



DISTRICT OF NEW HAZELTON

Monday, November 3, 2025

4633 10th Ave – Room #2 – Council Chambers

Regular Meeting – 7:00 pm

1. CALL TO ORDER
2. MINUTES
 - 2.1 Accept Minutes of October 6, 2025 regular meeting
3. PETITIONS & DELEGATIONS: NONE
4. CORRESPONDENCE
 - 4.1 Closure of Coast Mountain College Hazelton Campus
 - 4.2 Introduction of new legislation to improve the implementation of Small-Scale Multi-Unit Housing (SSMUH)
5. REPORTS
 - 5.1 Council Reports
6. BYLAWS
 - 6.1 First and Second Reading of Zoning Bylaw No. 389, 2025.
7. NEW BUSINESS
 - 7.1 Asset Management Program Report - 2025
 - 7.2 2026 Facade Improvement Grant \$20,000.00
 - 7.3 Policy Removal - Rescind the Residential Land Sales Policy from the District of New Hazelton Policy Manual
 - 7.4 Building Bylaw Enforcement Policy
 - 7.5 First Responder Remuneration Policy
 - 7.6 Lane Clearing Policy
 - 7.7 Long-Term Service Recognition Policy
 - 7.8 Mobile Vendor Policy
 - 7.9 NSF Fees Policy
 - 7.10 Parks & Trails Inspection Policy
 - 7.11 Playground Inspection & Maintenance Policy
 - 7.12 Road Inspection Policy
 - 7.13 Sidewalk Inspection Policy
 - 7.14 Snow and Ice Control
 - 7.15 Council New Business
 - 7.16 Council Schedule
9. ADJOURNMENT
10. INFORMATION PACKAGE



DISTRICT OF NEW HAZELTON
Regular Meeting
Monday, October 6, 2025
Council Chambers Rm #2 - 4633 10th Ave

Public Meeting - 6:45pm
Regular Meeting – 7:00 pm

1. CALL TO ORDER PUBLIC MEETING - 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 District of New Hazelton Official Community Plan Bylaw No. 388, 2025, there was one member of the public in attendance.
- The meeting was adjourned at 7:00pm.

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

3. MINUTES

3.1 Accept Minutes of the September 8, 2025 regular meeting

RESOLUTION 8426/25

MOVED/SECONDED

THAT, the minutes of the September 8, 2025 regular meeting be accepted as presented.

CARRIED

4. REVISED AGENDA

4.1 Request for Rural Economic Diversification and Infrastructure Program (REDIP) Application – Letter of Support

RESOLUTION 8427/25

MOVED/SECONDED

THAT, Council approves the addition of late agenda item 10.6 REDIP Application – Request for Support.

CARRIED

5. PETITIONS & DELEGATIONS:

5.1 Kispiox Valley Community Centre Association, represented by Graeme Pole, Alf Brady & Kathy Clay gave a presentation Council to raise awareness of the potential socio-economic and health effects of PRGT pipeline construction.

6. UNFINISHED BUSINESS:

6.1 Business Arising from previous minutes – Revision of Resolution 8419/25 as requested by UBCM

RESOLUTION 8428/25

MOVED/SECONDED

THAT, Council approves the amendment to Resolution No. 8419/25 for the Young Street Watermain Project to include: *The District of New Hazelton will be responsible for the overall management of the project and any cost overruns that may occur.*

CARRIED

7. CORRESPONDENCE: NONE

8. REPORTS

8.1 Council Reports

- Councillor Sturney attended UBCM and was involved in Minister meetings with the Village of Hazelton regarding the Community Forest, Ross Lake and Seeley Lake. There were many sessions throughout the week and overall a good conference.
- Councillor Burns attended UBCM and participated in Minister meetings with the Village of Hazelton on the Community Forest, Ross and Seeley Lakes, alternate emergency routes for the communities. He also attended many interesting sessions throughout the week.
- Mayor Lowry attended UBCM and Minister meetings with the Village of Hazelton and the Regional District of Kitimat Stikine, mainly focused on long-term care centre for the area and the Upper Skeena Recreation Centre. Mayor Lowry also attended the Mayors' dinner and the MIABC Annual General Meeting.
- CAO, Hunt:
 - advised Council of when the Dawson Stakeholder's meeting would be and to let staff know if they would like to attend or have any concerns brought forward by the Public Works Superintendent as he will be attending;
 - advised Council that we are still working on the property clean up and have cleaned up the trailer on 9th Ave.;
 - advised Council that we are handling animal control complaints as they arise, and we are writing letters to owners; and
 - has asked the RCMP to do more patrols on Mosquito Way Trail and the Waterfall Trail, as there has been some reports of loud noise and cans and needles being left behind. Public Works Staff will clean up needles ASAP, just need to let us know.

9. BYLAWS: NONE

10. NEW BUSINESS

10.1 Winterfest

- Council would like to do hotdogs, cupcakes and fireworks again this year. This year we are going to try to move the PA system near the washrooms. No major changes.

10.2 Management & Hourly Staff Compensation Policy

RESOLUTION 8429/25

MOVED/SECONDED

THAT, Council approves the changes to the Management & Hourly Staff Compensation Policy.

CARRIED

- Councillor Burns would like to add on pg. 6 that we do provide PPE to staff. This is a requirement of WorkSafe BC and will be added to the next update.

10.3 Q3 Financial Update

Chief Financial Officer, Laura Roe provided the Q3 update for Council and was available to answer questions as they arose. As this was for information purposes only, no further action was required.

10.4 Council New Business

- Councillor Burns would like the Firefighter Remuneration Policy to be taken out of the Information Package and added to the next agenda for updates. Councillor Burns also advised that the Skeena Roundtable meeting was postponed.
- Councillor Weeber asked about downloading apps onto the iPad, CAO Hunt advised that the iPads could be used but reminded everyone that any items on them are subject to a FOI request and to be mindful of what is added. Councillor Weeber advised that he is taking lots of new photos, using a drone.
- Councillor Henwood asked for small zoning maps they can refer to.
- Councillor Hobenshield asked about the Residential Land Sale Policy that is in the Information Package. She thought that this was rescinded a while ago; staff will look into this and report back.
Councillor Hobenshield also asked that the Long-Term Service Policy be taken out of the Information Package and added to the next agenda for updates.

10.5 Council Schedule

Council reviewed their schedule for the upcoming months.

10.6 Rural Economic Diversification and Infrastructure Program Application – Request for Support

RESOLUTION 8430/25

MOVED/SECONDED

THAT, Council authorizes staff to write a letter of support for the Rural Economic Diversification and Infrastructure Program Application.

CARRIED

11. ADJOURNMENT

RESOLUTION 8431/25

MOVED/SECONDED

THAT, the regular meeting be adjourned at 8:24PM.

CARRIED

CERTIFIED CORRECT THIS 3RD DAY OF NOVEMBER, 2025

Mayor

Corporate Officer



Coast Mountain College Restructuring, Refocusing, and Redeveloping

October 20, 2025

Northwest BC—As Coast Mountain College proceeds through a restructuring process, transparency is an important aspect of change management. This communiqué follows the announcement on September 5 about the need for the college to reduce annual expenditures by \$4 million to prepare for future years without the same levels of revenues from international student tuition from previous years.

At this time, it is important not simply to cut away at budget line items until the reduction is reached, but rather to establish a firm, sustainable foundation for the future. As part of this process, CMTN will be reducing its four-campus model to three campuses. In addition, many departments will be restructured such that some staff positions will be blended, some discontinued, and some newly created to be more efficient and focused on the college's mandates.

Below are a few examples of how the proposed restructuring will look:

Student Recruitment, Marketing and Communications

The number of full-time-equivalent positions will remain almost the same in this department, but the work will be more focused. In the coming months, Coast Mountain College will cease overseas student recruitment, focusing all resources on supporting local people to access education and training. This team will also work to enhance support for prospective domestic students. International students will always be welcome to come to Coast Mountain College, but CMTN will not be actively recruiting them.

Registrar and Student Services

These departments will be streamlined to provide focused student services. The AVP Students and Registrar role and one Associate Registrar role have been removed from the budget and replaced by a single Registrar position. Reorganizing the duties in Admissions, Enrolment, and Records within the Registrar's office will enhance the student experience. Students should not notice any decline in services with the changes being planned.

Administration and Management:

Combining roles and removing vacant positions from the budget will create a 20% reduction in the number of excluded positions. As an example, the Dean of University Credit role was removed from the budget and that portfolio will be reshuffled to create



a Dean of Health role in the budget. This change will allow us to grow Health and Allied Health programming to meet student, regional, and provincial demands. Additional roles that have been removed from the budget include IT Manager, Director of Facilities, and Coordinator of the President's Office. These responsibilities have been folded into the workload of other excluded positions. The reduction of excluded positions brings us in line with the number of excluded positions the college had in 2015.

Administrative support for the Deans and Executive will be consolidated into fewer positions, offering more dynamic work in these roles, process efficiencies, and broad cross-training opportunities.

Faculty, Instructors, and The Centre for Learning Transformation

Faculty positions will be aligned with student numbers and programming will be adjusted based on student demand. Our Business program, for example, was previously very popular with international students and will now be scaled back to match current interest levels in the region while still providing local opportunities to learn important skills like accounting, human resources management, and marketing. Similarly, the number of learning transformation positions will be adjusted to match student demand for CMTN programs and courses.

Workforce adjustment logistics

CMTN is projecting a reduction of its workforce by 20% across all employee groups to meet budgetary requirements and return to levels that were more typical before the initiation of the international student program. For positions that are being discontinued, layoff notices will be sent out on or shortly after October 20. At that time, unionized staff will have two weeks to exercise their rights to bumping or severance pay and hold conversations with their union representatives. Please note that for faculty in the CUPE union, the notices of redundancy have been sent out and the notices of layoff will follow two weeks after.

All expressions of interest for early retirement incentives and voluntary departure incentives, with the exception of those that requested a partial reduction, were accepted by the college in order to either mitigate involuntary layoffs or create available positions for staff that want to stay on with the college. Of the 24 people that put their names forward and were offered an incentive, 13 ultimately signed an incentive agreement.

The changes proposed above should not impact the overall student experience. While we have a 13% increase in domestic enrolment this fall, the decline in international students means that there are fewer students overall than there have been in recent years. Service and program delivery levels will continue to align with what is needed to support student success and student demand for programs and services.



Hazelton campus closure

Coast Mountain College will permanently close its Hazelton campus as of June 30, 2026 in order to lower overhead costs. "Closing the Hazelton campus was a really difficult decision but, with finite resources, it made economic sense to focus bricks and mortar operations on three robust campuses: Prince Rupert, Terrace, and Smithers," said Dr. Laurie Waye, President and CEO. "Rather than having a dedicated campus in the Hazelton area, the college will offer courses in this region in other ways."

The college will continue to provide educational opportunities in Hazelton through community spaces on an as-needed basis. The mobile training unit will also be deployed to the region for future trades and academic offerings. The campus will remain open until June 30, 2026 to complete already scheduled programs as planned.

Building for the future

While this is a challenging time for Coast Mountain College, it is possible to see a strong future for post-secondary education and training in the northwest. The changes now will set the stage for focused and responsive growth that serves local communities. With three robust campus locations and growing options for in-community training and online learning, CMTN will continue to meet the regional training needs for years to come. Additional details regarding the restructuring of Coast Mountain College will be shared in early 2026 as they are finalized.

Questions related to this communiqué can be directed to:

Heather Bastin

Executive Director, External Relations

hbastin@coastmountaincollege.ca

Mobile: 250-615-3855 | 250-635-6511 Ext. 5494



October 9, 2025

Reference: 188648

Mayors of British Columbia

Dear Mayors:

Today, I introduced new legislation in the house to improve the implementation of small-scale multi-unit housing (SSMUH). Before I explain the details of this legislation, I want to acknowledge the hard work of local government Councils, Boards and staff in B.C. to implement the changes by adopting the SSMUH densities on time and as intended by the Province. Many communities are demonstrating leadership and innovation to fully enable SSMUH and deliver the type of homes that work for people and growing families.

This includes modernizing zoning bylaws and updating site standards (such as removing floor space ratios, increasing building heights and lot coverage for SSMUH level densities), as well as adopting and streamlining standardized housing designs, eliminating or waiving form and character development permit requirements, and providing educational tools to support SSMUH development including webinars, handbooks and webpages. Communities that fully enabled SSMUH, adopted many of the recommended site standards, and are actively supporting this type of development are starting to see meaningful uptake. This means more homes built in existing communities throughout B.C. that more people and families can afford.

Since June 30, 2024, a review of implementation has highlighted that barriers to the development of SSMUH still exist in a few communities throughout B.C. This inconsistency and barriers in some communities are creating challenging conditions for development and limiting SSMUH from being viable and getting built. Specifically, a small number of local governments have not fully enabled SSMUH in all areas with single-family and duplex housing due to differing interpretations of the requirements.

The legislation that was introduced today is intended to address these inconsistencies and ensure that all communities offer viable and consistent conditions for SSMUH development.

If passed, the changes will remove barriers to create consistent conditions across the Province for SSMUH by ensuring that municipalities allow the three to six units in all zones:

**Office of the
Minister of Housing
and Municipal Affairs**

Website:
www.gov.bc.ca/housing

Mailing Address:
PO Box 9074 Stn Prov Govt
Victoria BC V8W 9E9
Phone: 236 478-3970

Location:
Parliament Buildings
Victoria BC V8V 1X4
Email: HOUS.Minister@gov.bc.ca

- with parcels restricted to single-family and duplex housing, even if higher residential density is allowed elsewhere in the zone,
- restricted to single detached homes with a secondary suite and an accessory dwelling unit.

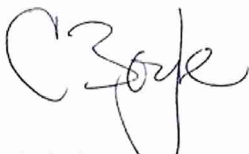
The small number of communities impacted by these changes will need to comply by June 30, 2026. An extension process will be established for upgrading infrastructure, lack of sufficient infrastructure to support additional residential density, and for extraordinary circumstances.

The updates aim to create uniform development opportunities across local governments, reducing barriers and uncertainty for builders and homeowners. Your planning staff will need to review your zoning bylaws for compliance with the new requirements. If the zoning bylaw already meets the requirements, no action is required.

I have also introduced changes to the legislation to ensure there is clear authority to establish site standards in regulations for off-street parking requirements, and housing unit “form” and “density”. However, I am not bringing forward any regulations at this time. I strongly encourage all local governments to align with the Provincial Policy Manual and Site Standards, which provides clear expectations for zoning amendments, site design, and development feasibility. The Province will continue to monitor implementation and uptake of SSMUH to ensure consistency and effectiveness across jurisdictions. If needed in the future, the Province may make regulations for minimum standards or introduce further legislation as needed.

I wish to extend my sincere appreciation to all local governments for your hard work to enable and facilitate housing development across British Columbia. Your work is beginning to show results, and together, we are making meaningful progress toward resolving the housing crisis. I look forward to working collaboratively with all of you to continue improving livability for residents.

Sincerely,

A handwritten signature in black ink, appearing to read 'C Boyle', with a stylized flourish at the end.

Christine Boyle
Minister of Housing and Municipal Affairs

Link: [BC Gov News](#)

CC: Chief Administrative Officers and City Managers



DISTRICT OF NEW HAZELTON

Bylaw No. 389, 2025

A bylaw to regulate the use of land, buildings and structures and the provisions of parking, screening and landscaping

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

TITLE

This Bylaw may be cited as District of New Hazelton Zoning Bylaw 389, 2025.

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1.0 PART A - INTRODUCTION

1.1 Title

This Bylaw may be cited as the "District of New Hazelton Zoning Bylaw No. 389, 2025."

1.2 Purpose

In this Bylaw the District of New Hazelton regulates the use of land and structures to guide sustainable and resilient development and to preserve the amenities of the District of New Hazelton for the benefit of the community as a whole.

1.3 Measurements

All dimensions and other measurements in this Bylaw are expressed in the standard International Units (Metric) System.

1.4 Application

No land, water surface, building or structure shall be used or occupied, and no building, structure, or part thereof shall be erected, constructed, moved, altered or enlarged, unless in conformity with this Bylaw, except as otherwise provided for in this Bylaw or in the *Local Government Act*.

2.0 PART B - DEFINITIONS

2.1 Definitions

“Abattoir” means the use of land, buildings, or other structures for one or more of the following: Slaughter of animals; processing of animal carcasses including cutting, preserving, packing, and storing; the wholesaling and retailing of products slaughtered or processed on the parcel.

“Accessory Building” in relation to a use, building or structure means incidental, secondary and exclusively devoted to a principal use, building or structure expressly permitted by this Bylaw on the same lot or, if the accessory use, building or structure is located on the common property in a bare land strata plan, on a strata lot in that strata plan and specifically excluding heat pumps and other mechanical equipment, gas meters and propane tanks that are permanently affixed to a building or structure by way of plumbing or other duct work.

“Accessory Residential Dwelling Unit” means a dwelling unit, which is ancillary to the principal use being made of the parcel upon which the accessory dwelling unit is located.

“Affordable Housing” means a continuum of multi-unit residential housing that provide the District of New Hazelton with a diverse housing stock, including supportive needs housing, and a baseline of housing costs that does not exceed 30% of the gross household’s income.

“Agriculture” means a use providing for growing, rearing, producing and harvesting of agricultural products; includes the storage and sale on an individual farm of the products harvested, reared, or produced on that farm and the storage of farm machinery and implements used on that farm; specifically excludes Intensive Agriculture and all manufacturing, processing, storage and repairs not specifically included in this definition.

“Agriculture, Intensive” means the use of land, buildings and structures by a commercial enterprise or an institution for the confinement of poultry, livestock or fur bearing animals, or the growing of mushrooms.

“Amenity Space” means an outdoor and indoor space provided in a development and specifically designed for use for cultural, social, and recreation activities and, except as specifically permitted in the zone, not used for commercial purposes. Such spaces may include community meeting space, day cares, urban plazas, sports, and fitness facilities, cultural facilities, artist studios, workshops, tennis courts, outdoor swimming pool, garden patches, and children's play structures.

“Animal Breeding and Boarding” means keeping, breeding or boarding four or more pets over the age of four months, and may include accessory pet grooming and training services.

“Animal Hospital” means those premises where domestic pets, animals and birds are treated inside a building and kept for medical or surgical purposes and are directly or indirectly under the care of a veterinarian. This use also includes animal grooming, training and daycare, but does not include an animal shelter. Animals are to be kept overnight only when required for medical supervision.

“Apartment Housing” means any physical arrangement of attached dwelling units for all types of occupants (including special needs care) intended to be occupied by separate households for full time residential occupancy, which does not conform to the definition of any other residential use class.

“Automotive and Recreation Vehicle Services” means the retail sale, rental and/or servicing and repairing of new or used automobiles, bicycles, motorcycles, snowmobiles, tent trailers, boats and marine products, travel trailers or similar light recreational vehicles, together with the sales of parts and outdoor storage. It includes automobile dealerships for new and used vehicles.

“Auto Wrecking” means an area where motor vehicles are wholly or partially disassembled, dismantled, or junked, or where vehicles not in operable condition or used parts of motor vehicles are stored.

“Bed and Breakfast” means the accessory use of up to a maximum of three bedrooms in a single family dwelling for tourist accommodation on a nightly basis.

“Building” means any structure used or intended for supporting or sheltering any use or occupancy, but excludes tents and recreational vehicles.

“Building Envelope” means the portion of a lot on which a residential building can be sited according to the setback requirements of this Bylaw; and for the purposes of calculating the area of a building envelope, any area used or required to be used for a septic field (including backup fields) must be excluded.

“Building Footprint” means the horizontal area within the vertical projection of the outermost walls of a building or structure.

“Building Official” means the Building Official for the District of New Hazelton.

“Building and Supplies” means the retail sale or wholesale of building materials, fixtures or hardware, garden furniture, construction and home improvement equipment or supplies, animal feed, farm supplies and includes a lumber yard, building supply outlet, home improvement centre and may include accessory rental of home construction, maintenance or repair equipment.

“Bulk Fueling Station” means any building or land used or intended to be used for the sale or storage of vehicle fuels or lubricants, either through the use of keys, cards or service attendants, but does not include a gas station. A bulk fueling station may include accessory retail sales of other motor vehicle related products, a convenience store, and a restaurant.

“Business Support Services” means development providing support services to businesses that are characterized by one or more of the use of minor mechanical equipment for printing, duplicating, binding or photographic processing, secretarial services, the provision of office maintenance or custodial services, the provision of office security, and the sale, rental, repair, or servicing of office equipment, furniture and machines. Typical uses include, but are not limited to, printing establishments, testing, laboratories, film processing establishments, janitorial firms and office equipment sales, repair establishments and sign shops.

“Campground” means land that has been planned, improved, or occupied for the seasonal short term use of tents and recreational vehicles and is not used as year round storage or accommodation for residential use. Typical uses include recreational vehicle sites, campsites and tenting grounds. This use may include accessory facilities for eating and assembly purposes, washrooms and bathing facilities, entrance kiosk, spectator and convenience retail with a maximum gross floor area of 100 m².

“Cannabis Retail Sales” means a business specific to the retail sale of cannabis or cannabis accessories as lawfully permitted and authorized under the Cannabis Control and Licensing Act.

"Car Wash" means a facility designed, maintained or intended for the washing of vehicles or trailers on an automated, semi-automated or manual basis.

"Coffee Shop or Café" means a building or establishment used to prepare and serve beverages, snacks and light meals.

"Commercial Use" means an occupation, employment or enterprise that is carried on for gain or monetary profit by any person.

"Community Care Facility" means a facility licensed pursuant to the *Community Care and Assisted Living Act* and may include assisted living and supported care.

"Community Garden" is a piece of land gardened by a group of people for the purpose of providing a garden experience/education to residents of the District of New Hazelton. Often they are offered for the purpose of food production and may be developed to support food security. They are offered in partnership between parks and community-based organizations and are subject to all policies and bylaws governing public lands.

"Contractor Service" means providing heavy building, utility and highway construction services including road, bridge, pipeline, communication, site preparation, landscaping, concrete, logging, excavation, drilling, carpentry or similar services of a construction nature which require outdoor storage. This use may include accessory retail and wholesale, display, office, technical support, manufacturing, fabricating and assembly activities and fleet storage for any number of vehicles. This use also includes minor contractor services that require accessory outdoor storage and/or fleet storage for more than 4 fleet vehicles. The combined floor area devoted to accessory office, technical, administrative support or retail sale operations shall not exceed 25% of the gross floor area of the building(s) devoted to the major contractor service use on the same site.

"Convenience Store" means a retail commercial store supplying groceries and other daily household necessities to the immediate surrounding area but does not include cannabis retail stores.

"Corner Lot" means a lot at the intersection or junction of two or more highways which has both a front lot line and an exterior side lot line.

"Craft Brewery or Distillery" means the use of a building for the brewing or distilling of alcoholic beverages or alcoholic products with alcoholic content exceeding 1% by volume, where the use may involve the milling of grain, rice or malt, in a limited capacity.

"Daycare" means a facility that provides personal care, supervision, social or educational training or physical or mental rehabilitative therapy, with or without charge, to no more than eight children (or as per licensing requirements), which may or may not be licensed pursuant to the *Community Care and Assisted Living Act*.

"Density" means a measure of the intensity of development to the area of the site, including the number of units on a site measured in units/area or floor area ratio, as the case may be.

"Duplex" means a fee simple or strata residential use in a building which is divided into two dwelling units which are either placed one above the other or side by side sharing a common wall dividing habitable space, each unit of which may be occupied by one household.

"Dwelling Unit" means a suite or rooms operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities, but excluding all accommodations for the travelling public other than bed and breakfast operations.

"Educational Services" means development that involves public assembly for education, training or instruction, which is publicly supported and includes the administration offices required for the provision of such services on the same site. Typical uses include, but are not limited to, public schools, community colleges, universities and technical and vocational schools and their administrative offices and student housing.

"Emergency and Protective Services" means a public facility used by fire protection, police, ambulance or other such rescue services as a base of operations.

"Entertainment Facility and Theatre" mean a building or part of a building devoted to showing motion pictures or dramatic, musical or live performances.

"Extended Medical Treatment Services" means a facility providing room, board and surgical or other medical treatment for the sick, injured or infirm including out-patient services and secondary staff residences. Typical uses include, but are not limited to, hospitals, nursing homes with health care for dependent residents, mental care asylums, sanatoria and detoxification centres.

"Feed/Seed Storage" means a land use involving the storage, handling, and distribution of agricultural feed and seed products intended for commercial sale or farm use.

"Financial Institutions" means a bank, trust company, savings and loans, credit unions, cheque cashing service, income tax service, bookkeeping and similar uses providing financial services to the public.

"Floor Area" means the sum of the horizontal areas of each storey of the building measured from the exterior faces of the exterior walls. The floor area measurement is exclusive of basement areas used exclusively for storage or service to the building, attics, attached garages, carports, breezeways, porches, balconies, exit stairways, corridors and terraces. In the case of multiple dwelling housing, public corridors, common amenity spaces and building mechanical systems are also excluded. In the case of congregate housing, communal dining and kitchen facilities are excluded.

"Floor Area Ratio" (FAR) means the figure obtained when the Gross Floor Area of all the buildings on a lot is divided by the area of the lot, except that the following are not included as floor area for the purpose of computing floor area ratio:

- (a) Any portion of a storey used for parking purposes, unless such parking is a principal use;
- (b) Any portion of a basement or cellar containing heating, laundry, recreational or storage facilities;
- (c) Swimming pools and open sundecks; and
- (d) Any portion of a penthouse containing elevator or ventilating machinery.

"Food Services" means a business that, in return for consideration, serves prepared food to the public for consumption on or off the premises, including a coffee shop, delicatessen, restaurant or drive-through restaurant, specifically excluding a liquor establishment.

"Front Building Line" means the line parallel to the front lot line, passing through the point of the building nearest the front lot line, and in the case of a panhandle lot means the lot line or lines nearest the abutting highway, but not forming a boundary of the access strip.

"Garage or Carport" means a detached accessory building or a portion of a principal building whose principal use is for vehicle parking.

"Garden Suite" means an accessory detached dwelling unit in addition to the principal Single Family Residential Use unit/guesthouse. A Garden Suite has cooking facilities, food preparation, sleeping and sanitary facilities which are separate from those of the principal dwelling located on the subject property.

"Gas Bar" means a development used for the sale of motor fuel, lubricating oils, automotive fluids and associated convenience store products. The gas bar may be a self-service, full service, key lock, card lock or other similar operation and may include Car Wash facilities as a secondary use. This does not include minor and major service stations.

"Gas Station" means a place of business where flammable automotive fuels, oil and automotive accessories are supplied to the travelling public at retail.

"Golf Course" means the premise designed and laid out for the purposes of playing golf and may include buildings and/or structures. This use includes, but is not limited to, clubhouses, recreation facilities, banquet facilities, golf driving range, mini golf, golf course maintenance facility, caretaker's dwelling unit, food primary establishments, liquor primary establishments and other buildings and or structures secondary to the primary use.

"Greenhouses and Plant Nursery" means a development used primarily for the raising, storage and sale of produce and related materials, which includes, but are not limited to, bulbs, seed, tools, soil, fertilizers, flowers, plants and seedlings.

"Gross Floor Area" means the total area of all floors enclosed by the inside edge of the exterior walls of a building including without limitation, stairways, elevator shafts, storage and mechanical rooms.

"Guest House" means a dwelling in which no more than six but not less than three guest rooms are rented, dependent on lot size, with or without meals being provided, to a maximum of fifteen persons, other than members of the immediate family, tenant or owner.

"Guest Room" means not more than one habitable room that is used for temporary accommodation of paying guests which may include a bathroom.

"Guide and Tour Services" means a business primarily arranging and operating custom wilderness adventure and recreational tours and associated guide services, but does not include travel agencies or retail commercial.

"Health and Wellness Services" means a development used for the provision of physical or mental health services on an out-patient basis. Services may be of a preventative, diagnostic, treatment, therapeutic, rehabilitative or counseling nature. Typical uses include, but are not limited to, medical and dental offices, chiropractors, spa facilities, massage therapists and acupuncture clinics, health clinics, and counseling services.

"Height" means the vertical distance from the average finished ground level at the perimeter of a building or structure to the highest point of the roof surface of a flat roof, to the deck line of a mansard roof, and to the mean level between the eaves and the ridge of a gable, hip, gambrel or other sloping roof and, in the case of a structure without a roof, to the highest point of the structure.

"Highway" includes a street, road, lane, bridge, viaduct and any other way open to the use of the public, but does not include a private right of way on private property.

"High Technology Research and Product Design" means the research and/or design, but not manufacturing or distribution, of products used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care and related industries.

"Hobby Farm" means land on which an accessory barn, stable or animal shelter may be erected to house domestic animals kept for recreational purposes or for home consumption by the occupants of the dwelling.

"Home Occupation" means an occupation, profession or craft conducted by an occupant for consideration which is clearly incidental and accessory to the use of the dwelling unit for residential purposes.

"Home Based Business" means an activity consisting of the use of the primary dwelling unit and/or secondary building/structure for a business by a resident who resides for more than 240 days of a year at that dwelling unit. The business must be secondary to the residential use of the building and no aspects of business operations shall be detectable from outside the property and shall not change the residential character of the dwelling, secondary building or accessory building

"Hostel" means a building used as a temporary place of lodging containing one or more dormitories and includes common areas for washing, cooking, bathroom, kitchen, dining and social facilities.

"Hotel" means providing rooms or suites for temporary sleeping accommodation where the rooms have access to an enclosed common interior corridor and may be equipped with individual kitchen facilities. This use may include accessory food and beverage services, conference facilities, spectator entertainment, patron participation, spa facilities, minor indoor and outdoor recreation and personal services for the convenience of guests.

