



DISTRICT OF NEW HAZELTON  
Regular Meeting of Council  
Monday, April 13, 2026  
4633 10th Ave - Room #2 Council Chambers

Regular Meeting – 7:00 pm

1. **CALL TO ORDER: 7:00PM**
2. **MINUTES**
  - 2.1 Accept Minutes of March 2, 2026 regular meeting
3. **PETITIONS & DELEGATIONS: NONE**
4. **CORRESPONDENCE:**
  - 4.1 Ross Lake Provincial Park 2026 Update
  - 4.2 Heritage Conservation Act amendments
5. **REPORTS**
  - 5.1 1st Quarter of 2026 Financial Update
  - 5.2 Council Reports
6. **BYLAWS: NONE**
7. **NEW BUSINESS**
  - 7.1 2025 Draft Financial Statements
  - 7.2 Confined Space Policy Program and Procedures
  - 7.3 GIS Dataset Management Policy
  - 7.4 Management and Hourly Staff Compensation Policy
  - 7.5 Council New Business
  - 7.6 Council Schedule
8. **CLOSED MEETING**

Exclude the public and move into a closed meeting pursuant to S. 90(1)(e) of the *Community Charter* regarding disposition of land.
9. **ADJOURNMENT**



DISTRICT OF NEW HAZELTON  
Regular Meeting of Council  
Monday March 2, 2026  
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 G. Burns  
Councillor A. Berg  
Councillor B. Henwood  
Councillor J. Hobenshield  
Councillor M. Weeber  
Councillor R. Sturney

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

### 2. MINUTES:

2.1 Accept Minutes of February 2, 2026 regular meeting

**RESOLUTION 8471/26**

**MOVED/SECONDED**

THAT, the minutes of the February 2, 2026 regular meeting be accepted as presented.

**CARRIED**

### 3. PETITIONS & DELEGATIONS:

3.1 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

Mr. Walker gave a presentation to Council and brought up a few concerns:

- First, he noticed a transport truck parked near Wesco that was carrying Dangerous Goods, and if there was a reaction it could have been catastrophic. Mr. Walker is suggesting a time limit for large trucks carrying Dangerous Goods to be parked within town limits, as well as signage to be put up in town regarding Dangerous Goods.
- Second, requested that the traffic lights along Highway 16 be changed from flashing green lights to flashing red lights so that highway traffic must slow down and stop when going through town.
- Third, he suggested some type of truck stop to be put at the pullout at the West end of town that included a vending machine, and showers.

#### 4. CORRESPONDENCE:

4.1 Request for Support for Hazelton Secondary School Drama Club going to the 2026 National Star Festival in Vancouver

**RESOLUTION 8472/26**

**MOVED/SECONDED**

THAT, the District of New Hazelton will contribute \$1000.00 to the Hazelton Secondary School Drama Club going to the 2026 National Star Festival in Vancouver.

**CARRIED**

#### 5. REPORTS:

##### 5.1 Council Reports

- Councillor Berg reported on the Skeena TV Association – they are having their AGM March 18<sup>th</sup>. They want to advertise their service more this year and will talk about doing a survey to see how many people use the service next year.
- Mayor Lowry reported on Regional District of Kitimat Stikine (RDKS) – Making Agriculture Sustainable in the Hazeltons (MASH) received funding for meetings they are holding. Another update from RDKS was that the owners of The Northern Motor Inn want to turn the Inn into an assisted living facility – it will have 92 beds, a mini mall and housing behind it.

#### 6. BYLAWS: None

#### 7. NEW BUSINESS

##### 7.1 PRGT's Social and Economic Effects Management Plan & Health and Medical Services Plan

- Council expressed concerns regarding the “zero tolerance” drug policy, noting that the policy as presented does not appear to function as a true zero-tolerance approach. Council questioned how the policy would be enforced in practice and whether there are clearly defined consequences and procedures to support the claim. Additionally, Council noted that the plan lacks sufficient detail regarding logistics and operational impacts. Specifically, the plan does not adequately address:
  - i. Transportation logistics, including resident access and traffic flow
  - ii. Potential impacts on surrounding infrastructure
  - iii. Whether the site will be gated or secured, and how access will be controlled

Council further observed that the plan appears largely procedural, checking required boxes without providing substantive detail or meaningful explanation of how the project will function in practice.

