



DISTRICT OF NEW HAZELTON
Regular Meeting
Monday, December 1, 2025
4633 10TH Ave – Room #2 Council Chambers

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

1. CALL TO ORDER: Public Meeting - 6:45PM

To discuss District of New Hazelton Zoning Bylaw No. 389, 2025

2. CALL TO ORDER: Regular Meeting - 7:00PM

3. MINUTES

3.1 Accept Minutes of November 3, 2025 regular meeting

4. PETITIONS & DELEGATIONS

4.1 Stanley Walker - to discuss widening of pull out on West end of town, and concerns regarding explosive combination of trucks in the same place at the same time within town limits.

4.2 Laurie Gallant from Making Agriculture Sustainable in the Hazeltons (MASH) - regarding mobile slaughterhouse and cold storage, as well as an update on their composting program.

5. CORRESPONDENCE

5.1 Gitxsan Torchmen Basketball Club request for sponsorship for Heat Tournament Dec 19-21st

5.2 Bill M 216 2025 Professional Reliance Act

6. REPORTS

6.1 Council Reports

7. BYLAWS

7.1 Third reading and adoption of District of New Hazelton Zoning Bylaw No. 389, 2025

7.2 First and Second Reading of District of New Hazelton 2026-2030 Financial Plan Bylaw No. 390, 2025

8. NEW BUSINESS

8.1 Annual Review of Workplace Bullying and Harassment Policy

8.2 Travel Expenses Policy

8.3 Utilities Policy

8.4 Public Use of Equipment Policy

8.5 Building Bylaw Enforcement Policy

8.6 Council New Business

8.7 Council Schedule

- Council Meeting Schedule for 2026
- Review Council schedule for upcoming months

9. CLOSED MEETING

Move into a closed meeting pursuant to S. 90(1)(c) of the *Community Charter*, regarding labour relations or other employee relations.

10. ADJOURNMENT



DISTRICT OF NEW HAZELTON

Monday, November 3, 2025

4633 10th Ave – Room #2 – Council Chambers

Regular Meeting – 7:00 pm

1. CALL TO ORDER REGULAR MEETING – 7:00PM

Present: Mayor G. Lowry
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

Absent: Councillor G. Burns

2. MINUTES

2.1 Accept Minutes of October 6, 2025, regular meeting

RESOLUTION 8432/25

MOVED/SECONDED

THAT, the minutes of the October 6, 2025, regular meeting be accepted as presented

CARRIED

3. PETITIONS & DELEGATIONS: NONE

4. CORRESPONDENCE

4.1 Closure of Coast Mountain College Hazelton Campus
• For information purposes only, no action is required.

4.2 Introduction of new legislation to improve the implementation of Small-Scale Multi-Unit Housing (SSMUH)
• For information purposes only, no action is required.

5. REPORTS

5.1 Council Reports
• Mayor Lowry reported that Mayor Maitland from Village of Hazelton, Cyra Yunkw, Area B Rep and their staff are now going to meet every two months to discuss common goals.

6. BYLAWS

6.1 First and Second Reading of Zoning Bylaw No. 389, 2025

RESOLUTION 8433/25

MOVED/SECONDED

THAT, Council approves the First and Second Reading of District of New Hazelton Zoning Bylaw No. 389, 2025

CARRIED

7. NEW BUSINESS

7.1 Asset Management Program Report - 2025

RESOLUTION 8434/25

MOVED/SECONDED

THAT, the 2025 New Hazelton Asset Management Program be accepted as presented

CARRIED

7.2 2026 Façade Improvement Grant \$20,000.00

RESOLUTION 8435/25

MOVED/SECONDED

THAT, Council approves the application to the 2026 Façade Improvement Program through Northern Development Initiative Trust in the amount of \$20,000.00

CARRIED

7.3 Policy Removal - Rescind the Residential Land Sales Policy from the District of New Hazelton Policy Manual

RESOLUTION 8436/25

MOVED/SECONDED

THAT, Council authorizes the removal of the Land Sales Residential Policy from the District of New Hazelton Policy Manual

CARRIED

7.4 Building Bylaw Enforcement Policy

- Councillor Henwood would like clarification on a couple points, and asked that it be brought back to December's meeting

7.5 First Responder Remuneration Policy

RESOLUTION 8437/25

MOVED/SECONDED

THAT, Council approves the First Responder Remuneration Policy as presented

CARRIED

7.6 Lane Clearing Policy

RESOLUTION 8438/25

MOVED/SECONDED

THAT, Council approves the updated Lane Clearing Policy as presented

CARRIED

7.7 Long-Term Service Recognition Policy

RESOLUTION 8439/25

MOVED/SECONDED

THAT, Council approves the updated Long-Term Service Recognition Policy as presented

CARRIED

7.8 Mobile Vendor Policy

RESOLUTION 8440/25

MOVED/SECONDED

THAT, Council approves the updated Mobile Vendor Policy as presented

CARRIED

7.9 NSF Fees Policy

RESOLUTION 8441/25

MOVED/SECONDED

THAT, Council approves the updated NSF Fees Policy as presented

CARRIED

7.10 Parks & Trails Inspection Policy, 7.11 Playground Inspection & Maintenance Policy, 7.12 Road Inspection Policy, 7.13 Sidewalk Inspection Policy, and 7.14 Snow and Ice Control

RESOLUTION 8442/25

MOVED/SECONDED

THAT, Council approve the following policies: Parks & Trails Inspection Policy, Playground Inspection & Maintenance Policy, Road Inspection Policy, Sidewalk Inspection Policy, and Snow and Ice Control Policy as presented

CARRIED

7.15 Council New Business

- Councillor Hobenshield asked about an update on the creek properties and what the District plan is. CAO, Hunt advised that an update will be coming in the next few months
- CAO, Hunt gave an update on the quote for getting a speaker system installed at Allen Park

7.16 Addition of late agenda item for Watershed Security Fund Grant Application

RESOLUTION 8443/25

MOVED/SECONDED

THAT, Council approves the application to the 2026 Watershed Security Fund Grants Application - Stream 1 in the amount of \$50,000.00

CARRIED

7.17 Council Schedule

- Council reviewed their schedule for the next few months

8. ADJOURNMENT

RESOLUTION 8444/25

MOVED/SECONDED

THAT, the regular meeting be adjourned at 8:13PM

CARRIED

Mayor

Corporate Officer

Opportunities Abound

Food Systems Transformation

Laurie Gallant
December 1, 2025



1

MASH: Advancing Local Food



Foundation and Mission

Founded in 2017, MASH promotes community economic development via the food system. We focus on creating opportunities and reducing barriers to food system transformation.



Community Engagement

Community forums help identify priorities and solutions for infrastructure and program improvements in local food initiatives.



Ongoing Progress

Transformation takes time; We have been cultivating relationships and finding funding to build capacity. Exciting new projects will start in 2026. Continued Council support is essential for lasting impact.

2

MASH Initiatives in 2025

Community Composting Program

MASH continued its 2024 pilot by providing free food scrap collection, moving operations to Bulkley Canyon Ranch for better resources. In March, we hosted a Northern BC Community Composting Convergence with technical training funded by the BC Ministry of Agriculture.

Apple Pressing Events

For the fifth year, MASH held five apple pressing events in 2025, distributing 935 litres of juice to the community.

Equipment Library

Our equipment library supports local producers with shared tools like a woodchipper, chicken plucker, and apple press. We are working with Bulkley Valley Tool Library to enhance access.

Innovative Food System Solutions

We are developing livestock processing and cold storage solutions to boost food system resilience, partnering with the Public Health Association of BC to create a Toolkit for meat ventures in Northwest BC.



3

Integrating Meat into our local Food System

Summary of Northwest BC Livestock Services Ecosystem (Emphasizing RDBN & RDKS)

Provide overview of livestock services ecosystem, detailing primary stakeholders, existing infrastructure, regulatory frameworks, transportation networks, and skilled labor force. Highlight economic importance of local livestock industry and its contribution to broader regional food system.

Assessment of Service Gaps & Strategic Recommendations

Evaluate current and potential deficiencies in livestock services through stakeholder engagement. Share recommendations for enhancing the ecosystem to increase local confidence and decrease dependence on imported meats. Offer analysis and suggestions for developing a more robust food system by transforming livestock services.

Venture Development Toolkit

Develop comprehensive toolkit to facilitate plan execution, including business models, funding approaches, and educational resources.

Engagement with the Community

Share research outcomes through community presentations and digital channels to ensure widespread accessibility (February 2026)

4

Key Highlights

- Conducted **literature review, 39 online surveys and 11 stakeholder interviews** to evaluate the current livestock services ecosystem.
- Established partnership with Small-Scale Meat Producers Association to learn about and potentially **lease mobile meat processing units**.
- **Applied for FarmGate Plus license** to clarify requirements.
- Completed **draft Toolkit** including training options, funding sources and a business model for meat and poultry processing.
- Collaborated with RDBN and RDKS to produce key project elements

5

Key Insights

- **Slaughter and Processing Services**
 - Red meat businesses generally have adequate access to slaughter facilities but need better coordination for scheduling cut-and-wrap dates.
 - Shortage of inspected poultry slaughter capacity.
- **Barriers and Operational Challenges**
 - Small-scale agriculture is perceived as lacking sufficient support.
 - Product pricing limits business growth more than access to services, though more affordable services would still help
 - Financial assistance for capital investments was identified as a key need.
- **FarmGate Plus Operations**
 - Application process is lengthy and complex, often costing over \$30,000.
 - Licensing appears to be working well in the Terrace area.
 - Keeping carcasses clean and accessing cold storage can be challenging.
- **Cut-and-Wrap Operations**
 - Some experience high staff turnover. Staffing needs fluctuate seasonally.
 - On-the-job training is typical, though prior experience is advantageous.
 - High cattle prices may be easing bottlenecks in service availability.

6

Unlocking Meat Venture Opportunities

Mobile Slaughter Services

Providing mobile slaughter units can reduce livestock stress and improve meat quality during the processing stage.

Enhanced Cold Storage

Increasing cold storage and freezer rental options supports efficient meat processing and extends product shelf life.

Poultry Processing Expansion

Supporting scalable poultry processing solutions is vital for growth across different operation sizes in the industry.

Value-Added Product Development

Creating value-added products from animal byproducts provides new revenue streams and industry growth opportunities. Example: Pet foods, Hides, Wool, Organ meat, tallow.



7

Meat Sourcing Challenges at local shops

High Volume Demand

Large volumes of meat are needed to meet consumer demand, making it necessary to source from across British Columbia.

