



DISTRICT OF NEW HAZELTON

Regular Meeting of Council

Monday, January 6, 2025

Public Meeting – 6:45 pm

Regular Meeting – 7:00 pm

1. **CALL TO ORDER:** Public Meeting at 6:45PM
 - To discuss the 2025-2029 Financial Plan

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

3. **MINUTES:**
 - 3.1 Accept Minutes of December 2, 2024 regular meeting

4. **PETITIONS & DELEGATIONS:**
 - 4.2 Ministry of Education - Monica Simms
 - 4.2 Misty Rivers Art Council – Alison Campbell

5. **CORRESPONDENCE:**
 - 5.1 2025 Business Façade Improvement Funding Approval
 - 5.2 Second Community Works Fund Payment for 2024/2025

6. **REPORTS:**
 - 6.1 Q4 Financial Update
 - 6.2 Council Reports

7. **BYLAWS:**
 - 7.1 Third reading of the 2025-2029 Financial Plan Bylaw

8. NEW BUSINESS:

8.1 Annual Review of the Workplace Bullying and Harassment Policy

8.2 Council Schedule

8.3 Council New Business

9. ADJOURNMENT

10. INFORMATION PACKAGE



DISTRICT OF NEW HAZELTON
Regular Meeting

Monday, December 2, 2024

Council Chambers

1. CALL TO ORDER: 7:00PM

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

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

2. MINUTES

2.1 Accept minutes of November 4, 2024 regular meeting.

RESOLUTION 8357/24

MOVED/SECONDED

THAT, the minutes of the November 4, 2024 regular meeting be accepted as presented.

CARRIED

2.2 Accept Minutes of November 28, 2024 special meeting

RESOLUTION 8358/24

MOVED/SECONDED

THAT, the minutes of the November 28, 2024 special meeting be accepted as presented.

CARRIED

3. PETITIONS & DELEGATIONS: NONE

4. CORRESPONDENCE

4.1 Executive Summary MASH Composting Hub

For information purposes only, no further action was taken.

4.2 Letter from Gitxsan Huwilp Office

For information purposes only, no further action was taken.

4.3 Request for Letter of Support for a Better at Home Program in the Hazeltons

RESOLUTION 8359/24

MOVED/SECONDED

THAT, the District of New Hazelton write a letter of support for a Better at Home Program in the Hazeltons.

CARRIED

4.4 Ministry of Mental Health and Addictions UBCM Follow-Up

For information purposes only, no further action was taken.

4.5 Request that BC Health Services be included in the Alert Ready Program

RESOLUTION 8360/24

MOVED/SECONDED

THAT, the District of New Hazelton write a letter to the Provincial Government requesting they include the Provincial Health Services in their Alert Ready program to communicate with the public and advise of Emergency Room closures.

CARRIED

5. REPORTS

5.1 BC Youth Parliament Report

Alexander Howard is in university this year and was invited back to the BC Youth Parliament. The District supported him to go again this year and he is very excited. Council would like a report from Alex when he is available to do so.

5.2 Council Reports

- Councillor Sturney attended Upper Skeena Development Center's strategic planning session.
- Councillor Hobenshield reported on the Hazelton District Public Library Annual Report that was in the Information Package.
- Mayor Lowry attended the Regional District of Kitimat Stikine meeting where a subdivision of property in Kispiox Valley went through.

6. BYLAWS

6.1 First and Second reading of the 2025-2029 Financial Plan Bylaw No. 384, 2024

RESOLUTION 8361/24

MOVED/SECONDED

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

- **Councillor B. Henwood opposed.**

CARRIED

7. NEW BUSINESS

7.1 Annual Review of the Workplace Bullying and Harassment Policy

- Councillor Burns would like some changes to grammar and wording in the policy before accepting.

7.2 Plan Monitoring Advisory Committee – Appointment of Alternate

RESOLUTION 8362/24

MOVED/SECONDED

THAT, the District of New Hazelton appoint Mayor Gail Lowry as an alternate for the Plan Monitoring Advisory Committee.

CARRIED

7.3 Council Schedule

Council reviewed their 2025 regular meeting schedule and their schedule for the next few months.

7.4 Council New Business

- Councillor Henwood is not happy with the lack of snow removal on Highway 16.

RESOLUTION 8363/24

MOVED/SECONDED

THAT, the District of New Hazelton write a letter to Ministry of Transportation and Infrastructure regarding the lack of snow removal on Highway 16.

CARRIED

- Councillor Hobenshield asked if we had a new PA system for the Winterfest, Staff advised that to their knowledge one has not been ordered yet. Councillor Hobenshield would like one ordered as they have been asking for a new one for years now.

- Councillor Burns had concerns with the new park plan at Ross Lake Provincial Park.

RESOLUTION 8364/24

MOVED/SECONDED

THAT, the District of New Hazelton write a letter to BC Parks regarding concerns for the new park plan for Ross Lake Provincial Park

CARRIED

8. ADJOURNMENT

RESOLUTION 8365/24

MOVED/SECONDED

THAT, the regular meeting be adjourned at 7:57PM

CARRIED

CERTIFIED CORRECT THIS 6TH DAY OF JANUARY, 2025

Mayor

Corporate Officer

Proportionate First Nations Representation on CMSD Board of Trustees

Photo: Haida Gwaii Canoe Adventure



Article 18 of the United Declaration on the Rights of Indigenous Peoples (UNDRIP) states:

"Indigenous peoples have the right to participate in decision-making in matters which would affect their rights, through representatives chosen by themselves in accordance with their own procedures, as well as to maintain and develop their own indigenous decision-making institutions. The Declaration on the Rights of Indigenous Peoples Act (DRIPA) was unanimously passed by the BC Legislative Assembly in November 2019 and subsequently, the Province published the DRIPA Action Plan as a follow up to DRIPA. The Action Plan states the UN Declaration is a "universal framework of minimum standards for the survival, dignity and well-being of the Indigenous Peoples of the world and it elaborates on existing human rights standard and fundamental freedoms as they apply to the specific situation of Indigenous Peoples.", and further states that the "provincial government is committed to upholding these human rights in it's institutions laws, policies and practices to advance reconciliation and address the legacy and harms of colonialism on Indigenous Peoples." We have asked the School District to put these words into action and make this happen, without reservation and without delay regarding the Call to Action and address the lack of indigenous representation on the Board of Trustees.

Disproportionate Representation on the SD82 Board of Trustees

Under the current formula for electing School Board Trustees, which is based on total city/town population, the elected School Board has been predominantly non-First Nations. While we were encouraged by the past School District Administration's good faith efforts to right these systemic wrongs, it cannot be overlooked that, ultimately, the District Administration reports to, and its goals are determined by, the Board of Trustees. ITEC has noted that this Board of Trustees consistently has a composition that does not reflect the demographics of the student population that are enrolled in our schools. The Board of Trustees are and have been directly responsible for the priorities of the district and the distribution of funds to our schools. Funding which is earmarked for tuition based on our indigenous students does not make it back to our schools to support Indigenous students with the greatest needs. This is the type of leadership that the Coast Mountain School Board of Trustees has consistently demonstrated, at the expense of our indigenous youth.