7.2 Human Right's Commissioner's inquiry into police use of media exclusion zones

**RESOLUTION 8473/26**

**MOVED/SECONDED**

THAT, the District of New Hazelton is not familiar enough with the circumstances surrounding this issue to make an informed decision or comment at this time.

**CARRIED**

7.3 Annual Reporting for Northwest BC Regional Funding Agreement

**RESOLUTION 8474/26**

**MOVED/SECONDED**

THAT, the District of New Hazelton approve the annual reporting for the Northwest BC Regional Funding Agreement for the fiscal year 2025 as presented by Administration.

**CARRIED**

7.4 Local Government Development Approval Permits - Regional Project

**RESOLUTION 8475/26**

**MOVED/SECONDED**

THAT, Council for the District of New Hazelton approve the Village of Hazelton to apply for, receive, and manage the grant funding on behalf of the District of New Hazelton (sub-applicant) for the Local Government Development Approvals Program grant application.

**CARRIED**

7.5 Council New Business

- Councillor Henwood asked about progress on bringing the flags over to the new Municipal Hall. This is still in the works and in discussion with the Public Works Superintendent.

7.6 Council Schedule

- Councillor Burns would like to go to NCLGA.
- Councillor Hobenshield had a question regarding the Northwest Regional Hospital District minutes in the Information Package; she wondered if the positions are paid or not. Mayor Lowry clarified that they are not.

7:43PM Councillor Sturney excused himself from the meeting.

7.7 Donation to Wanda Mason Memorial Scholarship Fund

**RESOLUTION 8476/26**

**MOVED/SECONDED**

THAT, the District of New Hazelton will contribute \$2000.00 for the start up of the Wanda Mason Memorial Scholarship Fund, and it will be added as an item in the budget for next year.

**CARRIED**

**8. ADJOURNMENT**

**RESOLUTION 8477/26**

**MOVED/SECONDED**

THAT, the regular meeting be adjourned at 7:51PM.

**CARRIED**

CERTIFIED CORRECT THIS 6TH DAY OF APRIL, 2026

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Mayor

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Corporate Officer

**From:** McMillan, Scott ENV:EX <Scott.McMillan@gov.bc.ca>  
**Sent:** March 24, 2026 2:04 PM  
**To:** Wendy Hunt <whunt@newhazelton.ca>; Brooke White <bwhite@newhazelton.ca>  
**Cc:** Gail Lowry <glowry@newhazelton.ca>  
**Subject:** Ross Lake Provincial Park

Dear Mayor Lowry and Council,

BC Parks would like to update you on recent and upcoming activities at Ross Lake Provincial Park.

In the spring of 2025, BC Parks completed the facility installation work that was started in 2024:

- the installation of a dock, benches, picnic tables and fire rings;
- replacement of two outhouses;
- construction of an accessible pathway into the day-use area; and
- the installation of an access control gate.

The main day-use area was closed to vehicle access to facilitate this work, and that closure was extended during the spring adult toad migration to limit toad mortality from vehicles. In July and August, BC Parks implemented a second vehicle access restriction during a two-week period of peak toadlet migration from the beach to the surrounding forest. We did not receive any public complaints about these access restrictions.

In the fall of 2026, more facility construction work is planned with the goal of improving the survivability of the amphibians during migration while limiting impacts to park accessibility. See the attached PDF map showing the locations of the new facilities, which will include:

- A second access control gate between the day-use area parking lots,
- Two large-diameter culverts to facilitate toad migration under the access road at priority migration corridors, and
- Wooden fencing at strategic locations to direct migrating toads and toadlets towards culvert underpasses and off the access road.

For 2026 and beyond, our efforts to limit toad/toadlet mortality from vehicles will continue to involve the annual implementation of vehicle access restrictions, including:

- A 2-week spring restriction during the adult toad migration (between April 15 & May 31) which will be implemented using the gate at the turn-off to the boat launch. We will continue to restrict access at this location given the low levels of visitation to the park at this time, resulting in limited impact on park visitors.
- A 2-week summer restriction during the toadlet migration (between July 15 & August 31).
  - For this year, we will use the gate at the turn-off to the boat launch.
  - Beyond 2026, we will use the new gate between the two day-use area parking lots. The fencing and culvert underpass in the road leading to the first parking lot are intended to reduce the potential for road mortality while still allowing vehicle access to the day-use area.

During both periods, the boat launch parking area will remain open, and foot access to the day-use area and Rain Maker Trail is permitted.