"Indoor Recreation" means a use wholly enclosed within a building providing for members of the public to engage in recreational activities as participants rather than spectators.

"Industry, Heavy" means the processing, manufacturing, fabricating or assembling of semi-finished or finished goods, products or equipment from raw materials, the storage, cleaning, servicing, repairing or testing of materials, goods and equipment normally associated with industrial or business use. This use typically has area, intensity, and land use impacts with greater magnitude and significance than light industry. This use includes a sawmill, planing mill, veneer and plywood plant, wood preserving, brewing or distilling, the manufacturing of prefabricated, log, or manufactured homes, carpet mill, vehicle, heavy equipment, tank, boiler, or shipping container manufacturing. This use may include an accessory office, technical and administrative support, the retail sale of goods processed, manufactured, fabricated, or assembled on same site, major vehicle repair or washing, warehousing, wholesale and commercial education. The combined floor area devoted to accessory office, technical, administrative support or retail

sale operations shall not exceed 25% of the gross floor area of the building(s) devoted to the heavy industrial use on the same site.

“Industry, Light” means the processing, manufacturing, fabricating or assembling of semi-finished or finished goods, products or equipment, the storage, cleaning, servicing, repairing or testing of materials, goods and equipment normally associated with industrial, business or household use. This use typically has area, intensity, and land use impacts with lesser magnitude and significance than heavy industry. This use includes manufacturing of packaged food (not including an abattoir) and beverage products, clothing, leather, electronics, and furniture manufacturing, metal or hardware fabrication and machine shop. This use may include an accessory office, technical and administrative support, the retail sale of goods processed, manufactured, fabricated or assembled on same site, minor vehicle repair or washing, warehousing, wholesale and commercial education. The combined floor area devoted to accessory office, technical, administrative support or retail sale operations shall not exceed 25% of the gross floor area of the building(s) devoted to the light industrial use on the same site. This use does not include other uses that are defined separately. This use includes only those developments where activities and uses are primarily carried on within an enclosed building and no significant nuisance factor is created or apparent outside an enclosed building.

“Industrial High Technology” means the research and/or design, including the manufacture and/or distribution, of products used in the fields of computer software and programming, electronics, telecommunications, aeronautics, precision engineering, robotics, biochemistry, health care and related industries. Related industries may include business services such as data storage, provision of server space and servicing of computer equipment. This use may include up to 25% of the space to be used for an office component.

“Landscape Architect” means a person who holds the designation of Landscape Architect as per the *Architects (Landscape) Act*.

“Landscaping” means the planting and maintenance of lawns, shrubs and trees and the addition of fences, benches, walks, drives or other structures and materials used in landscape architecture and includes the retention of existing trees and plants where appropriate, for the purpose of enhancing the natural environment.

“Liquor Store” means premises licensed pursuant to the Liquor Control and Licensing Act where the principal use is the retail sale of bottled or canned alcoholic beverages.

“Lot” means any parcel, block or other area in which land is held or into which it is subdivided whether under the *Land Title Act* or the *Bare Land Strata Regulations* under the *Condominium Act*.

“Lot Area” means the total area of land comprising the lot, but excluding any panhandle area.

“Lot Coverage” means the sum of the areas of the building footprints of every building or structure on the lot, expressed as a percentage of the lot area, and in the case of a building or structure with no walls the building footprint shall be the horizontal area within the drip line of the roof.

“Lot Frontage” means the length of that lot boundary which abuts a highway, or access route in a bare land strata, and for this purpose “highway” does not include a walkway or emergency access route.

"Lot Line" means the boundary of a lot:

- (a) **"Front Lot Line"** means the lot line that is common to the lot and an abutting highway or access route in a bare land strata plan, and where there are two or more such lot lines the shortest is deemed the front lot line, and in the case of a panhandle lot means the lot line or lines nearest the abutting highway, but not forming a boundary of the access strip;
- (b) **"Rear Lot Line"** means the lot line that is opposite the front lot line in the case of a lot having four sides and, where the rear portion of a lot is bounded by intersecting side lot lines the point of intersection is deemed the rear lot line;
- (c) **"Exterior Side Lot Line"** means a lot line that is not a front or rear lot line and that is common to the lot and an abutting highway or access route in a bare land strata plan; and
- (d) **"Interior Side Lot Line"** means a lot line that is not a front, rear or exterior side lot line.

"Lot Width" means the horizontal distance between the two side parcel lines measured at a right angle to the parcel depth at a distance of 7.5 metres from the front parcel line; for panhandle lots, the calculation of lot width excludes the narrow strip of land that forms the panhandle portion.

"Manufactured Home" means a transportable, single, or multi-sectional dwelling unit conforming to the CAN/CSA Z240 standard intended to be occupied in a place other than its manufacture.

"Mini Storage" means a building or group of buildings containing lockers or storage units available for rent or lease for the storage of household goods, commercial goods, vehicles, or personal property.

"Mixed Use" means a building that has commercial uses located on the ground floor and residential uses located on the upper floors of the building or to the rear of the commercial use.

"Manufactured Home Residential Neighbourhood" means a development for manufactured homes not having a registered plan of individual lots. Spaces, or spaces with individual manufactured homes already sited on them, may be rented for residential occupation. This does not include the situation where an additional agricultural dwelling is located on a lot where the principal dwelling is a manufactured home.

"Modular Dwelling Unit" means a factory-built dwelling unit built to CSA specification A-277 under the Manufactured Home Act (SBC 2003) suitable for year-round, long term occupancy that is transportable in one or more sections and is designed for use with a poured foundation when attached to the required utilities.

"Motel" means a building or buildings providing accommodation for the travelling public only, each unit of which has its own sanitary facilities including water closet, wash basin and kitchen, in respect of which a guest register is required to be kept pursuant to the *Hotel Guest Registration Act*.

"Multi-Unit Residential" means a building or buildings containing three or more dwelling units on a parcel and includes row housing, cluster housing and apartment uses.

"Natural Boundary" means the visible high-water mark of any lake, river, stream or other body of water where the presence and action of the water are so common and usual, and so long continued in all ordinary years, as to mark upon the soil of the body of the lake, river, stream, or body of water a character distinct from that of the banks thereof and in the case of a lot having a surveyed high water mark, means the high water mark.

"Natural Resource Extraction" means the quarrying, processing, removal, and off-site sale of sand, gravel, earth, mineralized rock, or other natural resources found on or under the site, including timber and forest products. Typical uses include, but are not limited to, quarries, gravel pits, stripping of topsoil, and forestry operations such as logging, timber harvesting, and removal of forest products. This does not include processing of raw materials transported to the site.

"Non-conforming Use" means any lawful use existing at the time of the adoption of this Bylaw which does not conform to all the provisions of this Bylaw for the zone in which such building or use is located.

"Office" means the operation of governmental and Crown Corporation offices, business, medical and professional offices, not for profit organization offices, neighbourhood police stations without prisoner holding facilities, libraries and health centres.

"Panhandle Lot" means any lot, with any of the building envelope situated directly behind another lot so that it gains frontage through the use of a relatively narrow strip of land which is an integral part of the lot.

"Park" means land for public use or intended for outdoor recreational purposes, and includes archeological, historical or natural sites.

"Personal Services Establishment" means uses that provide personal services to an individual which are related to the care and appearance of the body or the cleaning and repair of personal effects. Typical uses include, but are not limited to, barber shops, hairdressers, estheticians, tailors, dress makers, shoe repair shops, dry cleaning establishments, and laundries, but do not include health services.

"Principal" in relation to a use, building or structure means the main or primary use, building or structure, as the case may be, conducted or constructed on a lot.

"Public Amenity Use" means a building and associated facilities used by the public upon payment of an admission fee or free of charge for cultural, social or recreational activities.

"Public Exhibit" means the collection of literary, artistic, musical and similar reference materials in the form of books, manuscripts, recordings and films or a development for the collection, preservation and exhibition of works or objects of historical, scientific, natural, archival or artistic value. Typical uses include libraries, museums, art galleries, botanical gardens, arboreta and archaeological and cultural exhibits. This use may include accessory retail, spectator entertainment and patron participation entertainment.

"Public Utility" means a use providing for public utility facilities for water, sewer, electrical, telephone, gas, municipal energy systems and similar services where such use is established by one of the levels of government, a Crown Corporation or by a company regulated by a government commission.

"Public Use" means any use intended to be conducted in a facility or upon land which is owned by and operated for public use by school districts, municipal, provincial, First Nation or federal governments.

"Recycling Facilities" means facilities for the recovery, composting, storage and shipping of discarded consumer materials excluding vehicles.

“Recreational Vehicle” means a vehicle intended as a temporary accommodation for travel, vacation, or recreational use and includes travel trailers, motor homes, slide-in campers, chassis-mounted campers, and tent trailers.

“Recreational Vehicle Storage” means an area or facility intended for the long-term parking and storage of Recreational Vehicles.

“Recreation Services” means facilities within an enclosed building for sports, active recreation and performing and cultural arts. Typical uses include athletic clubs, health and fitness clubs, swimming pools, bowling alleys, karate club, dance studios and racquet clubs.

“Recycling Centre” means unattended bins and containers for the collection and temporary storage of recyclable materials; including cardboard, plastics, glass, paper, cans and similar household goods. Recyclable material left at the drop-off shall be periodically removed and taken to larger, permanent recycling operations for final recycling. This use does not include waste management or wrecking yard. Minor recycling centres are permitted as an accessory use with any multiple dwelling residential, commercial, industrial or institutional use subject to the landscaping and screening provisions of this Bylaw.

“Religious Assembly” means the assembly of persons for religious worship, services, or rites and may include accessory food and beverage service, administration, educational, social, recreational, charitable or philanthropic activities, spectator entertainment, patron participation entertainment and a residence for a caretaker or head of congregation. Typical uses include chapel, church, convent, monastery, mosque, parish hall, rectory, seminary, synagogue and temple.

“Residential Building” means a single family dwelling, multi-family dwelling, attached housing or apartment.

“Residential Use” means a use which pertains clearly to the accommodation and home life of a person or household.

“Resort Condominium” means a development, which provides resort and seasonal accommodation for transient motorist, tourists and/or vacationers.

“Restaurant” means an eating establishment where food is sold to the public for immediate consumption within the premises or delivered to other premises, but excludes drive-in and drive-through restaurants and fast food outlets.

“Retail Commercial ” means a building where goods, wares, merchandise, substances, articles, tourism-related services and products are offered or kept for sale at retail and includes storage on or about the store premises of limited quantities sufficient only to service such stores.

“Riparian Area” are areas adjacent to streams, lakes, oceans and wetlands. These areas support a unique mixture of vegetation and habitat. Riparian areas are involved in the following actions:

- Filter contaminants from surface runoff and prevent erosion;
- Sedimentation control;
- Shade surface waters and maintain cool water temperatures;
- Flood protection;
- Provide fish and animal habitat and corridors; and

- An important food source for fish, invertebrates and animals.

"Secondary Suite" means a self-contained accessory dwelling unit that is completely located within, and forms part of, a single family residential dwelling.

"Service Station" means development used for the servicing, washing and the sale of gasoline, other petroleum products and a limited range of vehicle parts and accessories.

"Service, Business Support" means development providing support services to businesses that are characterized by one or more of the use of minor mechanical equipment for printing, duplicating, binding or photographic processing, secretarial services, the provision of office maintenance or custodial services, the provision of office security, and the sale, rental, repair, or servicing of office equipment, furniture and machines. Typical uses include, but are not limited to, printing establishments, testing, laboratories, film processing establishments, janitorial firms and office equipment sales, repair establishments and sign shops.

"Service, Industrial Support" means services to businesses and buildings including locksmiths, armoured car services, laundering uniforms, table cloths or other items for a business, extermination and pest control services, janitorial services, window cleaning service, waste collection, carpet and upholstery cleaning service, duct and chimney cleaning service, septic tank installation, sign shop, pumping and repair services, water-well and other drilling services.

"Setback" means the shortest distance from a lot line to a structure or building.

"Shooting Range" means a facility designed and operated for the purpose of the safe discharging of firearms, including but not limited to rifles, shotguns, and handguns, for recreational, training, or competitive purposes.

"Short-term Rental Accommodations" means the use of a Dwelling Unit or room within a Dwelling Unit intended for temporary overnight accommodation for a period of less than 90 consecutive days, provided the property is the principal residence of the registered property owner.

"Sight Triangle" means the area formed by a triangle in the angle formed by the right-of-way boundaries or boundaries produced on two points in those boundaries, 6 m from the point of intersection, as shown cross-hatched in the drawing in Section 4.4.

"Single Family Residential" means a residential use in a detached building which is limited to only one or more rooms designed, occupied or intended for living, sleeping and food preparation, for use including occupancy by one or more persons as an independent and separate residence in which cooking, sleeping and sanitary facilities are provided for the exclusive use of such person or persons.

"Structure" means anything constructed, erected or placed, the use of which requires location on the ground or attachment to something having location on the ground, including any satellite dish antenna, but excluding any fence, retaining wall, underground sewage disposal facility, paved, or concrete surface and any heat pump and other mechanical equipment, gas meter and/or propane tank that is permanently affixed to a building or structure by way of plumbing or other duct work.

"Temporary Construction Camp" means one or more modular buildings or structures established for the purpose of providing residential accommodations and supports to workers, arranged to provide individual

sleeping units (1 person per unit) with or without individual bathrooms, meals in communal dining areas, and communal areas for recreation, laundry and other basic living essentials.

"Townhouse" means a single building comprised of three or more dwelling units separated one from another by party walls extending from foundation to roof, with each dwelling unit having a separate, direct entrance from grade.

"Transportation Depot" means a transportation facility providing for the receiving and discharge of passengers traveling by, rail, water, bus, taxi or other vehicle and may include accessory ticket offices, luggage checking and may include the accessory trans-shipment of goods.

"Unlicensed Vehicle" means a vehicle which is not currently licensed in accordance with the Motor Vehicle Act, R.S.B.C. 1979, C.288, as amended.

"Use" means the purpose or function to which land, the surface of water, buildings or structures are designed, intended to be put or put.

"Vaping Retail Sales" means a business specific to the retail sale of vapour products, including electronic cigarettes, vape pens, e-liquids, and related accessories as lawfully permitted and authorized under the Tobacco and Vapour Products Control Act.

"Veterinarian" means a facility used for care, boarding, training, treatment, or grooming of small animals and includes sales of associated products. Typical accessory uses include pet grooming salons and daytime boarding but does not include the sale of animals.

"Zone" means a zone established in this Bylaw.

3.0 PART C - ADMINISTRATION

3.1 Application

The provisions of this Bylaw apply to the District of New Hazelton shown on Schedule "B" (Zoning Map) which forms part of this Bylaw.

3.2 Requirements for Compliance

Land or the surface of water in the District of New Hazelton may not be used, land may not be subdivided, buildings and structures on land or on the surface of water may not be constructed, altered, located or used and signs may not be erected or located on any land except as specifically permitted by this Bylaw or the District of New Hazelton Sign Bylaw No. 23, 1983. All siting measurements must be made on a horizontal plane from the natural boundary, lot line or other feature specified in this Bylaw to the nearest portion of the building, structure or use in question.

3.3 Interpretation

Any reference to a regulation, statutes or bylaw refers to that enactment and as it may be amended or replaced from time to time.

3.4 Violation

Every person commits an offence under this Bylaw, who, being an owner or occupier of land or of the surface of water in the District of New Hazelton:

- 1) Violates any property that is subject to regulation under this Bylaw, for the purpose of the provisions of this Bylaw;
- 2) Causes or permits any act or thing to be done in contravention or violation of any of the provisions of this Bylaw;
- 3) Neglects or omits to do anything required under this Bylaw;
- 4) Carries out, causes or permits to be carried out any development of land or the surface of water in a manner prohibited by or contrary to any of the provisions of this Bylaw; and
- 5) Fails to comply with an order, direction or notice given under this Bylaw; or prevents or obstructs or attempts to prevent or obstruct a person authorized from entering on the property.

3.5 Administration and Enforcement

In accordance with Section 16(1) to (6) of the *Community Charter*, the District of New Hazelton CAO or any other person designated by them to administer this bylaw, is authorized to enter, at any reasonable time, upon any property that is subject to regulation under this Bylaw for the purpose of determining whether the regulations are being observed. No person may obstruct the CAO or any other designated person engaged in the administration or enforcement of this Bylaw.

3.6 Penalty

- 1) Every person who commits an offence against this Bylaw is liable, upon summary conviction, to a fine and penalty not exceeding \$10,000 and the costs of prosecution;
- 2) Each day during which an offence against this Bylaw is continued is deemed to constitute a new and separate offence; and
- 3) The penalties imposed will be in addition to and not in substitution for any other penalty or remedy imposed by this Bylaw.

3.7 Non-compliance with Siting, Size and Shape Requirements

A building existing at the time of adoption of this Bylaw that fails to comply with the requirements relating to siting, size and shape must not be altered or extended unless such alterations or extensions are in accordance in all respects with the requirements of this Bylaw.

3.8 Non-Conforming Uses

The regulations governing non-conforming uses are set forth in the Local Government Act. The lawful use of any land, building or structure existing at the time of the adoption of this Bylaw may be continued (subject to the provisions of the Local Government Act), although such use does not conform to the provisions of this Bylaw.

3.9 Board of Variance Application

The Board of Variance duly established under a Bylaw of the District of New Hazelton will hear and determine any application permitted by the *Local Government Act*.

3.10 Severability

If any provision of this Bylaw is for any reason held to be invalid by a decision of any Court of competent jurisdiction, the invalid provision must be severed from the Bylaw and the decision that such provision is invalid must not affect the validity of the remaining provisions of the Bylaw.

3.11 Effective Date of Bylaw

This Bylaw will come into force and take effect upon the final adoption thereof.

3.12 Land Use Zones

The locations of zones established by this Bylaw are shown on the Official Zoning Map of the District of New Hazelton accompanying and forming part of this Bylaw as Schedule "B". Where boundaries of zones are shown along surveyed lines, the boundaries shall be the lot lines. Where a zone boundary is shown following street, lane, or water bodies, the centre line of such street, lane, or water body shall be the zone boundary. For the purpose of this Bylaw, the District of New Hazelton is hereby divided into the following zones:

NAME OF ZONE	MAP SYMBOL
RESIDENTIAL ZONES	
Single Family Residential	R-1
Medium Residential Density	R-2
Multi-Unit Residential	R-3
Manufactured Home Residential Neighbourhood	R-4
Rural Residential	R-5
Modular Residential Neighbourhood	R-6
COMMERCIAL ZONES	
Commercial Downtown	C-1
Service Commercial	C-2
INDUSTRIAL	
Industrial	I-1
PUBLIC USE	
Community Services	P1
RESOURCE	
Rural Resource and Agriculture	RU

The requirements of each zone as set out in this Bylaw shall be applied to areas designated on the Zoning Map with the corresponding alphanumeric symbols.

PART D - ZONES

The simple act of stating community goals and objectives never assures their realization. Rather, it is necessary to utilize a variety of methods to confirm that aspirations of the community are consciously being worked towards.

3.13 Single Family Residential (R-1)

This zone is intended for Single Family Residential and Duplex uses with the provision for secondary or garden suites.

.1 Permitted Land Uses

The following uses and no others are permitted in the R-1 Zone:

- a) Principal Uses
 - i. Single Family Residential
 - ii. Duplex
 - iii. Modular Dwelling Unit
- b) Accessory Uses
 - i. Accessory Use
 - ii. Garden Suite
 - iii. Home Occupation
 - iv. Secondary Suite

.2 Subdivision Regulations

Minimum Lot Size	552m ²
Minimum Lot Frontage	15 m

.3 Building, Density and Structure Specifications

	Single Family Residential	Garden Suite	Secondary Suite	Accessory Buildings
Maximum Number of Dwelling Units per lot	1	1 Garden Suite or 1 Secondary Suite		1 (see Section 3.13.5 (c))
Minimum Unit Size	80 m ²	40 m ²		
Maximum Floor Area	N/A	70 m ²		
Maximum Height	10 m	8 m	N/A	8 m
Minimum Building Width	6.5 m	N/A	N/A	N/A
Maximum Lot Coverage (all structures)	60%			

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Line	Exterior Lot Line	Interior Lot Line
Principal Building	4 m	6 m	2 m	1.5 m
Accessory Buildings and Structures	4 m	1.5 m	2 m	1.5 m

.5 Conditions of Use

- a) A maximum of one garden suite or one secondary suite is permitted on a parcel occupied by a single family dwelling.
- b) Garden or secondary suites are not permitted on a lot containing a duplex.
- c) A total of three (3) accessory buildings are permitted per lot, only one (1) of which can be an accessory residential dwelling unit.
- d) Accessory buildings and structures, excluding garages and carports, shall be located to the rear of the primary Single Family Residential use, except for corner lots that can use exterior side-line.
- e) Additional regulations can be found in section 4.0 of this Bylaw.

3.14 Medium Residential Density (R-2)

Intended to provide for medium density residential development including options for infill, mixed housing and affordable residential dwelling units.

.1 Permitted Uses

The following uses and no others are permitted in the R-2 Zone:

- a) Principal Uses
 - i. Affordable Housing
 - ii. Duplex
 - iii. Multi-Unit Residential
 - iv. Single Family Residential
 - v. Modular Dwelling Unit
- b) Accessory Uses
 - i. Accessory Use
 - ii. Garden Suite
 - iii. Home Occupation
 - iv. Secondary Suite

.2 Subdivision Regulations

Permitted Use	Minimum Lot Size	Minimum Lot Frontage
Affordable Housing	740 m ²	20 m
Single Family Residential	552 m ²	15 m
Multi-Unit Residential	1,000 m ²	20 m
Duplex (Strata or Fee Simple)	552 m ²	15 m

.3 Building, Density and Lot Specifications

	Single Family Residential	Duplex	Multi-Unit Residential	Garden Suite	Secondary Suite	Accessory Building
Maximum Number of Dwelling Units per lot	1	2	N/A	1		1 (see Section 3.14.5 (c))
Minimum Unit Size	40 m ²	40 m ²	40 m ²	40 m ²		N/A
Maximum Floor Area	275 m ²	440 m ²	800 m ²	70 m ²		50 m ²
Maximum Height	10 m	10 m	12 m	8 m	N/A	8 m
Maximum Lot Coverage/Area	60%	60%	70%	N/A	N/A	N/A

.4 Minimum Building Setbacks

Uses/Structure	Front Lot Line	Rear Lot Line	Exterior Lot Line	Interior Lot Line	From Principal Building
Principal Residential Dwelling	4 m	3 m	2 m	1.2 m	N/A
Garden Suite	N/A	1.5 m	1.5 m	1.2 m	4 m
Duplex	4 m	5 m	3 m	1.5 m	N/A
Accessory Buildings and Structures	5 m	1.5 m	1.5 m	3.2 m	N/A

.5 Conditions of Use

- a) Garden suites and secondary suites are only permitted accessory uses on parcels containing a single family residential dwelling.
- b) A maximum of one garden suite or one secondary suite is permitted on a parcel occupied by a single family dwelling.
- c) A total of three (3) accessory buildings are permitted per lot, only one (1) of which can be an accessory residential dwelling unit.
- d) Accessory buildings and structures, excluding garages and carports, shall be located to the rear of the primary Single Family Residential use, except for corner lots that can use exterior side-line.
- e) Home occupations are only permitted accessory uses within single family residential and duplex dwellings.
- f) Additional regulations can be found in section 4.0 of this Bylaw.

3.15 Multi-Unit Residential (R-3)

This zone is to provide for Multi-Unit Residential accommodations located near community amenities and services.

.1 Permitted Land Uses

The following uses and no others are permitted in the R-3 Zone:

- a) Principal Uses
 - i. Affordable Housing
 - ii. Multi-unit Residential
- b) Accessory Uses
 - i. Accessory Building
 - ii. Commercial use, subject to Section 3.15.5(a)

.2 Subdivision Regulations

Minimum Lot Size	2000 m ²
Minimum Lot Frontage	18 m

.3 Building, Density and Structure Specifications

Multi-Unit Residential Maximum Density	50 units per Ha.
Total Number of Accessory Buildings per parcel	2
Maximum Height and Storeys of Principal Building	12 m (3.5 storeys)
Maximum Height of Accessory Buildings and Structures	8 m
Maximum Lot Coverage	70%

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line Setback	Rear Lot Line Setback	Exterior Lot Line Setback	Interior Lot Line Setback
Multi-Unit Residential	6 m	6 m	6 m	6 m
Accessory Buildings and Structures	7.5 m	1.5 m	5 m	1.5 m

.5 Conditions of Use

- a) Commercial uses shall be permitted in the R-3 zone provided that the Commercial Use:
 - i. occurs in conjunction with a Multi-unit Residential Use;
 - ii. is located at ground level; and
 - iii. is limited to a Coffee Shop or Café, Convenience Store, Personal Services Establishment, Office, or Retail Commercial.

- b) Accessory buildings and structures shall be located to the rear of the front face of the building, not less than 3 meters from any portion of the principal building.
- c) Where 70% or more of the required off street parking spaces are provided underground or concealed within the building, the density of multiple family residential units may be increased by 10 units per Ha.
- d) Where 15% or more of the total number of units are “affordable housing units”, the maximum number of multiple family residential units may be increased by 20 units per Ha.
- e) Additional regulations can be found in section 4.0 of this Bylaw.

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3.16 Manufactured Home Residential Neighbourhood (R-4)

This zone is intended to provide for land for the continued use for manufactured homes.

.1 Permitted Land Uses

The following uses and no others are permitted in the R-4 Zone:

- a) Principal Uses
 - i. Manufactured Home
- b) Accessory Uses
 - i. Accessory Building

.2 Subdivision Regulations

Minimum Lot Size	8000 m ²
Minimum Size Per Manufactured Home Pad	368 m ²
Minimum Lot Frontage of Manufactured Home Pad	10 m

.3 Building and Structure Specifications

Maximum Number of Units per ha	27
Dwelling Unit	1/ manufactured home space
Maximum Height	principal building: 7 m accessory building: 5 m
Maximum Accessory Building Floor Area	12 m ²
Maximum Parcel Coverage	40%

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Lines	Interior Lot Line	Exterior Lot Line
Principal Building	3 m	3 m	1.5 m	1.5 m
Accessory Buildings and Structures	5 m	1.5 m	1.5 m	3 m

.5 Conditions of Use

- a) Accessory buildings and structures shall be located to the rear of the front face of the building, not less than 3 meters from any portion of the principal building.
- b) Additional regulations can be found in section 4.0 of this Bylaw.

3.17 Rural Residential (R-5)

This zone is intended for Single Family Residential use with the provision for large lots and protected open-space.

.1 Permitted Land Uses

The following uses and no others are permitted in the R-5 Zone:

- a) Principal Uses
 - i. Hobby Farm
 - ii. Recreational Vehicle Storage
 - iii. Single Family Residential Use
- b) Accessory Uses
 - i. Accessory Building
 - ii. Animal Breeding and Boarding
 - iii. Garden Suite
 - iv. Secondary Suite

.2 Subdivision Regulations

Permitted Use	Minimum Lot Size	Minimum Lot Width	Minimum Lot Frontage
Hobby Farm	10,000 m ²	30 m	36 m
Recreational Vehicle Storage	4,000 m ²	30 m	36 m
Single Family Residential	4,000 m ²	30 m	36 m

.3 Building, Density and Structure Specifications

	Hobby Farm	Single Family Residential	Garden Suite	Accessory Buildings
Maximum Number of Single Family Dwelling Units	1	1	1	N/A
Minimum Unit Size	100 m ²	40 m ²	40 m ² **	N/A
Maximum Height	10 m	10 m	8 m	8 m ***
Maximum Lot Coverage	40%			

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Line	Exterior Lot Line	Interior Lot Line
Principal Building	7.5 m	7.5 m	5 m	5 m
Accessory Buildings and Structures	8 m	2 m	3 m	3 m

.5 Conditions of Use

- a) Accessory buildings and structures, excluding garages and carports, shall be located to the rear of the front face of the building, not less than 3 meters from any portion of the principal building.
- b) The maximum unit size for a Garden Suites is 70 m².
- c) The maximum accessory building height of 8 m excludes barns.
- d) Additional regulations can be found in section 4.0 of this Bylaw.

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3.18 Modular Home Residential (R-6)

This zone is intended for modular home residential use on fee simple lots..

.1 Permitted Land Uses

The following uses and no others are permitted in the R-6 Zone:

- a) Principal Uses
 - i. Manufactured Home, subject to requirements outlined Section 3.18.5 (b).
 - ii. Modular Dwelling Unit
- b) Accessory Uses
 - i. Accessory Building
 - ii. Home Occupation

.2 Subdivision Regulations

Minimum Lot Size	552 m ²
Minimum Lot Frontage	15 m

.3 Building, Density and Structure Specifications

	Single Family Residential	Accessory Buildings
Maximum Number of modular dwelling units per lot	1	2
Minimum Unit Size	40 m ²	
Maximum Floor Area	N/A	
Maximum Height	8 m	6 m
Minimum Building Width	3.65 m	N/A
Maximum Lot Coverage (all structures)	40%	

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Line	Exterior Lot Line	Interior Lot Line
Principal Building	4 m	6 m	2 m	1.5 m
Accessory Buildings and Structures	7.5 m	1.5 m	2 m	1.5 m

.5 Conditions of Use

- a) Accessory buildings and structures, excluding garages and carports, shall be located to the rear of the Modular Dwelling Units (with the exception of corner lots which may locate an accessory building on the exterior side of the principal dwelling).
- b) Manufactured homes are permitted provided they are de-registered and placed on an approved foundation.
- c) Additional regulations can be found in section 4.0 of this Bylaw.