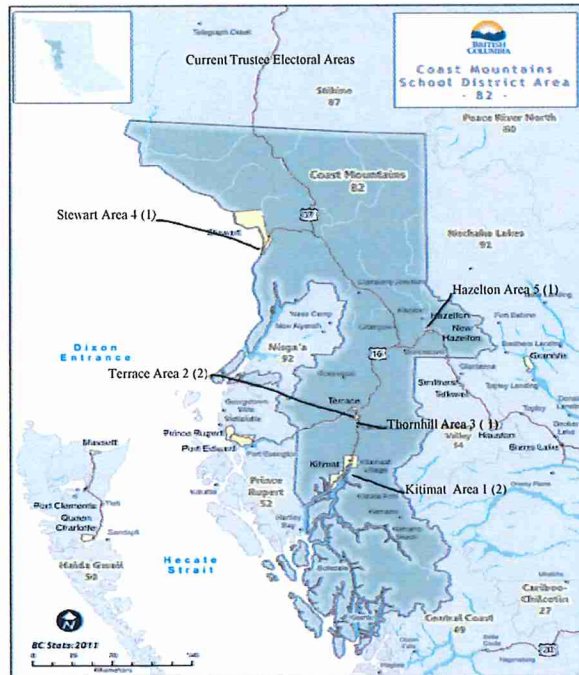
Proposed Changes to the School District 82 Trustee Electoral Areas (TEAs):

We have been working closely with the Ministry of Education and Childcare and every nation whose traditional territories School District 82's schools occupy. Working together as the Inter-Tribal Education Committee, our collective Nations have gathered relevant data and come up with a proposal to address the disparity in representation that is in line with the demographic proportions of the school populations. This proposal would change the election of trustees in the current zones from seven to nine of which four seats would be voted on by the members of the Nations that reside in those zones.

Current Zones with Breakdown of School Population Demographics

Trustee Electoral Area (TEA)	School Pop Total	Total Non Indigenous	Total Indigenous
Trustee Electoral Area 1 (Kitimat)	973	685 (70%)	288 (30%)
Trustee Electoral Area 2 (Terrace)	2233	1280 (57%)	953 (43%)
Trustee Electoral Area 3(Thornhill)	291	167 (57%)	124 (43%)
Trustee Electoral Area 4 (Stewart/Meziadin)	70	70	0 (0%)
Trustee Electoral Area 5 (Hazelton)	700	73 (10%)	627 (90%)
Total	4267	2275 (53%)	1992 (47%)

These are the current zones . the number in brackets is the number of trustees in each zone.



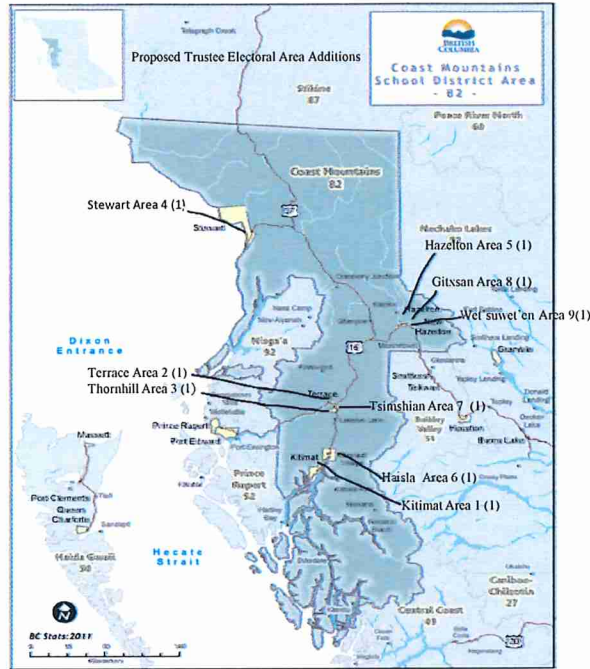
Current Zones and Proposed Trustees

Trustees in the current Electoral Areas (TEA)	No. of Trustees
Trustee Electoral Area 1 (Kitimat)	One
Trustee Electoral Area 2 (Terrace)	One
Trustee Electoral Area 3 (Thornhill)	One
Trustee Electoral Area 4 (Stewart/Meziadin)	One
Trustee Electoral Area 5 (Hazelton)	One
Total	Five

Current Zones based on Proportional Additional Representation

Proposed Additional Trustees in the Electoral Areas (TEA)	No. of Trustees
Haisla Zone Area 6	One
Tsimshian Zone Area 7 (Kitselas & Kitsumkalum)	One
Gitksan Zone Area 8	One
Wetsu'wet'en Zone Area 9 (Hagwilget)	One
Total new trustees	Four

The map shows the additions to the electoral areas, the number in brackets is the number of trustees.



With 4 new trustees, the total number of trustees will be 9 with 5 trustees voted on under the established protocol as is detailed on Policy 5065, plus 4 trustees voted on by Band Members in each of the zones. This would provide proportional representation (54% to 46%) 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 to implement the above proposal, we requested the Ministry that this section of the School Act be extended to allow for the maximum of 9 members.

We would like to thank you for the opportunity to give this presentation and hope that you will take the information into consideration in light of the new legislation and the Calls to Action.

Questions?

Photo: Ksan Village, Hazelton, BC





301 - 1268 Fifth Avenue
Prince George, BC V2L 3L2
Tel: 250-561-2525
Fax: 250-561-2563

info@northerndevelopment.bc.ca
www.northerndevelopment.bc.ca

December 13, 2024

District of New Hazelton
PO Box 340
New Hazelton, BC V0J 2J0

Attention: Mayor Gail Lowry

**Subject: 2025 Business Façade Improvement Program
Northern Development Project Number 9348-50**

Northern Development Initiative Trust was created by the Province to be a catalyst for central and northern B.C. to grow a strong diversified economy by stimulating sustainable economic growth through strategic and leveraged investments.

We are pleased to advise you that the District of New Hazelton's Business Façade Improvement application for the 2025 year is approved **effective January 1st 2025** up to \$20,000 from the Northwest Regional Development Account.

Funding under this program is provided as a reimbursement upon Northern Development's receipt of reporting documents. Complete reporting is due by January 31, 2026. Reporting materials can be found on Northern Development's website at www.northerndevelopment.bc.ca/funding-programs/community-development/business-facade-improvement/.

We wish you every success with your project. We are excited to see how your Business Façade Improvement projects will stimulate economic growth and strengthen our region.