If you have any questions about the proposed work or access restrictions, please contact me at 250-877-3563 or via email at [scott.mcmillan@gov.bc.ca](mailto:scott.mcmillan@gov.bc.ca).

Sincerely,

**Scott McMillan (he/him)**

Acting Area Supervisor

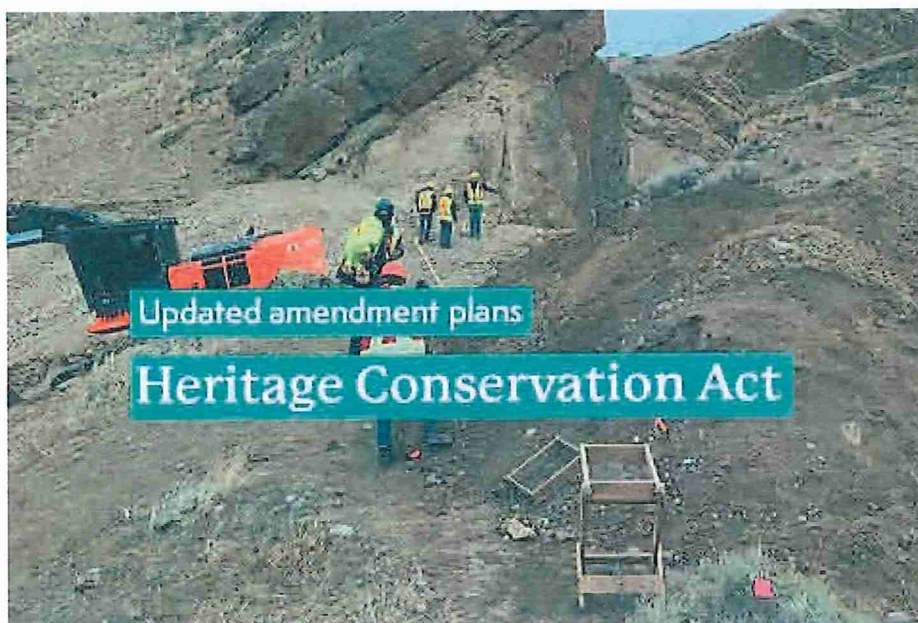
North Coast Skeena Region | Babine Area

Parks and Recreation Program | Ministry of Environment and Parks

250-877-3563 | [scott.mcmillan@gov.bc.ca](mailto:scott.mcmillan@gov.bc.ca)

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# Province shares new plans for Heritage Conservation Act amendments



## Publishing Date

April 1, 2026

The Ministry of Forests has released a [Technical Policy Paper](#) on the evolution of proposed changes to the *Heritage Conservation Act* (HCA). This paper reflects the next phase of engagement on proposed changes to the HCA as the Province moves towards legislative amendments in fall 2026. Upon review of the paper, UBCM notes that the proposed changes incorporate local government, First Nations and other stakeholder feedback, and that several areas of concerns raised by UBCM members have been addressed. The Province

intends to move forward with a request for legislation following a 30-day comment period on the technical policy paper. UBCM will be given an opportunity to review the proposed legislative changes following the paper's comment period, and will determine if the final changes fully address member concerns.

A webinar is scheduled for this Thursday April 2, 9-10:30am, for UBCM members to hear from Ministry of Forests staff about updates to the proposed changes, and specifically how feedback from local governments has been incorporated. Webinar [registration](#) remains open.

Written comments on the Technical Policy Paper may be submitted to the provincial government via [email](#) until Thursday April 23, 2026.

### **Addressing local government concerns: Key changes in the Technical Policy Paper**

UBCM made a [submission](#) to the Ministry of Forests in November 2025 that consolidated feedback from UBCM member local governments and First Nations regarding the proposed changes to the HCA. The submission indicated that the amendments under consideration by the Province posed a significant risk to increase the financial burden upon local governments and homeowners to

comply. Respondents also identified concerns that the changes could delay private and public projects even further. UBCM members warned that if the Province moves too quickly at this stage it risks negative public reaction to the impact of the proposed changes on private property rights. Overall, local governments highlighted the lack of clarity around the roles, processes and the legislative and regulatory framework required to implement the proposed changes.

The technical paper seeks to address in part several of these concerns by removing the following proposed changes from provincial consideration:

**Intangible Heritage** – The paper proposes to not include references to “intangible heritage” in the HCA, citing concerns from local governments about potential ambiguity. Protections for sites of ceremonial, spiritual, or cultural significance to First Nations would continue to be available through existing agreement and designation mechanisms, supported by established review and consultation processes.