3.19 Commercial Downtown (C-1)

To provide land for a mixture of business services, personal services and residential uses. This zone provides for a central oriented commercial core for the District of New Hazelton.

.1 Permitted Land Uses

The following uses and no others are permitted in the C-1 Zone:

- a) Principal Uses
 - i. Animal Hospital
 - ii. Automotive and Recreation Vehicle Services
 - iii. Bakery
 - iv. Building Supplies
 - v. Bulk Fueling Station
 - vi. Business Support Services
 - vii. Cannabis Retail Sales
 - viii. Craft Brewery/Distillery
 - ix. Entertainment Facility and Theatre
 - x. Financial Institution
 - xi. Food Services
 - xii. Gas Station
 - xiii. Greenhouses and Plant Nursery
 - xiv. Grocery Store
 - xv. Guide and Tour Services
 - xvi. Health and Wellness Services
 - xvii. High Technology Research and Product Design
 - xviii. Hostel
 - xix. Hotel/Motel
 - xx. Indoor Recreation
 - xxi. Liquor Store
 - xxii. Mini Storage
 - xxiii. Mixed Use
 - xxiv. Multi-Unit Residential
 - xxv. Office
 - xxvi. Personal Services Establishment
 - xxvii. Postal and Courier Services
 - xxviii. Recycling Facilities
 - xxix. Retail Commercial
 - xxx. Service Station
 - xxxi. Transportation Depot
 - xxxii. Vaping Retail Sales
- b) Accessory Uses
 - i. Accessory Building

.2 Subdivision Regulations

Minimum Lot Size	1000 m ²
Minimum Lot Frontage	8 m

.3 Building, Density and Structure Specifications

	Accessory Residential	Secondary Suite	Multi-unit Residential	Hotel/Motel/Resort	Other
Maximum Number of Dwellings Per Lot	1	1	20 units per ha.	N/A	
Minimum Unit Size	40 m ²	40 m ²	40 m ² *	N/A	N/A
Maximum Unit Size	70 m ²	70 m ²	120 m ²	N/A	N/A
Maximum Height	10 m	N/A	12 m	12 m	10 m
Maximum Lot Coverage	85%	N/A	85%	85%	85%

* Bachelor: 28 m². – (Maximum 20% of total number of units)

One Bedroom: 51 m².

Two Bedroom: 65m².

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Lines	Interior Lot Line	Exterior Lot Line
Principal Commercial-Based Building	0 m *	3 m	0 m	0 m
Principal Residential-Based Building	5 m	3 m	1.5 m	1.5 m
Accessory Buildings	N/A	N/A	N/A	N/A

* 5.15 m Service Station Only

.5 Conditions of Use

- a) Where residential use is in place prior to this bylaw coming into effect, the residential use shall be considered a permitted use for the purpose of this bylaw.
- b) Additional regulations can be found in section 4.0 of this Bylaw.

3.20 **Service Commercial (C-2)**

This zone is intended to provide for commercial and mixed commercial/residential uses, primarily servicing vehicular traffic along Highway 16, as well as the day-to-day needs of residents.

.1 Permitted Land Uses

The following uses and no others are permitted in the C-2 Zone:

- a) Principal Uses
 - i. Animal Hospital
 - ii. Art Gallery
 - iii. Automotive and Recreation Vehicle Services
 - iv. Bakery
 - v. Building Supplies
 - vi. Bulk Fueling Station
 - vii. Business Support Services
 - viii. Campground
 - ix. Cannabis Retail Sales
 - x. Car Wash
 - xi. Convenience Store
 - xii. Craft Brewery/Distillery
 - xiii. Entertainment Facility and Theatre
 - xiv. Financial Institution
 - xv. Food Services
 - xvi. Gas Station
 - xvii. Greenhouses and Plant Nursery
 - xviii. Grocery Store
 - xix. Guide and Tour Services
 - xx. Health and Wellness Services
 - xxi. High Technology Research and Product Design
 - xxii. Hobby Farm
 - xxiii. Hostel
 - xxiv. Hotel/Motel
 - xxv. Indoor Recreation
 - xxvi. Laundromat/Drycleaner
 - xxvii. Liquor Store
 - xxviii. Mini Storage
 - xxix. Mixed Use
 - xxx. Office
 - xxxi. Park
 - xxxii. Personal Services Establishment
 - xxxiii. Private & Public Institution
 - xxxiv. Public Utility
 - xxxv. Recreation Services
 - xxxvi. Recycling Facilities
 - xxxvii. Retail Commercial
 - xxxviii. Recreational Vehicle Storage

- xxxix. Service Station
- xl. Transportation Depot
- b) Accessory Uses
 - i. Accessory Building
 - ii. Secondary Suite

.2 Subdivision Regulations

Permitted Use	Minimum Lot Size	Minimum Lot Width	Minimum Lot Frontage
Hobby Farm	10,000 m ²	30 m	36 m
All other Principal Uses	1,000 m ²	20 m	20 m

.3 Building, Density and Structure Specifications

Maximum Height	13 m (2.5 storeys)
Maximum Lot Coverage	70%

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Lines	Interior Lot Line	Exterior Lot Line
Principal Building	3 m	3 m	2 m	3 m
Accessory Buildings and Structures	5 m	3 m	2 m	3 m

.5 Conditions of Use

- a) Where residential use is in place prior to this bylaw coming into effect, the residential use shall be considered a permitted use for the purpose of this bylaw.
- b) Additional regulations can be found in section 4.0 of this Bylaw.

3.21 Industrial (I-1)

This zone is intended to provide for a mix of intensive industrial land uses.

.1 Permitted Land Uses

The following uses and no others are permitted in the I-1 Zone:

a) Principal Uses

- i. Animal Hospital
- ii. Automotive and Recreation Vehicle Services
- iii. Auto Wrecking
- iv. Building Supplies
- v. Bulk Fueling Station
- vi. Car Wash
- vii. Contractor Service
- viii. Feed/Seed Storage
- ix. Food Services
- x. Gas Station
- xi. Greenhouses and Plant Nursery
- xii. High Technology Research and Product Design
- xiii. Industrial High Technology
- xiv. Industry, Heavy
- xv. Industry, Light
- xvi. Mini Storage
- xvii. Recycling Facilities
- xviii. Services Business Support
- xix. Service Industrial Support
- xx. Service Station
- xxi. Temporary Construction Camp
- xxii. Transportation Depot

b) Accessory Uses

- i. Accessory Building

.2 Subdivision Regulations

Minimum Lot Size	2000 m ²
Minimum Lot Width	18 m
Minimum Lot Frontage	10 m

.3 Building, Density & Structure Specifications

Maximum Height (primary and accessory)	12 m
Maximum Lot Coverage	70%
Minimum Lot Width	18 m
Minimum Accessory Residential Dwelling	65 m ²

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Lines	Interior Lot Line	Exterior Lot Line
Principal Building	7 m	10 m	6 m	6 m
Accessory Buildings and Structures	3 m			

.5 Conditions of Use

- a) Landscape Screening shall be required as follows:
- A continuous landscape and screening area not less than 2 m wide will be provided along the developed portion of each side of the lot which abuts a road. This landscaping strip may be interrupted at boulevard crossings, or to provide necessary pedestrian access for entering a building. This landscape and screening area must contain a hedge, shrubs or decorative fence of not less than 2.5 m in height and not more than 3.6 m high;
 - Except in those portions where a building abuts a lot line a continuous landscape and screening area not less than 2.5 m in width containing a decorative fence not less than 2.5 m in height together with decorative planting must be provided along all lot lines which do not adjoin a lot in a Business Park or Industrial Zone; and
 - The maximum height of screening structures shall be no more than 3.6 m.
- b) Additional regulations can be found in section 4.0 of this Bylaw.

3.22 Community Services (P-1)

This zone is intended to provide for the integration of public open space, schools, parks, trails and recreational facilities.

.1 Permitted Land Uses

The following uses and no others are permitted in the P-1 Zone:

- a) Principal Uses
 - i. Campground
 - ii. Cemetery
 - iii. Community Care Facility
 - iv. Daycare
 - v. Educational Services
 - vi. Emergency and Protective Services
 - vii. Extended Medical Treatment Services
 - viii. Recreation Services
 - ix. Park
 - x. Public Amenity Use
 - xi. Public Exhibit
 - xii. Public Use
 - xiii. Religious Assembly
 - xiv. School/Learning Centre
 - xv. Tourist Information Centre
- b) Accessory Uses
 - i. Accessory Building
 - ii. Bed & Breakfast

.2 Subdivision Regulations

Minimum Lot Size	1000 m ²
Minimum Lot Width	15 m
Minimum Lot Frontage	10 m

.3 Building & Structure Specifications

Maximum Height (primary and accessory)	15 m
Maximum Lot Coverage	70%

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Lines	Interior Lot Line	Exterior Lot Line
Principal Building	6 m			
Accessory Buildings and Structures	1.5 m			

.5 Conditions of Use

- a) Additional regulations can be found in section 4.0 of this Bylaw.

3.23 Rural Resource and Agriculture (RU)

This zone is intended for rural land uses on larger lots in the hinterland regions of the community.

.1 Permitted Land Uses

The following uses and no others are permitted in the RU Zone:

- a) Principal Uses
 - i. Abattoir
 - ii. Agriculture Intensive
 - iii. Agriculture Residential
 - iv. Modular Dwelling Unit
 - v. Natural Resource Extraction
 - vi. Single Family Residential
- b) Accessory Uses
 - i. Accessory Buildings and Structures
 - ii. Animal Breeding and Boarding
 - iii. Bed & Breakfast
 - iv. Garden Suite
 - v. Guest House
 - vi. Home Occupation
 - vii. Secondary Suite
- c) Additional Uses Permitted Outside the ALR Only (unless approved by the Agricultural Land Commission)
 - i. Campground
 - ii. Golf Course
 - iii. Recreation Facility
 - iv. Resort Condominium
 - v. Shooting Range

.2 Subdivision Regulations

Minimum Lot Size	10,000 m ²
Minimum Lot Width	25 m
Minimum Lot Frontage	25 m

.3 Building and Structure Specifications

	Single Family Residential	Guest House	Accessory Buildings
Maximum Number of Single Family Dwelling Units	1	1	N/A
Minimum Unit Size	80 m ²	50 m ²	N/A
Maximum Height	13 m	10 m	15 m
Maximum Lot Coverage	40%		

.4 Minimum Building Setbacks

Use/Structure	Front Lot Line	Rear Lot Line	Exterior Lot Line	Interior Lot Line
Principal Building	7.5 m	7.5 m	5 m	5 m
Accessory Buildings and Structures	8 m	2 m	3 m	3 m

.5 Conditions of Use

- a) All lands designated as Agricultural Land Reserve pursuant to the *Agricultural Land Commission Act* are subject to the provisions of the *Agricultural Land Commission Act*, and all conditions, orders and regulations thereto.
- b) Abattoirs within the ALR may be subject to ALC approval, depending on the percentage of product originating on the farm versus off-site.
- c) Additional regulations can be found in section 4.0 of this Bylaw.

4.0 PART E – GENERAL REGULATIONS

4.1 Parking Requirements

.1 Off-Street Parking

Subject to the standards and requirements outlined in this section, every owner of land, upon the subject property, shall provide and maintain off-street motor vehicle parking spaces.

As a requirement of this Bylaw, the following parking standards shall be adhered to within the District of New Hazelton:

Land Use	Parking Spaces Required
Single Family Residential Dwelling	1
Duplex Dwelling	1 per unit
Multi-Unit Residential/Townhouse/Apartment	1.5 per dwelling unit, plus 1 visitor parking space per 5 dwelling units
Residential - Above Commercial	1 per dwelling unit
Secondary Suite	1
Garden Suite	1
Modular Residential Neighbourhood	1
Hotel/Motel/Resort Condominium	1 per room or dwelling unit, plus 1 Per 40 m ² gross floor area of office space
Hostel	1 per 15 m ² of gross floor area used for sleeping accommodation
Bed & Breakfast/Guest House	1 per each room rented
Financial Institutions	1 per 30 m ²
Coffee Shop/Restaurant/Fast Food Outlet/Delicatessen/Pub/Lounge or similar Licensed Establishment	1 per 6 Seats
Shopping Centre/Plaza/Supermarket	1 per 30 m ² of gross floor area
Community Care and/or Social Care Facility	1 per 3 units or bed spaces, whichever is the lessor plus 1 per 3 employees and attending physicians
Public or Private Assembly/Church/Auditorium/Community Centre/Theatre	1 per 10 Seats
Library/Art Gallery/Museum/Recreation Facility	1 per 40 m ² of gross floor area
Schools	
Kindergarten/Elementary	2 per classroom
Secondary	3 per classroom
Bowling Alley	2 per bowling lane
Billiard/Pool Hall	2 per table
Auto Repair Shop/Service Station	1 per 40 m ² of gross floor area
Manufacturing or Industrial Building or Use/Service and Repair Establishment	1 per 70 m ² of gross floor area
Retail Commercial /Convenience Stores/Personal Service Establishments	1 per 30 m ² gross floor area
Convenience Store	1 per 40 m ² gross floor area
Golf Courses	
9 Hole Course	40 Spaces
18 Hole Course	75 Spaces
Home Occupation/Home Based Business	1 space per non resident
Greenhouses and Plant Nursery	1 per 15 m ² covered retail area

.2 Provision of Off-Street Loading

Subject to the standards and requirements outlined in this section, every owner of land, upon the subject property, shall provide and maintain off-street loading spaces.

.3 Existing Building and Structures

- a) For new buildings, structures and uses, off-street loading spaces shall be required in accordance with the regulations of this Bylaw; and
- b) Off-Street loading shall be provided and maintained in accordance with this section for any addition to an existing building or structure, or any change or addition to an existing use.

.4 Voluntary Establishment of Loading Facilities

Where off-street loading spaces in excess of Bylaw requirements are provided, their location, design and operation shall comply with the requirements of this Bylaw.

.5 Development and Maintenance Standards for Off-Street Parking

- a) Adequate provision shall be made for individual access and egress by vehicles to all parking spaces at all times by means of unobstructed maneuvering aisles. Maneuvering aisles of not less than the following widths shall be provided:

Parking Angle in Degrees	Minimum Width of Aisle
90°	7.5 m
60°	5.5 m
45°	4.5 m

- b) Each off-street parking space shall contain a rectangle measuring a minimum length of 6 m by a minimum width of 3 m and a vertical clearance of 4.3 m;
- c) All parking areas shall be surfaced with asphalt, concrete or similar finish so as to provide a surface which is durable and shall be properly graded and drained as to properly dispose of all surface water;
- d) The location of egress points from a loading area must be approved by the District of New Hazelton;
- e) All lighting used in a loading area must be arranged to direct light upon the loading area and not on adjacent premises;
- f) Where any parking space adjoins a wall or structure over 0.3 m in height, the width of the parking space shall be increased by 0.3 m on each such adjoining side;
- g) Concrete barrier curb shall be located in such a manner as to prevent vehicular damage to landscaping or vehicle valances, where applicable. Where parking areas abut a building, fence, wall, hedge or landscaped area, curbs shall not be less than 1 m from the end of the parking stall;

- h) Off-street parking spaces shall have a clear minimum dimension as follows;

Type of Space	Length	Width
Standard	6 m	3 m
Small	4.6 m	2.4 m
Handicapped	6 m	3.7 m

- i) A minimum of 70% of the parking shall be standard spaces;
- j) When ten or more parking spaces are required, a minimum of 1% of the spaces provided, rounded upward to the nearest whole number shall be located close to the building entrance of the use or structure and shall be reserved and designated for disabled persons and clearly marked as being for the use by disabled persons only; and
- k) Off-street parking spaces provided on property shall not be located closer than 3 m to a property line which abuts a public road, and no closer than 1.5 m to any other property line.

.6 Units of Measurement

- a) An off-street loading space shall not be considered as an off-street parking space for the purpose of calculating the parking spaces required; and
- b) Where a use is not specifically mentioned under Section 4.1.1, the parking requirement shall be calculated on the basis of a similar use, which is listed.

.7 Off-Street Loading

A building or structure which contains an industrial, commercial, public institutional, or other similar uses involving truck transport of materials or goods shall provide one off-street loading space for each 1900 m² of gross floor area.

.8 Use of Parking Facilities

- a) All required off-street parking spaces shall be used only for the purpose of accommodating the vehicles of clients, customers, employees, members, residents, tenants or visitors who make use of the principal building or use for which the parking area is provided, and such parking area shall not be used for off-street loading, driveways, access or egress, commercial repair work, display, sale or storage of goods of any kind, except approved plant sales and other uses approved in this Bylaw; and
- b) Except in the case of dwellings located in residential zones, off-street parking spaces may be provided and used collectively by two or more buildings or uses, provided that the total number of parking spaces when used in conjunction is not less than the sum of the required parking spaces for each individual use. In the same instance off-street parking spaces may be provided on a lot other than the lot that contains the principal building and that such parking be designated for that use by means of a covenant under Section 219 of the *Land Title Act*, registered against the property on which it is located.

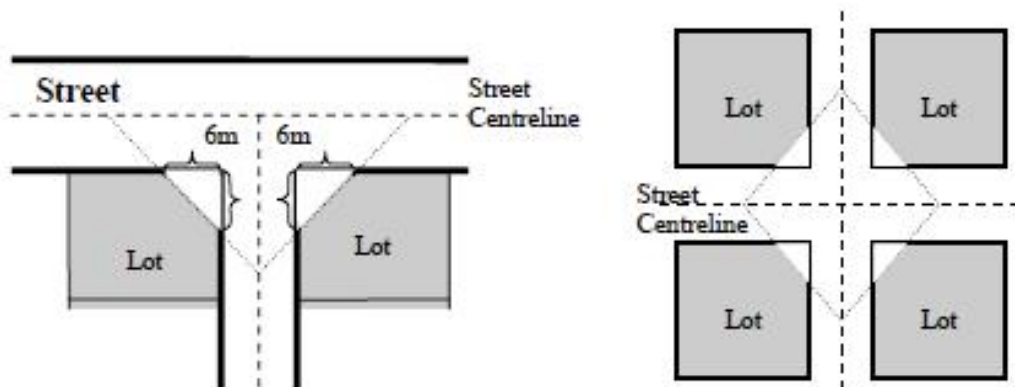
4.2 **Uses Permitted in any Zone**

Except where specifically excluded the following uses, buildings and structures are permitted in every zone:

- 1) Uses, buildings and structures which are accessory to a principal permitted use, building or structure on the same lot;
- 2) Underground electrical and telephone lines, fibre optics and telephone exchange buildings for the distribution of service to the District of New Hazelton;
- 3) Pipelines, radio, television and transmission towers (except that transmission towers are not allowed within 150 m of any residential zones or school sites) and wires, traffic control devices, clock towers and underground or submarine utility systems, the installations of which may be sited on any portion of a lot;
- 4) Public Works Yard;
- 5) Water supply facilities including reservoirs, treatment plants, pumping stations intake structures and supply lines;
- 6) Sewage treatment and collection facilities including treatment plants, sewage pumping stations, and sewer service lines;
- 7) Transportation rights-of-way established by one of the levels of government or a Crown Corporation;
- 8) Parking;
- 9) Parks, playgrounds and playing fields, community gardens, hiking and bicycling paths, horse riding trails and ecological reserves; and
- 10) Public Use, including:
 - a) Public Utility;
 - b) Renewable energy production;
 - c) District energy utility;
 - d) Wastewater treatment;
 - e) Solid waste transfer;
 - f) Water reservoir;
 - g) Storm water retention pond;
 - h) Communications structure;
 - i) Non-fossil fuel storage;
 - j) Park;
 - k) Trail;
 - l) Bus stop; and
 - m) Parking.

4.3 Size, Shape and Siting of Buildings and Structures

- 1) No building or structure other than a fence is permitted in any required setback area, except as otherwise specified in this Bylaw;
- 2) No more than one principal building shall be sited on one lot, except as otherwise specified in this Bylaw; and
- 3) Notwithstanding any other provision in this Bylaw, no building or structure shall be constructed:
 - a) Within 7.5 m of the natural boundary of a riparian area;
 - b) All buildings shall meet provincial riparian area regulations; or
 - c) For the purposes of vision clearance, no fence, wall or structure, other than a permitted principal building shall be erected to a height greater than 1.2 m and no hedge, bush, shrub, tree or other growth shall be maintained or allowed to grow so as to obstruct vision clearance in the area. The boundary for this area shall be bounded triangularly by extending a minimum 6 m boundary along the parcel lines from the point of the exterior corner intersection of the parcel lines and a line connecting these two points as illustrated below:



4.4 Visibility at Intersections

In regard to visibility at intersections, no person, may place or permit to be placed or grow, or permit to be grown, any tree, shrub, plant, fence, or other structure within the sight triangle above an elevation such that an eye 1 m above the surface elevation of one highway cannot see an object 1 m above the surface elevation of the other highway.

4.5 Height Exceptions

The height regulations specified elsewhere in this Bylaw do not apply to church spires, belfries, church domes, religious buildings, fire and hose towers, public observation towers, stadiums, transmission towers, public utility poles, chimneys, flag poles bearing government flags, radio towers, drive-in theatre projection screens, elevator and ventilating machinery penthouses, provided that no such structure covers more than

20% of the lot or, if located on a building, not more than 10% of the roof area of the principal building on that lot.

4.6 Landscaping and Screening

.1 All Zones

The regulations in this subsection apply to the provision and maintenance of screening and landscaping to mask or separate uses, or to enhance the natural environment, in every zone except as otherwise expressly required or permitted in this Bylaw:

- a) The minimum width for landscape and screening areas is 1 m;
- b) Wherever possible, landscape and screening areas will retain existing trees and natural vegetation and add planting that enhances the natural environment;
- c) Landscape and screening areas must not be located on septic fields, and a septic field must not be located in a landscape and screening area, unless approved in writing by the Ministry of Health;
- d) Where a landscape plan is required to be submitted as part of a development permit application, the provisions of this Bylaw will apply;
- e) Existing healthy woody plants (trees, shrubs) shall be preserved and protected unless removal is demonstrated to be necessary to efficiently accommodate the proposed development, or if the vegetation poses a safety hazard. Trees and shrubs preserved on the site may, at the discretion of the Public Works Superintendent, be credited to the total landscaping requirement. In considering this credit, the Superintendent may consider the location, size, health, and appearance of trees and shrubs;
- f) If a credit towards the new landscape planting is permitted, one existing tree will equal one tree credited toward the total landscape requirement. The same applies for existing shrubs;
- g) New landscape planting shall consist of herbaceous and/or woody plant species known to be hardy in the District of New Hazelton area. Where possible, evergreen shrubs and trees and/or deciduous shrubs and trees that have interesting bark, fruit or form shall be used to provide winter interest. A Landscape Planting Area may be interrupted by driveways, walkways, parking spaces, and utility service boxes;
- h) Vegetative Buffers may be required in specific commercial, recreation/education and industrial zoning where these uses are adjacent residential zones. Developments may be exempt from providing a Vegetative Buffer if the setback is required for a fire lane access. Side Yard Vegetative Buffer Areas are measured from the rear property line to the Landscape Planting Area. Rear Yard Vegetative Buffers are to be measured from one Side Yard Buffer to the other along the length of the rear property;
- i) Fence and wall materials shall be consistent with the character of the zone in which they are to be located. The height of a fence or wall shall be measured from grade. Where the fence or wall is adjacent a property line, the height shall be measured with reference to the grade of the abutting property. Where a fence is located on top of a retaining wall, berm or similar structure, the height of the fence shall include the height of the supporting structure;
- j) All storage of goods and materials in a commercial zone, recreation/education, industrial zone or multi-housing zone shall be screened from view from any street and from adjacent

sites in a residential zone by fences, berms, landscape materials or a combination of these to the satisfaction of the District of New Hazelton;

- k) All refuse, recycling and compost bins in a commercial zone, recreation/education zone, industrial zone or multi-housing zone shall be screened from view from any street, and from adjacent sites in a residential zone by fences, berms, landscape materials or a combination of these to the satisfaction of the District of New Hazelton. Ensure that containers are sealed to contain odours and to prevent disturbance by animals;
- l) The proposed site grading shall respect the natural contour of the land to the extent possible, minimize the necessity to use retaining walls, and ensure drainage away from buildings and abutting properties. Erosion control measures shall be used during construction to prevent the pollution, degradation or siltation of natural areas, watercourses and roads;
- m) Winter design principles shall be incorporated into the landscape plan in commercial, recreation/education and multiple-housing zones, and are to be encouraged in other residential zones. Means may include but are not limited to the use of coniferous trees to provide shelter from prevailing winter winds, the use of additional exterior lighting, the use of overhangs and screens to provide shelter and drifting control, adequate sizing of vehicular areas to accommodate accumulated snow, minimizing required outdoor travel distances and consideration of sun angles and southern exposures in the design of outdoor amenity spaces; and
- n) Strategies to promote safe places shall be incorporated into the landscape plan in commercial, industrial, recreation/education and multi-unit housing zones, and are to be encouraged in other residential zones. Means may include but are not limited to the provision of adequate outdoor lighting for entrances, building perimeters and walkways, clear directional and safety signage, the use of vandalism resistant materials, adequate provisions for waste collection, maintaining good sightlines and restricting vehicular access where appropriate.

.2 Landscape Plan

A Landscape Plan shall be included in rezoning applications where applicable and as determined by the District of New Hazelton.

Where a detailed Landscape Plan is required pursuant to this Bylaw, the plan shall contain, as a minimum, the following information:

- a) Property address and legal description, north arrow, drawing scale, name of property owner/developer and name of design consultant where applicable;
- b) Property lines, easements, rights-of-way, dimensions of the site, total area of the site and total area of landscaping;
- c) Approximate location and type of adjacent land uses;
- d) Location of existing and proposed overhead and underground utilities, lighting and irrigation systems and corner sight triangles where applicable;
- e) Location of all existing and proposed physical features including turf areas, trees, shrubs, planting beds, walls, fences, signage, site furnishings and hard surfaces;
- f) Existing and final grading including direction of site surface drainage;

- g) Planting plan with species list indicating the quantity, size, common and botanical names of the plant material to be used;
- h) A list of the type and quantity of site furnishings (benches, bicycle racks etc.) to be used;
- i) The location and manner in which waste containers, fuel tanks, postal kiosks, utility structures, exterior storage and parking areas will be screened including the height and materials to be used for fencing, screens and walls; and
- j) Description of means of maintaining new landscaping during the establishment period (Maintenance Program).

.3 Fences

- a) The height of a fence shall be measured as the vertical distance from the average finished ground level at the base of the fence to the highest point of the fence;
- b) Fences may be constructed within any required setback, with the exception of the required setback to a watercourse (unless authorized by a Development Permit) and with exception to that portion of a lot that is within the Sight Triangle;
- c) Fences along interior side and rear lot lines (where not adjacent to a highway) in Residential Zones shall not exceed a height of 1.8 m;
- d) Fences adjacent to a highway in all zones shall not exceed a height of 1.2 m; and
- e) Fences adjacent to a highway shall be constructed with a permeable style (i.e., wrought iron or picket).

.4 Projections

The following features may project into a required front, side or rear yards:

- a) Steps;
- b) Eaves and gutters, cornices, sills, bay windows, chimneys or other similar features, provided that such projections do not exceed 0.6 m into the minimum setback requirement as required elsewhere in this Bylaw;
- c) Open porches, marquees, canopies, balconies, and sun shades provided that such projections do not exceed 1.2 m into a required setback requirement;
- d) An uncovered patio or terrace, which may be open or enclosed, in any yard in a Residential Zone, subject to the fence and height limitations as specified in Section 4.6.3 of this Bylaw;
- e) Arbors and trellises, fishponds, ornaments, flagpoles or similar landscape features; and
- f) Patios within 61 cm of the ground (any structure exceeding 61 cm in height and is supported by columns or posts becomes part of the footprint of the building).

.5 Compliance with Lot Area Regulations

Lots created by subdivision must comply with the minimum and average lot area regulations set out in this Bylaw. A park to be dedicated upon deposit of the subdivision plan need not comply with these regulations.

.6 Enforcement of Siting Regulations

Every application for a building permit must show a recent BC Land Survey, location on the lot and all existing and proposed buildings, and structures unless the Building Official determines that the provision of such plan is not reasonably necessary to establish whether proposed buildings and structures comply with the siting requirements of this Bylaw.

.7 Conversion of Building Use

Buildings may be converted, altered, or remodelled for another use, provided that the converted building conforms to all the provisions and regulations prescribed for the zone in which it is located, as well as any applicable provisions and regulations of the BC Building Code and the District of New Hazelton Bylaws.

.8 Installation and Maintenance

All efforts should be made to protect existing vegetation and new landscape materials from damage during construction.

- a) Maintenance operations shall be undertaken in accordance with the District of New Hazelton Landscape Plan and the approved Maintenance Program;
- b) A Maintenance Program shall be developed in conjunction with the Landscape Plan for commercial, industrial, recreation/education, and multiple-residential zones. The Maintenance Program shall be approved by the District of New Hazelton prior to issuing the Development Permit; and
- c) The District of New Hazelton may require the preparation of maintenance records for landscape materials in commercial, industrial, recreation/education or multiple-residential zones in order to verify that warranty requirements have been satisfied in accordance with this Bylaw.