Sincerely,
Northern Development Initiative Trust

c: Wendy Hunt, Chief Administrative Officer, District of New Hazelton

December 16, 2024

Mayor Gail Lowry and Council
District of New Hazelton
Box 340
New Hazelton, BC V0J 2J0

Dear Mayor Gail Lowry and Council:

**RE: CANADA COMMUNITY-BUILDING FUND: SECOND COMMUNITY WORKS FUND
PAYMENT FOR 2024/2025**

I am pleased to advise that UBCM is in the process of distributing the second Community Works Fund (CWF) payment for fiscal 2024/2025. An electronic transfer of \$45,411 is expected to occur in December 2024. This payment is made in accordance with the payment schedule set out in your CWF Agreement with UBCM (see section 4 of your Agreement).

CWF is made available to eligible local governments by the Government of Canada pursuant to the Administrative Agreement. Funding under the program may be directed to local priorities that fall within one of the eligible project categories.

Further details regarding use of CWF and project eligibility are outlined in your CWF Agreement and details on the Canada Community-Building Fund can be found on our [website](#).

For further information, please contact Canada Community-Building Fund Program Services by e-mail at ccbf@ubcm.ca or by phone at 250-356-5134.

Sincerely,



Councillor Trish Mandewo
UBCM President

PC: Laura Roe, Chief Financial Officer

District of New Hazelton

COUNCIL REPORT

Date: Jan 2, 2025

From: Laura Roe, Chief Financial Officer

SUBJECT: 4th Quarter of 2024 Financial Update

RECOMMENDATION:

For information.

REASON FOR REPORT:

The purpose of this report is to provide Council with a financial update as of December 31st 2024.

DISCUSSION & ANALYSIS:

The numbers are as of December 31st 2024 keeping in mind we are still waiting on a few bills from the end of the year that have not been paid.

The balances for the District's accounts are:

General Account	\$1,019,937.16
Community Works Fund	\$358,620.39
Cemetery Care Fund	\$4,297.20
DONH Jaws of Life	\$102,531.17
Fire Department Reserve	\$114.01
WTP Sand Replacement	\$105,932.98
Beautification Fund	\$73,811.13
LGCAP	\$200,531.15
NWBC Regional FA Reserve	\$0.00
Total	\$1,865,775.19

The balances for the District's Term Deposit accounts are:

Land Sale Term	\$545,594.52
Fire Department Reserve Term	\$334,947.14
Growing Communities Reserve Fund	\$813,674.35
NWBC Regional FA Reserve	\$1,191,514.97
Total	\$2,885,730.98

Total Accounts and Term Deposits	\$4,751,506.17
----------------------------------	----------------

ATTACHMENT:

- Revenue & Expense Report
- Accounts Payable Report

CONCLUSION:

Overall, the District is in a strong financial position. Administration will provide the next quarterly update at the April 8th meeting.



Laura Roe,
Chief Financial Officer

From G/L Account: 3511110000
 To G/L Account: 8298410000
 Zero Balance Accounts NOT Included

For Periods: 1 to 12 Budget Year 2024

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
REVENUE				
3511110000 TAXES-REAL PROPERTY	551,820.00-	557,937.59-	557,937.59-	6,117.59
TOTAL TAXES	551,820.00-	557,937.59-	557,937.59-	6,117.59
GRANTS IN LIEU				
3521210000 GRANTS IN LIEU-FED	30,000.00-	54,112.40-	54,112.40-	24,112.40
3521240000 GRANTS IN LIEU-HYDRO	9,000.00-	16,189.34-	16,189.34-	7,189.34
3521270000 GRANTS IN LIEU-TELUS	2,000.00-	1,692.17-	1,692.17-	307.83-
3521271000 GRANTS IN LIEU-CITYWEST	2,500.00-	0.00	0.00	2,500.00-
TOTAL GRANT IN LIEU	43,500.00-	71,993.91-	71,993.91-	28,493.91
OTHER REVENUE				
3521310000 ICBC COMMISSIONS	350,000.00-	463,053.81-	463,053.81-	113,053.81
3521452000 CEMETERY BURIAL & OTHER	0.00	2,712.18-	2,712.18-	2,712.18
3521512000 BUSINESS LICENSES	4,000.00-	3,232.50-	3,232.50-	767.50-
3521517000 BUILDING PERMITS	1,000.00-	379.00-	379.00-	621.00-
3521518000 SIGN PERMITS	0.00	25.00-	25.00-	25.00
3521520000 LAND RENTAL	6,600.00-	7,623.00-	7,623.00-	1,023.00
3521561000 PENALTIES ON TAXES	9,500.00-	15,329.49-	15,329.49-	5,829.49
3521562000 INTEREST ON TAXES	1,000.00-	3,639.17-	3,639.17-	2,639.17
3521563000 INTEREST EARNED	50,000.00-	159,661.41-	159,661.41-	109,661.41
3521575000 BOWSER STREET OFFICE REVENUE	22,000.00-	22,805.00-	22,805.00-	805.00
3521580000 COMMUNITY CENTER REVENUE	35,000.00-	52,022.00-	52,022.00-	17,022.00
3521598000 MEETING CENTER REVENUE	8,000.00-	7,100.00-	7,100.00-	900.00-
3521599000 MISCELLANEOUS	10,000.00-	95,651.02-	95,651.02-	85,651.02
3521599200 SOUTH HAZELTON WATER AND PARKS	50,000.00-	86,758.85-	86,758.85-	36,758.85
3521599300 SOUTH HAZELTON FIRE	17,000.00-	17,000.00-	17,000.00-	0.00
3521599400 DONATIONS	1,000.00-	19.05-	19.05-	980.95-
3521599500 CURBSIDE COLLECTION	70,000.00-	67,056.00-	67,056.00-	2,944.00-
3521621000 PROV OF BC GRANTS	425,000.00-	508,600.00-	508,600.00-	83,600.00
3521720000 GRANT REVENUE	21,000.00-	1,493,845.39-	1,493,845.39-	1,472,845.39
3521721500 CLIMATE ACTION PROGRAM	40,000.00-	129,163.00-	129,163.00-	89,163.00
3521722000 GOVT GRANT PROJECTS	50,000.00-	5,758.25-	5,758.25-	44,241.75-
3521754000 ESS GRANT - RKDS	5,000.00-	5,000.00-	5,000.00-	0.00
TOTAL OTHER REVENUE	1,176,100.00-	3,146,434.12-	3,146,434.12-	1,970,334.12
OTHER GOVT COLLECTIONS				
3521981000 OTHER GOVT LEVY-SD BASIC	140,000.00-	155,822.25-	155,822.25-	15,822.25
3521981010 OTHER GOVT LEVY-SD LOCAL	105,000.00-	122,844.62-	122,844.62-	17,844.62
3521982100 OTHER GOVT LEVY-REG DIST	175,000.00-	201,820.46-	201,820.46-	26,820.46
3521982200 OTHER GOVT LEVY-HOSPITAL	35,000.00-	50,822.80-	50,822.80-	15,822.80
3521983000 OTHER GOVT LEVY-MFA	0.00	18.71-	18.71-	18.71
3521984000 OTHER GOVT LEVY-BC ASSESS	4,000.00-	4,597.69-	4,597.69-	597.69
TOTAL OTHER GOVT	459,000.00-	535,926.53-	535,926.53-	76,926.53
TOTAL REVENUE	2,230,420.00-	4,312,292.15-	4,312,292.15-	2,081,872.15
GENERAL GOVERNMENT				
4111000000 MAYOR-INDEMNITIES	12,000.00	10,892.40	10,892.40	1,107.60
4113000000 COUNCIL-INDEMNITIES	48,000.00	44,085.60	44,085.60	3,914.40
4119100000 COUNCIL-ADVERTISING	1,000.00	0.00	0.00	1,000.00
4119200000 COUNCIL-MEMBERSHIPS	4,500.00	2,178.96	2,178.96	2,321.04
4119300000 COUNCIL - TRAVEL	20,000.00	12,382.15	12,382.15	7,617.85
4119400000 COUNCIL-GRANTS TO ORGANIZATIONS	6,000.00	9,100.00	9,100.00	3,100.00-
4119500000 COUNCIL-SPONSORSHIPS/SCHOLARSHIPS	4,000.00	3,000.00	3,000.00	1,000.00
TOTAL GEN GOVT	95,500.00	81,639.11	81,639.11	13,860.89
ADMINISTRATION				
4221200000 ADMIN-SALARIES	450,000.00	420,375.49	420,375.49	29,624.51
4221300000 ADMIN-ECONOMIC DEVELOPMENT	50,000.00	19,741.19	19,741.19	30,258.81
4221410000 ADMIN-TELEPHONE	14,000.00	11,030.82	11,030.82	2,969.18
4221430000 ADMIN-OFFICE HEAT/POWER	22,000.00	21,937.23	21,937.23	62.77
4221440000 ADMIN-BLDG INSURANCE	15,000.00	12,264.00	12,264.00	2,736.00
4221450000 ADMIN-JANITOR SERVICE	12,000.00	6,925.32	6,925.32	5,074.68
4221460000 ADMIN-JANITOR SUPPLIES	1,600.00	83.52	83.52	1,516.48
4221500000 ADMIN-LEGAL	10,000.00	1,388.12	1,388.12	8,611.88