Occasional Local Sourcing

Local lamb or beef is stocked only occasionally due to supply limitations and high prices in the area.

Reliance on Other Regions

Chicken, beef, and pork are sourced from Farmington, Armstrong, and the lower mainland to ensure a steady supply.

Seasonal and Price Constraints

Seasonal supply fluctuations and high local prices restrict the ability to source meat locally year-round.



8

Overview of the MeatUHere.ca Toolkit Website

Introduction to MeatUHere.ca

The website provides a digital toolkit designed to support users with helpful resources and guides.

User-Friendly Features

The website offers easy navigation, interactive tools, and downloadable materials for various needs.



9

Annual Toolkit Cost Breakdown

Website Hosting Fees

Regular hosting expenses are a key recurring cost for maintaining your website all year.

Maintenance and Support

Maintenance and technical support ensure the website runs smoothly and securely throughout the year.

Design and Content Updates

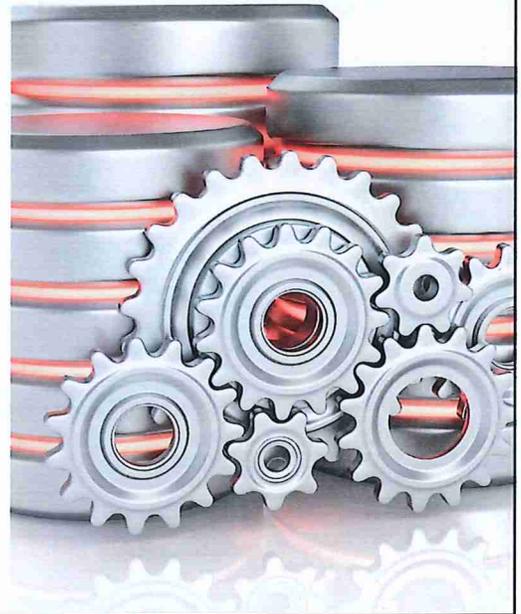
Periodic design refreshes and content updates keep the website engaging and relevant for visitors.

Consultations and Referrals

A free 30 minute consultation can be booked to explore specific aspects of venture development such as marketing, equipment, record keeping, regulations or financing options.

\$12,000 per year

Revenue sources will include sponsorships, paid ads, and grants



10

Local Cold Storage Options

DIY Cold Storage

Building cold storage on your property allows customization and independence, especially with workshop support and local resources.

Mobile Cold Storage

Mobile cold storage units offer temporary flexibility, ideal for animal harvest seasons and variable needs.

Collective Storage Rentals

Shared cold storage (root cellar or converted sea can) and freezer rentals provide a cost-effective solution and ongoing space for community use.

We are currently working with local partners to explore how to offer these solutions and have been talking to DofNH staff about a potential location for a collective cold storage system.



11

Seeking Support from District



Toolkit Support Request

We ask for help from the district to promote our new website, launching December 15, to reach more community members.



Grant Support Letter

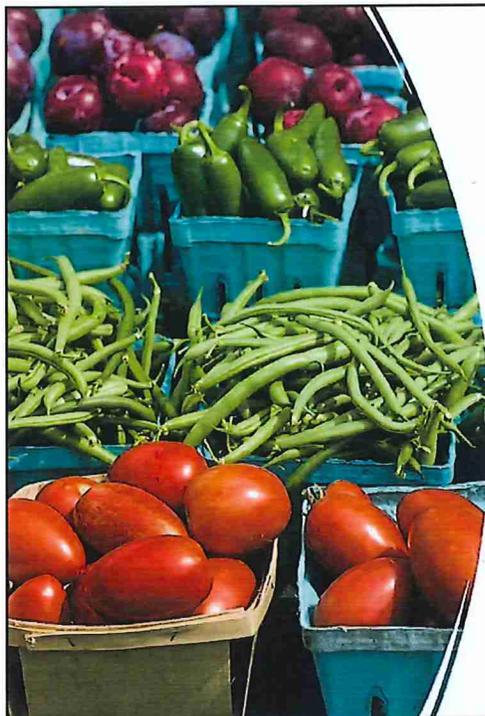
A letter of support from the District for NDIT and Port Authority grant applications would strengthen our funding opportunities.



Cold Storage Lease Discussion

We seek to discuss a long-term lease for a facility to house the collective cold storage, benefiting community sustainability.

12



Thank You for Your Support

Commitment to Food Sovereignty

We focus on providing healthy, nutritious, and tasty food options to feed our community and support small-scale producers.

Employment Creation

Our innovative approaches aim to generate meaningful employment opportunities around food delivery and services.

Welcoming Collaboration

We value new ideas and partnerships to build positive relationships and lasting solutions for communities.

GITXSAN TORCHMEN

1 (250) 922-4616
New Hazelton, BC
PO BOX 416
V0J 2J0



November 13, 2025

Dear Valued Community Partner,

My name is Taylor Murrell, and I am writing to you on behalf of the Gitxsan Torchmen Basketball Club. I am reaching out to request your support for our upcoming U13 and U17 Gitxsan Torchmen Heat Basketball Tournament as well as the youth teams apart of our organization.

The Gitxsan Torchmen Heat Basketball Tournament will take place December 19th to 21st, 2025, on Traditional Gitxsan Lax'yip (Hazelton, BC), with games hosted at the Upper Skeena Recreation Centre and Hazelton Secondary School. We are proud to organize a tournament that brings together youth from across the North to celebrate sport, culture, and community. We are projecting approximately 240 youth participants (predominantly Indigenous), along with their families to be in attendance, bringing an estimated 720 individuals total to our community for this three-day event.

Financial Breakdown:

All contributions make a difference. Your support will directly enable young Indigenous athletes to compete in a safe, professionally-managed environment while building skills, confidence, and community connections. To successfully host this tournament, we have identified the following costs:

- Referee Fees: \$2,800 (28 games across both divisions, 2 referees per game at \$50 each)
 - Gym Rentals: \$1,600
 - Trophies and Medals: \$500 (for both divisions)
- Total Event Cost: \$4,900

Potential Fundraising and Community Opportunities:

Our youth teams are actively fundraising throughout the year as they prepare to participate in the Junior All Native Basketball Tournament in Langley this March. We are always seeking opportunities to support our programs financially. If your organization has jobs, catering needs, or group labour opportunities available, we would be grateful for your consideration of our teams. Our dedicated young athletes are eager to work hard and contribute to their communities while raising funds for their tournament participation.

Our organization would be honoured to advertise your company as a valued sponsor and are happy to discuss partnership benefits that align with your community engagement goals. Thank you for considering our request. Please feel free to contact me at gitxsantorchmen@outlook.com should you have any questions pertaining to this sponsorship opportunity.

Sincerely,

A handwritten signature in cursive script, appearing to read 'Taylor Murrell'.

Taylor Murrell
Gitxsan Torchmen Basketball Club
General Manager of Communications and Finance
(403) 785-7799 – gitxsantorchmen@outlook.com

**Municipal Insurance
Association of British Columbia**

200 - 429 West 2nd Ave.
Vancouver, BC V5Y 1E3
Toll-Free: 1-855-683-6266
E-mail: AskUsAnything@miabc.org

miabc.org



November 27, 2025

The Honourable David Eby
The Honourable Christine Boyle, Minister of Housing and Municipal Affairs
MLA George Anderson
Amna Shah, Chair, Select Standing Committee on Private Bills and Private Members' Bills
Trevor Halford, Deputy Chair, Select Standing Committee on Private Bills and Private
Members' Bills

Dear Premier Eby, Minister Boyle, Mr. Anderson, Ms. Shah, and Mr. Halford:

Re: Feedback on Bill M 216 – 2025 Professional Reliance Act

We write on behalf of the Board of Directors and executive leadership of the Municipal Insurance Association of British Columbia (the "MIABC") in response to your invitation to provide feedback on Bill M 216 - 2025 Professional Reliance Act ("Bill M 216"). While the MIABC does not typically engage in lobbying on behalf of local governments, we do hold a unique vantage point from which we provide the following feedback. We insure 90% of the municipalities and regional districts in British Columbia, and we have extensive experience assessing how legislative changes affect local governments' civil liability, risk exposure, and insurance outcomes. It is in that context that we offer the following observations and concerns.

Scope and Intent of the Bill

Bill M 216 appears to pursue a narrow objective of reducing perceived duplication in local government oversight of new construction. Based on MLA Anderson's first reading remarks, the Bill aims to prevent local governments from conducting second reviews of submissions prepared by professionals regulated under the *Professional Governance Act*, SBC 2018, c. 47 ("PGA professionals"). The intended effect is to give precedence to PGA professionals' submissions over local government review.

However, Bill M 216 contains significant ambiguity. The legislation does not clearly define its scope, and the only direction provided relates to the definition of "submission." It is unclear whether Bill M 216 is intended to apply solely to development permits or also to building

permits. MLA Anderson's briefing materials suggest an intent to include building permit approvals, yet the statutory language does not make this explicit.

Local government review of new construction is discretionary. If a local government chooses to undertake a review, Bill M 216 would render that review largely meaningless. Under the Bill, a local government could only reject a certified submission by filing a complaint with the Superintendent of Professional Governance. This shifts local governments into an unsuitable role. They would be expected to act as *de facto* competency assessors of PGA professionals, despite not being mandated or equipped to carry out such a function.

Bylaw Compliance and Practical Consequences

Section 2 of Bill M 216 requires that a local government must accept as meeting permit or bylaw requirements any submission certified by a PGA professional. This requirement assumes that PGA professionals possess detailed knowledge of the local bylaws that apply to land use and construction. Local government bylaws are complex, extensive, and unique to each jurisdiction. Proficiency in municipal bylaw interpretation is not a competency promoted or required under the *Professional Governance Act*.

A PGA professional working in a new jurisdiction will rarely be familiar with the full range of relevant bylaws. Many local governments have dozens of bylaws, each with provisions that affect land use, servicing, parking, subdivision, and building matters. Even experienced municipal staff require time and training to develop adequate bylaw fluency.

Local governments routinely receive submissions that are not fully compliant. Municipal approval is often an iterative process supported by pre-application meetings that reduce delays and improve the quality of submissions. If Bill M 216 prevents local governments from rejecting non-compliant plans at the permit stage, the consequence will be the construction of buildings and infrastructure that do not comply with municipal bylaws.

The implications of the above noted issues are substantial. If a building official identifies non-compliant elements in a certified set of plans, Bill M 216 would prevent the municipality from refusing the permit. Months later, during final inspection, the building official must reject the completed work if it violates bylaw requirements. The builder would then face significant costs to remove and redo the work which costs could have been avoided had the initial review been allowed to proceed as intended.