.9 Guaranteed Landscaping Security

- a) The District will require, as a condition of Development Permit approval, that the Owner provide a guaranteed security to ensure the landscaping is installed and maintained for two growing seasons. Only the following forms of security are acceptable:
 - i. Cash to a value equal to 100% of the established landscape installation; or
 - ii. An irrevocable Letter of Credit having a value equivalent to 100% of the established landscape installation.
- b) The projected cost of the landscaping shall be calculated by the Owner or the Owner's Representative and shall be based on the information provided on the Landscape Plan. If, in the opinion of the District, these projected costs are inadequate, the District may establish an appropriate landscaping cost figure for the purposes of determining the value of the landscaping security;

- c) If cash is offered as the landscaping security, it shall be held by the District, without interest payable, until, by confirmation through inspection by the District of New Hazelton, the required landscaping has been installed. Ten percent (10%) of the landscaping security will be held until, by confirmation through inspection by the Public Works Superintendent, the landscaping has been successfully maintained for two growing seasons;
- d) If a Letter of Credit is offered as the landscaping security, it shall be in a form satisfactory to the District of New Hazelton. The initial term of the Letter of Credit shall be two years. The Letter of Credit shall be held by the District until, by confirmation through inspection by the District of New Hazelton, the required landscaping has been installed. Ten percent (10%) of the landscaping security will be held until, by confirmation through inspection by the District of New Hazelton, the landscaping has been successfully maintained for two growing seasons;
- e) Any Letter of Credit shall allow for partial draws by the District if the landscaping is not completed in accordance with the approved Landscape Plan(s) within one growing season after completion of the development; or the landscaping is not well maintained and in a healthy condition two growing seasons after completion of the landscaping. The District may draw on a cash security or a Letter of Credit and the amount thereof shall be paid to the District for its use absolutely; and
- f) In the event that the Owner does not complete the required landscaping, or fails to maintain the landscaping in a healthy condition for the specified periods of time, and the cash or the proceeds from the Letter of Credit are insufficient for the District to complete the required work, should it elect to do so, then the Owner shall pay such deficiency to the District immediately upon being invoiced. The District shall provide an accounting to the Owner indicating how the proceeds of the Letter of Credit were applied, within 60 days of completing or maintaining the landscaping.

.10 Inspections

Upon receipt of a written request from the parties involved in the development, including, but not limited to, the Owner, Condominium Association, or the issuer of the Letter of Credit, an inspection of the finished landscaping shall be completed by the District of New Hazelton. Inspections shall be made during the normal growing season, between May 1st and September 30th. The District of New Hazelton will perform the inspection within 20 working days of receipt of the inspection request.

Inspections by the District of New Hazelton shall, as a minimum, consist of an inspection following installation (Installation Inspection) and a final inspection at the end of the warranty period (Warranty Inspection). These inspections will include the following:

- a) Determining whether the variety, size, quantity, location and condition of plant materials and other landscape features and requirements correspond to those shown on the approved Landscape Plan(s);
- b) Determining whether adequate means of watering plant material exists and that there is evidence that this has been done consistently; and
- c) Determining whether the correct conditions for plant establishment and continued health are maintained for the warranty period outlined in this Bylaw.

Following the Installation Inspection, the District of New Hazelton shall either issue a certificate certifying that the installation has been completed in accordance with the approved plans or notify the applicant in writing of the deficiencies. Following the Warranty Inspection, the District of New Hazelton shall issue a certificate certifying that the warranty requirements have been fulfilled. If all conditions have been fulfilled to the satisfaction of the District of New Hazelton, the Guaranteed Landscaping Security shall be released subject to the provisions of this Bylaw.

4.7 Prohibited Uses

Any use not expressly permitted in this Bylaw is prohibited in every zone and where a particular use is expressly permitted in one zone, such use is prohibited in every zone where it is not also expressly permitted.

The following uses are prohibited in every zone:

- 1) Cannabis Retail Sales or Vape Retail Sales within 200m of a school or daycare centre;
- 2) Commercial growth of cannabis for the purpose of resale;
- 3) The disposal or storage of hazardous or toxic waste;
- 4) The occupancy of any trailer, recreational vehicle, camper or other vehicle as a residence; and
- 5) The storing of unlicensed vehicles or detached parts of such on a vacant lot.

Vehicle Storage

Except where specifically permitted, no lot may be used for:

- 1) The keeping of more than one motor vehicle, other than a farm vehicle or seasonal recreational vehicle which is not completely enclosed in a building or structure and which does not have attached or affixed in the manner prescribed by the Motor Vehicle Act Regulations:
 - a. Motor vehicle number plates for the current license year issued in respect of that vehicle; or
 - b. An interim vehicle license issued in respect of that vehicle pursuant to the Motor Vehicle Act Regulations; or
- 2) The keeping of detached parts of motor vehicles, unless the parts are completely enclosed in a permanent building;
- 3) No unlicensed vehicle of any type may be stored on a lot in a location in front of the front building line; and
- 4) No vacant lot in any zone may be used for the keeping of unlicensed motor vehicles or vehicle parts unless specified elsewhere in this Bylaw.

4.8 Accessory Buildings and Structures

The following regulations apply to accessory buildings and structures located in every zone:

- 1) An accessory building or structure may not be used for human habitation, except as otherwise provided for in this bylaw; and
- 2) Metal containers designed and constructed for shipping may not be placed on residential properties, and may not be used as an accessory building on residential property.

4.9 Temporary Buildings

Temporary buildings or structures may only be erected for offices for construction or marketing purposes for a period not to exceed the duration of such construction.

4.10 Secondary Suites

Secondary suites are permitted in single detached dwellings and are subject to the following conditions:

- 1) Secondary Suites must have no more than two (2) bedrooms;
- 2) Secondary Suites cannot co-exist on the same lot as a Garden Suite;
- 3) In no case shall the gross floor area of the Secondary Suite exceed 60% of the gross floor area of the detached dwelling, or 70 m², whichever is less; and
- 4) A Secondary Suite shall comply to all relevant requirements and standards of the British Columbia Building Code.

4.11 Home-Based Businesses

- 1) The Home-Based Business must be conducted entirely within a dwelling or permitted accessory building except as otherwise specifically permitted in this Bylaw;
- 2) The operator of every Home-Based Business must obtain a Business License issued by the District of New Hazelton;
- 3) The operator of every Home-Based Business must comply with all licensing, health and other applicable regulations of British Columbia and the District of New Hazelton; and
- 4) In addition to the off-street parking spaces required for the dwelling, a Home-Based Business must provide at least one off-street parking space for patrons plus one space for a non-resident employee.

Home-Based Businesses may not alter the residential character of the properties on which the commercial activity takes place, and more specifically may not:

- 1) Cause or result in any variation or alteration in the external residential appearance of the land and premises in which it is carried on;
- 2) Emit excess emanation of noise, dust, odours, noxious fumes or vibrations from the dwelling as well as no visible or audible interference in radio or television receivers and no fluctuations in voltage on the premises;
- 3) Incur deliveries requiring commercial trailers;

- 4) Create or cause any fire hazard or electrical interference; or
- 5) Cause an increase in traffic congestion or demand for on street parking beyond what would normally be associated with two visitors per hour to a residential premise during daytime hours and one visitor per hour during evening hours.

The following uses are prohibited for Home-Based Businesses:

- 1) Restaurant;
- 2) Manufacturing, welding or any other light industrial use;
- 3) The salvage or repair, or both, of motor vehicles;
- 4) Storage of motor vehicles;
- 5) Parking of Commercial Vehicles;
- 6) Adult entertainment or escort agency;
- 7) Business that requires the marshalling of vehicles such as taxi or limousine operation or courier service; and
- 8) Retail or wholesale sale of goods, including cannabis or vape products, except for goods manufactured or produced as part of a Home-Based Business.

4.12 Bed & Breakfasts (B&B)

The following additional regulations apply to B&B businesses:

- 1) Not more than six guests may be accommodated at any one time;
- 2) Not more than three bedrooms may be used to accommodate guests;
- 3) One additional off-street parking space must be provided for each bedroom used for Bed and Breakfast accommodation;
- 4) No rental of equipment or material is permitted except to registered guests; and
- 5) A Bed and Breakfast home business must be conducted solely within a single family dwelling.

4.13 Waste Management Requirements

Notwithstanding the requirements of this Bylaw, waste management practices for all zones must meet the following conditions:

- 1) All garbage and waste material not stored and located within the principal building shall be kept in an accessory building or animal proof enclosure;
- 2) All garbage and waste storage for multi-family residential, tourist accommodation, commercial, industrial and institutional uses must include an animal proof enclosure, attached garage and/or accessory building for the purpose of storage for garbage and/or garbage receptacles;
- 3) All garbage and waste enclosures are viewed as accessory structures and must adhere to applicable specifications for each zone; and

- 4) All animal proof enclosures for storage of garbage and waste must adhere to designated setbacks in respective land-use zones.

4.14 Animal Control

Outside the Agricultural Land Reserve, no person keeping animals, domestic or otherwise shall allow the animals to create a nuisance by means of sound or smell.

4.15 Subdivision Parcel Requirements

Applications for subdivision shall satisfy the following general requirements:

- 1) All lots created by subdivision shall comply with the minimum lot size standards established in Part C of this Bylaw;
- 2) Notwithstanding any other section in this Bylaw, no lot shall be created having a frontage less than minimum frontage standards established in Part D of this Bylaw. On curved streets or cul-de-sacs the minimum width of frontage shall be measured at a point 7.5 m back from the front lot line radial from the street centre of curvature;
- 3) For panhandle lots which may be subdivided further through zoning, the panhandle shall have a minimum width of 20 m. If further subdivision is not possible, then the panhandle shall have a minimum width of 6 m, unless back to back panhandles are created, in which case each panhandle shall have a minimum width of 3.5 m.

4.16 Floodplain Requirements

1) Setback Requirements

Notwithstanding any other provisions of this Bylaw, no building, manufactured home or unit, modular dwelling unit or structure shall be constructed, reconstructed, moved, extended or located:

- a) within 7.5 m of the natural boundary of a lake, swamp or pond (or any structure for flood protection or seepage control or of any dyke right-of-way);
- b) within 60 m of the natural boundary of the Bulkley River; or
- c) within 15 m of the natural boundary of Station Creek, Waterfall Creek or any other lake or watercourse.

2) Elevation Requirements

Notwithstanding any other provisions of this Bylaw, no building, manufactured home or unit, modular dwelling unit or structure shall be constructed, reconstructed, moved, extended or located with the underside of a wooden floor system or top of a concrete slab of any habitable area, business or storage of goods damageable by floodwaters, or in the case of a manufactured home or unit the ground level or top of the concrete or asphalt pad on which it is located:

- a) lower than the Flood Construction Level for any watercourse where it has been determined to the satisfaction of the Ministry of Environment;
- b) lower than 4.5 m above the natural boundary of the Bulkley River; or

- c) lower than 1.5 m above the natural boundary of Station Creek, Waterfall Creek and any other lake or watercourse.

The required elevation may be achieved by increasing the structural elevation of the habitable unit, business or storage area by using structurally sound fill under which any building is to be constructed or manufactured home or unit located.

No area below the required elevation shall be used for the installation of furnaces or other fixed equipment susceptible to damage by floodwater.

Where landfill is used to achieve the required elevation stated in above, no portion of the landfill slope shall be closer than the allowed distances from the natural boundary, or the inboard toe of any structure for flood protection or seepage control, or the inboard side of any dyke right-of-way. The face of the landfill slope shall be adequately protected against erosion.

Elevation requirements shall not apply to:

- a) a renovation of an existing building or structure that does not involve an addition;
- b) that portion of the building or structure to be used as a carport or garage; or
- c) farm-buildings other than dwelling units and closed-sided livestock housing. Farm dwelling units on parcel sizes 8.1 hectares or greater and within the Agricultural Land Reserve (ALR) but if in a floodable area shall be elevated one metre above the natural ground elevation. Closed-sided livestock housing shall be elevated 1 m above the natural ground elevation.

4.17 Cannabis and Vape Retail Sales

- 1) Unless expressly written elsewhere in this bylaw, all Cannabis Retail Sales and Vape Retail Sales must abide by the Provincial and Federal regulations.

4.18 Short-Term Rental Accommodations

- 1) Short-term rental accommodations are permitted in the R-1, R-2, R-5 and R-6 Zones.
- 2) All short-term rental accommodations must abide by the applicable Provincial regulations.
- 3) Short-term rental accommodations require a business licence issued by the District of New Hazelton.

Adoption of Regulations

The document entitled "District of New Hazelton Zoning Bylaw", annexed hereto and marked as Schedule A as per the Local Government Act.

Repeal "District of New Hazelton Zoning Bylaw No.317, 2014, and all amendments thereto," is repealed.

Citation This Bylaw may be cited for all purposes as "District of New Hazelton Zoning Bylaw 389, 2025".

READ A FIRST TIME this day of November, 2025.

READ A SECOND TIME this day of November, 2025.

READ A THIRD TIME this day of November, 2025.

PUBLIC HEARING held this day of November, 2025.

DISTRICT OF NEW HAZELTON MAYOR & COUNCIL APPROVAL this day of November, 2025.

ADOPTED this day of November, 2025.

Mayor

Corporate Officer



Asset Management Program Report – 2025

District of New Hazelton

October 2025



PREPARED FOR:

District of New Hazelton
4670 10th Avenue
New Hazelton, BC

ATTENTION:

Wendy Hunt – Chief Administrative Officer

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DATE: OCTOBER 2025

FILE: 4069.0014.01

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GLOSSARY

20-Year Average Investment – the annual investment needed to pay for expected infrastructure replacements over the next 20 years (within the 20-year horizon)

Average Annual Life-Cycle Investment – the annual investment needed to sustain existing infrastructure over its service life

Estimated Useful Life – the number of years an asset is expected to last. These numbers are based on provincial and TCA guidelines, unless better site-specific information is available

Expected Remaining Life – the overall percent remaining of expected useful life of the assets

Forecasted Replacement Needs – the cumulative cost to replace assets that reach their full life expectancy in that year

Historic Cost – the cost of the asset when it was originally built

Infrastructure Deficit (Backlog) – a measure of the value of infrastructure that has passed its theoretical service life

Replacement Value – the estimated replacement cost of an asset at current market value. This is informed by local construction costs and Engineering estimates

Average Annual Life-Cycle Investment (AALCI) – Represents the average amount of money the District would have to save annually to fully fund the replacement of assets when they reach the end of their estimated useful life. The estimated service lifespan used for the District's ARF is based on service life estimates derived from Industry Best Practice (IBP) documentation, engineering estimates, input from staff and District records



1.0 EXECUTIVE SUMMARY

Since 2016, the District of New Hazelton has made considerable progress in advancing their Asset Management Program (AMP). The District has shown continued commitment to sustaining services to the community through proactively and regularly updating their program and engagement with staff and Council. With funding support through both the Union of BC Municipalities (UBCM) and the Federation of Canadian Municipalities (FCM), the District has been able to build a heightened awareness of the state of their community infrastructure. In 2025, the District prepared and adopted their new Asset Management Policy which further proves their commitment to sustaining community services through regular and ongoing asset management.

The current AMP provides much of the information needed to help the District make informed decisions when pursuing funding support for key projects. What it does not include, is ongoing judgement that staff and Council will need to apply when balancing priorities given funding realities.

Through the 2025 update to the District's AMP, it is now estimated that the District has approximately **\$80,000,000** in assets (2025 values) that support services to the community. The replacement value of the District's existing assets have escalated dramatically given the cost of construction and purchase costs over the past six years. The District's assets have an accumulated useful remaining life of approximately **45%** which highlights the need for continued effort and funding to support renewal.

2.0 ASSET MANAGEMENT PROGRESSION

The intent of this report is to communicate the progression of the District's Asset Management Program and update the District with a current valuation of the community assets including the water, sewer, drainage, transportation, building and fleet.



2.1 ASSET MANAGEMENT PROGRAM ASSUMPTIONS

The following assumptions were used in developing the Asset Management Program:

The estimated useful life or lifespan of the many asset components were determined by using both Province of British Columbia useful life estimates, and estimates by Urban Systems Ltd. based on our understanding of the components and equipment used, also incorporated were location considerations through the recent construction of the District's community infrastructure.

The actual lifespan of many components will be realized through routine, proactive maintenance and inspections by District staff or qualified contractors. In the preparation of this AMP, we cannot anticipate the desire to replace components and equipment when components become obsolete or fail prematurely.

The actual capital needs to renew or replace components of infrastructure will be informed by District staff, contracted trades people and Engineering advice as individual sub-components of larger systems may be able to be replaced or renewed versus replacing the whole system.

It is anticipated that future costs will be impacted by inflation, escalation of labour, and supply of materials. Costs provided in this report are a breakdown of current 2025 costs. Inflation has not been included or accounted for.

The unit rates used are not intended to inform the District's new capital projects as the size, scope, site considerations, and complexity of each project will impact the construction cost.

2.2 INVENTORY OF ASSETS – UPDATED 2025

To support the development of the AMP, a detailed inventory of the District's assets was prepared. A priority was to compile and organize the data and infrastructure records needed for asset management planning, building on work recently completed through construction of the new Municipal Office. As part of the compilation, we reviewed the asset information with District staff to ensure it is up to date. The asset inventory was updated in 2025 to support the AMP development.

Information collected through the steps outlined in the figure below provides the process used to build the asset inventory. This inventory and asset valuation looked only at community owned assets including the water treatment and distribution system, wastewater treatment and collection system, storm drainage system, roads, buildings, and fleet.

Figure 1 – Asset Inventory Process



STEP 1 **Collect Information** – Information was collected from existing record drawings, AutoCAD records, survey information, 2021 orthographic photos, and reports where possible. Understanding the source and accuracy of information helped with identifying gaps. The table below outlines the source material received from the District through which data was collected to build the Geographical Information System (GIS) based asset inventory used to prepare maps of the community assets. GIS is a software tool that stores assets and asset information geographically. From GIS, maps of the infrastructure were prepared for use by District staff. For assets without a fixed location such as fleet and equipment, the inventory was prepared within the Asset Replacement Forecast in MS Excel.

SOURCE	MATERIAL
Urban Systems Ltd.	<ul style="list-style-type: none"> • Construction works including record drawings • AutoCAD base files of community • Project survey records • Historical record drawings – from various consultants • Current construction costs from recent project cost estimates and local area • 360° photos and video collection through the community
Terrasaurus	<ul style="list-style-type: none"> • 2021 flown high resolution Aerial photo (orthophoto)
District	<ul style="list-style-type: none"> • Markups and input into the asset inventory • Input into community priorities and asset condition • Insurance records and valuations

The District is currently working on implementing an updated web-based GIS platform to support the access to their asset information. This includes determining the best hosting options for the information. Managing the asset information this way will ensure information is available to support any number of priority initiatives.

STEP 2

Field Visit with Public Works Staff – To inform the development of the AMP, several site visits have occurred with District Public Works staff to collect photos and information needed to inform the Asset Management Program. Preliminary infrastructure maps were reviewed with staff to get feedback and incorporate their knowledge and visual observations into the asset inventory. Gaps were identified by the staff and infrastructure was updated to reflect actual field conditions. To aid in the inventory, the Urban Systems team used 360° cameras to capture the roads and other key features throughout the community.

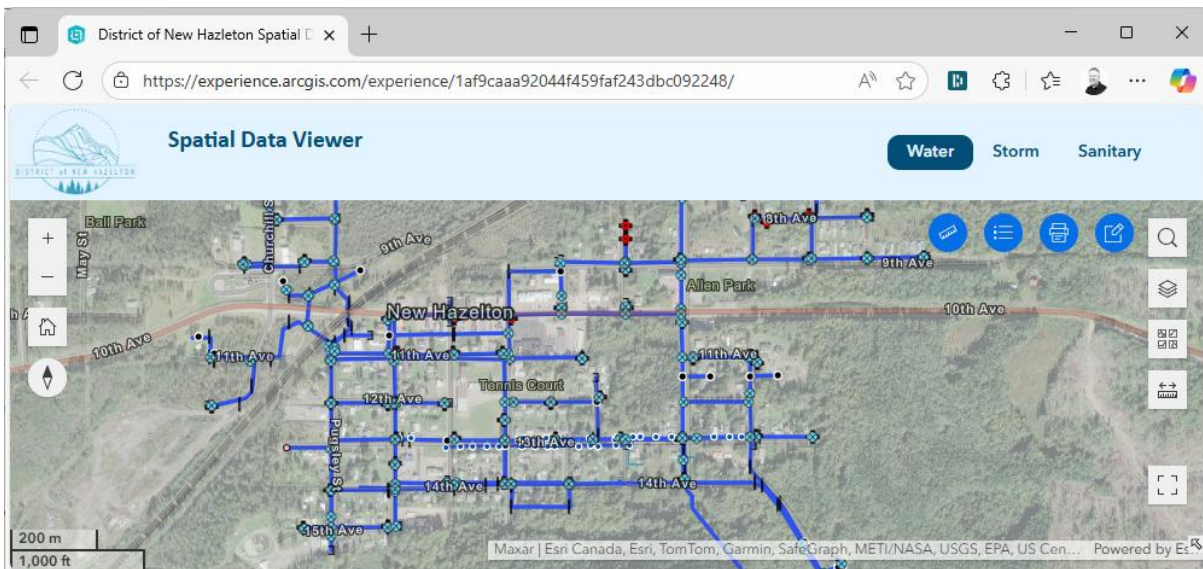
Figure 2 – Public Works Yard and Wastewater Assets



STEP 3

Build GIS Inventory – All collected information, including records drawings from past project, site visit photos, and staff knowledge were compiled into the GIS-based asset inventory. To support this project Urban Systems hosted the District's infrastructure information in a web-based GIS viewer (Spatial Data Viewer) to streamline the sharing and review of the District's assets.

Figure 3 – GIS Viewer used for Collaborating with District Staff



Fleet Inventory – The District’s fleet inventory was provided by District staff and used to update the AMP in 2025. Since fleet assets do not have a fixed location, the listing was compiled in the MS Excel ARF. Since the 2021 update, the District has sold and purchased a few vehicles and some equipment which are now reflected in the ARF.

Figure 4 – Example of District’s Heavy Equipment Assets



**STEP
4**

Complete Inventory Information – Further detail was added to the inventory to allow for forecasting of future costs and anticipated replacement timeline. The below table is a small sample for the old municipal office and fire hall. Having a consistent approach to how community assets are broken down and valued helps ensure the District can more easily report to Council, the community and the Province.

Table 1 – Example Table from District’s Updated Asset Replacement Forecast

Physical Details				Cost Information					
Description	Year Installed or Renewed	Service Life	Age	Unit Cost	Replacement Value	Loss in Value	Remaining Value	Expected Remaining Life	Infrastructure Deficit (Backlog)
Municipal Hall Site									
EXCAVATION, BACKFILL AND SITE PREPARATION FOUNDATIONS	1981	100	44	\$ 25,000	\$ 25,000	\$ 11,000	\$ 14,000	56%	\$ -
ARCHITECT OR ENGINEERING FEES	1981	100	44	\$ 6,000	\$ 6,000	\$ 2,640	\$ 3,360	56%	\$ -
BUILDING FRAMING	1981	50	44	\$ 33,000	\$ 33,000	\$ 29,040	\$ 3,960	12%	\$ -
FLOOR STRUCTURE	1981	50	44	\$ 122,000	\$ 122,000	\$ 107,360	\$ 14,640	12%	\$ -
INTERIOR CONSTRUCTION, MEZZANINES, STAIRS	1981	50	44	\$ 394,000	\$ 394,000	\$ 346,720	\$ 47,280	12%	\$ -
FLOORS AND CEILING FINISHES	1981	50	44	\$ 116,000	\$ 116,000	\$ 102,080	\$ 13,920	12%	\$ -
PLUMBING SYSTEMS, FIXTURES, AND SEWERAGE	1981	20	44	\$ 127,000	\$ 127,000	\$ 127,000	\$ -	0%	\$ 127,000
HEATING, VENTILATION AND AIR CONDITIONING	2011	20	14	\$ 104,000	\$ 104,000	\$ 72,800	\$ 31,200	30%	\$ -
ELECTRICAL AND LIGHTING	1981	20	44	\$ 237,000	\$ 237,000	\$ 237,000	\$ -	0%	\$ 237,000
EXTERIOR WALL CONSTRUCTION, BALCONIES	1981	50	44	\$ 245,000	\$ 245,000	\$ 215,600	\$ 29,400	12%	\$ -
ROOF STRUCTURE, ROOF COVERING, AND CANOPIES	2011	50	14	\$ 183,000	\$ 183,000	\$ 51,240	\$ 131,760	72%	\$ -
ADDITIONAL CONSTRUCTION	1981	100	44	\$ 36,000	\$ 36,000	\$ 15,840	\$ 20,160	56%	\$ -
ARCHITECT OR ENGINEERING FEES	1981	100	44	\$ 119,000	\$ 119,000	\$ 52,360	\$ 66,640	56%	\$ -
TOTAL YARD IMPROVEMENTS	1981	50	44	\$ 355,000	\$ 355,000	\$ 312,400	\$ 42,600	12%	\$ -
TOTAL DEMOLITION AND DEBRIS REMOVAL COSTS	1981	100	44	\$ 67,000	\$ 67,000	\$ 29,480	\$ 37,520	56%	\$ -

Figure 5 – Old Municipal Office and Fire Hall





2.3 BUILDING APPRAISAL REPORT - 2025

An appraisal of the District owned buildings was completed in 2025 by Suncorp Valuations. The Suncorp valuation report was provided to Urban Systems by the District. The values determined by Suncorp have been used to update and refine the asset replacement forecast. The values provided in the appraisal were used to override the values previously determined in 2017 by RJC's Building Science and Restoration Group (Kelowna office) who carried out a visual review of the structural and building enclosure elements of the District's buildings.

By using the 2025 appraisal values, it has changed the replacement value of the District's buildings from \$3,300,000 to \$12,500,000. Although this now includes the new administration office, it is a significant increase in value for buildings which also changes the average annual lifecycle investment for buildings from \$93,000 to \$313,000.

Figure 6 – Tourist Information Centre (2024 photo)



Physical Details				Cost Information						
Description	Year Installed or Renewed	Service Life	Age	Unit Cost	Year Cost was Prepared	Replacement Value	Loss in Value	Remaining Value	Expected Remaining Life	Infrastructure Deficit (Backlog)
Tourism Booth Site - B015										
EXCAVATION, BACKFILL AND SITE PREPARATION	2004	100	21	\$ 4,000	2025	\$ 4,000	\$ 840	\$ 3,160	79%	\$ -
FOUNDATIONS	2004	50	21	\$ 7,000	2025	\$ 7,000	\$ 2,940	\$ 4,060	58%	\$ -
ARCHITECT OR ENGINEERING FEES	2004	100	21	\$ 1,000	2025	\$ 1,000	\$ 210	\$ 790	79%	\$ -
BUILDING FRAMING	2004	50	21	\$ 18,000	2025	\$ 18,000	\$ 7,560	\$ 10,440	58%	\$ -
FLOOR STRUCTURE	2004	50	21	\$ 36,000	2025	\$ 36,000	\$ 15,120	\$ 20,880	58%	\$ -
INTERIOR CONSTRUCTION, MEZZANINES, STAIRS	2004	50	21	\$ 48,000	2025	\$ 48,000	\$ 20,160	\$ 27,840	58%	\$ -
FLOORS AND CEILING FINISHES	2004	50	21	\$ 31,000	2025	\$ 31,000	\$ 13,020	\$ 17,980	58%	\$ -
PLUMBING SYSTEMS, FIXTURES, AND SEWERAGE	2004	20	21	\$ 15,000	2025	\$ 15,000	\$ -	\$ -	0%	\$ 15,000
HEATING, VENTILATION AND AIR CONDITIONING	2004	20	21	\$ 8,000	2025	\$ 8,000	\$ 8,000	\$ -	0%	\$ 8,000
ELECTRICAL AND LIGHTING	2004	20	21	\$ 34,000	2025	\$ 34,000	\$ 34,000	\$ -	0%	\$ 34,000
EXTERIOR WALL CONSTRUCTION, BALCONIES	2004	50	21	\$ 91,000	2025	\$ 91,000	\$ 38,220	\$ 52,780	58%	\$ -
ROOF STRUCTURE, ROOF COVERING, AND CANOPIES	2024	50	1	\$ 41,000	2025	\$ 41,000	\$ 820	\$ 40,180	98%	\$ -
ARCHITECT OR ENGINEERING FEES	2004	100	21	\$ 26,000	2025	\$ 26,000	\$ 5,460	\$ 20,540	79%	\$ -
TOTAL YARD IMPROVEMENTS	2004	50	21	\$ 275,000	2025	\$ 275,000	\$ 115,500	\$ 159,500	58%	\$ -
TOTAL DEMOLITION AND DEBRIS REMOVAL COSTS	2004	100	21	\$ 7,000	2025	\$ 7,000	\$ 1,470	\$ 5,530	79%	\$ -



2.4 WATER AND SEWER FUNDING REVIEW - 2020

In 2020 and as part of the District's AMP, a high-level review of the funding for the water and sewer utilities was undertaken. The review included the development of a financial model to assess the District's ability to complete the capital projects that had been identified in the 10-Year Capital Plan as well as to understand the long-term funding requirements to achieve financial sustainability. Following the review, in 2024 the District adjusted their water service connection fee to reflect the cost based on local construction costs. The District may still want to consider amending the water and sewer rates to ensure all infrastructure funding streams are maximized to help pay for renewal. The review was completed prior to the Northwest BC Regional Funding Agreement (RBA) was in place and prior to the sewer condition assessment and the water system assessment. Due to the cost of capital works, it is recommended that the funding review be updated to consider the RBA and the updated Average Annual Lifecycle Investment (AALCI) targets calculated in the ARF.

The RBA is a critical funding source as it supports the planning and construction of essential infrastructure—roads, water systems, sewers and more that are needed to build and sustain liveable communities. The RBA does not negate the need to build up capital reserves to provide a buffer to unforeseen expenses or fluctuations in revenues.