From G/L Account: 3511110000
 To G/L Account: 8298410000
 Zero Balance Accounts NOT Included

For Periods: 1 to 12 Budget Year 2024

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
4222500000 ADMIN-AUDIT	23,000.00	24,465.00	24,465.00	1,465.00-
4224200000 ADMIN-TAX BILLING	1,000.00	667.68	667.68	332.32
4291000000 ADMIN-ELECTIONS	2,000.00	0.00	0.00	2,000.00
4291500000 ADMIN-PROFESSIONAL DEVELOPMENT	20,000.00	20,131.25	20,131.25	131.25-
4292000000 ADMIN-TRAVEL	10,000.00	13,441.59	13,441.59	3,441.59-
4293000000 ADMIN-LIAB INSURANCE	12,000.00	12,859.00	12,859.00	859.00-
4295000000 ADMIN-SPONSORSHIPS	2,500.00	1,430.00	1,430.00	1,070.00
4299100000 ADMIN-EMPLOYEE BENEFITS	125,000.00	129,167.63	129,167.63	4,167.63-
4299200000 ADMIN-PHOTOCOPYING	8,000.00	7,807.27	7,807.27	192.73
4299300000 ADMIN-POSTAGE	2,000.00	2,034.86	2,034.86	34.86-
4299400000 ADMIN-PRINT/STAT	3,000.00	194.74	194.74	2,805.26
4299410000 ADMIN-OFFICE SUPPLIES	9,000.00	6,714.77	6,714.77	2,285.23
4299450000 ADMIN-COMPUTER MTCE	15,000.00	23,110.63	23,110.63	8,110.63-
4299455000 ADMIN - WEB SITE	2,500.00	2,500.00	2,500.00	0.00
4299500000 ADMIN-GEN ADVERT	5,000.00	4,738.89	4,738.89	261.11
4299910000 ADMIN-CONSULTANTS	15,000.00	3,500.00	3,500.00	11,500.00
4299920000 ADMIN-OTHER	10,000.00	5,087.48	5,087.48	4,912.52
TOTAL ADMIN	839,600.00	751,596.48	751,596.48	88,003.52
PROT SERVICES				
4341100000 PROT SERV-FIRE CHIEF	47,250.00	43,615.44	43,615.44	3,634.56
4341200000 PROT SERV-BENEFITS	10,000.00	7,119.84	7,119.84	2,880.16
4341300000 PROT SERV-WCB	1,100.00	1,325.66	1,325.66	225.66-
4342000000 PROT SERV-REMUNERATION	14,000.00	6,714.00	6,714.00	7,286.00
4344000000 PROT SERV-TELEPHONE	3,500.00	2,024.47	2,024.47	675.53
4346000000 PROT SERV-TRAINING	15,000.00	16,631.29	16,631.29	1,631.29-
4348000000 PROT SERV-INSURANCE	4,200.00	3,625.00	3,625.00	575.00
4348200000 PROT SERV-R/M	6,000.00	5,138.75	5,138.75	861.25
4348300000 PROT SERV-GAS/OIL	1,200.00	1,085.02	1,085.02	114.98
4348350000 TRAVEL -TRAINING	4,500.00	2,153.92	2,153.92	2,346.08
4348400000 PROT SERV-SUPPLIES	37,000.00	50,796.93	50,796.93	13,796.93-
4349000000 PROT SERV-OTHER	2,000.00	1,047.34	1,047.34	952.66
TOTAL PROT SERV	145,750.00	142,077.66	142,077.66	3,672.34
TRANSPORTATION SERV				
4411000000 TRANS-SALARIES	408,000.00	261,675.11	261,675.11	146,324.89
4412000000 TRANS-CONSULTANTS	50,000.00	122,084.15	122,084.15	72,084.15-
4413000000 TRANS-GEN INSURANCE	25,000.00	17,846.00	17,846.00	7,154.00
4413100000 TRANS-R/M	45,000.00	38,522.56	38,522.56	6,477.44
4413200000 TRANS-GAS/OIL	42,000.00	37,357.18	37,357.18	4,642.82
4414000000 TRANS-SMALL TOOLS/EQUIP	3,500.00	11,035.74	11,035.74	7,535.74-
4414100000 TRANS-GENERAL SUPPLIES	10,000.00	15,029.93	15,029.93	5,029.93-
4415100000 TRANS-TELEPHONE	6,000.00	4,205.41	4,205.41	1,794.59
4415200000 TRANS-HEAT/POWER	19,000.00	19,643.14	19,643.14	643.14-
4415300000 TRANS-YARD REPAIRS	2,000.00	32,492.17	32,492.17	30,492.17-
4415400000 TRANS-BLDG REPAIRS	20,000.00	27,903.00	27,903.00	7,903.00-
4417000000 TRANS-WCB	18,000.00	22,279.89	22,279.89	4,279.89-
4419100000 TRANS-SUBSCRIPTIONS	5,000.00	2,343.55	2,343.55	2,656.45
4419200000 TRANS-TRAVEL	3,000.00	3,149.23	3,149.23	149.23-
4419250000 TRANS-PROFESSIONAL DEVELOPMENT	15,000.00	8,692.30	8,692.30	6,307.70
4419300000 TRANS-BENEFITS	95,000.00	87,383.98	87,383.98	7,616.02
4419900000 TRANS-OTHER	5,000.00	58,668.75	58,668.75	53,668.75-
4423110000 TRANS-PAVED ROADS	5,000.00	0.00	0.00	5,000.00
4423120000 TRANS-GRAVEL ROADS	15,000.00	3,449.68	3,449.68	11,550.32
4423400000 TRANS-DITCHES & CULVERTS	2,500.00	6,975.33	6,975.33	4,475.33-
4423500000 TRANS-GRAVEL PIT	2,000.00	0.00	0.00	2,000.00
4423720000 TRANS-SANDING	6,000.00	0.00	0.00	6,000.00
4425000000 TRANS-STREET LIGHTING	50,000.00	33,035.22	33,035.22	16,964.78
4426100000 TRANS-SIGNS	1,000.00	1,200.82	1,200.82	200.82-
4426400000 LIGHTING AND BANNERS	2,000.00	650.00	650.00	1,350.00
4426500000 LANDSCAPING	5,500.00	5,278.82	5,278.82	221.18
4426600000 SOUTH HAZELTON WATER EXPENSES	15,000.00	34,516.75	34,516.75	19,516.75-
TOTAL TRANSPORTATION	875,500.00	855,418.71	855,418.71	20,081.29
4521410000 MEETING-ALARM	700.00	479.40	479.40	220.60
4521430000 MEETING-HEAT/POWER	3,200.00	3,083.97	3,083.97	116.03
4521440000 MEETING-INSURANCE	700.00	627.00	627.00	73.00
TOTAL MEETING C.	4,600.00	4,190.37	4,190.37	409.63
4612800000 CURBSIDE COLLECTION	94,500.00	86,740.00	86,740.00	7,760.00
4612900000 CEMETERY	2,000.00	2,173.84	2,173.84	173.84-