Peer Reviews and Public Safety

It is also important to address the matter of peer reviews. It is rare for a local government to request a peer review based solely on submissions from an engineer. In our experience, peer reviews are almost always mandated only when a project has gone seriously off-track during construction and significant public safety concerns have emerged. Two of the largest claims ever handled by the MIABC involved construction based on designs of PGA professionals which led to disastrous stability issues. In both cases, the local government required a peer review to restore confidence from a life and safety perspective. One claim resulted in several property owners being required to abandon their one-million-dollar homes. The other resulted in the abandonment and projected demolition of a recently constructed social housing building that had been home to many vulnerable residents.

In our experience, local governments do not order a peer review in the absence of clear and serious safety concerns. A mandated peer review is a significant and unusual step that local governments do not take lightly. It is typically taken only after the local government has obtained legal advice. We also cannot recall a situation where a mandated peer review did not result in significant changes to the project design.

We agree that any order for a peer review should be accompanied by a report to the superintendent appointed under the *Professional Governance Act*. However, neither the public nor the developer is well served by delaying the peer review until after the superintendent has completed a review and made a determination. Local governments need the ability to require a peer review promptly when safety issues surface, to protect residents, mitigate risk, and prevent further harm.

Civil Liability and Insurance Considerations

Section 8 of Bill M 216 appears to limit local government liability, but the protection is narrow and ambiguous. British Columbia courts have consistently expanded local governments' duties and standards of care in matters relating to building safety, inspections, and approvals. It is unclear whether section 8 would apply to duties to warn, to building inspections, or to other operational decisions. This ambiguity leaves room for litigation to proceed in circumstances the legislature may not have intended.

Shifting liability to PGA professionals offers limited protection for additional reasons. Most carry modest limits of liability insurance written on a "claims made" basis. This type of policy provides coverage only if the professional has an active policy when the claim is discovered and reported, which could be many years after the error was made. This structure differs from

“occurrence based” insurance, which responds as long as the policy was in place at the time the work was performed. Claims made coverage is significantly more restrictive for long-tail risks such as construction defects. Many building deficiencies, especially those involving foundations, structural elements, or building envelopes, develop slowly and may not become evident for five, ten, or even fifteen years.

By the time the defect becomes known, several things may have occurred. The professional may have changed insurers, reduced the scope of their insurance, retired or left practice, or allowed their coverage to lapse entirely. They may no longer carry insurance at all. Even if they remain insured, the policy terms might not respond to a claim arising from work completed many years earlier. Once the insurance has lapsed or changed, the original project is no longer protected.

In these situations, injured parties will often seek recovery from local governments, which are viewed by courts as stable, well-resourced defendants with ongoing duties related to building safety. Given the ambiguity in section 8, courts may be inclined to allow claims to proceed against local governments, especially where evidence shows the local government became aware of a deficiency but was prevented from acting by statute.

Conclusion

Our overarching concern is that Bill M 216 restricts local governments from addressing bylaw compliance issues at the start of a project while leaving open the possibility of local government liability for deficiencies discovered after construction. Many of the bylaws at issue relate to life and safety matters. Following a serious incident, neither the courts nor the public will be comforted by an explanation that the local government knew of a deficiency but was prevented from acting by the proposed legislation.

We respectfully submit that Bill M 216 as currently drafted, is too broad, too vague, and too likely to create unintended consequences for builders, local governments, and the public they serve. We encourage further consultation with local governments, building officials, and professional regulatory bodies to ensure a legislative approach that reduces duplication while preserving essential safeguards.



Thank you for the opportunity to comment. We would be pleased to discuss these concerns further.

Sincerely,

A handwritten signature in black ink, appearing to read "Stuart Horn", with a long horizontal stroke extending to the right.

Stuart Horn
Chair, Board of Directors
Municipal Insurance Association of British Columbia

A handwritten signature in black ink, appearing to read "Megan Chorlton", with a long horizontal stroke extending to the right.

Megan Chorlton
Chief Executive Officer
Municipal Insurance Association of British Columbia

LIDSTONE & COMPANY

BARRISTERS AND SOLICITORS

BULLETIN

TO: Clients
FROM: Lidstone & Company
DATE: November 19, 2025
RE: Bill M216, 2025
FILE: 99999 - 012

Bill M216-2025 has recently been introduced in the provincial legislature (First Reading October 21 and Second Reading November 17). If enacted, the law would impact local government powers, responsibilities, and liability, obligating local governments to approve permit or bylaw applications in accordance with the judgement of a wide category of professionals rather than the existing "qualified professionals" or local government's own discretion. The sudden changes could affect health and safety of persons and buildings and environmental protection, contrary to the provincial regime that has been in place for decades under various governments. The scheme would create significant delays and extra costs for developers in the development process in BC. It creates new liability for local governments, and predictably higher insurance costs for homeowners and businesses. This bulletin summarizes some potential impacts on local governments.

1. Professional Reliance

Currently under sections s. 55 and s. 56 of the *Community Charter*, local governments **may** (but are not required to) obligate building permit applicants to provide certificates from a "qualified professional" to demonstrate their application complies with applicable requirements. Such qualified professional could be, depending on the context, an architect, professional engineer, or professional geoscientist.

Professional reliance also applies to building design and construction, subdivision, infrastructure design and construction, wildfire or hazard development permits, riparian protection, flooding/landslide protection, geotechnical site issues, and more.

BRITISH COLUMBIA OFFICE
#1300, 128 PENDER STREET WEST
VANCOUVER, BC V6B 1R8
604.899.2269

ALBERTA OFFICE
#2200, 635 8TH AVENUE SW
CALGARY, AB T2P 3M3
587.852.4500

Colloquially, this practice is called “professional reliance”. Instead of a local government necessarily performing their own inspections or plan reviews for a given application, a local government is entitled to rely on the opinion of a qualified professional. Importantly, such professional reliance is not required - professional reliance as it exists under the current *Community Charter* and *Local Government Act* allows local governments to choose to use professionals as adjuncts to their own judgement in bylaw applications and permitting. This expedites development approvals and reinforces safety given the established expertise and track record of these professionals.

Importantly, most local governments with substantial flows of development applications have already established an advanced system of pre-certified qualified professionals and steps to expedite approvals.

In addition, the Bill would no longer allow a requirement for peer review of professionals’ errors or omissions.

2. The Act

Conversely, the *Professional Reliance Act* proposed under Bill M216-2025 **requires** local governments to accept as meeting permit or bylaw requirements, “any submission” certified by a professional under the *Professional Governance Act* (“PGA professional”). If there is a dispute between the PGA professional and the local government, the matter must be referred to the province for resolution. Note that ‘PGA professional’ is a far broader category than the *Community Charter’s* qualified professional and includes agrologists, science technologists, technicians, applied biologists, engineers, geoscientists, forest professionals, and architects. Planners are not included, and many classes of the proposed “PGA Professionals” under Bill M216 have no health and safety expertise regarding matters that would devolve to them under this Act.

Under the *Professional Reliance Act* the certification of these professionals overrides local government discretion in bylaws and permitting. If a PGA professional certifies a property and application as valid for a permit, the local government **must** accept that judgement (outside of the limited exceptions that a complaint has been made to the province/statutory body, which predictably will cause significant delays, or the application is “incomplete”, which will cause other delays). The existing expedited approval processes in communities, such as a 10-day Fast-Track program, could be impacted by Bill-generated delays where there are any number of site conditions requiring a professional that were previously addressed by professional reliance.

3. Impacts on Local Government

If Bill M216-2025 becomes law, local governments will no longer be able to rely on the historic body of “qualified professionals” or on the local government’s own discretion to review professional certified bylaw or permit applications for failure to adhere to local regulations. Also, if the local government’s opinion differs from that of the new PGA Professional or if it is apparent the PGA Professional is not

applying safety or other regulations, the local governments will be firewalled from due diligence. This applies to building design and construction, geotechnical site issues, subdivision, infrastructure design and construction, wildfire or hazard development permits, riparian protection, flooding/landslide protection, and more. As stated, the Bill would no longer allow a requirement for peer review.

The proposed *Professional Reliance Act* attempts to protect local governments from this new obligatory reliance on professionals by purporting to immunize local governments from “proceedings ... in respect of a submission certified by a PGA professional”. Given the wording in the Bill compared to existing immunizing statutory language, and in the context of the case law, we think local governments will carry residual liability in spite of this attempt at statutory protection, and where the builder, owner, subcontractor, or PGA pro is dissolved or insolvent, the local government could be jointly and severally liable (except Vancouver under its separate liability protection). That means if a Village is found 5% liable, it pays 100% of the liability. No discussion of local government financial liability is as important, however, as the reduction of safety of people and the incidence of costly building failures that would be a predictable outcome of Bill M216.

In addition, it has been our experience that some of the sorts of PGA Pros listed in the Bill do not carry adequate insurance and it is always a struggle to get them to carry adequate insurance or agree to reasonable indemnification.

4. ACTION

Most new development in BC happens on floodplains, steep slopes, earthquake or tsunami zones, or wildfire interface regions, not to mention heavy rainfall and geotechnical hazard areas, so this legislation would concretely militate against the safety traditionally promoted by the building code, electrical and gas codes, hazardous site permits, development permit requirements, and other local government-administered protection of families, individuals, and buildings. This legislation could increase the costs and timelines for development approvals, result in potentially unprofessional “approvals” by consultants with no applicable expertise, increase risk for local governments and homeowners, and cause many local governments to abandon regulation altogether due to seriously increased risk and liability. In Atlin, BC, there is no local government and no enforced safety codes - maybe that is what the developer lobbyists are seeking here.

A building code amendment takes many years with wide consultation, so why would the government undermine decades of scientifically effective safety regs and their traditionally professional application?

The Select Standing Committee on Private Bills and Private Members' Bills will now consider the proposed legislation. Submissions to the committee can go to this link until December 2: <https://consultation-portal.leg.bc.ca/consultations/154> .



TOWN OF VIEW ROYAL

45 View Royal Avenue, Victoria, BC, Canada V9B 1A6
Ph. 250-479-6800 · E. info@viewroyal.ca · www.viewroyal.ca

November 27, 2025

Written Submission of Mayor Tobias

Town Of View Royal

RE: Bill M-216 – Professional Reliance Act

I. Introduction

As Mayor of the Town of View Royal, I submit the following concerns regarding Bill M-216.

While framed as a measure to improve efficiency within development approvals, this Bill removes municipal authority and oversight without public demand, municipal request, or evidence demonstrating that such governance restructuring is necessary or beneficial. It conflicts with the foundational responsibilities established under the Community Charter and continues a legislative direction that diminishes local democratic decision-making in favour of private and industry interests.

