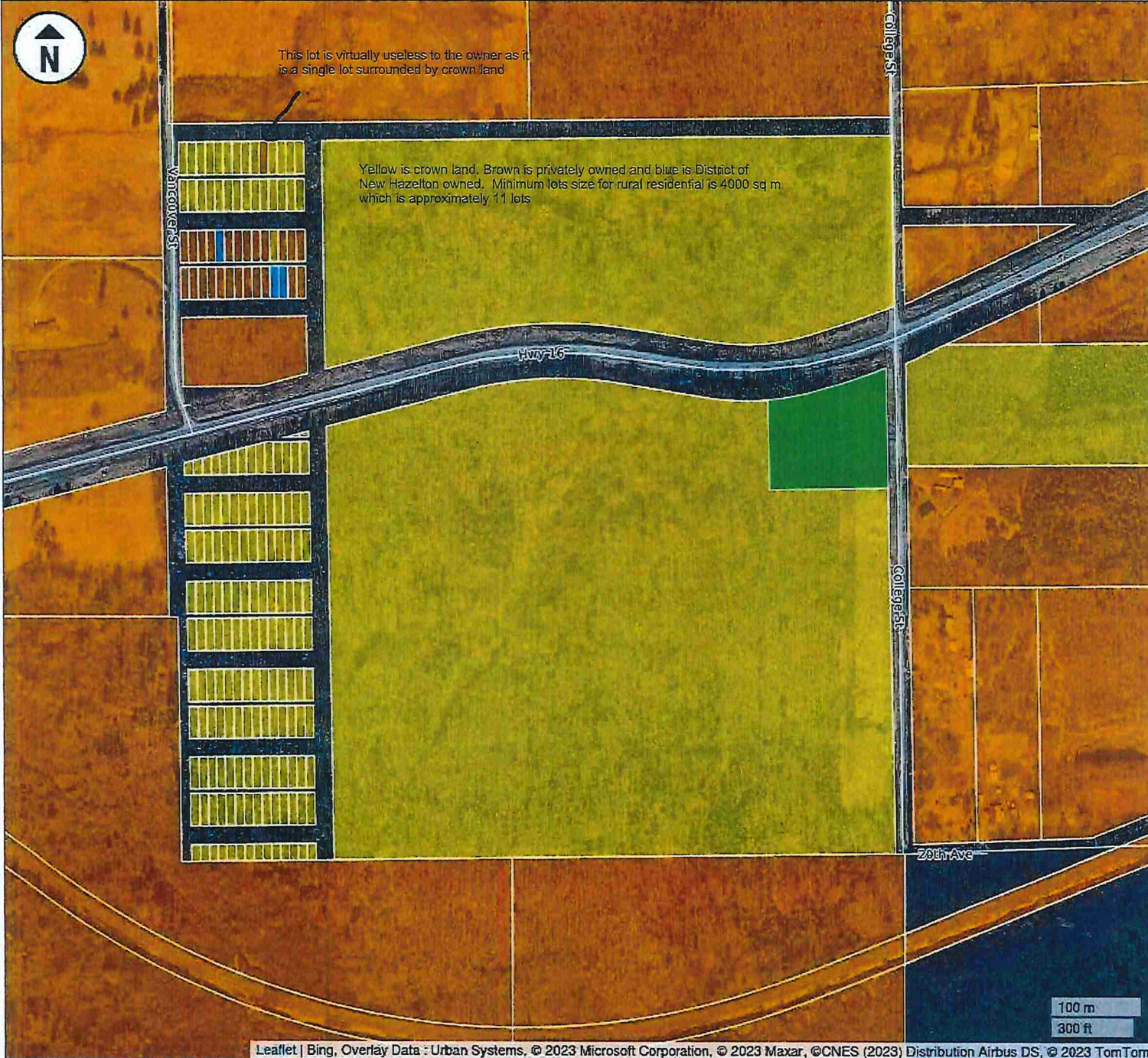


- Hazelton\_2021\_South
- RDKS Roads
- New Hazelton Land Ownership
  - Crown Agency
  - Crown Provincial
  - Federal
  - Municipal
  - Private
  - None/Unknown
- Hazelton\_2021\_North





### DONH Crown Land



**Hazelton\_2021\_South**

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**RDKS Roads**

---

**New Hazelton Land Ownership**

- Crown Agency
- Crown Provincial
- Federal
- Municipal
- Private
- None/Unknown

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**Hazelton\_2021\_North**







Ministry of  
Transportation  
and Transit

January 6, 2025

Mayor Gail Lowry  
District of New Hazelton  
4670 – 10<sup>th</sup> Avenue  
Box 340  
New Hazelton, BC V0J 2N0

Dear Mayor Lowry,

Thank you for your letter of December 3, 2024, where you took the time to write and express your concerns about highway conditions and maintenance contractor performance in the New Hazelton area. It was a pleasure seeing you and having an opportunity to address some of your concerns at the recent Regional District of Kitimat Stikine Committee of the Whole meeting in Terrace, on December 13, 2024.

Local staff works closely with Dawson Road Maintenance (DRM), the maintenance contractor responsible for highway maintenance in the Hazelton area. One of our roles is to monitor and audit the delivery of their services, which they often perform well, although at times there is room for improvement. Regarding “the line” that may be visible between yard boundaries, we are aware that this sometimes occurs and know that DRM works hard to improve their services, so this does not occur.

I hope you can encourage residents of the Hazelton area that have concerns about road safety, to provide feedback directly to DRM on their webpage: [We want to hear from you!](#). The specific information which can be provided regarding which roads, detailed comments, and even photos, are delivered directly to the Maintenance Yard Superintendent. In your case, this message will be sent to DRM’s office in Carnaby and allows them to investigate and/or respond quickly.