From G/L Account: 3511110000
 To G/L Account: 8298410000
 Zero Balance Accounts NOT Included

For Periods: 1 to 12 Budget Year 2024

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
4612910000 DOG CONTROL	11,000.00	11,720.78	11,720.78	720.78-
4614000000 ECONOMIC DEVELOPMENT	22,500.00	15,000.00	15,000.00	7,500.00
4615520000 EMERGENCY SUPPORT SERVICES	12,000.00	11,288.15	11,288.15	711.85
4615600000 COMMUNITY CELEBRATIONS	15,000.00	17,828.60	17,828.60	2,828.60-
TOTAL OTHER	157,000.00	144,751.37	144,751.37	12,248.63
COMMUNITY CENTRE				
4708000000 COMMUNITY CENTER-ALARM	1,000.00	960.00	960.00	40.00
4709000000 COMMUNITY CENTER-HEAT/POWER	20,000.00	21,000.87	21,000.87	1,000.87-
4710000000 COMMUNITY CENTER-INSURANCE	5,000.00	4,563.00	4,563.00	437.00
4711000000 COMMUNITY CENTER-SUPPLIES	3,000.00	1,436.56	1,436.56	1,563.44
4712000000 COMMUNITY CENTER-CUSTODIAL	9,000.00	5,099.08	5,099.08	3,900.92
TOTAL - FITNESS CENTRE	38,000.00	33,059.51	33,059.51	4,940.49
FISCAL SERVICES				
4819000000 DEBIT/CREDIT CARD CHARGES	7,500.00	8,254.85	8,254.85	754.85-
4822120000 COMPUTER SYSTEM	5,000.00	1,305.08	1,305.08	3,694.92
4822130000 ROADS	150,000.00	160,606.98	160,606.98	10,606.98-
4822140000 FIRE STRUCTURES AND EQUIPMENT	5,000.00	0.00	0.00	5,000.00
4822150000 RECREATIONAL	5,000.00	0.00	0.00	5,000.00
4822160000 GENERAL GOVERNMENT	25,000.00	24,823.20	24,823.20	176.80
4822170000 PUBLIC WORKS & EQUIPMENT	300,000.00	323,386.47	323,386.47	23,386.47-
4822180000 DOWNTOWN REVITALIZATION	60,000.00	61,720.57	61,720.57	1,720.57-
4822190000 TOURISM	12,500.00	12,500.00	12,500.00	0.00
4822500000 TRANS TO RESERVE ACCOUNT	50,000.00	0.00	0.00	50,000.00
TOTAL FISCAL	620,000.00	592,597.15	592,597.15	27,402.85
4941000000 SCHOOL-BASIC	140,000.00	138,888.05	138,888.05	1,111.95
4941100000 SCHOOL-LOCAL	105,000.00	0.00	0.00	105,000.00
4942100000 REG. DIST	175,000.00	209,520.00	209,520.00	34,520.00-
4942200000 HOSPITAL	35,000.00	47,707.00	47,707.00	12,707.00-
4944200000 BC ASSESS	4,000.00	4,766.86	4,766.86	766.86-
TOTAL OTHER GOVT	459,000.00	400,881.91	400,881.91	58,118.09
TOTAL EXPENSES	3,234,950.00	3,006,212.27	3,006,212.27	228,737.73
WATER REVENUE				
6196110000 WATER USER	128,000.00-	123,229.20-	123,229.20-	4,770.80-
6196120000 WATER CONNECTION	20,000.00-	0.00	0.00	20,000.00-
6196130000 WATER FRONTAGE TAX	34,000.00-	33,818.94-	33,818.94-	181.06-
6196150000 WATER-HAGWILGET	15,000.00-	18,050.57-	18,050.57-	3,050.57
TOTAL WATER REVENUE	197,000.00-	175,098.71-	175,098.71-	21,901.29-
WATER EXPENSES				
6296150000 WATER-R/M	25,000.00	1,827.50	1,827.50	23,172.50
6296160000 WATER-HOUSE CONNECTIONS	20,000.00	0.00	0.00	20,000.00
6296410000 WATER CAPITAL	1,500,000.00	0.00	0.00	1,500,000.00
6297100000 WTP-SALARIES	77,175.00	66,252.80	66,252.80	10,922.20
6297200000 WTP-TELEPHONE	7,000.00	6,298.00	6,298.00	702.00
6297300000 WTP-HEAT/POWER	18,000.00	8,789.90	8,789.90	9,210.10
6297400000 WTP-CHEMICALS	8,000.00	4,165.63	4,165.63	3,834.37
6297450000 WTP-REPAIR/MAINTENANCE	7,500.00	1,948.66	1,948.66	5,551.34
6297490000 WTP-INSURANCE	8,500.00	8,285.00	8,285.00	215.00
6297500000 WTP-MISCELLANEOUS	4,000.00	4,966.77	4,966.77	966.77-
6298200000 WTP-SAND ADDITIONS	4,000.00	0.00	0.00	4,000.00
TOTAL WATER EXPENSES	1,679,175.00	102,534.26	102,534.26	1,576,640.74
TOTAL REVENUE SEWER OPER.				
8198150000 SEWER-USER RATES	42,000.00-	40,623.00-	40,623.00-	1,377.00-
8198160000 SEWER-CONNECTION CHARGES	2,000.00-	0.00	0.00	2,000.00-
8198170000 SEWER-FRONTAGE TAX	28,500.00-	28,414.87-	28,414.87-	85.13-
TOTAL REV SEWER OPER	72,500.00-	69,037.87-	69,037.87-	3,462.13-
SEWER OPERATING EXPENSES				