II. An Unusual Legislative Pathway

It is unusual for legislation with province-wide impact on governance structures to be introduced as a Private Member's Bill. Reforms of this scale are typically introduced through government legislation, with Cabinet review, intergovernmental consultation, and analysis of administrative feasibility. Introducing structural governance change outside those pathways raises questions regarding due process, transparency, and the drivers behind this proposal.

III. Lack of Public or Municipal Mandate

A foundational question must be asked:

If municipalities are not asking for this, and the public is not asking for this, then who is?

No municipality, professional regulatory body, local government association, affordable housing advocate, or community organization has requested the removal of municipal oversight or the outsourcing of public decision-making to private applicant-hired professionals. The only formally documented support comes from the Urban Development Institute (UDI) and the Greater Vancouver Board of Trade — entities representing the financial interests of the development sector. Legislation reshaping public governance should not be led by those who stand to benefit financially from reduced oversight.

IV. Alignment with Lobby-Supported Legislative Direction

Bill M-216 follows recent legislation that removed public hearing requirements, mandated provincial rezoning baselines, constrained municipal cost-recovery tools, shortened review timelines, and centralized development authority. Each of these measures aligns closely with the long-term lobbying objectives of the same industry organizations supporting this Bill. Bill M-

216 appears not as an isolated reform, but as the next step in a coordinated agenda that reduces local authority and expands private-sector influence over public decisions.

V. Conflict with the Community Charter

The Community Charter clearly establishes municipalities as an order of government responsible for good government, stewardship of public assets, and ensuring the well-being of present and future communities. These duties require independent review, discretion, judgment, and accountability — all of which Bill M-216 restricts. If the Province intends to redefine municipal authority in British Columbia, such a shift must be undertaken transparently through amendments to the Community Charter, not through piecemeal legislation that erodes its application.

VI. Legal Concern: Authority Removed, Responsibility Retained

Administrative law is clear: a public body cannot be held responsible for decisions it is prevented from making. Bill M-216 requires municipalities to accept private professional certifications as sufficient to satisfy regulatory obligations — yet leaves municipalities legally and financially responsible for emergency and fire response capacity, policing and enforcement, roads, water, sewer and stormwater servicing, transportation and emergency access planning, long-term maintenance, and climate resiliency. This creates an administratively unreasonable governance structure, amounting to improper delegation of public authority to private actors.

A municipality cannot be accountable for risks it is prohibited from evaluating.

VII. The Practical Gap: Who Is This Professional?

Municipal review requires a team — planners, engineers, building officials, fire prevention staff, transportation analysts, environmental specialists, and asset managers. Bill M-216 assumes one registered professional is capable of performing all these functions. No such designation exists, no competency standard defines one, and no liability framework assigns accountability. If we would not permit one private professional to run a municipality, we should not legislate a system where one can overrule one.

VIII. A Pattern of Democratic Erosion

This Bill continues a trend recognizable in governance research as democratic erosion — where the structures of public decision-making remain visible, but their authority is gradually transferred to private actors or centralized administrative bodies. Efficiency must not become a substitute for democracy.

IX. Legislative Timing and the Systematic Exclusion of Municipal Input

UBCM exists to ensure municipalities can participate meaningfully in provincial legislative development. Its structured resolution system, requiring formal submissions by June 15 each year, ensures that local governments can collectively identify concerns, seek clarification, and propose alternatives.

However, recent housing-related legislation has been introduced and passed outside these engagement windows. In November 2023, three major housing bills were introduced between November 1 and 8 and received Royal Assent by November 30. Given the UBCM resolution cutoff months earlier, municipalities had no procedural avenue to collectively respond. The same pattern is repeated with Bill M-216: a significant restructuring of municipal governance introduced outside UBCM's consultative cycle and without any obligation for structured municipal engagement.

This pattern demonstrates not only a lack of consultation but the removal of the opportunity for consultation. Bypassing the formal system designed to give municipalities a voice is, in effect, bypassing municipalities themselves.

X. The Core Public Interest Question: What Problem Are We Solving?

Before proceeding, the province must clearly articulate the rationale behind this Bill:

- Is the objective simply to build more housing?
- Is the goal to build more affordable housing?
- Are we preserving existing affordability or replacing naturally affordable housing with higher-priced units?
- Are we still legislating based on outdated demand forecasts when thousands of new units remain unsold or unoccupied?
- Have projections been updated to reflect reduced foreign student enrolment, lower investor demand, and changing immigration policy?

Policy must reflect current data, not outdated assumptions or industry momentum.

This question is especially important because recent trends in British Columbia make one reality clear: increasing housing supply does not automatically mean improving housing affordability. Supply and affordability are often conflated, yet they are not interchangeable. New units entering the market frequently do so at price points far beyond the reach of ordinary working households. If older, naturally affordable rental housing is demolished or redeveloped and replaced with higher-priced units, then the net effect is increased housing supply without increased affordability. In that scenario, the system produces more housing, yet makes cities less affordable.

Vacancy rates, income-to-shelter-cost ratios, and cost-of-living pressures across BC demonstrate that supply growth alone does not correct price volatility or speculation-driven value structures. Without alignment between construction and local wages, additional supply risks reinforcing market pressures rather than relieving them.

Simply put: more units do not guarantee more affordability.

XI. Looking Ahead: Remaining Lobby Priorities

UDI's remaining lobbying priorities — not yet realized in legislation — provide insight into what future bills may seek to accomplish. These include tying transit and infrastructure funding to

municipal compliance with housing targets, reducing or capping Development Cost Charges and Amenity Contributions, further shortening or eliminating public participation mechanisms, establishing provincial oversight positions empowered to intervene in municipal approvals, expanding blanket upzoning areas beyond those already mandated, and redefining affordable housing in ways that allow market-priced units to qualify. Municipalities must therefore anticipate continued attempts to reduce local autonomy, oversight capacity, and democratic accountability.

XII. Growth and Taxation Evidence

Across British Columbia, a clear pattern has emerged: the fastest-growing municipalities are experiencing some of the highest increases in taxation. This trend reflects a simple reality — growth demands immediate investment in infrastructure and public services, while revenue from development arrives slowly, unevenly, or in constrained forms when cost-recovery tools are limited. This pattern is visible across the West Shore, Surrey, Kelowna, Sooke, and other rapidly expanding communities.

Growth does not pay for growth under the current model — existing taxpayers do.

Removing municipal authority while increasing growth pressure exacerbates this imbalance.

XIII. Final Reflection

British Columbians expect decisions affecting their communities, safety, infrastructure, and future to be made by accountable democratic institutions — not delegated to private consultants. If the sponsoring MLA's genuine objective is to strengthen democracy, uphold the responsibilities of the Community Charter, and preserve the integrity of public governance in British Columbia, then the responsible action is clear:

Bill M-216 should be withdrawn.

Withdrawal would not end the conversation — it would place it back on the proper foundation: evidence, transparency, consultation, and alignment with the public interest.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'Sid Tobias', written in a cursive style.

Mayor Sid Tobias
Town of View Royal

Briefing Note re: Professional Reliance Act

Prepared by: MLA George Anderson, Nanaimo - Lantzville

RE: *Professional Reliance Act*

Purpose: To strengthen local government capacity, accelerate housing approvals, and reduce costs by trusting qualified professionals under existing provincial regulation.

Overview

British Columbia needs to build housing and community infrastructure faster without compromising safety or accountability.

Right now, many local governments are required to re-review the technical work of provincially licensed professionals (engineers, architects, etc.), even though those professionals are already accountable under the *Professional Governance Act* (PGA).

This duplication drains staff time, delays housing, and increases costs for families and local taxpayers.

The *Professional Reliance Act* fixes that.

It allows municipalities to **accept certified work from qualified professionals** and move projects forward faster, freeing up staff for community planning and public engagement.

Key Benefits

For young people:

- More homes coming to market sooner, making home ownership and renting more attainable.

For families:

- A better chance to find or own a home in the community they love.

For local governments:

- Less red tape, more capacity, and reduced administrative costs.

For taxpayers:

- Savings on staff duplication and lower development costs over time.

How It Works

- If a professional certified under the *Professional Governance Act* (PGA) seals their work, local governments can accept it without a second technical peer review.
- The professional remains fully liable and accountable through their regulatory body (Architectural Institute of British Columbia, Engineers and Geoscientist of British Columbia, etc.).
- Municipalities maintain control over zoning, design guidelines, and policy decisions — this reform only streamlines *technical* approvals.
- Disputes between professionals can be referred to the Office of the Superintendent of Professional Governance (OSPG).

What It's Not

- Not privatization - accountability stays public through OSPG oversight.
- Not deregulation - standards stay the same. The process just becomes faster.
- Not a download to municipalities. Simply a reduction in administrative pressure.

Q&A Sheet – Professional Reliance Act

Q1: Why is this bill needed?

A: Many housing projects are delayed because local governments have to re-review work already completed by licensed professionals.

This duplication adds time, costs, and frustration. The bill modernizes that process so projects move faster and local governments can focus on planning great communities.

Q2: Will this reduce oversight or lower standards?

A: No. Professionals are still regulated, insured, and accountable under the *Professional Governance Act* and the Office of the Superintendent of Professional Governance. Oversight remains public and strong.

Q3: How does this help housing affordability?

A: Every month of delay adds cost. Both for builders and, eventually, for families. By removing redundant steps, we reduce those costs and get homes to market faster.

Q4: Does this take power away from local governments?

A: No. Local councils still decide zoning, design, and land-use policy. The *Act* streamlines technical review so staff can focus on community priorities instead of paperwork.

Q5: How does this help smaller municipalities?

A: Smaller towns often struggle to hire engineers or architects for peer review. This bill saves them those costs and lets them rely on provincially regulated professionals instead.

Q6: Is this a “developer giveaway”?

A: No. Developers still meet all local requirements and hire qualified, accountable professionals. The difference is that cities won't waste months re-checking certified work.

Q7: What about unionized staff in local governments?

A: This bill doesn't eliminate positions; it helps municipal staff focus on higher-value work like long-term planning, housing strategy, and public consultation.

Q8: Is this costly to implement?

A: No. It uses existing provincial structures under the *Professional Governance Act* and the OSPG. Local governments may make small bylaw or process adjustments, but the overall effect is cost-saving.

Q9: What about RidgeView Place in Langford? Couldn't this potentially lead to more of that?

A: The issues at Ridgeview Place occurred under the existing system and partially informed this bill.