2.5 SEWER PIPE CONDITION ASSESSMENT - 2021

Video inspections of many of the District older asbestos cement (AC) sanitary sewer mains were completed by Northern Lites Technology (now Enviro Jet) in the spring of 2021. Urban Systems reviewed the Enviro Jet inspection report and select videos that were filmed as part of the investigation. The inspections identified issues including fractured and cracked mains, infiltration, large mineral deposits, and roots. The intent of our review was to assess lifecycle impact of the found sewer conditions and update the ARF with updated lifespan and renewal costs.

The lifecycle impact review was based on structural condition scoring of the sewer mains and prioritized deficiencies highlighted by Enviro Jet. The content of the review will be beneficial to inform current and future capital project planning. Many of the defects noted in Enviro Jet's report were operations and maintenance defects that do not necessarily impact the lifecycle of a pipe but can impact capacity and operation of the system and cause operational issues such as sewer line backups.

Since the assessment, the District has been undertaking priority renewal works including the main replacement from the lagoon to Pugsley on 15th Avenue. It is recommended that the District continue to prioritize sewer system maintenance to enable the system to run at its best. The findings and report for the sewer pipe condition assessment by Urban Systems can be provided by the District as needed.

Figure 7 – Except from Sewer Condition Inspection Summary

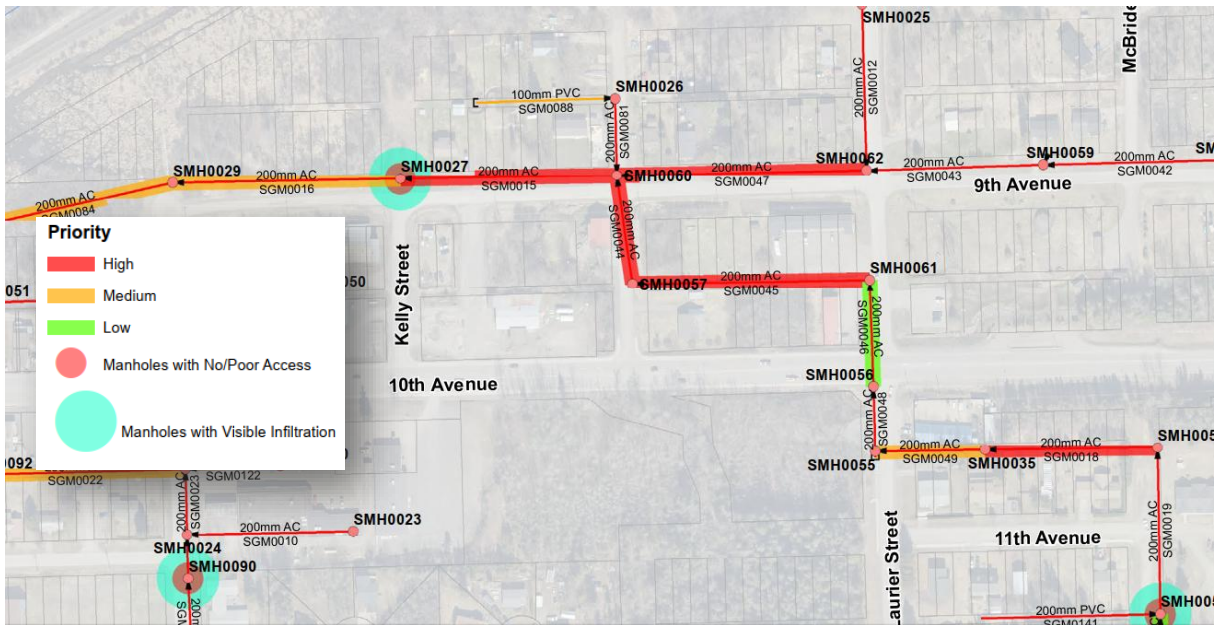
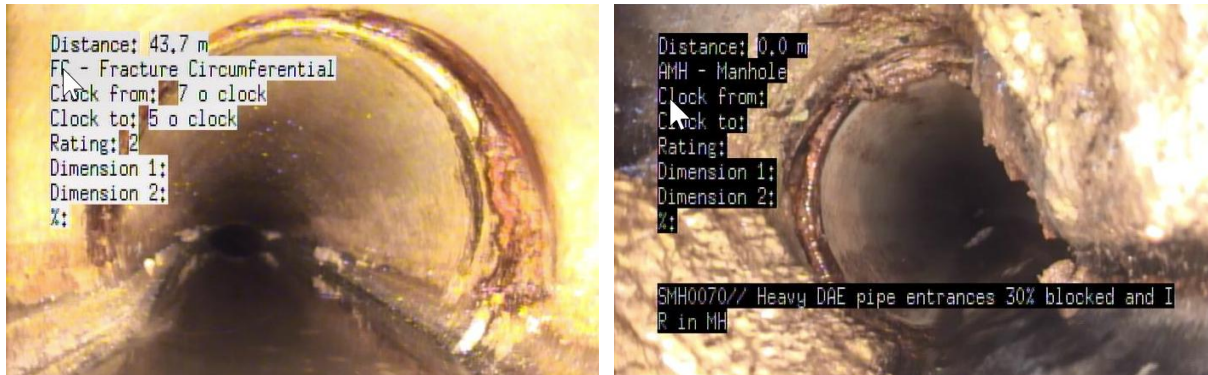


Figure 8 – Example Video Footage from Sewer Condition Inspection



2.6 ASSET RETIREMENT OBLIGATION REVIEW - 2023

In 2022, the Public Sector Accounting Board (PSAB) introduced PS 3280 Asset Retirement Obligations (ARO). This standard addresses the requirement for all municipalities to report liabilities for any AROs. Urban Systems Ltd. was retained by the District of New Hazelton (the District) to help facilitate the implementation of this standard.

PS 3280 defines asset retirement obligations as “a legal obligation associated with the retirement of a tangible capital asset”. The retirement of a tangible capital asset (TCA) is defined under PS 3280 as the permanent removal from service. All Canadian Municipalities had to comply with PS 3280 for the fiscal year ending December 31, 2023.



The basic process of the initial screening was to identify the assets that could potentially trigger an ARO as specified in the screening criteria. This involved searching the TCA ledger for the buildings, water wells, streetlights, and buried fuel tanks that could meet the ARO criteria.

The findings from the review concluded that two District owned buildings and the two gravel pits are anticipated to have asset retirement obligations totaling \$48,000 (2023 Dollars). The buildings were identified for the potential of containing asbestos in the building materials. More information on the ARO Assessment can be obtained from District staff or Urban Systems if needed.

2.7 ASSET MANAGEMENT POLICY CREATION - 2025

In March 2025, Council adopted the District of New Hazelton's Asset Management Policy, confirming the District's commitment to sustainable service delivery. The policy embeds asset management into regular business practices so that services remain reliable, planning is proactive, and funding is stable over the long term. It calls for regular reporting to residents, alignment with other community plans, and meaningful collaboration with Wet'suwet'en and Gitksan neighbours as part of advancing government-to-government relations under the Truth and Reconciliation banner. By setting out clear roles and responsibilities, the policy ensures that asset management is applied consistently across the organization, regardless of staff or changes in Council. The Asset Management Policy is available in Appendix A.

2.8 OCP UPDATE CONSIDERATIONS - 2025

In 2025, the District completed an update to its Official Community Plan (OCP) and Zoning Bylaw to comply with new provincial legislation requiring municipalities to plan for both five-year and twenty-year housing needs. Based on the 2024 interim Housing Needs Report, the Province has projected demand for sixty-five additional dwelling units over the next five years and 202 units over the next twenty years. While land supply analysis suggests there is sufficient capacity to meet these targets, questions remain about site constraints and whether the District's aging infrastructure can support this growth without upgrades. Depending on where development is to occur in the District, it may affect how infrastructure upgrades are prioritized regardless of the age-based replacement forecast. It is recommended that the District review their development plans annually against the replacement timing, sewer condition, and water system assessment findings so that capital projects and renewal funding can be optimized.



2.9 WATER SYSTEM ASSESSMENT - 2025

In 2025, Urban Systems completed a Water System Assessment which included the development of a water model to support the assessment and understand the capacity and constraints of the system. Through the assessment, it was determined that the District's water distribution network is meeting current demand but identified several vulnerabilities including neighborhoods dependent on single mains, and reliance on a single 200 mm transmission main. The system does have specific areas where minimum fire flow guidelines are not met, generally due to undersized water mains (100 mm diameter).

While these vulnerabilities do not immediately prevent the District from accommodating the identified 5- and 20-year housing needs, they highlight areas where strategic upgrades will be required to maintain service reliability. The OCP also recognized that additional serviced land may be needed in the longer term, which would require significant capital investment if development occurs beyond the current water and wastewater systems. It is recommended that the District review their planned capital works annually and against the water infrastructure assessment findings and seek to align upgrades to improve fire flow in key areas and overall system performance.

2.10 OPERATIONAL TECHNOLOGY ASSESSMENT - 2025

In 2025, Xenon Dynamics of Kamloops was engaged to do lifecycle assessment of the District's critical operational technology and electrical systems such as the SCADA, electrical, and controls for the reservoir, water treatment plant, pressure reduction valve (PRV), and Hagwilget meter station. This assessment took place in August 2025 and included collecting an inventory and conducting a lifecycle review including looking at redundancy, determining if components of these systems are obsolete, and if the components are past their service life. Included in the assessment are recommendations for a replacement strategy based on critical systems and risk of failure. Cost for component replacement are in 2025 dollars.

The finding from this review were incorporated into the ARF to help inform the renewal timing and financial needs over the next 20 years. Although some of the electrical and control components are past their recommended service life, the District has completed a review of the report with their electrician and IT provider who have determined that no changes are needed at this time.

Table 3 – Summary of Lifecycle Valuation from Xenon Dynamics Report

Asset_ID	Replacement Value	Loss in Value	Remaining Value	Remaining Life	Infrastructure Deficit
Electrical/Mechanical					
Sub-total	\$ 286,400	\$ 232,627	\$ 53,773	19%	\$ 189,200
MCC					
Sub-total	\$ 27,000	\$ 18,933	\$ 8,067	30%	\$ 6,000
Operational Technology					
Sub-total	\$ 28,149	\$ 21,637	\$ 6,511	23%	\$ 12,727
Total	\$ 341,549	\$ 273,197	\$ 68,351	20%	\$ 207,927



2.11 ASSET REPLACEMENT FORECAST - 2025

The objective of creating an Asset Replacement Forecast (ARF) is to provide an overview of long-term investments driven by the need to replace, upgrade, repair, renovate and rehabilitate infrastructure that is nearing the end of its useful life. The ARF is generated using an MS Excel-based spreadsheet tool that the District can use to track and anticipate funding needs. The ARF relies on having an up-to-date inventory of assets as well as up-to-date unit costs and expected useful lives. The ARF can be easily adapted and refined per asset or generally updated as more detailed costs and asset condition information become available. Staff may choose to modify the expected lifespan of assets through condition inspections and regular observation during operations.

The related 20-year (and longer) AALCI “**funding indicator**” levels were calculated to help provide context to the District’s current and anticipated funding needs. The inventory, replacement costs, and service life data were inputted into the ARF spreadsheet which helped prepare the below summary. Based on 2025 estimated replacement values, the value of the District’s asset, excluding land is approximately **\$80,400,000** and the average annual lifecycle investment (AALCI) level is estimated at **\$1,655,000**. We recognize this is a significant increase from the previous values, but it is important to recognize that the AALCI does not reflect the actual cost of specific projects, timing, and strategies which can be applied to renewal and new purchases.

2.11.1 - Replacement Costs and Unit Rates

Replacement costs were compiled from a variety of sources including recent construction costs, unit rates, insurance values, staff input, and estimated values based on experience from recent projects in the Hazelton area. All values are included as **2025** values, and no inflation has been added to the 20-year forecast. Replacement costs are intended to be reviewed annually by District staff to ensure the value of their assets is understood and used to inform long-term planning. The unit rates used are not intended to inform the District’s new capital projects as the size, scope, and complexity of each project will impact the construction cost. Below is an example table from recent construction works used to inform the District’s unit rates.

Table 4 – Excerpt from Cost Table from Recent Construction

MMCD Item No.	Payment Clause	Description	Unit	Estimated Quantity	Total Quantity	Previous Quantity	Quantity This Payment	Unit Price
Division 33 – Utilities								
53 01 30.01 - CCTV Inspection of Pipelines								
28	1.6	CCTV Pipeline Inspection of New Storm Pipes and New Sanitary Sewer Pipes	lm	650	0.0	0.0	0.0	\$ 8.63
53 11 01 - Waterworks								
29	1.8.1, SS 1.8.2	Watermain PVC DR 18 150 mm diameter	lm	520	0.0	0.0	0.0	\$ 925.95
30	1.8.3	Gate Valve 150 mm	ea	13	0.0	0.0	0.0	\$ 2,848.90
30A	1.8.3	Gate Valve 100 mm	ea	1	0.0	0.0	0.0	\$ 2,283.32
35	SS 1.8.4	Water Service Connections 25 mm diameter per Standard Drawings W2a	ea	17	0.0	0.0	0.0	\$ 8,137.53
36	SS 1.8.4	Water Service Connections 50 mm diameter per Standard Drawings W2a for GWES	ea	1	0.0	0.0	0.0	\$ 9,327.50
37	SS 1.8.14	Hydrant Assembly Canada Valve - Century Compression Type Drawing W4	ea	4	0.0	0.0	0.0	\$ 28,808.78

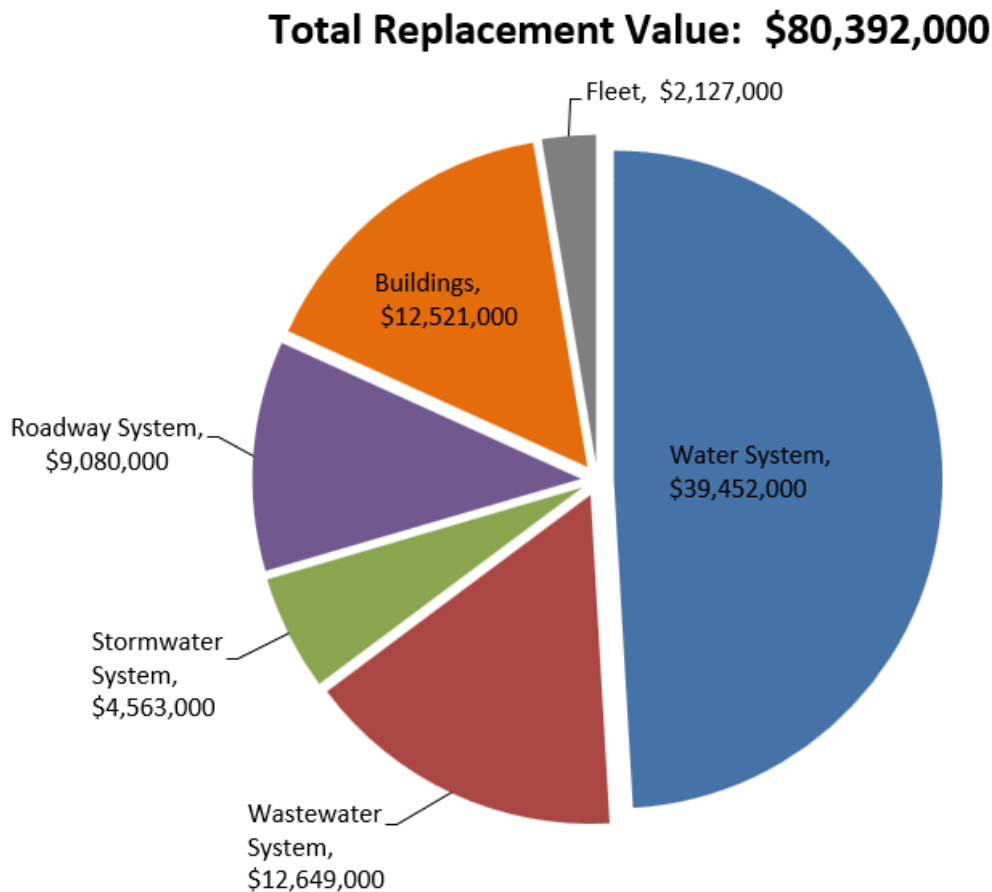


2.11.2 - Useful Live Values

Useful life values were used to inform the Asset Replacement Forecast. Urban Systems assigned useful life values for each asset category based on our understanding of the assets with varied lifespans based on their composition. The useful life values of the many assets were determined by using both Province of British Columbia useful life estimates, estimation by Urban Systems Ltd. based on understanding of the components and equipment used, as well as site and location considerations for local construction. Useful live values are intended to be reviewed annually by District staff to ensure they reflect the current condition of assets as observed in the community.

Figure 10 below shows the anticipated replacement timing for the District by asset category. Some of the large spikes in the graph represent more significant water, sewer, drainage and roads lifecycle replacements. Likely some can be addressed through rehabilitation versus full replacement. Since the report is based on 2025 estimated replacement values, it is likely that the values shown above will continue to go up with escalating construction costs.

Figure 9 – District Asset Distribution by Value





DISTRICT OF NEW HAZELTON
ASSET MANAGEMENT REPORT - 2025

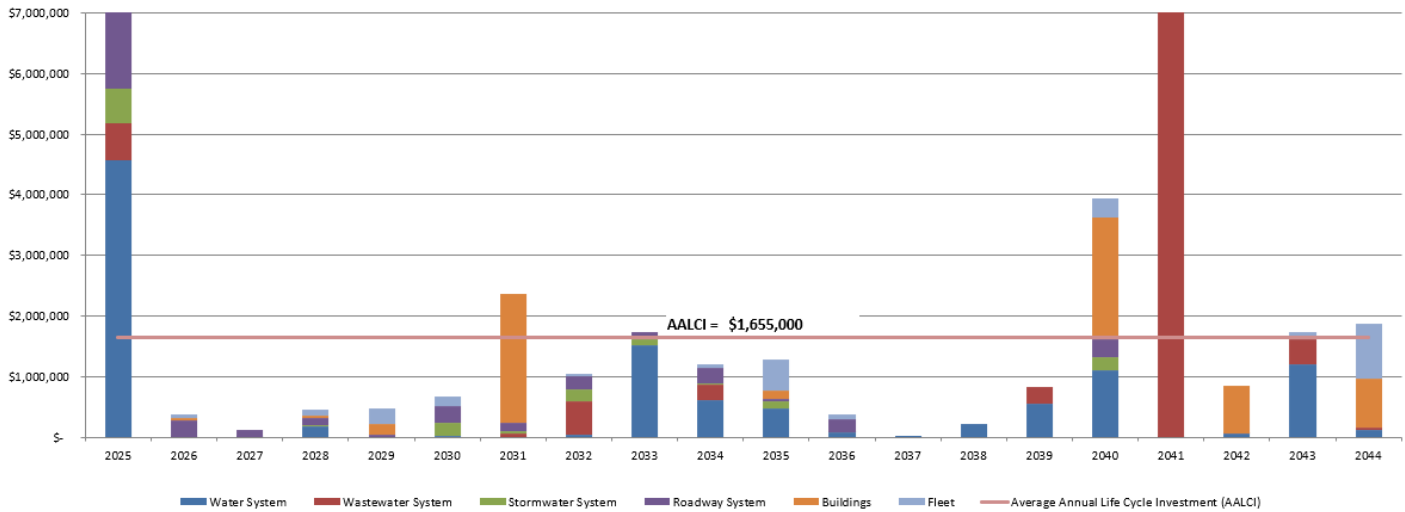
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Table 5 – Asset Replacement Forecast Summary Table

Physical Details						Budget Requirements
Asset Category	Replacement Value	Loss in Value	Remaining Value	Expected Remaining Life	Infrastructure Deficit (Backlog)	Average Annual Life Cycle Investment (AALCI)
Water System						
Water Mains	\$ 25,238,079	\$ 13,019,728	\$ 12,218,352	48%	\$ 3,046,201	\$ 339,056
Drain Lines	\$ 47,943	\$ 17,377	\$ 30,566	64%	\$ -	\$ 695
Services	\$ 3,132,949	\$ 2,271,022	\$ 861,927	28%	\$ 838,166	\$ 62,659
Hydrants	\$ 1,728,527	\$ 1,176,551	\$ 551,976	32%	\$ 374,514	\$ 34,571
Isolation Valves	\$ 830,165	\$ 478,749	\$ 351,416	42%	\$ 34,229	\$ 16,603
Water Structures	\$ 7,600,000	\$ 2,771,608	\$ 4,828,392	64%	\$ -	\$ 105,584
Control Valves	\$ 520,000	\$ 324,120	\$ 195,880	38%	\$ 60,000	\$ 16,107
Drain Points	\$ 12,500	\$ 6,250	\$ 6,250	50%	\$ -	\$ 250
Electrcal/Mechanical/OT	\$ 341,549	\$ 273,197	\$ 68,351	20%	\$ 207,927	\$ 25,674
Sub-total	\$ 39,452,000	\$ 20,339,000	\$ 19,113,000	48%	\$ 4,561,000	\$ 601,000
Wastewater System						
Pressure Mains	\$ 242,072	\$ 213,831	\$ 28,242	12%	\$ -	\$ 4,035
Gravity Mains	\$ 7,931,429	\$ 5,299,053	\$ 2,632,376	33%	\$ -	\$ 125,695
Sewer Laterals	\$ 1,616,256	\$ 742,218	\$ 874,038	54%	\$ 134,338	\$ 21,795
Lift Stations	\$ 958,000	\$ 666,207	\$ 291,793	30%	\$ 150,000	\$ 29,423
Treatment & Storage	\$ 791,000	\$ 644,200	\$ 146,800	19%	\$ 325,000	\$ 20,183
Sanitary Manhole	\$ 1,110,000	\$ 717,800	\$ 392,200	35%	\$ -	\$ 22,200
Sub-total	\$ 12,649,000	\$ 8,283,000	\$ 4,365,000	35%	\$ 609,000	\$ 223,000
Stormwater System						
Mains	\$ 3,383,262	\$ 1,354,435	\$ 2,028,828	60%	\$ 494,093	\$ 65,410
Catchbasins	\$ 43,200	\$ 17,179	\$ 26,021	60%	\$ -	\$ 540
Manhole	\$ 460,000	\$ 232,400	\$ 227,600	49%	\$ -	\$ 9,200
Culverts	\$ 577,034	\$ 394,927	\$ 182,107	32%	\$ 92,629	\$ 11,303
Other	\$ 100,000	\$ 75,000	\$ 25,000	25%	\$ -	\$ 1,667
Sub-total	\$ 4,563,000	\$ 2,074,000	\$ 2,490,000	55%	\$ 587,000	\$ 88,000
Roadway System						
Roads	\$ 9,080,429	\$ 6,218,183	\$ 2,862,246	32%	\$ 3,119,271	\$ 293,482
Sub-total	\$ 9,080,000	\$ 6,218,000	\$ 2,862,000	32%	\$ 3,119,000	\$ 293,000
Buildings						
Recreational	\$ 2,227,000	\$ 1,342,000	\$ 885,000	40%	\$ 260,000	\$ 53,000
Administrative	\$ 8,615,000	\$ 4,549,000	\$ 4,067,000	47%	\$ 1,150,000	\$ 221,000
Public Works	\$ 1,619,000	\$ 1,022,000	\$ 597,000	37%	\$ 298,000	\$ 38,000
Other	\$ 60,000	\$ 38,000	\$ 22,000	37%	\$ 10,000	\$ 1,000
Sub-total	\$ 12,521,000	\$ 6,951,000	\$ 5,571,000	44%	\$ 1,718,000	\$ 313,000
Fleet						
Vehicles	\$ 2,127,000	\$ 1,167,000	\$ 960,000	45%	\$ 538,000	\$ 137,000
Sub-total	\$ 2,127,000	\$ 1,167,000	\$ 960,000	45%	\$ 538,000	\$ 137,000
Total Infrastructure	\$ 80,392,000	\$ 45,032,000	\$ 35,361,000	44%	\$ 11,132,000	\$ 1,655,000



Figure 10 – District Asset Replacement Forecast Based by Asset Category and Age



Observations:

- Including operational technology and electrical, the water system is the largest asset class in the District and represents 48% of the overall value of the District's assets. The District's wastewater system and buildings are the next largest and each represent almost 16%.
- The largest single asset in the District is the water treatment plant with a current insurance estimate value of \$4,800,000.
- The District has several assets which are past the useful live values assigned by Urban Systems. It is recommended that the District review these assets in more detail to confirm and update the remaining useful life values in the ARF. Although this will not impact the overall cost projections, it could help to spread the cost out over the next several years.
- Some of the assets such as the operational technology and electrical for the water system have several of their components which have surpassed their useful life and should be systematically upgraded or replaced to reduce service disruption.
- Based on the service life given to the District's fleet, we calculate that \$540,000 in fleet assets are past their useful life. It is recommended that the District review their aging fleet in more detail to confirm the ideal replacement timing and update the ARF to reflect any findings.
- Figure 10 illustrates the District's asset categories and highlights the current infrastructure backlog shown in the 2025 column on the left side of the figure. It is important to note that the backlog is not an indication of asset failure and there is no expectation that the current backlog will be addressed immediately. That said, the District should review these assets and incorporate them in their short-term capital plan.



2.12 On-Boarding New Assets

As part of sustaining services to the community, the District will need to continue to renew or replace their existing assets, or components of assets as they get to the end of their lifespan or fail. As new assets are built or acquired, there will need to be a process of breaking down the new assets into their lifecycle components and start tracking them within your asset management, maintenance management, and long-term financial plans.

Onboarding the new asset into the AMP will help Public Works and Finance assess their needs. A core aspect of this process is determining the ongoing maintenance and funding required to look after the new asset and identifying funding sources. Figure 12 below serves as a guide for staff to understand the onboarding process.

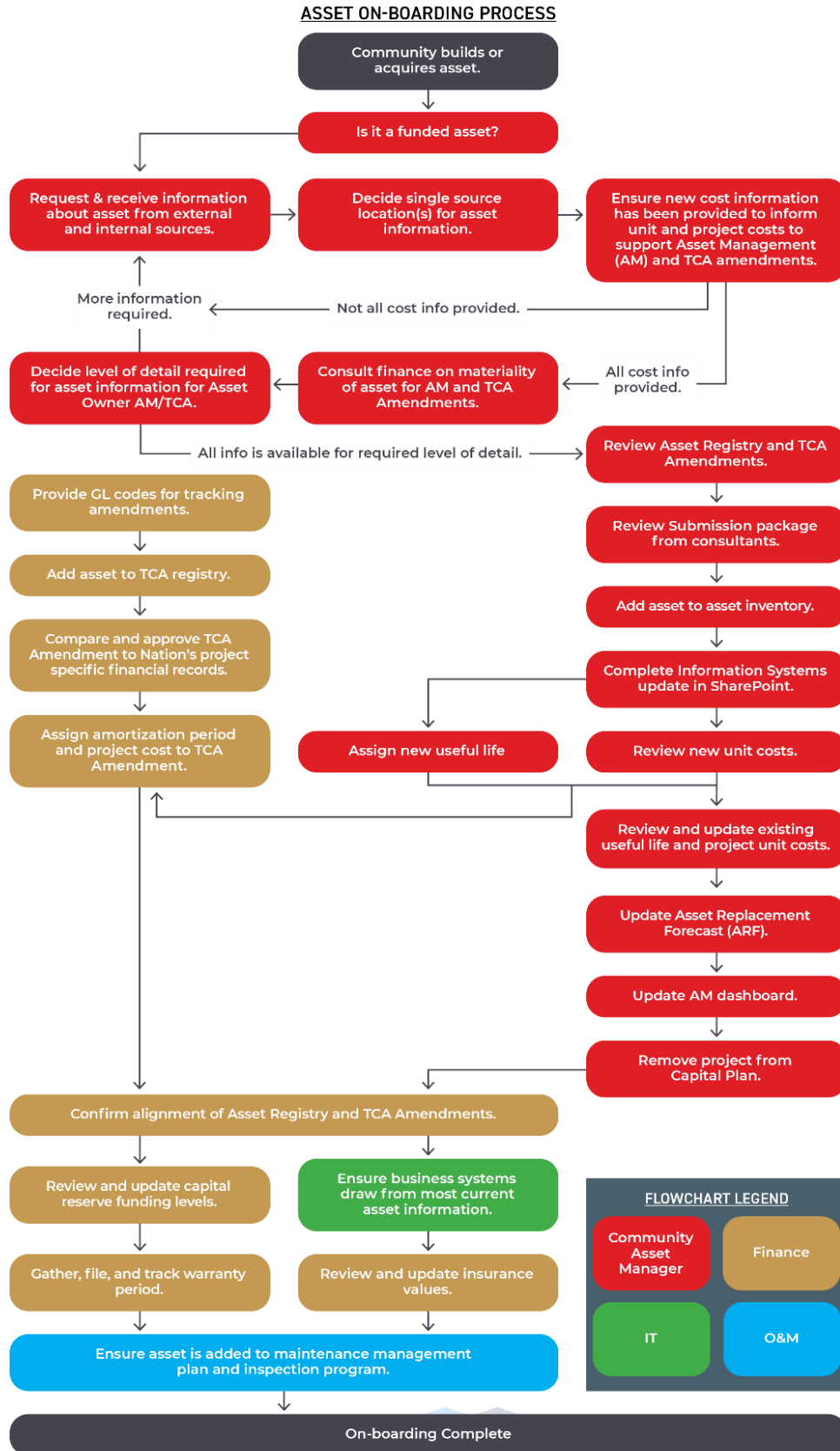
2.12.1 Processes for Onboarding Assets and New Information

As new information on existing assets become available or new assets are built or acquired, it is recommended to update the AMP and your TCA records. New information on existing assets could include a new insurance valuation of the District's buildings or results from a condition assessment of your lift stations which could inform the assets lasting longer or less depending on what is observed. Since the ARF is used to inform the long-term financial and capital planning, it is desired to reflect current conditions and review that information annually.