From G/L Account: 3511110000
 To G/L Account: 8298410000
 Zero Balance Accounts NOT Included

For Periods: 1 to 12 Budget Year 2024

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
8298270000 SEWER CAPITAL	800,000.00	0.00	0.00	800,000.00
8298310000 SEWER-PUMPING MAIN	13,000.00	12,214.27	12,214.27	785.73
8298320000 SEWER-LAB. TESTING	4,000.00	1,949.66	1,949.66	2,050.34
8298330000 SEWER-TREATMENT CHEMICALS	8,000.00	5,519.75	5,519.75	2,480.25
8298350000 SEWER-HYDRO	16,000.00	14,847.62	14,847.62	1,152.38
8298360000 SEWER-TELEPHONE	4,000.00	3,214.31	3,214.31	785.69
8298370000 SEWER-REPAIR/MAIN	8,000.00	1,885.90	1,885.90	6,114.10
8298375000 SEWER-INSURANCE	2,500.00	2,281.00	2,281.00	219.00
8298410000 SEWER-LICENSES & PERMITS	2,000.00	1,878.84	1,878.84	121.16
TOTAL EXPENSES SEWER OPER	857,500.00	43,791.35	43,791.35	813,708.65
TOTAL TRIAL BALANCE	3,271,705.00	1,403,890.85-	1,403,890.85-	4,675,595.85
--- Report Totals ---	3,271,705.00	1,403,890.85-	1,403,890.85-	4,675,595.85

*** End of Report ***

Vendor #	Name	Amount
AIRLI	Air Liquide Canada Inc	7,353.20
AQUAN	AQUA NORTH PLUMBING	6,915.53
BCHYD	BC HYDRO	95,667.96
bolgi	Bolger, Iona	6,504.00
BRAND	BRANDT TRACTOR LTD	259,043.93
BULEL	BULKLEY ELECTRIC LTD	40,032.64
citwe	City West	6,405.02
CLEAR	CLEARTECH INDUSTRIES INC.	5,639.93
COASM	COAST MOUNTAIN GM	48,164.57
COLLA	COLLABRIA MASTERCARD	168,969.79
DOUGN	DOUGNESS HOLDING LTD	12,824.98
FIRST	First Truck Centre Inc	8,101.37
FLASH	FLASHPOINT Consulting Inc	5,985.00
FOURD	FOUR DIMENSION COMPUTER CENTRE LTD	24,911.03
GERAC	GERACO INDUSTRIAL SUPPLIES	11,963.64
HAZEL	HAZELTON AREA VISITOR CENTER	88,198.76
ICBCO	I C B C	18,487.00
JANIW	JANITOR'S WAREHOUSE	5,845.32
JAWS1	JAWS OF LIFE	20,719.00
KATER	Kater Contracting	5,250.00
KGCFI	KGC FIRE RESCUE INC.	9,063.60
KOEND	Koenders Water Solutions Inc.	5,777.68
MCALP	MNP	25,688.25
MCDON	MCDONALDS STORE	7,598.75
MGMhd	MGM Heavy Duty Repair Ltd	8,328.33
MINIS	MINISTER OF FINANCE	8,820.39
MOUNV	MOUNT'N VIEW TIRE	11,841.60
MUNIA	MUNICIPAL INSURANCE ASSOCIATION	41,984.00
NORFU	NORTHWEST FUELS	16,294.39
NORHO	NORTHWEST REGIONAL HOSPITAL DISTRICT	47,707.00
NORWA	NORTHLANDS WATER & SEWER SUPPLIES LTD	28,927.93
PACIB	PACIFIC BLUE CROSS	51,034.61
pgoff	Prince George Office Systems	5,697.93
RAMTE	Ramtech Environmental Products	8,008.64
REGIO	REGIONAL DISTRICT OF KITIMAT STIKINE	276,368.61
rockp	Rocky Mountain Phoenix	6,019.83
ROELA	ROE LAURA	5,388.81
sprut	Spruce Tree Media Ltd	6,825.00
stara	Starheim Anders	6,987.69
STEEL	STEEL RIDGE CONTRACTING LTD	5,712.00
SUPPR	SUPERIOR PROPANE	27,094.32
TELUS	TELUS	11,694.15
Terus	Terus Construction Ltd	200,051.23
TOWEC	TOWER COMMUNICATIONS LTD	8,559.57
TRITO	TRI TOWN LUMBER	10,125.34
URBAS	URBAN SYSTEMS LTD	84,011.73
VILLH	VILLAGE OF HAZELTON	5,464.80
Wessl	West Sawmill Limited	5,730.27
WFRWH	WFR Wholesale Fire & Rescue Ltd.	18,114.49
WILLM	WILLIAMS MACHINERY	7,732.20
wishb	Wishbone Industries Ltd.	57,887.20
WORKE	Worksafe BC	27,354.06
Payments made (Vendors over \$5000):		1,894,877.07

Miscellaneous payments (\$5000 and under): 170,637.35



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

A bylaw to adopt the 2025-2029 Financial Plan

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

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

1. Schedule "A", attached hereto and forming part of this Bylaw, is hereby adopted as the Financial Plan for the 5 years ending December 31, 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 DAY OF FEBRUARY, 2025

MAYOR

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
REVENUE:					
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
TAXATION REVENUE	\$ 606,556	\$ 617,814	\$ 629,296	\$ 641,008	\$ 652,954
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
Total revenue	\$ 4,014,156	\$ 3,833,414	\$ 4,951,562	\$ 3,896,608	\$ 2,732,554
EXPENDITURES					
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
Total expenditures	\$ 3,722,907	\$ 3,949,885	\$ 3,577,490	\$ 3,836,007	\$ 3,706,497
Surplus (deficit)	\$ 291,249	\$ (116,471)	\$ 1,374,072	\$ 60,601	\$ (973,943)
Adjust for non-cash items					
Amortization	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Adjust for cash items non-PSAB					
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
TOTAL	100%	\$ 4,014,156

OBJECTIVE

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

POLICY

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

DISTRIBUTION OF PROPERTY TAXES

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

Table 2

PROPERTY CLASS	% of Property Taxation	Dollar Value
Residential	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
TOTAL	100.00%	\$ 606,556

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

	2025 (est)	2026 (est)	2027 (est)	2028 (est)	2029 (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

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE</u>
Administration	Council	Dec 10/15 Resolution No. 7524/15
Administration	Council	June 4/18 Resolution No. 7762/18
Administration	Council	Jan 6/20 Resolution No. 7916/20
Administration	Council	Apr 12/21 Resolution No. 8027/21
Administration	Council	Sept 13/22 Resolution No. 8131/22
Administration	Council	Jan 6/25 Resolution No.