This bill would make it clear that the professionals remain fully liable and accountable through their regulatory body. Further clarifying that local governments will not be liable for the actions of certified professionals.

Q10: Are there any other municipalities using this model or Professional Reliance?

A: Yes, there are several certified professional programs in British Columbia, for example:

- | | |
|-----------------------------|------------------------|
| *City of Vancouver | *City of Surrey |
| *City of Burnaby | * District of Squamish |
| *District of West Vancouver | *City of Maple Ridge |
| *Town of Ladysmith | *City of Abbotsford |
| * City of Prince George | |

Anderson.MLA, George

From: Homes For Living <hello@homesforliving.ca>
Sent: November 10, 2025 9:59 PM
To: Homes For Living
Subject: Support for Bill B216 - Professional Reliance Act

Dear Member of the Legislative Assembly,

Homes for Living supports a move towards increasing reliance on qualified professionals to streamline building permits in urban areas, and supports [Member Bill M216](#), the *Professional Reliance Act*.

Homes for Living is a community housing advocacy group, made up of volunteers concerned about the housing crisis in the Capital Regional District. The region has a dire housing shortage, with housing completions falling [well short](#) of what is needed to achieve broad affordability. The shortage is driven by zoning codes that make new multifamily housing illegal, high fees on new housing, and lengthy permitting timelines that means that families can only move into new housing years after it is first proposed by a proponent.

These challenges are most acute in built-up urban areas, such as the City of Victoria, where infill housing is both the most sustainable and cost-effective type of new housing, but also the most difficult, expensive, and time-consuming to build. To meet affordability goals, we must ensure that it is faster and easier to build dense infill housing rather than suburban sprawl.

The changes proposed by Bill M216, the *Professional Reliance Act*, would help alleviate one aspect of this challenge. While additional, substantial reforms are needed to ensure that municipal zoning is not a constraint on new housing, reducing approval timelines after a project receives zoning approval is also critical. We have received feedback from developers that the process and degree of inspections and verifications varies widely between CRD municipalities, with some trusting professionals to do their due diligence, while others require duplicative review and inspection of projects that are certified by an applicant's Architect and Engineers.

We would submit that infill housing is a good candidate for a consistent Professional Reliance framework. Infill housing is typically built in areas with no or minimal environmental concerns (environmental engineering being an area with past concerns about Professional Reliance approaches). It should be noted that similar frameworks have been adopted in other jurisdictions where quickly building housing is a priority. For instance, the County of LA implemented a pilot [self-reliance approval](#) process that allowed builders of certain categories of homes to self-certify that their home designs meet code.

Best regards,

The Homes for Living team

ABOUT HOMES FOR LIVING: We are a community housing advocacy group, made up of volunteers concerned about the housing crisis in the capital region. Homes for Living is advocating for more homes through policy reform to make Victoria more affordable for people across the income and housing needs spectrum. We are a volunteer-funded non-profit, and our voting members cannot be developers, politicians, or their relatives.

More: <https://homesforliving.ca/about-us>





November 14, 2025

Hon. George Anderson
MLA, Nanaimo-Lantzville
George.Anderson.MLA@leg.bc.ca

RE: Support for Bill M 216 – Professional Reliance Act

Dear Mr. Anderson,

On behalf of the Greater Vancouver Board of Trade (GVBOT) and the Urban Development Institute (UDI), we wish to express our support for the intent of *Bill M 216 – Professional Reliance Act*.

This proposed legislation will help address a major concern of the development community by recognizing the importance of improving the efficiency and predictability of the development approvals process across British Columbia. Expediting the development approvals process by reducing redundancies in the review process, while upholding the professional standards of qualified professionals (QPs), is another regulatory tool which would support the more timely delivery of new homes for British Columbians who need more housing options.

A significant portion of the cost to build a new home is attributed to government-imposed measures – whether it be fees, long review processes, or new requirements. Of particular concern is rising construction costs, which are being largely driven by building code requirements. One builder recently reviewed their project proformas over the past 15 years, which revealed that construction costs have soared to over \$562.59 per square foot – up from under \$204.19 per square foot. This is well beyond the Consumer Price Index rate of inflation. These costs ultimately fall to homebuyers and renters, compounding the affordability crisis across the province.

This professional reliance initiative comes at a time when the cost of delivering new homes has reached a breaking point. Higher construction costs, increased interest rates, and government fees combined with lengthy approval timelines make it increasingly difficult to bring new housing to market that homebuyers and renters can afford.

As has been noted in the debate on *Bill M 216*, municipalities already depend extensively on QPs to support the development approval process, and the proposed framework recognizes that work in a constructive and transparent way. For example, the municipalities of Vancouver, Burnaby, and Surrey all utilize a Certified Professionals

Program for the issuance of Building Permits. These programs would be enhanced through this legislation, by ensuring the original purpose of the programs (rapid permit issuance through professional review and reliance) are achieved.

The *Professional Reliance Act* offers an opportunity to apply those learnings province-wide, so that all communities can benefit from timely growth and responsible oversight. That said, there may have to be regulatory powers that differentiate between technical and urban design-related Development Permit requirements. Where technical requirements are definitive, urban design-related requirements require a more nuanced by nature and may be better suited for review by local governments.

Some additional issues for consideration at the Committee stage include:

- Ensuring the legislation applies to the City of Vancouver, which is under the *Vancouver Charter*;
- Ensuring the legislation applies to all trade permits, such as sprinklers, plumbing, and electrical permits;
- Instead of relying on the Superintendent for dispute resolution, move this task to the regulated professions (e.g. Engineers and Geoscientists of BC, Architectural Institute of BC); and
- Ensuring the legislation is coordinated with the *Building Act*.

Our organizations want more British Columbians to have more housing options available to them. Establishing a more consistent, streamlined, and professionally informed process will help support more timely approvals for new housing supply by reducing the uncertainty, risks, and carrying costs that currently delay projects and reduce affordability. We encourage all MLAs to pass *Bill M 216*, and would be pleased to discuss in greater detail as this makes its way through the legislative process

Sincerely,



Bridgitte Anderson
President and CEO
Greater Vancouver Board of Trade



Anne McMullin
President and CEO
Urban Development Institute



MEMO

To: Mayor and Council
From: Wendy Hunt, Chief Administrative Officer
Date: 25.11.2025

.....

This memo is to provide you with an update to the Zoning Bylaw No. 389, 2025 that was given 1st and 2nd readings at your November 3, 2025 meeting.

Upon reading the draft bylaw again, staff noticed that there were a few numbers that did not get ported over from a previous amendment approved by Council in 2023. As these amendments have already been approved by Mayor and Council and were missed on this new bylaw, they pose as no material changes therefore, I asked our Corporate Officer to make the corrections prior to the December meeting where we will have the public meeting and hopefully 3rd reading and adoption.

On the agenda is the final version with the corrections as well as a copy of the redline version that shows the changes. The changes are primarily in the dwelling size, lot coverage, minimum lot size, maximum height, and front line setbacks, in the residential zoning areas, R-1 (pg 16 & 17), R-2 (pg 18) R-3 (pg 20), R-5 (pg 23), and R-6 (pg 25). In most cases, it is one number that was missed being ported over.

I have consulted with a colleague that has extensive Corporate Officer training to ensure that I am recommending the correct procedure as was assured that this is the acceptable solution as we are not changing any fundamental elements of the bylaw. If you have any questions or concerns prior to the meeting, please do not hesitate to contact me via email as I will be in Vancouver for the rest of the week. Brooke, Laura or Roger can all answer your questions as well.

Respectfully submitted,

Wendy Hunt
Chief Administrative Officer



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.

"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 5.4.

"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, statues 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.

4.0 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.

4.1 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 4.13.5 (c))
Minimum Unit Size	40 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	N/A	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 5.0 of this Bylaw.

4.2 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	740m 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		2
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 5.0 of this Bylaw.

4.3 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 4.15.5(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	10 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 5.0 of this Bylaw.

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4.4 **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 5.0 of this Bylaw.

4.5 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	1840 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	40m 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 5.0 of this Bylaw.

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4.6 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 4.18.5 (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)	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	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 5.0 of this Bylaw.

4.7 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. Car Wash
 - ix. Convenience Store
 - x. Craft Brewery/Distillery
 - xi. Entertainment Facility and Theatre
 - xii. Financial Institution
 - xiii. Food Services
 - xiv. Gas Station
 - xv. Greenhouses and Plant Nursery
 - xvi. Grocery Store
 - xvii. Guide and Tour Services
 - xviii. Health and Wellness Services
 - xix. High Technology Research and Product Design
 - xx. Hostel
 - xxi. Hotel/Motel
 - xxii. Laundromat/Drycleaner
 - xxiii. Liquor Store
 - xxiv. Mini Storage
 - xxv. Mixed Use
 - xxvi. Multi-Unit Residential
 - xxvii. Office
 - xxviii. Personal Services Establishment
 - xxix. Postal and Courier Services
 - xxx. Recreation Services
 - xxxi. Recycling Facilities
 - xxxii. Retail Commercial
 - xxxiii. Service Station
 - xxxiv. Transportation Depot
 - xxxv. 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 5.0 of this Bylaw.

4.8 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. Laundromat/Drycleaner
 - xxvi. Liquor Store
 - xxvii. Mini Storage
 - xxviii. Mixed Use
 - xxix. Multi-Unit Residential
 - xxx. Office
 - xxxi. Park
 - xxxii. Personal Services Establishment
 - xxxiii. Private & Public Institution
 - xxxiv. Recreation Services
 - xxxv. Recycling Facilities
 - xxxvi. Retail Commercial
 - xxxvii. Recreational Vehicle Storage
 - xxxviii. Service Station

- xxxix. Transportation Depot
- xl. Vaping Retail Sales
- 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 5.0 of this Bylaw.

4.9 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:
- i. 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;
 - ii. 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
 - iii. The maximum height of screening structures shall be no more than 3.6 m.
- b) Additional regulations can be found in section 5.0 of this Bylaw.

4.10 Community Services (P-1)

This zone is intended to provide for the integration of public open space, schools, parks, trails, infrastructure 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 5.0 of this Bylaw.

.6 Site Specific Regulations

- a) Retail Commercial and Health and Wellness Services shall be permitted as a principal use only on Lot 1, District Lot 882, Cassiar District Plan EPP110596.

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4.11 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 5.0 of this Bylaw.

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5.0 PART E – GENERAL REGULATIONS

5.1 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 5.1.1, 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.