Figure 11 – New Municipal Office Built in 2021 – Current Replacement Value +/- \$3,000,000.



Figure 12 – Proposed Workflow Process for On-Boarding New Assets



2.13 CLIMATE ADAPTATION

Increasingly, there has been more discussion about the changing future climate and the anticipated impacts on community infrastructure. Although the District may not have immediate concerns, having climate-based risks identified and hazard impact assessments completed will bring awareness to community leaders and allow them to make more informed decisions regarding asset renewal and investment. These assessments will also help meet base requirements for numerous funding programs for capital/implementation projects. For example, UBCM's Strategic Priorities Fund provides funding for capital infrastructure, and links funding to the requirement that capital projects and objectives prioritize climate change adaptation or mitigation. Similarly, the BC Disaster Resilience and Innovation Funding Program provides capital project funding by requiring proposed structural infrastructure projects consider climate adaptation.

Under the Emergency Disaster Management Act and its upcoming regulations, municipalities are now required to prepare and maintain risk assessments for hazards within their jurisdiction,¹ which include a specific focus on climate change.² Conducting an assessment will help the District to get a head start on provincial legislative requirements.

Both regional and localized climate projections show that the District is at risk from a warmer and wetter, future climate and to ensure asset and service sustainability, New Hazelton needs to consider the risks for their assets and services. Since the District's water source is from the contributing watershed above the community, this is a known area to prioritize an assessment.

The first step is to conduct a community-wide risk assessment to identify and prioritize risks to the District's assets and services. Once complete, the results can be used to inform asset renewal, investment and replacement. This assessment should be designed with the goal of integrating its results into the AMP forecasts updated in 2025.

Figure 13 – Hagwilget Peak from Zelda's Travel Mug Cafe



¹ [When does B.C.'s emergency management legislation come into effect](#)

² [B.C.'s Modernized Emergency Management Legislation](#)



3.0 Recommended Next Steps

Overarching Asset Management Programming

- Update the District's Capital Plan utilizing the finding from the infrastructure assessments and the AMP. Prepare a funding strategy to pay for these projects
- Conduct a review of all assets that are past their useful life in the Asset Replacement Forecast and adjust the Remaining Useful Life to reflect observations and staff input
- Track regular maintenance activities to provide more insights into assets requiring more attention
- Discuss, document, and implement service levels targets for each asset grouping with senior staff and Council to help guide investment in community infrastructure
- Start to share key content with the community to build awareness of what is required to sustain services including the Asset Management Policy and results of the Asset Management Plan
- Provide staff training on asset management material upkeep and reporting
- Scan all remaining paper-based record drawings so that there is a permanent record of these plans and link in the GIS to make them easier to access by staff
- Enable staff to easily update asset information through observed conditions, deficiencies and failures in the field or office
- Ongoing transfer to new mapping platform to enable staff quick access to information when and where needed

Water System Asset Management

- Incorporate recommendations of the water system assessment into the District's capital plan; in particular, as watermains reach the end of asset life, confirmation of pipe sizing should be completed to ensure future water demands and fire flows requirements are being met
- Incorporate risk, criticality, and climate considerations into the AMP and capital planning

Sanitary System Asset Management

- Incorporate recommendations of sludge survey of the District's sewage treatment plant into upcoming maintenance and/or capital plan
- Incorporate risk, criticality, and climate considerations into the AMP and capital planning

Buildings Asset Management

- Since the electrical and operations technology from Xenon Dynamics assessment did not indicate major deficiencies in the District's asset inventory, incorporate periodic assessments of the District's operational asset inventory into maintenance planning activities
- Since the Suncorp appraisal does not include life expectancy values, and the building assessments were last done in 2017, it is recommended the District's buildings have condition or lifecycle assessment completed so the life expectancy values can be updated and refined.



4.0 Closing

The District of New Hazelton continues to keep asset management a priority for Administration and Council to help ensure sustainable services are delivered to the community. Continuous improvement in Asset Management practices, including maintaining records and inventories, will continue to build the program, ensuring it is a valuable resource for planning and community decision making in the future.

This ongoing effort will continue to serve the community well as they adapt to changing economic and climate conditions, pursue the funding needed, and undertake renewal projects.



APPENDIX A

2025 Asset Management Policy



APPENDIX B

Electrical Asset Management Study

Xenon Cyber Dynamics Inc.

Policy Manual

(Residential Land Sales)

PREPARED BY:

Council

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

Jan 5/99
Resolution No.440/IC

It is the policy of the District of New Hazelton that any buyer of residential lands from the District shall be required to construct, or have erected, a home on the property within one year from the date of purchase.

TAX SALE LANDS are excluded from this requirement as the original owner has the right to require the property during a one (1) year period.



Policy Manual

(Building Bylaw Enforcement Policy)

PREPARED BY:

Brian Fassnidge

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

September 5/95

RESOLUTION NO. 3759/95

The **Building Inspector** is to administer the **Building Bylaw No. 370**.

The time frames laid out in this policy are to be followed as closely as possible, but we understand that other duties may cause some reasonable delays.

1. If construction without a permit is suspected, the Building Inspector will, subject to availability of manpower and subject to other budgetary constraints:
 - Visit the site to investigate the possible infraction;
 - If an infraction has occurred, the Building Inspector will immediately issue a **STOP WORK ORDER** and a written verbal request to apply for a Building Permit; and
 - If the builder refuses to respect the Stop Work Order, the Building Inspector will refer the matter to Council for instructions on what further actions to pursue.
2. If work covered by a valid permit is proceeding, but the required inspections are not requested, the Building Inspector shall, subject to availability of manpower and subject to other budgetary constraints:
 - Send a letter to the permit holder reminding him of his responsibility to request inspections as outlined in the Building Permit.
 - If the Building Inspector does not receive information on the permitted construction, the site will be visited to determine if a required inspection has been missed.
 - If a required inspection has been issued, the Building Inspector will immediately issue a Stop Work Order suspending the permit.
 - i. The suspension shall remain in effect until the permit holder satisfies the Building Inspector that the uninspected work satisfies Bylaw No. 370 requirements.
 - ii. Failure to abide by the Stop Work Order Will result in revoking the permit and the Building Inspector will immediately refer the matter to Council for direction on what further action to pursue.

BUILDING BYLAW ENFORCEMENT POLICY

Revision/Review Log

Review: Every five years or as required.

[illegible]



Policy Manual

(Building Bylaw Enforcement Policy)

PREPARED BY:

Brian Fassnidge

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR

REVISION:

September 5, 1995

RESOLUTION NO. 3759/95

November 3, 2025

RESOLUTION NO.

The District of New Hazelton has enacted Building Bylaw No. 370, 2022, as amended from time to time (the "Building Bylaw") for the administration of the *British Columbia Building Code* (the "*Building Code*") and for the regulation of building construction within the District in accordance with the *Community Charter* and the *Building Act*.

The Council of the District of New Hazelton wishes to establish a limited system of enforcement of the Building Bylaw and administration of the *Building Code* by the District of New Hazelton's building officials which appropriately balances the need to protect the public from life safety risks associated with *Building Code* deficiencies against the other needs of the community, including economic, social, and political priorities.

The Council of the District of New Hazelton believes, after considering its other economic, social, political, and budgetary priorities, that the system of enforcement established by this policy is a reasonable allocation of the District of New Hazelton's budgetary resources and personnel.

The time frames laid out in this policy are to be followed as closely as possible, but we understand that other duties may cause some reasonable delays.

The Council of the District of New Hazelton adopts the following Policy for the enforcement of the Building Bylaw and the administration of the *Building Code*:

- During the three years prior to the adoption on this policy, the District of New Hazelton processed an average of nine building permit applications per year with an average annual aggregate construction value of \$683,492;
- At the time this policy was adopted, the District of New Hazelton employs one Chief Building Official, with Level 1 certification.

Plan Review – General

1. Prior to the issuance of a building permit, the Building Official will determine if the following requirements apply, and if so, they will confirm that the applicant has complied with the requirement:
 - if the site is within a development permit area, the Applicant must apply for a development permit;
 - the proposed building or structure must comply with provisions of other District bylaws identified in the Bylaw Checklist (see item 2 below);
 - the Applicant must provide the name and contact information of the property owner (regardless of whether the owner is represented by an agent);
 - the building must either be connected to the District’s sewage disposal system, or the applicant must apply to the appropriate authority for a private sewage disposal system; and
 - the building must either be connected to the District’s waterworks system, or the applicant must apply to the appropriate authority for an alternative water supply system.
2. The Chief Building Official will maintain a Bylaw Checklist of key provisions from various bylaws of the District that the Council (or at Council’s delegation, the Chief Building Official) has identified as needing verification during plan review due to their importance to the community: either because of the perceived high impact of non-compliance or because of an historically observed high rate of historical non-compliance.
3. The Building Official will only accept drawings from a Registered Professional of Record in digital form if said drawings bear a digital seal affixed by Notarius or similar approved software.
4. The Building Official will utilize a checklist for plan review and will affix their name, the date, and the permit number to each completed checklist. The checklist shall be in a form approved by the Chief Building Official, as amended from time to time.

Plan Review - Complex Buildings

5. The Building Official will confirm that all mandatory requirements set out in Part 7 of the Building Bylaw have been met prior to the issuance of a building permit. None of the requirements in this section of the Building Bylaw may be waived unless the discretion to do so is expressly established in the bylaw.
6. The Building Official will notify the owner in writing that the building permit is being issued in reliance on the certification by the registered professional(s) confirming that their design and plans submitted in support of the application fully comply with the *Building Code*.
7. The Building Official will not issue a building permit for a “new home” (as defined in the *Homeowner Protection Act*) unless the applicant provides evidence, in the prescribed form, that the proposed new home is covered by Home Warranty Insurance, or will be built by an Owner Builder, or is otherwise exempted by regulation from the requirement to be covered by Home Warranty Insurance; and, that the proposed new home will be built by a licensed residential

builder, or by an owner builder or a person who is otherwise exempted by regulation from the requirement to be licensed as a residential builder.

8. The Building Official is not required to verify if a permit is required or has been applied for or has been issued under:

- (a) the *Safety Standards Act* or its regulations;
- (b) the *Public Health Act* or its regulations; or
- (c) other Provincial enactments unless expressly stipulated in this policy or the Building Bylaw.

Plan Review – Simple Buildings

9. The Building Official will confirm that all mandatory requirements set out in Part 7 of the Building Bylaw have been met prior to the issuance of a building permit. None of the requirements in this section of the Building Bylaw may be waived unless the discretion to do so is expressly established in the bylaw.
10. The Building Official will confirm if an architect is required pursuant to Section 5 of the *Architects Regulation of the Professional Governance Act*.
11. The Building Official will not issue a building permit for a “new home” (as defined in the *Homeowner Protection Act*) unless the applicant provides evidence, in the prescribed form, that the proposed new home is covered by Home Warranty Insurance or will be built by an Owner Builder or is otherwise exempted by regulation from the requirement to be covered by Home Warranty Insurance; and, that the proposed new home will be built by a licensed residential builder or by an Owner Builder or by a person who is otherwise exempted by regulation from the requirement to be licensed as a residential builder.
12. The Building Official is not required to verify if a permit is required or has been applied for or has been issued under:
 - (a) the *Safety Standards Act* or its regulations;
 - (b) the *Public Health Act* or its regulations; or
 - (c) other Provincial enactments unless expressly stipulated in this policy or the Building Bylaw.

Process Monitoring – Complex Buildings

13. In lieu of conducting on-site building inspections of the work, the Building Official will rely on field reviews and letters of assurance conducted by or submitted by the Registered Professionals of Record to ensure that the building construction complies with the *Building Code*, the Building Bylaw, and the approved plans.
14. The Building Official may from time to time, at their sole discretion, attend the site to monitor the process of field reviews undertaken by the Registered Professionals of Record.
15. The Building Official will not monitor or audit workmanship or good construction practice. The purpose of any site visit by the Building Official is to monitor the process of oversight by the Registered Professionals of Record to ensure a reasonable level of code conformance for public safety, accessibility, and health.

16. Any deficiencies in the work or in the process noted by the Building Official will be recorded in a written inspection record and delivered to the Owner (or their Agent) and the relevant Registered Professional of Record.
17. The Building Official may require a follow-up inspection to confirm that a cited deficiency has been addressed, but in most cases, the Building Official will rely on the Registered Professional of Record's subsequent submission of a Schedule C as confirmation that all cited deficiencies have been corrected.
18. The Building Official is not required to monitor the job site or the construction process for compliance with the British Columbia *Workers Compensation Act* the Canadian *Hazardous Products Act* or the British Columbia *Occupational Health and Safety Regulation*.

Building Inspections – Simple Buildings

19. The Building Official will not assess the bearing adequacy or stability of soil. If there is objective evidence of a soil capacity issue, the Building Official will require the Owner to retain a geotechnical engineer and will require that engineer to provide Schedule B and C Letters of Assurance as well as proof of insurance.
20. The Building Official is not permitted to enter an excavation for the inspection of: perimeter drains, the sanitary service, the storm service, the water service, or damp proofing. The Building Official may rely on limited spot checks of such services in lieu of inspecting the entire installation.
21. The Building Official is not permitted to enter an attic or confined space to conduct an inspection.
22. The Building Official is not permitted to go onto a roof to conduct an inspection.
23. The Building Official will rely on the report of the Energy Advisor to confirm compliance with the Step Code. The Building Official need not be on site for tests performed by the Energy Advisor.
24. The Building Official will ensure at final inspection that all construction plugs and test plugs are removed from the inspection chamber or sewer lateral.
25. The Building Official will utilize a checklist for final inspection. The checklist as drafted or amended from time to time is subject to approval by the Chief Building Official.
26. The Building Official is not required to monitor the job site or the construction process for compliance with the British Columbia *Workers Compensation Act* the Canadian *Hazardous Products Act* or the British Columbia *Occupational Health and Safety Regulation*.

General

27. Building Officials must not provide design solutions to Owners or Builders.
28. Building Officials may provide occupancy load determinations for liquor license applications, subject to the provision of a detailed floor plan, showing square footage, washrooms and entrances and exits.

Expired Building Permits

29. The Building Official will write to the Owner to provide notice of pending expiry no less than 30 days prior to the expiry of a building permit. It is the Owner's responsibility to comply with the Building Bylaw and any notice the Building Official provides is for the sole benefit of the District and shall not relieve the Owner of their responsibility.
30. Upon the expiry of a building permit, the Building Official will issue a **Stop Work** order and provide written notice to the Owner.
31. Upon the expiry of the building permit, the Building Official will insert a note in the building file indicating what is known about the overall state of the project, including known deficiencies, missed inspections, or other outstanding items. The Building Official may, at their discretion, conduct an inspection to ascertain the general state of the project.

Documentation

32. All submissions and approvals of changes to the design or the drawings will be preserved including copies of all versions of construction drawings from the building permit application to as-builts (if applicable).
33. All inspection records, photographs, and field notes are to be kept in or referenced in the building file and must be accessible.
34. All approvals or directions given by a Building Official will either be made in writing or will be subsequently confirmed.
35. All documentation will be performed on City Reporter or other program as changed from time to time.

BUILDING BYLAW ENFORCEMENT POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
September 5, 1995	Policy created for presentation to Council. Approved by Resolution No. 3759/95.
October 10, 2025	Updated policy to align with MIABC recommendations. Updated font and formatting to align with Policy Manual. Added revision/review log and review date. Approval from Council Required.

BRIEFING NOTE

Prepared by: Wendy Hunt

October 20, 2025

Agenda Item Report:

Firefighter Remuneration Policy Update

Background:

As we continue to update our Policy Manual, this policy was reformatted with no specific changes. Council asked staff to review the current amounts for remuneration and to remove the wording regarding the Fire Chief being a contracted position.

Strategic Priority:

1. Organizational Capacity

Relevant Policies:

N/A

Staff Support:

Staff sent out a request to neighbouring local governments asking for information on whether or not they compensate their volunteer firefighters. At the time of writing this briefing note, we have heard from two fire departments: The Village of Hazelton and the Village of Telkwa.

The Village of Hazelton does not provide compensation for their firefighters to attend practices or calls. They do however cost share with the District on the First Responders' Appreciation Night. The 2025 event took place on April 10, 2025 and cost approximately, \$1,065.00 (our share).

The Village of Telkwa does not pay a stipend of any sort to the individual firefighters but instead pays a \$10,000.00/year donation to their Association which they can use to purchase jackets, swag, Christmas party, etc. They have commanders on "on call" duty each weekend and they are paid \$100.00 for the weekend.

It is my understanding from speaking with Keith Stecko in the past, the Town of Smithers also pays a yearly fee to the fire department association for them their use, similar to what Telkwa receives. They also have paid Fire Chief and Deputy Fire Chief positions.

The District of New Hazelton pays the following to individual firefighters:

- \$10.00/practice – including training days; and
- \$25.00/callout – including road rescue callouts

Between 2020 and 2024, with an average of 15 firefighters, the District paid a yearly average of approximately \$14,942.00 in combined remuneration for fire and road rescue.

In addition, the District pays for:

- All swag that is given to the firefighters;
- Long term service awards in line with DONH Long Term Service Recognition Policy;
- 2 sets of station wear for members to use when their clothing is contaminated after attending a fire so that they do not take their contaminated clothing home or in their personal vehicles (at the firefighters discretion);
- Christmas Party;
- First Responders' Appreciation Night;
- On and Off duty insurance coverage; and

- Financial support to attend conferences and out of town training courses

Recommendation:

At this time, it is the recommendation of staff not to make any changes to the firefighter remuneration fees. The average yearly remuneration is approximately 50% higher than the yearly association fee given to the Telkwa Fire Department and 100% higher than the stipend provided by the Village of Hazelton. In addition, with the exception of the Village's participation in the First Responder's night, the District provides various incentives that are not provided by other departments that responded to the survey questions.

POLICY MANUAL

Firemen Remuneration

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE</u>
Council	Council	December 17, 2007 Resolution 6537/07
Administration	Revised	March 02, 2015 Resolution 7439/15

Remuneration to be: \$10.00 per meeting or practice
 \$25.00 per callout

There will be no funding for more than one meeting or practice in any week.

If no meeting or practice takes place in a week, it shall not be made up in a subsequent period.

Fire Chief is contracted by the District at the rate of \$9,000.00/year.

Fire Chief sets his own time of work and is responsible for efficient operation of and record keeping for the Department.

The Fire Chief reports to the Chief Administrative Officer or designate.



Policy Manual

(First Responder Remuneration)

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
Council	Council	December 17, 2007 RESOLUTION NO. 6537/07
Administration	Council	March 02, 2015 RESOLUTION NO. 7439/15
Administration	Council	November 3, 2025 RESOLUTION NO.

Remuneration to be: \$10.00 per meeting or practice
 \$25.00 per callout

Meeting/Practice remuneration includes training days.
Callout remuneration includes road rescue calls.

The Fire Chief position is a paid position that includes 20 hours per week at the rate defined in the Management & Hourly Staff Compensation Policy. The Fire Chief sets his own time of work and is responsible for efficient operation of and record keeping for the Department.

The Fire Chief reports to the Chief Administrative Officer or designate.

FIRST RESPONDER REMUNERATION POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
December 17, 2007	Policy completed for presentation to Council. Policy approved by Council Resolution No. 6537/07.
March 2, 2015	Policy amendment approved by Council Resolution No. 7439/15.
August 19, 2025	Changed name to 'Firefighter Remuneration.' Updated font and formatting, added review date, and review/revision log. No major changes to content.
October 8, 2025	Changed name to "First Responder Remuneration." Removed that the Fire Chief is contracted. Added clarity regarding meeting and callout remuneration. Approval from Council required.



Policy Manual

(Lane Clearing)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

October 7, 1997

RESOLUTION NO. 4072/97

Time and manpower constraints require that the District of New Hazelton not clear all the laneways of snow in winter and weeds or other growth at other times of the year.

The Public Works Superintendent will determine which laneways must be kept clear to provide access to property.

Where services are present in a laneway, residents of the District of New Hazelton shall not use the laneway for driving or parking vehicles except with the permission of the Public Works Superintendent. The Public Works Superintendent shall first ensure that services will not be damaged or interrupted before giving his permission.

LANE CLEARING POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
October 7, 1997	Policy completed for presentation to Council. Policy approved by Council Resolution No. 4072/97.
August 20, 2025	Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log. Some grammatical changes. No major changes to content.



Policy Manual

(Lane Clearing)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

October 7, 1997

RESOLUTION NO. 4072/97

Time and manpower constraints require that the District of New Hazelton not clear all the laneways of snow in winter and weeds or other growth at other times of the year.

The Public Works Superintendent will determine which laneways must be kept clear to provide access to property.

Where services are present in a laneway, residents of the District of New Hazelton shall not use the laneway for driving or parking vehicles except with the permission of the Public Works Superintendent. The Public Works Superintendent shall ensure that services will not be damaged or interrupted before granting permission.

LANE CLEARING POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
October 7, 1997	Policy completed for presentation to Council. Policy approved by Council Resolution No. 4072/97.
August 20, 2025	Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log. Some grammatical changes. No major changes to content.
October 10, 2025	Updated last sentence to read better, was missed in the August review. Approval from Council required.

Policy Manual

(Long Term Service Recognition Policy)

PREPARED BY:

AUTHORIZED BY:

**DATE OF ISSUE OR
REVISION**

Administration

Council

December 5, 2016
Resolution No. 7627/16

The District of New Hazelton realizes that long-term employment does not occur as often as it did in past years. They concur that long-term employment should be recognized and those employees rewarded upon reaching specific anniversary dates,

Therefore:

1. Recognition for long term employment will be recognized in five-year increments with the following awards;

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------|
| a. 5 years | Card and gift valued at \$100.00 |
| b. 10 years | Card and gift valued at \$150.00 |
| c. 15 years | Card and gift valued at \$200.00 |
| d. 20 years | Card and gift valued at \$250.00 |
| e. 25 years | Card and gift valued at \$300.00 |
| f. 30 years+ | Card and gift determined at Council's discretion |
| g. | Leaving – not retiring Cake and gift determined at
Administration discretion depending on
length of service |
| h. | Retiring Dinner with Council and Staff – Gift
determined at Council & Administration discretion, Card |

2. Presentations will be made by the Mayor at the annual Christmas party; and
3. Staff will be given the option of receiving cash rather than a gift.



Policy Manual

(Long-Term Service Recognition Policy)

PREPARED BY:

Administration

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR

REVISION:

December 5, 2016

RESOLUTION NO. 7627/16

November 3, 2025

RESOLUTION NO.

The District of New Hazelton realizes that long-term employment does not occur as often as it did in past years. They concur that long-term employment should be recognized, and those employees rewarded upon reaching specific anniversary dates.

Therefore:

1. Recognition for long-term employment will be recognized in five-year increments with the following awards -
 - a. 5 years Card and gift valued at \$~~1~~250.00.
 - b. 10 years Card and gift valued at \$~~1~~450.00.
 - c. 15 years Card and gift valued at \$~~2~~600.00.
 - d. 20 years Card and gift valued at \$~~2~~750.00.
 - e. 25 years Card and gift valued at \$1,000.00.
 - f. 30 years+ Card and gift determined at Council's discretion.
 - g. Leaving – not retiring Cake and gift determined at Administration discretion depending on length of service.
 - h. Retiring Dinner with Council and Staff – Gift determined at Council & Administration discretion, Card.
2. Presentations will be made by the Mayor at the annual Christmas party; and
3. Staff will be given the option of receiving cash rather than a gift.

LONG-TERM SERVICE RECOGNITION POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
December 5, 2016	Policy completed for presentation to Council. Policy approved by Council Resolution No. 7627/16.
August 20, 2025	Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log. No major changes to content.
October 8, 2025	Revised the award amounts as per Council request. Approval from Council required.

Policy Manual

(Mobile Vendors)

PREPARED BY:

Council

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

Mar 7/05
Resolution No.5845/05

MOBILE VENDORS with a valid District of New Hazelton business license are allowed to sell wares on Scale Road TWO CALENDAR DAYS per week, on a Monday to Saturday basis.

All vendors will be allowed to sell wares on a Sunday without a license.

No vendor will be permitted to be set up for a continuous period of more than three days.

Vendors must be positioned so as not to obstruct access to the Tourist Booth more traffic flow in the drive/parking area.



Policy Manual

(Mobile Vendors)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

March 7, 2005

RESOLUTION NO. 5845/05

November 3, 2025

RESOLUTION NO.

MOBILE VENDORS with a valid District of New Hazelton business license are permitted to sell their wares on District owned/leased land throughout the week.

Vendors at the Country Market location at the east end of the Visitor Center parking lot are allowed to sell their wares without a license on Sundays only.

No vendor will be permitted to be set up for a continuous period of more than three days in the same location.

Vendors must be positioned so as not to obstruct access to the Tourist Booth and allow more traffic flow in the drive/parking area.

All vendors are expected to follow the guidelines set out in the Visitor Information Center Farmers' Market and Mobile Vendors Rules and Regulations provided with each mobile vendor business license.

MOBILE VENDOR POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
March 7, 2005	Policy completed for presentation to Council. Policy approved by Council Resolution No. 5845/05.
August 20, 2025	Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log. No major changes to content.
October 20, 2025	Rewritten to better reflect the current requirements of mobile vendors. Approval from Council required.

Policy Manual

(N S F Cheques)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR REVISION

May 6/97
Resolution No.4005/97

There will be a \$20.00 charge for all NSF cheques received by the Municipal Office.



Policy Manual

(NSF Fees)

PREPARED BY:

Council

Administration

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

May 6, 1997

RESOLUTION NO. 4005/97

November 3, 2025

RESOLUTION NO.

There will be a \$40.00 charge for all NSF charges received by the District of New Hazelton.

This fee will be amended to reflect the amount charged by the issuing Financial Institute to ensure the District is not "out of pocket" for any charges on returned items received by the District.

NSF FEES POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
May 6, 1997	Policy completed for presentation to Council. Policy approved by Council Resolution No. 4005/97.
August 20, 2025	Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log.
October 20, 2025	Changed fee to reflect current charges. Added verbiage to allow for changes as fees change from Financial Institutes. Changed title from NSF Cheques to NSF Fees. Approval from Council required.

Policy Manual

(Trail Inspection Policy)

PREPARED BY:

Allan Berg

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

April 20/09
Resolution No.6813/09

Purpose:

To ensure the safe condition of, and reduce potential the hazards on trails.

Policy/Procedure

1. Monthly inspections will be completed on trails open for use.
2. All inspections to be completed in ink using the attached Sidewalk Inspection Form and signed and dated by person doing the inspection.
3. All original inspection forms to be kept in the Public Works Office for a period of 7 years.
4. Deficiencies will be corrected within 2 days of being identified.
5. Complaints will be investigated as time allows.

Trail Inspection Form

Date: _____

Inspector: _____

Title: _____

Trail Name: _____

Checklist

	OK	Problem / Location	Date Repaired
Trail Surface	_____	_____ _____	_____ _____
Debris	_____	_____ _____	_____ _____
Signage	_____	_____ _____	_____ _____
Litter Containers	_____	_____ _____	_____ _____
Branches/Limbs Danger Trees	_____	_____ _____	_____ _____
Evidence of Prohibited Use	_____	_____ _____	_____ _____
Bridges/ Boardwalks	_____ _____	_____ _____	_____ _____
Comments	_____	_____ _____	_____ _____

Trail Inspection Criteria

- 1) Check surface conditions for the following items:
 - Proper soil compaction.
 - Roots for trip hazard (no higher than 1 inch).
 - Rocks that may cause tripping or twisting of ankle.
 - Ruts or holes that may cause tripping or twisting of ankle (no deeper than 1 inch).
 - Condition of any boardwalks (loose/broken boards, condition of railings).
 - Condition of bridges (loose/broken boards, condition of railings).
 - Grass /natural vegetation (does it need cutting?).
 - Flooding of trail.
- 2) Note any branches that hang into path and lookout for trees that appear ready to fall onto path.
- 3) Check for missing signs, signs turned in wrong direction and make sure signs have not been moved.
- 4) Are hazards marked clearly if any have been identified and not yet cleared or repaired.
- 5) Look for evidence of uses other than intended.
- 6) Make sure litter containers are in place and emptied often.



Policy Manual

(Parks and Trails Inspection Policy)

PREPARED BY:

Allan Berg

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR**REVISION:**

April 20, 2009

RESOLUTION NO. 6813/09

November 3, 2025

RESOLUTION NO.

The Council of the District of New Hazelton wishes to establish a system of inspection and maintenance for parks and maintained trails located within the District of New Hazelton that is reasonable and balances protection from the risks associated with defects in parks and trails with the District of New Hazelton's other economic, social, and political priorities.

The Council of the District of New Hazelton believes that the system of inspection and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of District of New Hazelton's personnel and equipment considering its other social and budgetary priorities.