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:

“complainant” means the person who experienced the bullying or harassing behaviour, and is making the complaint.

“improper activity or behaviour” means;

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

“respondent” means the person who is alleged to have committed the bullying or harassing behaviour, and who is responding to the complaint.

Date created December 10, 2015	Annual review date December, 2024
--	---



District of New Hazelton
Workplace Bullying and Harassment
Policy Statement

1. Workplace conduct

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

2. Bullying and harassment

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

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

3. Workers must:

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

4. Application

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

5. Annual review

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

Date created December 10, 2015	Annual review date December, 2024
--	---



District of New Hazelton
Workplace Bullying and Harassment
Reporting Procedures

1. How to report

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

2. When to report

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

3. Reporting contact

Inside Workers report to:

Wendy Hunt
Chief Administrative Officer
whunt@newhazelton.ca

Outside Workers report to:

Roger Smith
Public Works Superintendent
rsmith@newhazelton.ca

Council Members report to:

Gail Lowry
Mayor
glowry@newhazelton.ca

4. Alternate reporting contact

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

Inside and Outside Workers report to:

Laura Roe
Chief Financial Officer
lroe@newhazelton.ca

Council Members report to:

Wendy Hunt
Chief Administrative Officer
whunt@newhazelton.ca

5. What to include in a report:

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

6. Annual review

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

Date created December 10, 2015	Annual review date December, 2024
--	---



**District of New Hazelton
Consequences for Failure to Adhere to
Workplace Bullying and Harassment
Policy Statement**

Remedy (or Disciplinary Action)

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

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

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

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



District of New Hazelton
Workplace Bullying and Harassment
Investigation Procedures

1. How and when investigations will be conducted

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

Investigations will:

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

2. What will be included

Investigations will include interviews with the 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

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

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

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

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

4. Follow-Up

The complainant and respondent will be advised of the investigation findings by the Chief Administrative Officer or delegate if the respondent is the Chief Administrative Officer. Following an investigation, the Chief Administrative Officer or Public Works Superintendent will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace. Appropriate corrective actions will be taken within a reasonable time frame.

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

5. Record-keeping requirements

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

6. Annual review

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

Date created December 10, 2015	Annual review date December, 2024
--	---



District of New Hazelton
Workplace Bullying and Harassment
Complaint Form

Name and contact information of complainant:

Name of respondent:

Personal statement:

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

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

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

Information of Compliant:

Signature:

Date:

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.
December 4, 2024	Updated with DONH new logo, added "complainant" and "respondent" definitions, changed wording throughout policy to be consistent with new definitions. Changed date of revision to 2024.

January 2025
Information Package

To Whom It May Concern,

As you may already be aware, epilepsy is one of the most common neurological conditions, however, it currently has the least recognition in society.

My name is Deirdre Syms, and I am the Executive Director of the BC Epilepsy Society, which is a provincially incorporated non-profit organization and a federally registered charitable organization. We support people living with epilepsy in BC and their families, friends and loved ones and work to raise awareness of epilepsy in the communities in which we live.

We are excited to let you know that International PURPLE DAY® for Epilepsy Awareness is coming up and will be taking place on March 26th, 2025. International PURPLE DAY® for Epilepsy Awareness is a time when people in countries around the world take part in events and activities to raise much-needed awareness of epilepsy.

We would like to request a Proclamation from the District of New Hazelton designating March 26th, 2025 as International PURPLE DAY® for Epilepsy Awareness in the District of New Hazelton. Included with this email correspondence is a document outlining our draft Proclamation.

Through your participation in International PURPLE DAY® for Epilepsy Awareness on March 26th, 2025, you will not only be able to show people living with epilepsy that they are not alone but will also get people talking about epilepsy in an effort to raise awareness of epilepsy across the Province of British Columbia.

We look forward to working with you on International PURPLE DAY® for Epilepsy Awareness on March 26th, 2025 and in the future. Please feel free to contact me via email at deirdre@bcepilepsy.com or via telephone at 1-788-533-0790 should you have any questions or require any additional information.

Sincerely,
Deirdre Syms
Executive Director
BC Epilepsy Society

2025 Proclamation Draft

“Purple Day”

WHEREAS Purple Day is celebrated on March 26th annually, during Epilepsy Awareness Month, to increase the knowledge and understanding of epilepsy in the community;

AND WHEREAS Purple Day was founded in 2008 by Cassidy Megan, a nine-year-old girl from Nova Scotia, who wanted people living with epilepsy that they were not alone;

AND WHEREAS On Purple Day, people in communities around the world are encouraged to wear purple and host events in support of epilepsy awareness;

AND WHEREAS increasing epilepsy awareness can help the public to recognize common seizure types or to respond with appropriate first aid, and

AND WHEREAS The onset of epilepsy can occur at any stage of life and does not discriminate against age, gender, race, ethnicity, religion, socioeconomic status, geographic location, or sexual orientation;

AND WHEREAS Purple Day can improve the quality of life of people living with epilepsy, create a society that embraces the beauty of difference and help us understand how we can all come together to make the world a better place:

NOW THEREFORE I **[Insert Name and Title]** DO HEREBY PROCLAIM Wednesday March 26th, 2025 as

“PURPLE DAY”

in the District of New Hazelton



DISTRICT of NEW HAZELTON

December 3, 2024

Charlotte Linford
Elders Support Worker
Wrinch Memorial Foundation Society
Hazelton, BC V0J 1Y0

COPY

Dear Ms. Linford

Re: Letter of Support for the Better at Home program

On behalf of the District of New Hazelton, this is a letter of support to United Way BC asking for funding to bring a Better at Home program to the Hazelton area.

Mayor and Council of District of New Hazelton is proud to support the Wrinch Memorial Foundation and their appeal to United Way BC to bring a Better at Home program to the Hazelton's as it helps BC's older adults from priority populations including those with low to modest income, social isolation, low to moderate frailty or members of underserved groups including immigrant and ethnocultural minority seniors, Indigenous elders, caregivers, 2SLGBTQIA+ seniors, and persons living with a disability continue living independently in their own homes by providing simple, non-medical home support services.