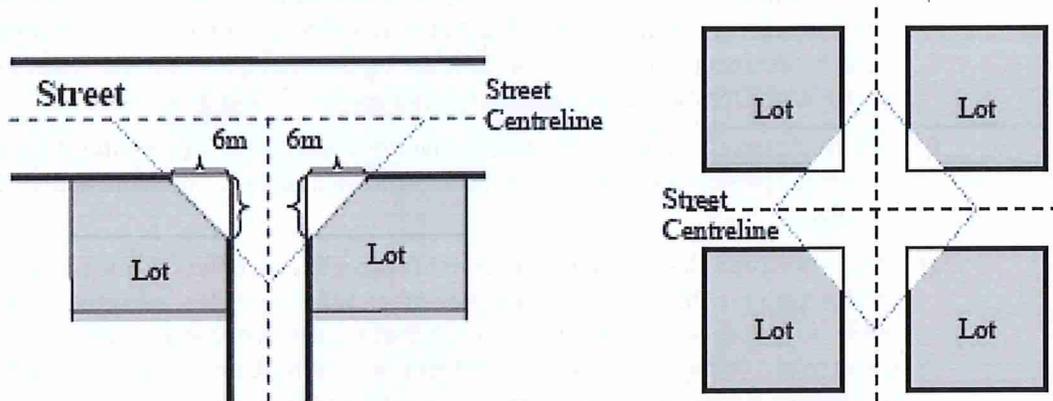
5.2 Uses Permitted in any Zone

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.

5.3 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:



5.4 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.

5.5 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.

5.6 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 5.6.3 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.

5.7 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.

5.8 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.

5.9 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.

5.10 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.

5.11 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.

5.12 Home-Based Businesses

- 1) Regulations
 - a) The Home-Based Business must be conducted entirely within a dwelling or permitted accessory building except as otherwise specifically permitted in this Bylaw;
 - b) The operator of every Home-Based Business must obtain a Business License issued by the District of New Hazelton;
 - c) 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
 - d) 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:

- e) Cause or result in any variation or alteration in the external residential appearance of the land and premises in which it is carried on;
- f) 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;
- g) Incur deliveries requiring commercial trailers;
- h) Create or cause any fire hazard or electrical interference; or

- i) 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.

2) Prohibited Uses

The following uses are prohibited for Home-Based Businesses:

- a) Restaurant;
- b) Manufacturing, welding or any other light industrial use;
- c) The salvage or repair, or both, of motor vehicles;
- d) Storage of motor vehicles;
- e) Parking of Commercial Vehicles;
- f) Adult entertainment or escort agency;
- g) Business that requires the marshalling of vehicles such as taxi or limousine operation or courier service; and
- h) Retail or wholesale sale of goods, including cannabis or vape products, except for goods manufactured or produced as part of a Home-Based Business.

5.13 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.

5.14 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.

5.15 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.

5.16 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.

5.17 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.

5.18 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.

5.19 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 3RD day of November, 2025.

READ A SECOND TIME this 3RD day of November, 2025.

READ A THIRD TIME this 1ST day of December, 2025.

PUBLIC HEARING held this 1ST day of December, 2025.

DISTRICT OF NEW HAZELTON MAYOR & COUNCIL APPROVAL this 1ST day of December, 2025.

ADOPTED this 1ST day of December, 2025.

Mayor

Corporate Officer



**DISTRICT OF NEW HAZELTON
BYLAW NO. 390, 2025**

A bylaw to adopt the 2026-2030 Financial Plan

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

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

1. Schedule "A", attached hereto and forming part of this Bylaw, is hereby adopted as the Financial Plan for the 5 years ending December 31, 2030;
2. Schedule "B", attached hereto and forming part of this Bylaw, is hereby adopted as the Statement of Objectives and Policies; and
3. This Bylaw may be cited as "**District of New Hazelton 2026-2030 Financial Plan Bylaw No. 390, 2025.**"

Read a first time this 1ST DAY OF DECEMBER, 2025

Read a second time this 1ST DAY OF DECEMBER, 2025

Read a third time this DAY OF JANUARY, 2026

Adopted this DAY OF FEBRUARY, 2026

MAYOR

CORPORATE OFFICER

**DISTRICT OF NEW HAZELTON
FINANCIAL PLAN (CONSOLIDATED)
FOR THE FIVE YEARS ENDED DECEMBER 31, 2030
SCHEDULE "A"**

	BUDGET 2026	BUDGET 2027	BUDGET 2028	BUDGET 2029	BUDGET 2030
REVENUE:					
Residential, Class1	\$ 351,702	\$ 358,735	\$ 365,910	\$ 373,228	\$ 380,694
Utilities, Class 2	\$ 101,388	\$ 103,416	\$ 105,484	\$ 107,594	\$ 109,746
Major Industry, Class 4	\$ -	\$ -	\$ -	\$ -	\$ -
Light Industry, Class 5	\$ -	\$ -	\$ -	\$ -	\$ -
Business, Class 6	\$ 120,219	\$ 122,624	\$ 125,076	\$ 127,578	\$ 130,129
Rec/Non-Profit, Class 8	\$ 517	\$ 527	\$ 538	\$ 548	\$ 559
Farm, Class 9	\$ 287	\$ 293	\$ 299	\$ 305	\$ 311
Grants in Lieu	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000	\$ 49,000
TAXATION REVENUE	\$ 623,113	\$ 634,595	\$ 646,307	\$ 658,253	\$ 670,439
Frontage Taxes	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500	\$ 62,500
Services Provided for Other Agencies	\$ 483,000	\$ 483,000	\$ 483,000	\$ 483,000	\$ 483,000
Utility Rates and Fees	\$ 277,000	\$ 277,000	\$ 277,000	\$ 277,000	\$ 277,000
Other Revenue	\$ 254,100	\$ 123,100	\$ 123,100	\$ 123,100	\$ 123,100
Non capital grants	\$ 108,000	\$ 625,000	\$ 1,801,000	\$ 625,000	\$ 625,000
Capital grants	\$ 3,477,000	\$ -	\$ -	\$ -	\$ -
Conditional Transfers	\$ 126,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
Collections for Other Governments	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000
Total revenue	\$ 5,934,713	\$ 2,749,195	\$ 3,936,907	\$ 2,772,853	\$ 2,785,039
EXPENDITURES					
General Municipal	\$ 2,752,800	\$ 2,480,800	\$ 2,540,865	\$ 2,602,598	\$ 2,753,103
Water	\$ 193,982	\$ 391,981	\$ 209,705	\$ 205,665	\$ 210,874
Sewer	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000	\$ 61,000
Collections for other governments	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000	\$ 524,000
Amortization of Assets	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
Total expenditures	\$ 3,881,782	\$ 3,807,781	\$ 3,685,570	\$ 3,743,264	\$ 3,898,977
Surplus (deficit)	\$ 2,052,931	\$ (1,058,586)	\$ 251,337	\$ (970,411)	\$ (1,113,938)
Adjust for non-cash items					
Amortization	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
Adjust for cash items non-PSAB					
TCA expenditures	\$ 4,735,000	\$ 454,500	\$ 355,000	\$ 335,000	\$ 430,000
Transfer to (from) reserve	\$ (576,000)	\$ 74,000	\$ 805,000	\$ 74,000	\$ 74,000
Transfer to (from) Operating surplus	\$ (1,756,069)	\$ (1,237,086)	\$ (558,663)	\$ (1,029,410)	\$ (1,267,938)
	\$ 2,052,931	\$ (1,058,586)	\$ 251,337	\$ (970,410)	\$ (1,113,938)
Financial Plan Balance	\$ (0)	\$ (0)	\$ (0)	\$ (0)	\$ 0
Cumulative Operating Surplus (deficit)	\$ 243,931	\$ (993,155)	\$ (1,551,817)	\$ (2,581,228)	\$ (3,849,166)

SCHEDULE 'B'

STATEMENT OF OBJECTIVES AND POLICIES

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

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

FUNDING SOURCES

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

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

Table 1

Revenue Source	% of Total Revenue	Dollar Value
Taxation	10.499%	\$ 623,113
User Fees & Charges	10.003%	\$ 593,600
Other Sources	8.139%	\$ 483,000
Grants	62.530%	\$ 3,711,000
Borrowing	0%	-
Reserves & Surplus	8.829%	\$ 524,000
TOTAL	100%	\$ 5,934,713

OBJECTIVE

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

POLICY

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

DISTRIBUTION OF PROPERTY TAXES

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

Table 2

PROPERTY CLASS	% of Property Taxation	Dollar Value
Residential	56.44%	\$ 351,702
Utilities	16.28%	\$ 101,388
Major Industrial	0.00%	-
Light Industrial	0.00%	-
Business & Other	19.29%	\$ 120,219
Recreation/Non-Profit	0.08%	\$ 517
Farmland	0.05%	\$ 287
Grants In Lieu	7.86%	\$ 49,000
TOTAL	100.00%	\$ 623,113

OBJECTIVES

The District wishes to maintain the property tax levy percentages for 2026 at the prior levels plus 2%, adjusted for the impact of non-market changes to assessments. Utility class will be less than the maximum allowable by Provincial statute (BC Reg. 329/96).

POLICIES

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

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

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

PERMISSION TAX EXEMPTIONS

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

OBJECTIVES

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

POLICY

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

Permissive Tax Exemption

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

	2026 (est)	2027 (est)	2028 (est)	2029 (est)	2030 (est)
St. Mary's Roman Catholic Church	\$3,229.18	\$3,293.76	\$3,359.64	\$3,426.83	\$3,495.37
BC Conf Mennonite Brethren Churches	\$1,972.00	\$2,011.44	\$2,051.67	\$2,092.70	\$2,134.55
New Hazelton Congregation of Jehovah's Witnesses	\$629.02	\$641.60	\$654.44	\$667.53	\$680.88

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



Policy Manual

(Workplace Bullying and Harassment)

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
Administration	Council	December 10, 2015 RESOLUTION NO. 7524/15
Administration	Council	June 4, 2018 RESOLUTION NO. 7762/18
Administration	Council	January 6, 2020 RESOLUTION NO. 7916/20
Administration	Council	April 12, 2021 RESOLUTION NO. 8027/21
Administration	Council	September 13, 2022 RESOLUTION NO. 8131/22
Administration	Council	February 3, 2025 RESOLUTION NO. 8374/25
Administration	Council	December 1, 2025 RESOLUTION NO.

This policy was created with reference to WorkSafe BC policies and regulations set out in Section 4.24 of the WorkSafe BC Regulations and Sections D115, D116, and D117 of the WorkSafe BC Prevention Manual.