The Council for the District of New Hazelton adopts the following Policy of Parks and Trails Inspection and Maintenance:

- Parks and Trails in this policy includes all parks, trails, and other property listed in the attached Appendix A;
- The Public Works Superintendent or their designate(s) will inspect all assets and areas listed in the Parks and Trails Inspection Checklists on a monthly basis to determine whether District staff must schedule and complete any action or repairs in accordance with this policy;
- The Public Works Superintendent or their designate(s) inspect all maintained trails within the District of New Hazelton annually to determine the action or repairs necessary to be completed in accordance with this policy;
- Maintained trails are not to be inspected until frost is out of the ground and snow and ice have melted;
- Members of the public and District of New Hazelton staff are encouraged to immediately report any defects they observe in Parks and Trails to the Public Works Superintendent or the District Office;
- Within 24 hours of receiving any report of observed defects, the Public Works Superintendent or their designate(s) will attend the site of the reported defect, inspect the subject area, and determine which of the following defect categories, if any, the identified area or asset falls within. That individual will then schedule the area for any actions, repairs, or follow-up in accordance with the area or asset's risk rating;

Risk Rating	Description	Timeline for Response
High	It is clear that the area or asset is not reasonably safe and presents a possible risk of failure or injury to users of the park.	District staff will conduct a repair, replacement of the asset, or temporary closure of the area within 3 hours.
Moderate	The area or asset is not likely to result in immediate failure or injury to users of the park but may develop into a higher risk concern with time.	District staff will mark the area or asset and re-inspect it within the following 6 months.
Low	The area or asset is not hazardous. It is not likely to fail and does not present a risk of injury to users of the park or trail but may need attention for some other reason.	District staff will re-inspect the area or asset within the following 1 year.

- Assets or areas that have been identified and marked or temporarily repaired will be inspected every 1 month to ensure the defect continues to be minimized for the public until repairs or other action can be completed;
- The Public Works Superintendent or their designate(s) will schedule a repair or take other action of an identified defect within 1 week of confirming the presence of the identified defect; and
- The Public Works Superintendent or their designate(s) prepare and maintain documentation noting:
 - areas inspected;
 - any observed defect;
 - the date the defect was reported or observed;
 - the work performed to repair, replace, move, or mark the defect;
 - the date the defect was repaired or other action completed;
 - any defects requiring follow up and;
 - before and after photographs, if possible.

APPENDIX A

LIST OF PARKS AND TRAILS

Parks and trails inspections should be completed systematically (the same way each time) to ensure consistency. When possible, the inspector should systematically work throughout the site from entry to exit, area to area, building to building, etc. to gain a better perspective of potential hazards and issues.

Parks:

- Allen Park
- Mural Park
- Visitor Centre Site

Trails:

- New Hazelton Waterfall and Lookout Trail
- Breakover Trail
- Biyoosxw Way (Mosquito Way)

Areas that the Local Government will not proactively inspect and will respond to complaints:

- Eagle Down Trail
- Portion of CN Right-of-Way leading to the Breakover Trail

PARKS & TRAILS INSPECTION POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
April 20, 2009	Trails Inspection Policy completed for presentation to Council. Policy approved by Council Resolution No. 6813/09.
October 10, 2025	Updated policy to align with MIABC recommendations. Renamed to 'Parks and Trails Inspection Policy'. Updated font and formatting updated to align with Policy Manual. Approval from Council required.

Trail Inspection Form

Date: _____

Inspector: _____

Title: _____

Trail Name: _____

	OK	<u>Checklist</u> Problem / Location	Date Repaired
Trail Surface	_____	_____ _____	_____ _____
Debris	_____	_____ _____	_____ _____
Signage	_____	_____ _____	_____ _____
Litter Containers	_____	_____ _____	_____ _____
Branches/Limbs Danger Trees	_____	_____ _____	_____ _____
Evidence of Prohibited Use	_____	_____ _____	_____ _____
Bridges/ Boardwalks	_____ _____	_____ _____	_____ _____
Comments	_____	_____	_____

Trail Inspection Criteria

- 1) Check surface conditions for the following items:
 - Proper soil compaction;
 - Roots for trip hazard (no higher than 1 inch);
 - Rocks that may cause tripping or twisting of ankle;
 - Ruts or holes that may cause tripping or twisting of ankle (no deeper than 1 inch);
 - Condition of any boardwalks (loose/broken boards, condition of railings);
 - Condition of bridges (loose/broken boards; condition of railings);
 - Grass /natural vegetation (does it need cutting?); and
 - Flooding of trail.
- 2) Note any branches that hang into path and check for trees that appear ready to fall onto path.
- 3) Check for missing signs, signs turned in wrong direction, and ensure signs have not been moved.
- 4) Are hazards marked clearly if any have been identified and not yet cleared or repaired?
- 5) Look for evidence of uses other than intended.
- 6) Make sure litter containers are in place and emptied often.

Policy Manual

(Playground Inspection Policy)

PREPARED BY:

Allan Berg

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

April 20/09
Resolution No.6813/09

Purpose:

To ensure playground equipment and surrounding grounds receive continuing care and are held in good repair.

Policy/Procedure

1. Monthly inspections will be conducted on all play structures and their surrounding surface areas.
2. All inspections will be completed in ink using the attached Playground Inspection Form.
3. All original inspection forms will be kept in the Public Works Office for a period of 7 years.
4. Any hazard that may cause danger to life, risk of serious injury or risk of minor injury will be repaired immediately or the piece of equipment closed to public use.
5. Deficiencies that do not pose an immediate hazard will be assessed and repaired as soon as is reasonably possible.
6. Changes in inventory will be noted and dated on the inspection sheet.

Playground Inspection Form

Date: _____

Inspector: _____

Equipment Name: _____

OK – Satisfactory, A1 – Repair immediately, A2 – Assess and Repair as soon as possible

Item	OK	A1	A2	Comment
SURROUNDING GROUNDS				
PLAYGROUND SURFACING				
BORDERS				
DRAINAGE				
GAURDS / HANDRAILS				
PLATFORMS				
OPENINGS				
PROTRUSIONS				
SHARP EDGES				
CHAINS ROPES OR CABLES				
FASTENERS (bolts-screws-etc)				
CAPS / PLUGS				
FASTENING POINTS				
STABILITY IN GROUND				
SUPPORT BARS / LEGS				
LADDERS				
GROUND CLEARANCE				
PAINT / CORROSION				
SPRINGS				
HANDLES AND RUNGS				
WELDS				
SHEER/PINCH/CRUSH POINTS				
SAFETY ZONES				
TILTING/FROST HEAVING				
ANY EXPOSED CONCRETE				
GARBAGE CANS				
PATHWAYS / BRIDGES				
BENCHES / PICNIC TABLES				
VANDALISM				
SIGNS				
LIGHTING				

Playground Inspection Criteria

SURROUNDING GROUNDS	Check for tripping hazards, holes, broken glass, sharp metal etc.
PLAYGROUND SURFACING	Make sure pea gravel is level and not thinning in some areas.
BORDERS	Check 6x6 border timbers for rot, splinters or large cracks and stability.
DRAINAGE	Make sure drains are working.
GAURDS / HANDRAILS	Check guards/handrails are in place and secure.
PLATFORMS	Platforms must be secure, coating in good shape, no debris.
OPENINGS	Openings are as installed.
PROTRUSIONS	Make sure no protrusions exist as an exposed bolt for example.
SHARP EDGES	Make there are no sharp edges on playground equipment.
CHAINS, ROPES OR CABLES	Must not be broken, frayed or have cuts in them.
FASTENERS (bolts-screws-etc)	Make sure they are tight / not missing nuts etc.
CAPS / PLUGS	All caps/plugs still in place.
FASTENING POINTS	Check for wear at these points.
STABILITY IN GROUND	Check for wobble in ground.
SUPPORT BARS / LEGS	Check for cracks, cuts or deformations.
LADDERS	Check for cuts, breaks in links, sharp edges and is securely fastened.
GROUND CLEARANCE	Swings need to have 12”.
PAINT / CORROSION	Look for chipping of paint and rust forming.
SPRINGS	Check for evidence of metal fatigue, cracks or cuts etc.
HANDLES AND RUNGS	Make sure they are not broken or loose.
WELDS	Check welds for cracking.
SHEER/PINCH/CRUSH POINTS	Check see-saw and spring rocking equipment for these problems.
SAFETY ZONES	Make sure no hazard has been put in the safety zone clearances.
TILTING/FROST HEAVING	Check for movement of structure.
ANY EXPOSED CONCRETE	Make sure the footings have not been exposed.
GARBAGE CANS	Check for cleanliness, have been emptied and work properly.
PATHWAYS / BRIDGES	Check stability and soundness.
BENCHES / PICNIC TABLES	Check for loose or missing fasteners, stability and cleanliness.
VANDALISM	Spray painting, carvings, broken items etc.
SIGNS	Make sure signs are in place and legible.
LIGHTING	Lighting works?

For further information or clarification on playground maintenance check the Playground Assessment Handbook kept in the Public Works office.



Policy Manual

(Playground Inspection & Maintenance Policy)

PREPARED BY:

Allan Berg

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR**REVISION:**

April 20, 2009

RESOLUTION NO. 6813/09

November 3, 2025

RESOLUTION NO.

Council of the District of New Hazelton wishes to establish a system of inspection and maintenance for playgrounds located within the District of New Hazelton that is reasonable and balances protection from the risks associated with defects in playgrounds with the District boundaries.

The Council of the District of New Hazelton believes that the system of inspection and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of District of New Hazelton's personnel and equipment, considering its other social and budgetary priorities.

The District of New Hazelton adopts the following Policy of Playground Inspection and Maintenance:

1. Playgrounds in this policy includes all playgrounds within the District of New Hazelton;
2. Detailed daily, weekly, or monthly inspections of all playgrounds is not possible, and that this policy does not conform to CAN/CSA-Z614-20 but may follow the intent of this standard;
3. Someone from the Public Works department will inspect all assets and areas listed in the Playground Inspection Checklist on a monthly basis to determine whether District staff must schedule and complete any action or repairs in accordance with this policy;
4. Members of the public and District of New Hazelton staff are encouraged to immediately report any defects they observe in playgrounds to the Public Works Superintendent and/or their designate(s);
5. Within 24 hours of receiving any report of observed defects, the Public Works Superintendent and/or their designate(s) will attend the site of the reported defect, inspect the subject area, and determine whether District staff must schedule and complete any action or repairs in accordance with this policy.

Risk Rating	Description	Timeline for Response
High	The area or asset is not reasonably safe and presents a possible risk of failure or injury to users of the park.	District staff will conduct a repair or replacement of the asset or area within 24 hours. If the repair is not possible in this timeframe, the asset or area will be closed until it is completed.
Moderate	The area or asset is not likely to result in immediate failure or injury to users of the park but may develop into a higher risk concern with time.	District staff will mark the area or asset and re-inspect it within the following 1 month.
Low	The area or asset is not hazardous. It is not likely to fail and does not present a risk of injury to users of the park or trail but may need attention for some other reason.	District staff will re-inspect the area or asset within the following 3 months.

6. Assets or areas that have been identified and marked or temporarily repaired will be inspected every 1 month to ensure the defect continues to be minimized for the public until repairs or other action can be completed;
7. The Public Works Superintendent and/or their designate(s) will schedule a repair or take other action of an identified defect within 1 week of confirming the presence of the identified defect; and
8. The Public Works Superintendent and/or their designate(s) consider preparing and maintaining documentation noting the below as a minimum:
 - a. areas inspected;
 - b. any observed defect;
 - c. the date the defect was reported or observed;
 - d. the work performed to repair, replace, move, or mark the defect;
 - e. the date the defect was repaired or other action completed;
 - f. any defects requiring follow up and;
 - g. before and after photographs.



Playground Inspection Form

Date: _____

Inspector: _____

Equipment Name: _____

OK – Satisfactory (Low), A1 – Repair immediately (High), A2 – Assess and Repair as soon as possible (Moderate)

Item	OK	A1	A2	Comment
SURROUNDING GROUNDS				
PROTECTIVE SURFACING/ GROUND CLEARANCE				
BORDERS				
DRAINAGE				
GAURDS / HANDRAILS				
PLATFORMS				
OPENINGS				
PROTRUSIONS/ NUTS & BOLTS				
PIVOT POINTS				
SHARP EDGES				
CHAINS, ROPES OR CABLES				
FENCING				
CHAIN COVERS				
FASTENERS (bolts-screws-etc)				
END/CENTRE FITTINGS				
CAPS / PLUGS				
S-HOOKS/FASTENING POINTS				
STABILITY IN GROUND/TILTING				
HAND/SAFETY RAILINGS, SUPPORT BARS / LEGS, STEPS & FASTENING POINTS				
LADDERS				
SIDEWALLS OF SLIDE				
GROUND CLEARANCE				
PAINT / CORROSION				
SPRING AND BAR				
HANDLES AND RUNGS				
STAIRS/STEPS				
WELDS				
ENTRAPMENT POINTS/AREAS				
ENTANGLEMENT POINTS/AREAS				
SHEER/PINCH/CRUSH POINTS				
PLASTIC COMPONENTS				
SAFETY ZONES				
TILTING/FROST HEAVING				
ANY EXPOSED CONCRETE				
GARBAGE CANS				
PATHWAYS / BRIDGES				
BENCHES / PICNIC TABLES				
VANDALISM				
SIGNS				
LIGHTING				

Playground Inspection Criteria

SURROUNDING GROUNDS	Check for tripping hazards, holes, broken glass, sharp metal etc.
PROTECTIVE SURFACING/GROUND CLEARANCE	<ul style="list-style-type: none"> • Ensure proper spacing between equipment, protective surfacing zones and no-encroachment zone(s), as required and specified in CSA Standard • Check border edging material for cracking, chipping, excessive checking, splintering, decay, or damage • Check for exposed concrete/ensure adequate depth protective surfacing material under and around equipment for a minimum of 1,800mm (70.87") or as required and specified in CSA Standard • Check entire play space for debris and litter, broken glass, needles or syringes, animal defecation, etc.
BORDERS	Check 6x6 border timbers for rot, splinters or large cracks and stability
DRAINAGE	Make sure drains are working
GUARDS/HANDRAILS	Check guards/handrails are in place and secure
PLATFORMS	Platforms must be secure, coating in good shape, no debris
OPENINGS	Openings are as installed
PROTRUSIONS/NUTS & BOLTS	<ul style="list-style-type: none"> • Check for protruding, loose, worn, rusted or corroded hardware • Properly grease/lubricate, where required, and remove excess lubricant • Check for and file sharp edges • Replace broken cap covers • Cap all open-ended pipes with plastic plugs
PIVOT POINTS	Test pivot points for free movement, check swivels and bearings for excess wear
SHARP EDGES	Make sure there are no sharp edges on playground equipment
CHAINS, ROPES OR CABLES	Check for bent, worn, open links/pinch points/rust/rough edges
FENCING	<ul style="list-style-type: none"> • Inspect for any visible damage • Check for any protruding points, fence fabric, and hardware (bolts, nuts, etc.)
CHAIN COVERS	<ul style="list-style-type: none"> • Check all fastening points – top and bottom • Check for damaged covers and visible signs of wear on swing chain
FASTENERS (bolts-screws-etc.)	Make sure they are tight/not missing nuts etc.
END/CENTRE FITTINGS	<ul style="list-style-type: none"> • Check that nuts and bolts of clamps and fittings are secure • Check for sharp-edged, cracked, or broken fittings
CAPS/PLUGS	All caps/plugs still in place
S HOOKS/FASTENING DEVICES	<ul style="list-style-type: none"> • Check for excessive wear or cracking • Make sure S-Hooks are properly closed • never reuse S-Hooks
STABILITY IN GROUND/TILTING	<ul style="list-style-type: none"> • Structures should not easily sway – check that connections are solid and properly adjusted • Check alignment of supports, platforms, barriers etc. • Check for any signs of sinking

	<ul style="list-style-type: none"> Check all posts (wood & steel) in ground for corrosion or rot to a minimum of 375mm (14.76") below ground level at least once per year
HAND/SAFETY RAILINGS, SUPPORT BARS/LEGS, STEPS & FASTENING POINTS	<ul style="list-style-type: none"> Check for splitting, splinters and protruding bolts or nails Check all welds Check that all bolts and nuts are secure Block off entrance or opening if there is a delay in repairs.
LADDERS	Check for cuts, breaks in links, sharp edges and is securely fastened
SEWALLS OF SLIDE	<ul style="list-style-type: none"> Check for protruding bolts or rivet heads and missing or loose bolts Ensure all bolts are properly fastened and secure Check all welds Check for rust or corrosion, metal fatigue and rough/sharp edges.
PAINT/CORROSION	Look for chipping of paint and rust forming
SPRING AND BAR	<ul style="list-style-type: none"> Check and secure spring mounts Check springs carefully for instability, tilting and exposed concrete fittings Check that hand and foot bars are in place and secure
HANDLES AND RUNGS	<ul style="list-style-type: none"> Must be securely fastened Check welds, bolts, etc. Check for sharp points/bending, warping or unevenness
STAIRS/STEPS	<ul style="list-style-type: none"> Check all platforms, stairs and steps for safety Check welds at all steel joints Check all bolts for secure and proper fastening
WELDS	Check welds for cracking
ENTRAPMENT POINT/AREAS	<ul style="list-style-type: none"> All angles, joining points, or openings shall be less than 90mm (3.6") or more than 225mm (8.86") to minimize the chance of head/neck entrapment Check for pinch, crush, or shear points which could cause injury
ENTANGLEMENT POINTS/AREAS	<ul style="list-style-type: none"> Check for gaps that could entangle clothing, drawstrings, etc. Pay particular attention to sitting and sliding sections of slides and entrance of sliding poles
SHEER/PINCH/CRUSH POINTS	Check see-saw and spring rocking equipment for these problems
PLASTIC COMPONENTS	<ul style="list-style-type: none"> Check for cracks, sharp edges, discolouration, scorching/burn damage, abrasion and excess wear or other damage Ensure components are properly fastened and secure
SAFETY ZONES	Make sure no hazard has been put in the safety zone clearances
TILTING/FROST HEAVING	Check for movement of structure
ANY EXPOSED CONCRETE	Make sure the footings have not been exposed
GARBAGE CANS	Check for cleanliness, have been emptied and work properly
PATHWAY /BRIDGES	<ul style="list-style-type: none"> Check stability and soundness Check for any visible damage and check for low ponding areas

BENCHES/PICNIC TABLES	<ul style="list-style-type: none"> • Check for splinters, excessive checking, cracking, decayed or damaged materials and problems with stability and tilting • Check fastening points, secure all nuts, bolts, etc. • Check welds • Check for sharp edges
VANDALISM	Spray painting, carvings, broken items etc.
SIGNS	<ul style="list-style-type: none"> • Check for any visible damage or graffiti • Check for proper pedestrian head clearance • Check fastening points and replace weathered or damaged signs.
LIGHTING	Check for any visible damage, ensure lights are in proper working order.

PLAYGROUND INSPECTION & MAINTENANCE POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
April 20, 2009	Policy completed for presentation to Council. Policy approved by Council Resolution No. 6813/09.
October 10, 2025	Changed policy to align with MIABC's recommendations. Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log. Approval from Council required.

Policy Manual

(Road Inspection Policy)

PREPARED BY:

Allan Berg

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

Apr 20/09
Resolution No. 6813/09

Purpose:

To ensure that the condition of all roads in the municipality will be routinely inspected.

Policy/Procedure

1. Inspections will include road surfacing, signs and condition of road allowance area.
2. Summer - Bi – weekly inspections to be completed on all District roads.
Winter – Roads will be inspected daily.
3. All inspections to be completed in ink using the attached Roads Inspection Form and signed and dated by person doing the inspection.
4. All original inspection forms to be kept in the Public Works office for a period of 7 years.
5. Minor deficiencies found will be assessed and corrected as time permits.
6. Major deficiencies found will be assessed and corrected as quickly as possible.

Road Inspection Form

Date: _____

Inspector: _____

Title: _____

Checklist

	OK	Problem / Location	Date Repaired
Road Surface	_____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Road Shoulder	_____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
Corner Sight Line	_____	_____ _____ _____	_____ _____ _____
Signs	_____	_____ _____	_____ _____

Road Inspection Criteria

Road Surfaces:

Summer - Look for potholes, wide cracks, heaves, utility boxes raised more than 1 inch from road surface and debris on roads.

All potholes should be noted. If they are 3 inches deep and more than 8 inches in diameter recommendation for repairs should be noted.

Winter - Check snow depth, ice covering, potholes and utility boxes protruding.

Road Shoulders:

Look for sloughing, troughs, potholes and danger trees.

Corner sight Lines:

Make sure that approaching traffic can be seen without creeping out into the intersection.

Signs:

Make sure signs are facing traffic and are readable at a distance to react.



Policy Manual

(Road Inspection Policy)

PREPARED BY:

Allan Berg

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR**REVISION:**

April 20, 2009

RESOLUTION NO. 6813/09

November 3, 2025

RESOLUTION NO.

The Council of the District of New Hazelton wishes to establish a system of inspections and maintenance for roads located within the District boundaries that is reasonable and balances protection from the risks associated with defects in roads with the District of New Hazelton other priorities.

The Council of the District of New Hazelton believes that the system of inspections and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of District of New Hazelton's personnel and equipment, considering its other social and budgetary priorities.

The Council of the District of New Hazelton adopts the following Road Inspection & Maintenance Policy:

1. Roads in this policy include asphalt roads, lanes, gravel roads, and shoulders;
2. The Public Works Superintendent or their designate(s) annually inspect all Priority 1 routes located within the District of New Hazelton to determine the repairs necessary to be undertaken in accordance with this policy. See Schedule A for defined priority routes;
3. The Public Works Superintendent or their designate(s) inspect all Priority 2 routes located within the District of New Hazelton every two years to determine the repairs necessary to be undertaken in accordance with this policy. See Schedule A for defined priority routes;
4. Members of the public and staff be encouraged to immediately report any observed defects in roads located in the District of New Hazelton to the Public Works Superintendent or their designate(s);
5. Within 24 hours of receiving any report of observed defects the Public Works Superintendent or their designate(s) will attend the site of the reported defect and inspect the road to determine the repairs necessary to be undertaken in accordance with this policy;
6. Within 24 hours of confirming there is an identified defect that requires repair, the Public Works Superintendent or their designate(s) will mark or temporarily repair any identified defect that requires action;
7. Road areas that have been identified and marked or temporarily repaired will be inspected every 7 days to ensure the defect continues to be minimized for motorists and pedestrians until permanent repairs can be completed;

8. The Public Works Superintendent or their designate(s) will schedule a permanent repair of an identified defect within 14 days of confirming the presence of the identified defect, if possible.;
9. The Public Works Superintendent and/or their designate(s) prepare and maintain written or electronic documentation noting:
 - a. Areas inspected;
 - b. Any observed defect on roads;
 - c. The date the defect was reported or observed;
 - d. The work performed to repair the defect; and
 - e. The date the defect was repaired.
10. The District of New Hazelton will complete any other road maintenance such as paving, crack sealing, etc. on an annual basis.



Schedule A: Defined Priority Routes

Priority 1 Routes:

- All paved roadways within the District's boundaries;
- All gravel roads that are maintained by the District public works staff; and
- Road to Water Treatment Plan

Priority 2 Routes:

- All other roads within the District's boundaries.
- Gravel roads West of Churchill Street.



Road Inspection Form

Date: _____

Inspector: _____

Title: _____

Checklist

	OK	Problem / Location	Date
Repaired Road Surface	_____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Road Shoulder	_____	_____ _____ _____ _____ _____ _____	_____ _____ _____ _____ _____ _____
Corner Sight Line	_____	_____ _____ _____ _____	_____ _____ _____ _____
Signs	_____	_____ _____ _____	_____ _____ _____



Road Inspection Criteria

Road Surfaces:

Summer - Look for potholes, wide cracks, heaves, utility boxes raised more 1 inch from road surface and debris on roads.

All potholes should be noted. If they are 3 inches deep and more than 8 inches in diameter, recommendation for repairs should be noted.

Winter - Check snow depth, ice covering, potholes and utility boxes protruding.

Road Shoulders:

Look for sloughing, troughs, potholes and danger trees.

Corner sight Lines:

Make sure that approaching traffic can be seen without creeping out into the intersection.

Signs:

Make sure signs are facing traffic and are readable at a distance to react.

ROAD INPSECTION POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
April 20, 2009	Policy completed for presentation to Council. Policy approved by Council Resolution No. 6813/09.
October 10, 2025	Updated policy to align with MIABC recommendations. Updated font and formatting to align with Policy Manual. Added review date and revision log. Approval from Council required.

Policy Manual

(Sidewalk Inspection Policy)

PREPARED BY:

Allen Berg

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

Apr 20/09
Resolution No. 6813/09

Purpose:

To ensure timely maintenance and repair to municipal sidewalks.

Policy/Procedure

1. Inspections will be done once every two months. During Winter months sidewalks will be checked daily.
2. All inspections to be completed in ink using the attached Sidewalk Inspection Form and signed and dated by person doing the inspection.
3. All original inspection forms to be kept in the Public Works office for a period of 7 years.
4. Deficiencies found will be assessed and repairs carried out according to urgency of problem.

Sidewalk Inspection Form

Date: _____

Inspector: _____

Title: _____

Checklist

	OK	Problem / Location	Date Repaired
Significant Separation	_____	_____ _____ _____	_____ _____ _____
Holes/Spalling/ Protrusions	_____	_____ _____ _____	_____ _____ _____
Surface Finish Slippery	_____	_____ _____ _____	_____ _____ _____
Sidewalk Joints Uneven	_____	_____ _____	_____ _____
Handrails Missing	_____	_____ _____	_____ _____
Lip/Trip Hazard	_____ _____	_____ _____	_____ _____
Ice Snow	_____ _____	_____ _____	_____ _____

Sidewalk Inspection Criteria

Sidewalks will be deemed to be in need of repair if the following criteria exist:

- 1) A lip one inch (2.5 cm) or higher in a vertical direction.
- 2) A crack in the sidewalk of 1 inch (2.5 cm) or greater.
- 3) Spalling of the Sidewalk $\frac{3}{4}$ inch (1.8 cm) or deeper.
- 4) A raised or sunken section of the sidewalk where slope is greater than 1 inch (2.5 cm) per foot (30 cm).
- 5) If separation of sections are more than 1 inch (2.5 cm) apart.
- 6) Sanding to be done if surface is covered with ice.
- 7) Snow to be plowed off if more than 2 inches (5 cm) deep.



Policy Manual

(Sidewalk Inspection Policy)

PREPARED BY:

Allen Berg

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR**REVISION:**

April 20, 2009

RESOLUTION NO. 6813/09

November 3, 2025

RESOLUTION NO.

The Council of the District of New Hazelton wishes to establish a system of inspection and maintenance for sidewalks located within the District of New Hazelton that is reasonable and balances protection from the risks associated with sidewalk defects with the District of New Hazelton's other economic, social and political priorities.

The Council of the District of New Hazelton believes that the system of inspection and maintenance established by this policy is a reasonable allocation of budgetary resources and the availability of District of New Hazelton personnel and equipment considering its other social and budgetary priorities.

The Council of the District of New Hazelton adopts the following Sidewalk Inspection and Maintenance Policy:

- The Sidewalks subject to inspection per this policy includes all those listed in the attached Appendix A;
- The Public Works Superintendent or their designate(s) will inspect all areas listed in Appendix A on an (annual) basis to determine whether District staff must schedule and complete any action or repairs in accordance with this policy;
- Any areas not set out in the Appendix A and assets other than the sidewalk panels will be maintained on a complaints-based basis;
- Members of the public and District of New Hazelton staff are encouraged to immediately report any sidewalk defects to the District Office;
- Within 24 hours of receiving any report of observed defects, the Public Works Superintendent or their designate(s) will attend the site of the reported defect, inspect the subject area and determine which of the following defect categories, if any, the identified area falls within. That individual will then schedule any action, repair or follow up in accordance with the area or asset's risk rating;

Risk Rating	Description	Timeline for Response
Level 1	A vertical or horizontal height differential of less than 1.25cm (1/2 inch).	No service required.
Level 2	A vertical or horizontal height differential between 1.25cm (1/2 inch) and 2.54cm (1 inch).	List for reinspection within 6 months.
Level 3	A vertical or horizontal height differential greater than 2.54 cm (1 inch).	Mark as soon as possible and repaired within 4 weeks.

1. Areas that have been identified and marked or temporarily repaired will be inspected every 6 months to ensure the defect continues to be minimized for the public until repairs or other action can be completed;
2. The Public Works Superintendent or their designate(s) will schedule a repair for level 3 defects within 2 weeks of inspection; and
3. The Public Works Superintendent or their designate(s) will prepare and maintain documentation noting:
 - areas inspected;
 - any observed defect;
 - the date the defect was reported or observed;
 - the work performed to repair, replace, move or mark the defect;
 - the date the defect was repaired or other action completed;
 - any defects requiring follow up; and
 - before and after photographs, if possible.

APPENDIX A

LIST OF SIDEWALKS SUBJECT TO PERIODIC INSPECTION

- 10th Avenue (Hwy 16) from Laurier to Fielding;
- Laurier Street from 10th Avenue to 11th Avenue;
- 4800 block of 11th Avenue;
- McLeod Street (small section south of Hwy intersection);
- Bowser Street (small section south of Hwy intersection); and
- Fielding Street (small section south of Hwy intersection).

Sidewalk Inspection Form

Date: _____

Inspector: _____

Title: _____

Checklist

	OK	Problem / Location	Date Repaired
Significant Separation	_____	_____ _____ _____	_____ _____ _____
Holes/Spalling/ Protrusions	_____	_____ _____ _____	_____ _____ _____
Surface Finish Slippery	_____	_____ _____ _____	_____ _____ _____
Sidewalk Joints Uneven	_____	_____ _____ _____	_____ _____ _____
Handrails Missing	_____	_____ _____	_____ _____
Lip/Trip Hazard	_____ _____	_____ _____	_____ _____
Ice Snow	_____	_____ _____	_____ _____

Sidewalk Inspection Criteria

Sidewalks will be deemed to be in need of repair if the following criteria exist:

- 1) A lip one inch (2.5 cm) or higher in a vertical direction;**
- 2) A crack in the sidewalk of 1 inch (2.5 cm) or greater;**
- 3) Spalling of the Sidewalk $\frac{3}{4}$ inch (1.8 cm) or deeper;**
- 4) A raised or sunken section of the sidewalk where slope is greater than 1 inch (2.5 cm) per foot (30 cm);**
- 5) If separation of sections are more than 1 inch (2.5 cm) apart;**
- 6) Sanding to be done if surface is covered with ice; or**
- 7) Snow to be plowed off if more than 2 inches (5 cm) deep.**

SIDEWALK INSPECTION POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
April 20, 2009	Policy completed for presentation to Council. Policy approved by Council Resolution No. 6813/09.
October 10, 2025	Updated policy completely to align with MIABC recommendations. Updated font and formatting to align with Policy Manual, and added review date/revision log. Approval from Council required.