The North has been under supported by the program and we need a Better at Home program that meets the needs of all the seniors in our area.

If you have any further questions or concerns, please do not hesitate to reach out to our Chief Administrative Officer, Wendy Hunt by email at whunt@newhazelton.ca or by phone at 250-842-6571 or our Corporate Officer, Brooke White by email at bwhite@newhazelton.ca.

Regards,



Gail Lowry
District of New Hazelton, Mayor



DISTRICT of NEW HAZELTON

December 3, 2024

Honourable Josie Osborne
Minister of Health
PO Box 9050
STN PROV GOVT
Victoria BC, V8W 9E2
HLTH.Minister@gov.bc.ca

COPY

To Honorable Josie Osborne, Minister of Health

RE: BC Alert-Ready Program to include Health Services for notification of Emergency Room Closures

Citizens within our small rural community are extremely concerned by the Health Authority's lack of communication when the Emergency Room at our local hospital unexpectedly closes. Rural communities are left in life-or-death situations when an ER is unexpectedly closed and effective notification is not issued. If our residents serviced by the Wrinch Memorial Hospital arrive to find the ER closed, the next closest ER is forty-five (45) minutes away. Knowing ahead of time if the Wrinch Memorial Hospital ER is closed allows people to respond appropriately in a time of crisis. Knowing they must travel to another hospital will save valuable time when it matters most.

We know we are not the only community in BC affected by sudden ER closures that occur without adequate public notice. However, we acknowledge that the province already has a tool to provide the public with the necessary notifications. The Province's Alert-Ready system can notify citizens and other emergency service providers about ER closures. This will save lives and ensure people are not wasting valuable time by travelling to an ER that is temporarily closed.

The Province's Alert-Ready program states that the alert must meet the following criteria before proceeding:

- There is a threat to human life
- The threat is immediate
- There are recommended actions that may save lives.

An emergency room closure, whether planned or unplanned, threatens human life. The threat is immediate, and there is a recommended action that can save lives.



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

On December 2, 2024, Council for the District of New Hazelton resolved the following 8360/24:

THAT, the District of New Hazelton write a letter to the Provincial Government requesting they include the Provincial Health Services in their Alert Ready program to communicate with the public and advise of Emergency Room closures.

If you have any further questions or concerns, please do not hesitate to reach out to our Chief Administrative Officer, Wendy Hunt by email at whunt@newhazelton.ca or by phone at 250-842-6571 or our Corporate Officer, Brooke White by email at bwhite@newhazelton.ca.

Regards,



Gail Lowry
District of New Hazelton, Mayor





DISTRICT of NEW HAZELTON

December 3, 2024

Rena Gibson, District Manager
Bulkley Stikine District
Ministry of Transportation
Bag 5000
Smithers, BC V0J 2N0

COPY

Dear Ms. Gibson

Now that winter is upon us and we are heading into cooler weather, we are trying to ensure that our roads are being looked after efficiently and effectively. We would like to express our concerns regarding the effectiveness of the road contractors in our area. There has been a decline in the level of service that we have received since the change in contractors in 2019 and it has continued to decline all these years.

Although Dawson Road Maintenance has a contract for both the Smithers and Hazelton areas, there is a distinct difference in the maintenance between the two communities and often a line can be seen where one department ends and the other takes over. Giving consideration for the heavy snowfall our area received over the weekend, it is important to recognize that while it would not be expected that the roads would be totally clear, it would have been appropriate to expect that there would be evidence of snowplows and sand trucks on the highway, which there was not. As the Witsset/Smithers area typically receives a greater volume of snow than the Hazeltons, one would assume that the road conditions would be worse in that area than the Hazeltons however, in reality, we are seeing the opposite. The lack of plow and sand trucks on the road during a winter event is evident by the condition of the roads.

When comparing the winter maintenance criteria that is set out in Schedule 1 of the contract between Dawson Road Maintenance and the Province, it would appear that the ability of Dawson to proactively monitor, anticipate, manage and respond to Winter Accumulations and Compact to facilitate the safe and orderly flow of traffic, is very limited.

The District of New Hazelton urges the Ministry to work to ensure that Dawson Road Maintenance works in a manner that is in compliance with their contract and maintains safe roads for all the travelers. We hope that you will consider putting further checks in place to make sure that Dawson is fulfilling its obligations to the Ministry contract and the people of the Upper Skeena who rely on safe, drivable roads in order to attend appointments, get groceries, and attend to their personal needs when travelling about and out of our communities.

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

We would be happy to discuss this letter further with you, should you wish. Please reach out to our Corporate Officer, Brooke White at bwhite@newhazelton.ca or by phone at 250-842-6571 to make arrangements. We look forward to hearing back from you.

Sincerely,



Gail Lowry

District of New Hazelton, Mayor





December 4, 2024

Craig Paulson
Recreation Section Head
BC Parks | Ministry of Environment and Climate Change Strategy
craig.paulson@gov.bc.ca

COPY

Dear Mr. Paulson,

In December 2023, BC Parks staff made a presentation to our municipal council, giving an update on Ross Lake Provincial Park and a proposed new development plan. A revised park plan and drawing was provided to council on June 13, 2024. Recently, one of our Councillors was at Ross Lake Provincial Park and noticed a couple of very concerning issues that we would like to bring to your attention.

It was noticed that there are a number of new fire rings and picnic tables installed. The new fire rings have been built between the picnic tables and the forest edge. These fire rings are 3 to 5 metres from the forest edge, in a location that is not consistent with the revised park plan that was provided to council. In our opinion, the location of these fire rings poses a serious threat of forest fire that could have a devastating impact to the park. They should be moved to a safer location and be reduced in number.

It is disappointing that the input provided to you by council during our meeting on December 4, 2023 was not considered or included in the new park plan. We asked that the picnic tables be kept at the waterfront to ensure that parents and caregivers could more easily keep an eye on their children while those children are swimming or playing on the beach or the new dock. We understand the intention behind moving the picnic tables. However, not having picnic tables close to the water is going to make it much more difficult for parents to watch their children and provide safety or rescue if needed.

We do see in the revised park plan of June 13, 2024 that there are four picnic tables close to the waterfront, but they are located behind a grove of trees which limits visibility. We ask that a portion of that grove of trees be removed to improve visibility to the beach, and that the beach front be improved in this location for swimming and access to the waterfront

We hope that these concerns can be addressed in a timely fashion, before the park opens up for the season so that the community can enjoy the new park plan.

If you have any further questions or concerns, please do not hesitate to reach out to our Chief Administrative Officer, Wendy Hunt by email at whunt@newhazelton.ca or by phone at 250-842-6571 or our Corporate Officer, Brooke White by email at bwhite@newhazelton.ca.

Sincerely,

A handwritten signature in cursive script that reads "Gail Lowry".

Gail Lowry
District of New Hazelton, Mayor