Although I encourage direct feedback to DRM, please never hesitate to contact me as well. As Mayor of New Hazelton, you are privy to feedback from all your constituents and we appreciate the information you share.

Is there a possibility of speaking again at a council meeting? We have a new Operations Manager starting soon and would appreciate the opportunity to introduce him, and perhaps bring DRM with us as well.

Thank you again for taking the time to write and for sharing your concerns. I will ensure they are passed on to Dawson Road Maintenance.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Rena Gibson', with a stylized, flowing cursive style.

Rena Gibson  
District Manager, Transportation





## **REGIONAL DISTRICT of Fraser-Fort George**

January 21, 2025

Chair Cyra Yunkws  
Regional District of Kitimat-Stikine  
Suite 300, 4545 Lazelle Avenue  
Terrace, BC V8G 4E1

Dear Valued Partner:

### **9-1-1 Call Answer Repatriation Approved by RDFFG Board**

Over the past few years, the Regional District of Fraser-Fort George (RDFFG) has been investigating repatriating the provision of 9-1-1 call answer services from our current contract with E-Comm to an in-house RDFFG staffed and operated service.

Starting with concept development, followed by a feasibility study and through to an implementation strategy, careful consideration of financial and non-financial factors has been weighed in this analysis.

This has resulted in the RDFFG Board approving the repatriation of 9-1-1 call answer services to an RDFFG staffed and operated service.

Bringing the provision of this vital public safety service back to northern BC has a number of benefits, including but not limited to:

- long-term cost certainty
- economic benefits to the region
- geographic redundancy and resilience
- flexibility to focus on northern and rural issues

RDFFG Administration has commenced the required implementation work and are targeting a switchover date before the end of 2026. A joint media release with our Regional District partners at Cariboo Regional District, Regional District of Bulkley-Nechako and Regional District of Kitimat-Stikine is scheduled to be issued on January 22, 2025 to assist with public notification within all service areas.

155 George Street, Prince George, BC V2L 1P8

[ELECTORAL AREAS A, C, D, E, F, G AND H](#) | [MACKENZIE](#) | [MCBRIDE](#) | [PRINCE GEORGE](#) | [VALEMOUNT](#)

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[rdffg.ca](http://rdffg.ca) | [district@rdffg.bc.ca](mailto:district@rdffg.bc.ca) | 250-960-4400 | 1-800-667-1959



## REGIONAL DISTRICT of Fraser-Fort George

Further communications will be provided as this transition occurs, but it is important to note that residents will not see any interruption in 9-1-1 services during this change.

As a valued partner, we wanted to ensure that you were informed of this upcoming change in a timely manner.

We are committed to applying our current expertise and infrastructure to this significant undertaking and continuing to partner with you for the benefit of our northern residents whom we serve.

Should you wish to discuss this change with the Regional District team, I invite you to contact me at your convenience.

Sincerely,

**Chris Calder, CPA, CA (he, him, his)**

Chief Administrative Officer

250-960-4430 | [chris.calder@rdffg.bc.ca](mailto:chris.calder@rdffg.bc.ca)

CC: Village of Hazelton  
District of Kitimat  
District of New Hazelton  
District of Stewart  
City of Terrace

155 George Street, Prince George, BC V2L 1P8

ELECTORAL AREAS A, C, D, E, F, G AND H | MACKENZIE | MCBRIDE | PRINCE GEORGE | VALEMOUNT

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rdffg.ca | [district@rdffg.bc.ca](mailto:district@rdffg.bc.ca) | 250-960-4400 | 1-800-667-1959



January 31, 2025

Dear Mayor and Council,

**RE: Municipal Protected Areas Project Webinar – 10 am February 20, 2025**

I am contacting you on behalf of BC Nature / Land Trust Alliance of BC to inform you of the Municipal Protected Areas Project (MPAP) and to invite you and the appropriate staff to participate in a webinar on the MPAP being held on February 20, 2025.

The Municipal Protected Areas Project (MPAP) is inspired by Canada's commitment at the 2022 United Nations Biodiversity Conference (COP15) to conserve 30% of our lands and waters by 2030 (the 30 x 30 Commitment). Municipal and local governments' protected areas are home to rich cultural and biological diversity and are integral to achieving Canada's biodiversity commitments, including the 30 x 30 Commitment.

Details on the Webinar:

BC NATURE: MPAP gives local governments the tools and resources to register their local protected areas on the Canadian database for protected lands. We will outline the requirements for candidate sites, how the registration process works, and how we can complete this work for you at no cost for your community. The MPAP is an opportunity to validate and recognize your community's conservation policies and strategic plans.

LTABC: MPAP is also promoting increased conservation efforts. The Alliance will discuss municipal support for provincial tax incentives for landowners in your community who wish to conserve ecologically sensitive properties

We invite you and the appropriate staff to attend a 1 hour webinar on MPAP being held at 10 am on February 20, 2025 to discover more. We will outline the requirements for candidate sites, how the registration process works, and how we can complete this work at no cost for your community.

**JOIN THE MUNICIPAL PROTECTED AREAS PROGRAM WEBINAR (1 hour)**

**10 am on November 6, 2024**

**Register at: [https://us06web.zoom.us/meeting/register/9LWNK01AT228XTSDzj\\_ssQ](https://us06web.zoom.us/meeting/register/9LWNK01AT228XTSDzj_ssQ)**

If you require more information beforehand, please contact us at [manager@bcnature.ca](mailto:manager@bcnature.ca)

Sincerely,

Stewart Guy  
Executive Director, BC Nature

- c. Paul McNair, Executive Director, Land Trust Alliance of BC  
Andrew Banks, BC Nature - Project Manager, Municipal Protected Areas Project  
Julia Carr, BC Nature - Project Lead, Municipal Protected Areas Project