Policy Manual

(Winter Maintenance Policy)

PREPARED BY:

Allan Berg

AUTHORIZED BY:

Council

**DATE OF ISSUE OR
REVISION**

Apr 20/09
Resolution No.6813/09

Purpose:

To ensure daily inspections of our roads, water distribution and wastewater operations during the cold months of the year.

Policy/Procedure

The District of New Hazelton will implement the **Averaging Agreement** set out by the Labour Standards of BC during the winter months of each year.

The **Averaging Agreements** duration each year will be determined by the Public Works Superintendent.

Averaging Agreements between The District of New Hazelton and the employees will be signed by both parties and updated as necessary.



Policy Manual

(Snow and Ice Control Policy)

PREPARED BY:

Allan Berg

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR

REVISION:

April 20, 2009

RESOLUTION NO. 6813/09

November 3, 2025

RESOLUTION NO.

The Council of the District of New Hazelton wishes to provide for the safe passage of vehicles and pedestrians within the District of New Hazelton by ensuring that snow and ice control operations are carried out on roads and sidewalks in a timely manner in accordance with priorities identified by Council, included as Schedule A of the Policy.

The Council of the District of New Hazelton believes that the system of snow and ice control established by this policy is a reasonable allocation of budgetary resources and the availability of the District of New Hazelton personnel and equipment considering its other social and budgetary priorities.

The Council of the District of New Hazelton adopts the following Policy of Snow and Ice Control:

1. The following definitions apply to this policy:

- a. **Roads:** Include asphalt roads and lanes but do not include gravel roads;
- b. **Minor Snow Event:** Is a snowfall of less than 10 centimetres (4 inches);
- c. **Major Snow Event:** Is a snowfall of greater than 10 centimetres (4 inches);
- d. **Snow Plowing:** Means to move or push the accumulation of snow from Roads using equipment, including, but not limited to, graders, loaders, plow trucks, pickup trucks, and skid-steer loaders. Snow will not be cleared to bare pavement;
- e. **Snow Removal:** Involves the plowing of snow into windrows, loading onto trucks, and subsequently hauling snow to snow disposal sites;
- f. **Ice Control:** Involves the control of the build up of packed snow or ice on roadways through the use of equipment, abrasive materials, or chemicals;
- g. **Sanding:** Involves the application of treated or dry sand to roadways to improve traction;
- h. **Passable Condition:** Roadway is passable for vehicles with proper winter tires and driving according to the conditions (driving cautiously – defensively and at a speed appropriate for slippery roads, which is not necessarily the speed limit and could be significantly less than the posted speed limit); this does not mean bare pavement and some accumulations of snow or ice may be present;
- i. **Compacted Snow Surface:** Snow that has accumulated on the roadway surface and is packed by traffic or leveled by snowplows; and
- j. **Recorded Temperature:** The temperature forecast for the District of New Hazelton by Environment Canada.

Snow Control: Roads

2. The Public Works Superintendent or their designate(s) will direct the commencement of Snow Plowing after Minor or Major Snow Events;
3. Snow Plowing priorities are identified as high priority (Priority 1 Roads), secondary priority (Priority 2 Roads), and tertiary priority (Priority 3 Roads) (see Schedule A for defined priority routes);
4. At the discretion of the Public Works Superintendent or their designate(s), during a Major Snow Event, resources may be utilized to ensure that emergency routes can be maintained to a Passable Condition;
5. Snow Plowing shall be done in a manner to achieve a minimum five metres width for driving and:
 - a. Passable Condition on Priority 1 and 2 Roads; and
 - b. Compacted Snow Surface on Priority 3 Roads;
6. Staff will initially plow Priority 1 Roads and maintain Priority 1 Roads to a Passable Condition until the termination of a Minor or Major Snow Event;
7. Priority 2 Roads will be plowed to a Passable Condition once Priority 1 Roads can be maintained to a Passable Condition;
8. Priority 3 Roads will be plowed to a Compacted Snow Surface once Priority 1 and 2 Roads can be maintained to a Passable Condition;
9. Snow Removal shall be undertaken only in situations where lack of adequate storage prohibits the reasonable movement of vehicular and/or pedestrian traffic. During most winter seasons, Snow Removal will not be done;
10. Snow Removal priorities are based on the priority routes set out in Schedule A;
11. In the event that available resources are not adequate to meet the Snow Plowing demand, unsafe or impassable roads may be temporarily closed by the Public Works Superintendent or their designate(s) until the District of New Hazelton has the resources available to plow the roads;

Ice Control/Sanding: Roads

12. The same priority routes identified in Schedule A for Snow Removal will be utilized for Ice Control and Sanding, except that Ice Control and Sanding will not be utilized on Priority 3 Roads;
13. Ice Control and Sanding will be initiated by the Public Works Superintendent or their designate(s) when the Recorded Temperature is forecast to reach -5 degree Celsius or lower;
14. Public Works Staff will initially commence Ice Control and Sanding on Priority 1 Roads and maintain Priority 1 Roads to a Passable Condition;
15. Public Works Staff will commence Ice Control and Sanding on Priority 2 Roads once Priority 1 Roads can be maintained to a Passable Condition;
16. Sanding will only take place on the following:
 - a. Hills;
 - b. Curves;
 - c. School zones;
 - d. Bus stops;
 - e. 30 metres before street signalized intersections; and
 - f. 30 metres before stop signs;
17. Members of the public and staff be encouraged to immediately report any observed icy conditions for Priority 1 and 2 Roads located in the District of New Hazelton to the Public Works Superintendent or their designate(s), or the District Office;

18. Within 4 hours of receiving any report of observed icy conditions, the Public Works Superintendent or their designate(s) attend the site of the reported icy conditions and determine if Ice Control or Sanding is necessary to be undertaken in accordance with this policy;

Snow/Ice Control: Sidewalks

19. The Public Works Superintendent or their designate(s) will direct the commencement of Snow Plowing and Ice Control of sidewalks after 5 centimetres of continuous snow fall;
20. All sidewalks will be cleared of snow within 24 hours of the termination of snowfall; and
21. Unpaved sidewalks or trails will not be subject to Snow Plowing or Ice Control.

Record Keeping

22. The Public Works Superintendent or their designate(s) prepare and maintain written or electronic documentation noting:
 - a. Daily weather forecast;
 - b. Records that identify the time, equipment, and the operator for Snow Plowing, Snow Removal, Ice Control, and Sanding operations; and
 - c. Complaints made by the public and the response to each complaint.

Schedule A: Priority Road & Sidewalk Routes

Roads:

Priority 1 Road Routes:

- All paved roadways within the District's boundaries;
- All gravel roads that are maintained by the District public works staff; and
- Road to Water Treatment Plant

Priority 2 Road Routes:

- All other roads within the District's boundaries.

Sidewalks:

Priority 1 Sidewalks:

- 10th Avenue (Hwy 16) from Laurier to Fielding;
- Laurier Street from 10th Avenue to 11th Avenue; and
- 4800 block of 11th Avenue.
- McLeod Street (small section south of Hwy intersection);
- Bowser Street (small section south of Hwy intersection); and
- Fielding Street (small section south of Hwy intersection).

SNOW AND ICE CONTROL POLICY

Revision/Review Log

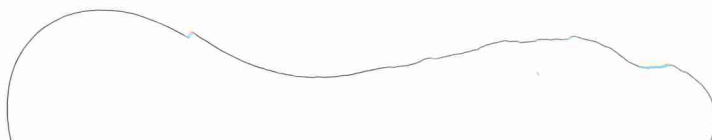
Review: Every five years or as required.

Revision Date	Comments
April 20, 2009	Policy completed for presentation to Council. Policy approved by Council Resolution No. 6813/09.
October 10, 2025	Updated policy to align with MIABC recommendations. Changed name to "Snow and Ice Control Policy." Updated font and formatting. Added logo, review date and review/revision log. Approval from Council required.

Agenda Meeting Schedule

DATE	TIME	WHERE	INFORMATION
November 3rd	7:00PM	Council Chambers	Regular Council Meeting
November 4th	2:00PM	Virtual	Dawson Road Maintenance Stakeholder's meeting
November 12th	12:00PM-1:00PM	Virtual Webinar	Advancing Local Government Advocacy through effective NCLGA Resolution Processes
November 20th	10:00AM-12:00PM	Council Chambers	COTW - Budget Meeting
November 22nd			North West Regional Hospital District Regular Meeting
December 1st	7:00PM	Council Chambers	Regular Council Meeting
December 5th	5:00 PM – 7:00 PM	Allen Park	Winterfest
December 11th	5:00PM	Hazelton	Christmas in Hazelton
December 15th	6:00PM	Erwin Stege Community Center	Christmas Dinner with Staff & VOH – RSVP by November 28th
January 20-22nd	All Day	Prince George Conference & Civic Centre	2026 BC Natural Resources Forum

November 2025
Information Package





Storytellers' Society

Contributing to community wellbeing
through citizens learning together.

Info Package
Copies Available
in DONIT office

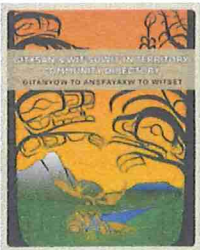
17 September 2025

It is with great pleasure that we announce the updated Gitxsan & Wit'suwit'in Territory Community Directory. This directory aims to highlight the number of community services and resources available to the residents of this area. In some ways it is a celebration of what is available within our area without having to go to Smithers, Terrace, or beyond.

The original directory was created in 2017 as an initiative of the Wellness Task Force and we are very grateful for the work they did as updating was a big enough task, we can't imagine what it was like to start with a blank page. Thank you to the many community members who took the time to proofread and review many drafts to get us to this version - your energy and effort is valued and important for a project like this. And we have already started taking notes on ideas and improvements for the 'next time' so keep your input coming.

Thank you to Tim Foster for the stunning artwork that is the cover and the inspiration for the overall layout and colours. Thank you to BV Printers for working with us on layout and design, and their patience with our many edits and updates before we were ready to print.

The financial support from the BC Community Response Network, Bulkley Browser, Bulkley Valley Credit Union, Hazelton Community Services, Regional District Kitimat-Stikine, Village of Hazelton, and the Winch Memorial Foundation allowed us to resource this project and to print copies for local distribution through community partners and spaces. Thank you to all!



The directory can be found online at <https://storytellerssociety.org/community-directory> and we invite you to upload it to your own websites, platforms, and share it outward in whatever works best.

The title of the directory acknowledges that this land has been, and continues to be, the territory of the Gitxsan and Wit'suwit'in and that many of us are newcomers and visitors to this land.

For copies, edit suggestions, or other inquiries you can contact info@storytellerssociety.org

On behalf of Storytellers' and the many people who have been part of this project,

B. Barritt

Brenda Barritt
Executive Director

Box 37; Hazelton, BC; V0J 1Y0
www.StorytellersSociety.org

info@StorytellersSociety.org
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NCLGA

Representing over 240 elected officials in over 42 local and First Nation governments.
Established in 1955, the NCLGA is a non-profit, non-partisan association comprised of local government elected officials in North Central BC.



A Message from the President

Gladys Atrill, NCLGA President

Musings for autumn!

As the hillsides adopt hues of yellow and orange and the mountain tops are dusted in white, autumn is upon us. This season somehow prompts in me the drive to work a little harder to get things finished before the snow comes. While that may be literal when it comes to my yard, it still rings true for the work we all do in local government. UBCM has now rushed past and next up, our budgets are looming. How to plan and cost out all the projects we want for our communities and how to pay for them – that is our constant challenge.

Touching back on UBCM now behind us, it was indeed a busy week. It was great to connect with many of you, even if it was just a quick hello as we passed each other heading to the next meeting or workshop. The organizers of the conference deserve a big thank you as does the City of Victoria for the fabulous weather!

As the Board of NCLGA continues its work stemming from the last Annual General Meeting, I can update you on a couple of things.

We have been rescheduling our Board meetings to make it easier for directors from all our member Regional Districts to attend. This is no small feat considering the number of meetings that must be planned around. Thanks to NCLGA staff for creating a bit of a Tetris puzzle to make this work.

On advocacy, UBCM was the stage for advocacy through meetings with Ministers and on the resolution floor. Specific meetings can be read about in the Advocacy section on Minister Meetings at UBCM, page 3. We worked to ensure Board members were on the convention floor speaking to the resolutions that came forward from NCLGA.

Other highlights important to communities in our region included:

- *Forest Minister Ravi Parmar announced the results of the review of the BC Timber Sales, accepting all recommendations of the review panel.*
- *Save our Streets rally at the legislature drawing attention to the challenges to public safety due to addictions and mental illness, homelessness and strains in both the health care and justice systems.*

...continued on page 2

2025 UBCM Annual Convention, Victoria, BC

I want to thank all of you who took time to attend the NCLGA luncheon during UBCM week. That event provides a valuable networking opportunity and a chance to focus on our region. We provided a speaking opportunity to all of the candidates from the NCLGA region who were running for seats on the UBCM Board and I am delighted to let you know the following elected officials from the NCLGA region will be on the UBCM Board for 2025-2026:

- Cori Ramsay, *President of UBCM*
- Sarrah Storey, *Second Vice President*
- Sheila Boehm, *Director at Large*
- Gord Klassen, *Director at Large*
- Jerrilyn Kirk, *Electoral Area representative.*

I will also join my colleagues at the UBCM table representing NCLGA. Congratulations to all – we will be well represented!

An important event that is upon us now is the second Mental Health and Addictions Symposium. It takes place October 15, 2025 in Prince George. A big thank you to all have worked hard to bring this to fruition.

I will take a moment to thank all of the Board members who took up the extra challenge at UBCM to attend our meetings, in addition to those of their own local government, and for your support throughout the week.

And always – thank you to our small but mighty staff team. Terry Robert and Sandra Moore worked hard at UBCM as they always do. They prepped our meetings, including the briefing notes, and organized our luncheon. And thank you to Bettina Johnson for managing communications on behalf of us all – no mean feat!

Enjoy autumn everyone and do take time to enjoy the colours!

Gladys Atrill, NCLGA President

Gladys Atrill has served on the NCLGA Board for the past three years. Gladys has been the Mayor of the Town of Smithers since 2020 and was first elected to Council in 2014. Read more about Gladys here: [Board of Director Bios](#)



Thank you to our NCLGA Area Association UBCM Luncheon sponsor, PNG



NCLGA Directors at UBCM (L-R): Jesse Wright, Gladys Atrill, Kyle MacDonald



NCLGA/Minister Meeting (L-R): Kyle MacDonald, Gladys Atrill, Minister Jessie Sunner, Jesse Wright, and Barry Cunningham



NCLGA/Ministers Meeting (L-R) Jesse Wright, Minister Tara Richards, Minister Nina Krieger, Melanie Woods, Gladys Atrill, and Kyle MacDonald

NCLGA Advocacy

UBCM Annual Convention

NCLGA Directors attended the Union of British Columbia Municipalities (UBCM) Annual Convention, which took place from September 22-26, 2025, in Victoria, BC. From advocating for regional priority issues to engaging in information sharing, UBCM serves as a key space for local government elected officials to convene and share in a collective voice, and to debate and vote on resolutions.

The NCLGA Board of Directors held a Strategy Session on Sunday, September 21, 2025, to prepare for Minister meetings and discuss resolutions session planning.

NCLGA Members and dignitaries attended the Area Association Luncheon, sponsored by PNG, on September 24, 2025. Attendees had the opportunity to network, connect on regional issues, hear the President's address, and hear speeches from Candidates for the UBCM Board.

Update on Minister Meetings at UBCM

NCLGA Board members met with the following Ministers, to advocate on priority issues on behalf of NCLGA:

- **Local Governments and Rural Communities – Minister of State Brittny Anderson:** on Public transportation for rural communities, Access to post-secondary education, and Legislative Reform
- **Post-Secondary Education and Future Skills – Minister Jessie Sunner:** on Impacts to business due to the loss of funding for international students, and loss of temporary foreign workers
- **Public Safety and Solicitor General – Minister Nina Krieger and Minister Tara Richards:** on Community and Downtown Safety
- **Emergency Management and Climate Readiness – Minister Kelly Greene:** on Emergency Preparedness, Impacts of wildfire and drought.

2025/26 NCLGA Resolutions

A total of 10 Executive Resolutions and 52 Member Resolutions were shared with membership in the [2025 AGM Annual Report](#). The 2025 resolutions are posted in full on the website for review: [2025 NCLGA Resolutions](#).

Resolution Number UBCM	Resolution Number NCLGA	Resolution Title	Endorsed/Not Endorsed/ Referred to NCLGA or UBCM Executive	Sponsor(s)
NR36	E3	Short-Term Rental Accommodation Act Exemption Flexibility for Small Communities	Endorsed	NCLGA Executive
EB86	E7	Engagement Protocols for Regional Directors in Resource Development Processes	Endorsed	NCLGA Executive
NR123	E10	Establishment of a Permanent Provincial Housing Policy Roundtable	Endorsed	NCLGA Executive
EB2	R1	Streamlining Licensing for Out of Province and International Healthcare Professionals	Endorsed	City of Fort St. John
NR5	R2	Addressing Rural Physician Shortages Due to Practice Ready Assessment BC and Longitudinal Family Physician Changes	Endorsed	City of Dawson Creek
NR11	R3	Mental Health Support for Local Elected Officials	Endorsed	Cariboo Regional District
NR9	R4	Rural Foundry Centres	Endorsed	District of Mackenzie
NR23	R9	Co-op Housing Program and Sustainable Funding for Housing	Endorsed	City of Fort St. John
NR24	R10	Lowering Financial Barriers for Community Housing Projects	Endorsed	Town of Smithers
EB15	R11	Funding Off- Site Works for Affordable Housing	Endorsed	Town of Smithers
EB21	R12	Speculation and Vacancy Tax	Endorsed	
EB24	R13	Initial Fire Attack Crew Relocation	Endorsed	District of Chetwynd
NR48	R14	Emergency Social Services Grant Funding for Capital Costs	Endorsed	Town of Smithers
NR56	R15 – NR56	Release of Prolific Offenders in Communities	Endorsed	City of Williams Lake
NR55	R16	Creation of Regional Crime Prevention Officer Positions for Rural BC	Endorsed	City of Dawson Creek
EB29	R17	Managing Policing Contract Costs Through Engagement in RCMP Collective Bargaining	Endorsed	City of Terrace
NR54	R18	Addressing RCMP Staffing and Contract Costs	Endorsed	City of Fort St. John
EB36	R21	Moose Habitat Considerations in Landscape Planning	Endorsed	Village of Burns Lake
EB45	R22	Biodiverse Climate Resilient Ecosystems	Endorsed	Regional District of Fraser Fort George and Regional District of Bulkley Nechako
NR67	R24	Nuclear Energy in BC	Endorsed	District of Mackenzie
EB51	R25	Including Rail Related Activities in the Environmental Assessment Act Scope	Endorsed	City of Terrace

Resolution Number UBCM	Resolution Number NCLGA	Resolution Title	Endorsed/Not Endorsed/ Referred to NCLGA or UBCM Executive	Sponsor(s)
EB48	R26	Sustainable Funding for Small Water Systems	Endorsed	Regional District of Fraser Fort George
EB56	R34	Expedite Municipal Applications for Crown Lands	Endorsed	Town of Smithers
EB55	R35.	Efficient Resource Permitting	Endorsed	Peace River Regional District, District of Hudson's Hope, District of Taylor, and City of Fort St. John
EB72	R39	Twinning of Highway 16	Endorsed	District of Fort St. James and Regional District of Bulkley Nechako
EB68	R41	Forest Service Road Closures	Endorsed	District of Mackenzie
EB73	R42	Active Transportation Infrastructure on Rural Highways	Endorsed	City of Williams Lake
EB90	R46	Industrial Electrification Expansion	Endorsed	Peace River Regional District, District of Taylor, District of Hudson's Hope
EB90	R47	Expanding Industrial Electrification	Combined with R46 in UBCM Disposition	City of Fort St. John
EB88	R49	Consultation on Removal of Crown Land	Endorsed	District of Mackenzie
EB94	R51.– EB94	BC Society for the Prevention of Cruelty to Animals Representation in Rural BC Communities	Endorsed	Village of Burns Lake
EB80	L2	Review of the BC Library Act	Endorsed	District of Taylor

NOT ENDORSED/REFERRED BACK TO NCLGA/REFERRED BACK TO UBCM EXECUTIVE/TBC

Resolution Number UBCM	Resolution Number NCLGA	Resolution Title	Endorsed/Not Endorsed/ Referred to NCLGA or UBCM Executive	Sponsor(s)
NR13	E1	Advancing Recovery Informed Workplace Practices	Not Endorsed	NCLGA Executive
NR66	R23	Balanced Emissions Policies	Not Endorsed	Peace River Regional District, District of Taylor
RR47	E2	Blood Plasma Donor Centre for Northern BC	Referred back to NCLGA	NCLGA Executive
RR48	R6	Psychiatric Hospital for Northern BC	Referred back to NCLGA	District of Vanderhoof and District of Fort St. James
RR45	R8	Enhanced Wraparound Supports and Second Stage Housing for Individuals in Recovery in Rural Northern Communities	Referred back to NCLGA	District of Chetwynd
RR22	R19	Conservation Officer Advocacy	Referred back to NCLGA	City of Prince George
RR25	R27	Provincial Funding for Public Libraries	Referred back to NCLGA	City of Prince George

Resolution Number UBCM	Resolution Number NCLGA	Resolution Title	Endorsed/Not Endorsed/ Referred to NCLGA or UBCM Executive	Sponsor(s)
RR26	R28	Increased Funding for Public Libraries	Referred back to NCLGA	District of Hudson's Hope
RR27	R29	Increased Capital Funding for Libraries	Referred back to NCLGA	Town of Smithers
RR34	R36	Removal of the BC Port Tax Cap	Referred back to NCLGA	North Coast Regional District
RR31	R37	Essential Service Levels of Inland Ferries	Referred back to NCLGA	Regional District of Bulkley Nechako
RR32	R38	BC Ferry Advisory Committee	Referred back to NCLGA	North Coast Regional District
RR46	R40	Quesnel North South Interconnector	Referred back to NCLGA	Cariboo Regional District
RR35	L1	Highway Road Maintenance Agreements – Addressing Regional Adaptation	Referred back to NCLGA	Village of Pouce Coupe
	R7	Regional Secure Psychiatric Care Facility	Referred back to NCLGA	City of Prince George
NR70	E4	Regulation of Mushroom Harvesting Industry	Referred to UBCM Executive	NCLGA Executive
NR114	E8	Canada First Local Government Procurement Strategy	Referred to UBCM Executive	NCLGA Executive
NR115	E9	Eliminating Interprovincial Trade Barriers	Referred to UBCM Executive	NCLGA Executive
NR78	R20	Allocation of Wildlife Revenues to Conservation	Referred to UBCM Executive	Regional District of Kitimat Stikine
NR85	R31	Agricultural Land Reserve Boundary Review	Referred to UBCM Executive	Cariboo Regional District
NR86	R32	Accessory Dwellings in the Agricultural Land Reserve	Referred to UBCM Executive	Cariboo Regional District
NR92	R33	Natural Resource Royalty Sharing with Watershed Associations (title changed since NCLGA Annual Report)	Referred to UBCM Executive	Regional District of Fraser Fort George and Regional District of Bulkley Nechako
NR107	R43	Leaves of Absence Provisions for Elected Officials	Referred to UBCM Executive	Cariboo Regional District
NR109	R44	More Formalized Property Assessment Processes for Communities in BC	Referred to UBCM Executive	District of Houston
NR112	R45	Economic Impact and Fair Resource Revenue Sharing	Referred to UBCM Executive	City of Terrace
NR111	R48	Natural Gas and Liquefied Natural Gas Strategy	Referred to UBCM Executive	City of Fort St. John, District of Hudson's Hope, and District of Taylor, and Peace River Regional District

To address resolutions not passed at UBCM, the NCLGA will continue advocacy efforts through letters and request for appointments to respective Ministers. Please [check the webpage](#) regularly for updates on advocacy activities related to each resolution.



Member Webinars

NCLGA continues to host quarterly webinars for its membership with topics relevant to local government and consistent with advocacy priorities identified by member communities and the NCLGA's Board of Directors.

Our August 2025 webinar was presented by Louise Pedersen, Executive Director of the Outdoor Recreation Council of BC, on their newly released [Outdoor Recreation Guidebook for Rural British Columbia Communities](#), to help rural B.C. communities plan and develop sustainable outdoor recreation as a powerful catalyst for community well-being.

Do you have a suggestion for a webinar of interest to NCLGA membership? Please contact: bjohnson@nclga.ca.

Please join us at our Next Webinar on Resolutions:

"Advancing Local Government Advocacy through Effective NCLGA Resolutions Processes"

November 12, 2025 at 12:00 - 1:00 p.m. PDT

This webinar will provide education to NCLGA membership on how to prepare for and craft effective resolutions, and will include an overview of NCLGA resolutions processes and detailed how-to's on writing a resolution to maximize reach and strength of the advocacy position.

Speakers: Lara Beckett, RDFFG Chair - Gord Klassen, NCLGA Past President

Who should attend: NCLGA membership (elected officials, staff who write resolutions, Chief Administrative Officers, Corporate Officers, etc.)

[Register here](#)

2025 Mental Health and Addictions Symposium and Accord

The 2025 Mental Health and Addictions Symposium will be held in Prince George on October 15, 2025, and is intended primarily for Accord Signatories. It will be a focused space dedicated to collaboration and progress sharing on advocacy activities.

To learn more on the Accord purpose and vision, visit nclga.ca/accord. If you are not already a signatory and would like more information, please contact Bettina Johnson at bjohnson@nclga.ca.

For registration or information on the Symposium, please contact Sandra Moore at admin@nclga.ca.

A Mental Health Resource for Individuals in North Central BC



Looking Glass Counselling
Bridge the Gap™

Looking Glass Foundation offers recovery-focused counselling services and peer support programs to individuals in BC who are affected by eating disorders – a complex mental health issue with rising impact across BC. Since 2020, hospitalizations for youth with eating disorders have doubled, a reality that underscores the urgent need for early intervention, accessible care, and increased awareness.

Bridge the Gap is a program which provides affordable, accessible counselling through virtual support services.

To learn more, please visit www.lookingglassbc.com.



Prince George, BC,
photo credit: Chuck Nisbett

CONTACT US

NCLGA - North Central Local Government Association

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Prince George, BC, V2L 4Y2
admin@nclga.ca
www.nclga.ca

Upcoming Board Meetings

NCLGA Board Meeting
November 28-29, 2025
In-person, Prince George, BC
and virtual via [zoom](#)

2026 dates to be confirmed

Upcoming Meetings & Events

2025 Mental Health and Addictions Symposium
October 15, 2025, 8:30 a.m. – 4:30 p.m.
Prince George, BC
More information at nclga.ca

Member Webinar
November 12, 2025, 12:00 – 1:00 p.m.
"Advancing Local Government Advocacy through
Effective NCLGA Resolutions Processes"
Presenters: Lara Beckett, Chair of the RDFFG and Gord
Klassen, NCLGA Past President
[Register here](#)

Member Webinar
January 14, 2026, 12:00 – 1:00 p.m.
"Addressing the Development of Substance Use and
Mental Health Services in a Psychiatric Hospital for
Northern BC"
Presenter: Dr. Barbara Kane, Head of Psychiatry, UHNBC
[Register here](#)

Member Webinar
April 15, 2026, 12:00 – 1:00 p.m.
"Update on the Findings of the Northern Energy
Dialogues"
Presenters: Sinead Earley and Sarah Korn, UNBC

NCLGA Annual General Meeting and Convention 2026
May 20-22, 2026
Prince George, BC
More information at nclga.ca

NCLGA Newsletter Contributions

We encourage our members to contribute content for the newsletter to bjohnson@nclga.ca. We welcome your submission ideas, including:

- Member Spotlight and Success Stories: highlighting achievements and activities of our member communities
- Upcoming Events, Resources.



Policy Manual

(Scholarships)

PREPARED BY:

Scholarship Committee

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR**REVISION:**

March 6, 1990

RESOLUTION NO. 2702/90

April 13, 2015

RESOLUTION NO. 7456/15

-
1. The District shall award two scholarships in the amount of \$1,000.00 each to graduating students from Hazelton Secondary School;
 2. The scholarships shall be awarded to a student who has achieved a high academic standing and/or has contributed positively to the school and/or the community;
 3. Applications will be received from the high school. The Committee will review the applications, prioritize the top candidate(s) for each award in order of preference, and select two award recipients;
 4. All scholarship funds will be paid directly to the successful candidate upon receipt or proof of registration; and
 5. In special circumstances where the candidate is required to put their education in abeyance and cannot attend for the fall term, but will be returning to school within one year, Council can choose to hold the funds for this candidate and make them available upon proof of re-registration.

SCHOLARSHIP POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
March 6, 1990	Policy completed for presentation to Council. Policy approved by Council Resolution No. 2702/90
April 13, 2015	Policy changes approved by Council Resolution No. 7456/15.
October 10, 2025	Updated font and formatting to align with Policy Manual. Added logo, review date and review/revision log. No major changes to content.