DEFINITIONS In this policy unless the context otherwise requires:

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

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

“improper activity or behaviour” means;

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

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

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

Policy Statement:

1. Workplace conduct

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

2. Bullying and harassment

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

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

3. Workers must:

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

4. Application

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

5. Annual review

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

Reporting Procedures:

1. How to report

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

2. When to report

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

3. Reporting contact

Inside Workers report to:

Wendy Hunt
Chief Administrative Officer
whunt@newhazelton.ca

Outside Workers report to:

Roger Smith
Public Works Superintendent
rsmith@newhazelton.ca

Council Members report to:

Gail Lowry

Mayor

glowry@newhazelton.ca

4. Alternate reporting contact

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

Inside and Outside Workers report to:

Laura Roe

Chief Financial Officer

lroe@newhazelton.ca

Council Members report to:

Wendy Hunt

Chief Administrative Officer

whunt@newhazelton.ca

5. What to include in a report:

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

6. Annual review

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

Investigation Procedures:

1. How and when investigations will be conducted

Most investigations in the District of New Hazelton will be conducted internally. In complex or sensitive situations, an external Investigator may be engaged.

Investigations will:

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

2. What will be included

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

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

3. Roles and responsibilities

- **Senior Management**

- the Chief Administrative Officer ("CAO") is responsible for the implementation and administration of this Policy.
- the CAO shall assess every complaint for appropriate action and exercise their discretion as to how this Policy is implemented and who in management is advised of the complaint and its findings.

- **Managerial staff have a responsibility to:**

- ensure that the workplace is free from discrimination, bullying and harassment and ensure the principles of the Policy are reflected in the execution of their duties, operational policies, and practices within their area of responsibility;
- model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour;
- report incidents of discrimination, bullying or harassment;
- listen to any complaint, treating it sensitively, seriously and confidentially;
- take appropriate action if anyone is found to have engaged in conduct contrary to this Policy; and
- provide reasonable and appropriate remedies for anyone who has been the target of discrimination or harassment.

- **Employees and Volunteers**

- not engage in discrimination, bullying or harassment of employees, elected officials or volunteers; and
- report incidents of discrimination, bullying or harassment experienced or witnessed.

- **Elected Officials**

- ensure that the workplace is free from discrimination, bullying and harassment and ensure the principles of the Policy are reflected in the execution of their duties;
- model inclusive and professional behaviour and not participate in discriminatory, bullying or harassing behaviour; and
- report incidents of discrimination, bullying or harassment.

- **Complainants**

- **Complainants have a right to:**

- make a complaint and receive a copy of the complaint;
- be informed of the status and progress of the investigation;
- be informed of the results of the investigation in writing including any corrective action that has or will be taken as a result of the investigation;
- not be subject to retaliation; and
- withdraw a complaint at any time during the procedure; however, depending upon the nature and severity of the allegations, the CAO or their designate, or Mayor (if the CAO is the Respondent) may

determine that an investigation is required and the process will continue notwithstanding the withdrawal.

- **Complainants have a responsibility to:**
 - cooperate with all those responsible for dealing with the investigation of the complaint.

- **Respondents**
 - **Respondents have a right to:**
 - be informed that a complaint has been filed;
 - be informed of the status and progress of the investigation;
 - have the allegations provided to the Investigator;
 - be informed of the allegations against them and be provided an opportunity to respond; and
 - be informed of the results of the investigation in writing and validation of corrective action that has been taken or will be taken as a result of the investigation.
 - **Respondents have a responsibility to:**
 - follow all procedures under this Policy; and
 - cooperate with all those responsible for dealing with the investigation of the complaint;

- **Bystanders**
 - **Bystanders have the right to:**
 - not be subject to retaliation because they have participated as a witness.
 - **Bystanders have a responsibility to:**
 - meet with the Investigator and to cooperate with all those responsible for the investigation of the complaint;

- **Investigator**
 - **The Investigator shall:**
 - ensure the Respondent is informed of the allegations;
 - ensure all parties involved have been informed of their rights and responsibilities;
 - interview the parties concerned and any witnesses;
 - collect all pertinent information;
 - recommend a mediation process where appropriate; prepare a written report;
 - ensure the investigation is completed in a timely manner taking into account particular circumstances; and
 - maintain confidentiality.

The Chief Financial Officer, Public Works Superintendent, or Mayor will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer. If external Investigators are hired, they will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer.

4. Follow Up

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

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

5. Record-keeping requirements

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

6. Annual review

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

Remedy or Disciplinary Action:

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

- oral and/or written apology from the Respondent and/or District of New Hazelton;
- any administrative change that is appropriate (i.e. job site or position transfer; no contact for a period of time, temporary or permanent changes to reporting structures or work assignments);
- coaching;
- counselling;
- training or education;
- re-orientation of this Policy and its purpose;
- discipline up to and including termination of employment for just cause:
 1. verbal warning;
 2. written warning;
 3. one (1) day suspension without pay; and
 4. possible dismissal.
- where the Respondent is not covered by this Policy, the District will take all steps necessary to remedy the substantiated complaint to protect the Complainant from future harm.

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

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



District of New Hazelton
Workplace Bullying and Harassment

Complaint Form

Name and contact information of Complainant:

Name of Respondent:

Personal statement:

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

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

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

Information of Complaint:

Signature:

Date:

WORKPLACE BULLYING AND HARASSMENT POLICY

Revision/Review Log

Review: Every year or as required.

December 10, 2015	Policy approved by Council Resolution 7524/15
June 4, 2018	Replaced Allan Berg with Chris Lawrence as PW Superintendent. Replaced Corporate Officer with Chief Financial Officer. Policy changes approved by Council Resolution No. 7762/18.
January 6, 2020	Added Council reporting procedures. Include Council members when using terms such as Employee or Worker. Added Mayor as Investigator for Council allegations. Added that Council members will receive a copy of the policy and that it will also be posted in the Council Chambers. Change to remedy/discipline section to align with legal advice provided by Casual Legal Advice at Lidstone & Co. Policy changes approved by Council Resolution No. 7916/20.
April 12, 2021	Replaced name of PW Superintendent with Roger Smith. Changed date of revision to 2021. Policy changes approved by Council Resolution No. 8027/21.
September 13, 2022	Replaced name of CFO with Laura Roe. Changed date of revision to 2022. Policy changes approved by Council Resolution No. 8131/22.
December 2, 2024	Policy brought to Council for Annual Review, Council requested some changes, so it was tabled and brought forward to the next meeting.
January 6, 2025	Policy was tabled again and brought forward to the next meeting.
January 13, 2025	Updated with DONH new logo, added "bystander", "Complainant" and "Respondent" definitions, changed wording throughout policy to be consistent with new definitions. Added more details under "Roles and Responsibilities" for each party. Changed date of revision to 2025. Minor grammatical and punctuation corrections. Included definition of "worker" to include staff, council, and volunteers.
February 3, 2025	Updates approved by Council Resolution No. 8374/25
October 10, 2025	Updated formatting to align with Policy Manual. No major changes to content.
December 1, 2025	Minor grammatical and spelling changes. Policy brought forward to Council for Annual Review.

Policy Manual

(Travel Expenses)

PREPARED BY:

Council/Admin.

AUTHORIZED BY:

Council

DATE:

February 6, 2012

Resolution No. 7122/12

July 4, 2016

Resolution No. 7576/16

April 3, 2023

Resolution No. 8187/23

The following rates and amounts are paid to elected officials and staff when travelling on Council or District business:

Per Diem*:

Breakfast: \$20

Lunch: \$30

Dinner: \$50

*Meals are not to be claimed when included or paid for as part of conferences or council business

Accommodation: Actual cost

Mileage: The lower of Canada Revenue Agency's reasonable per kilometer allowance (adjusted yearly) or the cost of an economy airline ticket to the destination unless otherwise approved by Chief Administrative Officer or designate.

Spousal Attendance: Spousal attendance at events is at the expense of the elected official or staff member unless otherwise approved by the Chief Administrative Officer or designate.

Non-Attendance: Failure to attend a conference or meeting for which registration has been paid will result in repayment of registration fees by the elected official or staff member unless otherwise approved by the Chief Administrative Officer or designate.

Accident Insurance: Elected officials are provided at the same accident insurance coverage as the Regional District of Kitimat/Stikine.

Expense Claims: All claims are to be submitted to the Chief Financial Officer and are to be approved by the Chief Administrative Officer. Claim forms are to be filed and be readily available for public inspection for at least a three year period.



Policy Manual

(Travel Expenses)

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
Administration	Council	February 6, 2012 RESOLUTION NO. 7122/12
Administration	Council	July 4, 2016 RESOLUTION NO. 7576/16
Administration	Council	April 3, 2023 RESOLUTION NO. 8187/23
Administration	Council	December 1, 2025 RESOLUTION NO.

The following rates and amounts are paid to elected officials and staff when travelling on Council or District business:

Per Diem*:

Breakfast: \$20

Lunch: \$30

Dinner: \$50

*Meals are not to be claimed when included or paid for as part of conferences or council business

Accommodation: Actual cost

Mileage: The lower of Canada Revenue Agency's reasonable per kilometer allowance (adjusted yearly) or the cost of an economy airline ticket to the destination unless otherwise approved by Chief Administrative Officer or designate.

Spousal Attendance: Spousal attendance at events is at the expense of the elected official or staff member unless otherwise approved by the Chief Administrative Officer or designate.

Non-Attendance: Failure to attend a conference or meeting for which registration has been paid will result in repayment of registration fees by the elected official or staff member unless otherwise approved by the Chief Administrative Officer or designate.

Accident Insurance: Elected officials are provided at the same accident insurance coverage as the District of New Hazelton employees.

Expense Claims: All claims are to be submitted to the Chief Financial Officer and are to be approved by the Chief Administrative Officer. Claim forms are to be filed and be readily available for public inspection for at least a three-year period.

TRAVEL EXPENSES POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
February 6, 2012	Policy completed for presentation to Council. Policy approved by Council Resolution No. 7122/12.
July 4, 2016	Policy amendments approved by Council Resolution No. 7576/16.
April 3, 2023	Policy amendments approved by Council Resolution No. 8187/23.
October 10, 2025	Updated font and formatting. Added logo, review date and review/revision log. Changed under accident insurance that elected officials are provided the same accident coverage as the District of New Hazelton. Approval from Council required.



POLICY MANUAL

(UTILITIES)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR REVISION

February 23, 1981

Anyone renting out a basement suite will be charged for additional water and sewer (one household use).



Policy Manual

(Utilities)

PREPARED BY:

Council
Administration

AUTHORIZED BY:

Council
Council

DATE OF ISSUE OR

REVISION:

February 23, 1981
December 1, 2025

RESOLUTION NO.

Anyone renting out a basement suite or accessory dwelling unit, will be charged for additional water, sewer and curbside collection (one household use).

UTILITIES POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
February 23, 1981	Policy completed for presentation to Council. Policy approved by Council.
October 10, 2025	Updated font and formatting. Added logo, review date and review/revision log. Added "curbside collection" and "accessory dwelling unit". Changes to be approved by Council.



Policy Manual

(Public Use of Equipment)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

October 16, 2003

RESOLUTION NO. 5548/03

That, it be policy of the District of New Hazelton that landowners may contract with the District for the use of equipment operated by District's public works personnel on the following conditions:

1. The equipment must not be available from any private contractor in the area.
2. Commercial rates for the use of equipment with operators must be charged.

Equipment Costs

Backhoe	\$70.00 p/h
Bobcat	\$55.00 p/h
Dump Truck	\$65.00 p/h
Grader	\$100.00 p/h
Loader	\$70.00 p/h
Sweeper	\$90.00 p/h
Pick-up	\$45.00 p/h

Note: The equipment cost includes the operator. We would not rent our equipment without our operator.



Policy Manual

(Public Use of Equipment)

PREPARED BY:

Council

Administration

AUTHORIZED BY:

Council

Council

**DATE OF ISSUE OR
REVISION:**

October 16, 2003

RESOLUTION NO. 5548/03

December 1, 2025

RESOLUTION NO.

That, it be policy of the District of New Hazelton that landowners may contract with the District for the use of equipment operated by District's public works personnel on the following conditions:

1. The equipment must not be available from any private contractor in the area.
2. Equipment rental rates will be updated annually in accordance with the *British Columbia Blue Book "Equipment Rental Rate Guide: BC Road Builders & Heavy Construction Association."*

Note: The equipment cost includes the operator. We would not rent our equipment without our operator, unless authorized by the Public Work Superintendent.

PUBLIC USE OF EQUIPMENT

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
October 16, 2003	Policy completed for presentation to Council. Policy approved by Council Resolution No. 5548/03.
August 18, 2025	Updated formatting and font, added logo. Added review date and review/revision log. No major changes to content of policy.
September 17, 2025	Added that the equipment rental rates will be reviewed annually in accordance with "The Blue Book" also added that the PWS can authorize use of equipment without an operator.
December 1, 2025	Policy to be presented to Council for approval of updates.



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.

Revision Date	Comments
Sept 5, 1995	Policy created for presentation to Council. Approved by Resolution No. 3759/ 95.



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

December 1, 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 \$86,828.54;
- 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.



DISTRICT OF NEW HAZELTON COUNCIL MEETING SCHEDULE 2026

Regular Council & Committee of the Whole (COTW) meetings for the District of New Hazelton for 2026 will take place on the following dates:

January	5 th
February	2 nd
March	2 nd
April	13 th
April	23 rd (COTW)
May	4 th
June	1 st
July	6 th
August	10 th
September	14 th
October	5 th
November	2 nd
November	19 th COTW (budget meeting)
December	7 th

All council meetings commence at 7:00 pm and the November 19TH Committee of the Whole meeting will commence at 10:00 am. All meetings are held in Room #2 of the Erwin Stege Community Center (Council Chambers). Members of the public are welcome to attend these and other periodic meetings of the Council.

Wendy Hunt
Chief Administrative Officer



Agenda Meeting Schedule

DATE	TIME	WHERE	DETAILS OF EVENT
December 5th	5:00 PM – 7:00 PM	Allen Park	Winterfest
December 11th	3:00 PM - 7:00 PM	Hazelton	Christmas in Hazelton
December 14th	5:00PM	Erwin Stege Community Center	Seniors Christmas Dinner
December 15th	6:00PM	Erwin Stege Community Center	Christmas Dinner with Staff & VOH – RSVP by November 28th
January 5th	7:00PM	Council Chambers	Regular Council Meeting
January 20-22nd	All Day	Prince George Conference & Civic Centre	2026 BC Natural Resources Forum – Councillors Burns and Sturney going
February 2nd	7:00PM	Council Chambers	Regular Council Meeting
April 8-10th	All Day	Vancouver @ JW Marriot Parq	2026 COFI Convention
May 20-22nd	All Day	Prince George	2026 NCLGA AGM & Convention

December 2025

Information Package



November 20, 2025

To my fellow small community colleagues,

It my pleasure to be reaching out to you from the UBCM Executive as your Small Community Representative.

We had our first executive meeting in Richmond last week, and I wanted to touch base with you for a few reasons:

- First of all, I would like all of you to know that I am here for you: if you would like to discuss what's going on in your community, if there is work that UBCM can assist you with, or if you just need someone to talk to about the challenges of local government. My cell phone number and email are below. Please feel free to reach out anytime.
- Second, I want to share what we your executive is doing; please see my notes below.
- Lastly, I would like to set up regular virtual check-ins for us small community folks throughout the year. If you would be interested in joining for an hour or so in the near future, *please RSVP to my email to say so and include a few topics of interest*, so I can facilitate a loose agenda.

Thank you for your support in taking on this important role at UBCM, and please know that I am here to support you in the important work you are doing in your own community.

Here is some of what we covered at the November UBCM Executive Meeting:

- analysis of our 2024 and 2025 resolutions from convention
- UBCM's response to the proposed changes to the Heritage Conservation Act: <https://conta.cc/4hWb0v3>
- received a delegation from Minister of Housing and Municipal Affairs, Christine Boyle and Minister of State for Local Governments and Rural Communities, Brittny Anderson,
- endorsed the creation of a new committee to support local government engagement in the development of a comprehensive emergency management plan
- endorsed an extension of the end date of the Local Government Advisory Committee on Emergency and Disaster Management Act (EDMA) Regulations until June 30, 2026
- approved the Gitaanmax Band for membership, and
- arranged a workshop with legal counsel on the Cowichan Tribes Supreme Court decision at the February executive meeting.

For more detailed information about UBCM's ongoing work, subscribe to The Compass, our periodical newsletter, here: <https://www.ubcm.ca/thecompass>

Aidan McLaren-Caux

UBCM Small Community Representative

Councillor

Village of Nakusp

PO Box 280, 91 1st Street NW, Nakusp, BC V0G 1R0

Phone: 250-265-3689. **Cell:** 250-265-8764 **Fax:** 250-265-3788

Email: amclarencaux@nakusp.com

Web: www.nakusp.com



Policy Manual

(Snow Removal - Parking)

PREPARED BY:

Council

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

December 2, 1991
RESOLUTION NO. 3130/91

If residents are parked on a road right-of-way during snow removal, staff are instructed to plow around them, if safe to do so: otherwise, the road is to be left unplowed.

SNOW REMOVAL - PARKING POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
December 2, 1991	Policy completed for presentation to Council. Policy approved by Council Resolution No. 3130/91.
October 10, 2025	Updated font and formatting to align with Policy Manual. Minor grammar and punctuation change. Added logo, review date and review/revision log. No major changes to content.



Policy Manual

(User Fee Levels)

PREPARED BY:

Administration

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

December 01, 2014
RESOLUTION NO. 7411/14

The District of New Hazelton administration will review, on a regular basis, all user fee levels to ensure they are adequately meeting both the capital and delivery costs of the service.

This review will form part of the annual budgeting process.

USER FEE LEVELS POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
December 01, 2014	Policy completed for presentation to Council. Policy approved by Council Resolution No. 7411/14.
October 10, 2025	Updated font and formatting. Added logo, review date and review/revision log. No major changes to content.



Policy Manual

(Hazelton Area Visitor Center Advertising)

PREPARED BY:

Council

Administration

AUTHORIZED BY:

Council

Council

DATE OF ISSUE OR

REVISION:

May 4, 1999

RESOLUTION NO. 4343/99

April 13, 2015

RESOLUTION NO. 7457/15

-
1. Billboard type advertising space shall be made available to the area business community and situated near the Visitor Center;
 2. Each space shall be two feet high by four feet long and shall rent for \$35.00 in the first year and \$25.00 / year in any renewal year;
 3. Every effort will be made to send out invoices within the first month of each calendar year;
 4. Any sign for which a renewal fee has not been received by April 30 of a year will be removed and the space immediately made available for rent;
 5. No business may rent space exceeding two feet by four feet;
 6. Signs must be constructed on 1/2 inch material, have a neat and attractive appearance and be of professional quality; and
 7. All signs must be maintained by the owner and any sign which is allowed to deteriorate will be removed. Installation and removal of signs will be done only by District of New Hazelton authorized personnel.

HAZELTON AREA VISITOR CENTER ADVERTISING POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
May 4, 1999	Policy completed for presentation to Council. Policy approved by Council Resolution No. 4343/99.
April 13, 2015	Policy amendments approved by Council Resolution No. 7457/15.
October 10, 2025	Updated font and formatting. Added logo, review date and review/revision log. Removed requirement for a one inch border as per PWS. No major changes to content.



Policy Manual

(Water and Wastewater Connection Application Procedures)

PREPARED BY:

Administration

AUTHORIZED BY:

Council

DATE OF ISSUE OR

REVISION:

May 6, 2024

RESOLUTION NO. 8299/24

Purpose: To provide staff and residents with the correct procedures for accepting applications for water and waste-water connections.

Policy/Procedure

1. Residents wishing to connect to District services for water and waste-water connections must fill out the application form from staff members at the front counter;
2. The staff member will advise the applicant that the application will be sent to the Public Works Superintendent to be priced and quoted prior to the acceptance of the application;
3. Staff will provide the applicant with the most complete information available at the time of the quote preparation;
4. Once the quote has been prepared, the Public Works Superintendent or delegate will contact the applicant giving them the costs associated with the connection;
5. The applicant will then pay the connection fee, and the work can commence as soon as the staff resources are available;
6. Once the work has been completed, the Public Works Superintendent, in coordination with the Finance Department will determine whether the costs quoted were correct or require adjustment;
7. If the costs are ***less than the amount quoted*** the difference between the actual costs and the amount paid will be refunded to the applicant; or
8. If the costs are ***higher than the amount quoted*** the District of New Hazelton will be responsible for the costs and there will be **no additional costs for the applicant.**

WATER & WASTEWATER CONNECTION APPLICATION PROCEDURE POLICY

Revision/Review Log

Review: Every five years or as required.

Revision Date	Comments
May 6, 2024	Policy completed for presentation to Council. Policy approved by Council Resolution No. 8299/24.
October 10, 2025	Updated formatting to align with Policy Manual. Added review date and review/revision log. Minor grammatical changes. No major changes to content.