**Heritage Management Zones** – Heritage management zones (HMZs), that would recognize that archaeological or heritage values may extend beyond

known or recorded sites, will not be included in the proposed legislative package. This reflects local government concerns about data accuracy, clarity of application, and public understanding of the Provincial Heritage Register. The Province proposes further analysis and public education initiatives, while continuing to enable Heritage Management Plans as a proactive planning tool.

**Compliance and Enforcement** – Compliance and enforcement (C&E)

agreements with First Nations will not be included in the proposed legislative package, reflecting concerns raised by local governments about governance clarity, oversight, and consistency of enforcement. The Province proposes to continue supporting First Nations involvement in compliance and monitoring through existing tools and information-sharing mechanisms, such as the Guardians programs.

**Permitting & Consent Seeking** – Proposed “consent-seeking” language related to permitting decisions will be removed from the HCA, after creating confusion during engagement with local governments as to how it would be operationalized. The Province will continue to rely on existing processes to fulfill its constitutional duty to consult with First Nations on permitting decisions.

**Records of Engagement** – Records of engagement will not be a legislated requirement for HCA permit applications, reflecting concerns about added burden for proponents. Instead, maintaining a record of engagement will be promoted as a best practice, supported by future guidance materials.

The technical policy paper also made several points of clarification in line with local government concerns around agreements with First Nations and heritage information checks. Notably, *Declaration Act* s. 6 and 7 agreements will be enabled on Crown land, but with scope limited to certain provisions of the HCA and not include permitting decision. Operational agreements proposed for private land will require landowner agreement. Heritage information checks will be required only for building permits or property sales that involve ground disturbance.

UBCM has provided the following preliminary assessment of the technical paper's proposed changes in relation to the local government concerns and recommendations raised in UBCM's submission to the Province.

Topic Area	Local Government Priorities that are Addressed	Local Government Priorities that are not Addressed
1. Consultation and Process	<ul style="list-style-type: none"> <li>• Draft legislation to be provided to UBCM for review</li> </ul>	<ul style="list-style-type: none"> <li>• Requests to pause legislative drafting</li> <li>• Requests to co-develop materials</li> <li>• Requests to hold regional engagement sessions</li> </ul>
2. Resourcing and Capacity		<ul style="list-style-type: none"> <li>• Funding for provincial and local government staff</li> <li>• Indigenous and local government training</li> <li>• Expansion of archaeological workforce</li> <li>• Addressing conflict-of-interest potential in contract awarding</li> </ul>

Topic Area	Local Government Priorities that are Addressed	Local Government Priorities that are not Addressed
<b>3. Governance Clarity</b>	<ul style="list-style-type: none"> <li>• The Province retains oversight</li> <li>• Clarification on compliance and enforcement roles as well as heritage information checks</li> <li>• Heritage Management Plans is the tool to formalize shared decision making between local governments and First Nations</li> </ul>	
<b>4. Permitting and Efficiency</b>	<ul style="list-style-type: none"> <li>• Permitting will be streamlined</li> <li>• Emergency exemptions enabled</li> </ul>	<ul style="list-style-type: none"> <li>• Clarity on how permitting processes will be streamlined and digitized</li> </ul>
<b>5. Heritage Management Plans</b>	<ul style="list-style-type: none"> <li>• Clarification that Heritage Management Plans are agreements to be developed between parties, including First Nations, local governments, or industry groups,</li> </ul>	<ul style="list-style-type: none"> <li>• Financial support for local governments and First Nations to implement proposed changes</li> <li>• Updated heritage mapping</li> </ul>

Topic Area	Local Government Priorities that are Addressed	Local Government Priorities that are not Addressed
<p data-bbox="216 699 709 735"><b>6. Compliance and Enforcement</b></p>	<p data-bbox="768 362 1314 459">which could support integration with land-use frameworks</p> <ul data-bbox="768 500 1388 938" style="list-style-type: none"> <li data-bbox="768 500 1352 735">• Enables compliance and enforcement tools including violation tickets, administrative monetary penalties, and prohibition of trade in heritage objects</li> <li data-bbox="768 768 1388 938">• Strengthened duty to report and overall enhanced compliance and enforcement regime</li> </ul>	<ul data-bbox="1413 537 2039 906" style="list-style-type: none"> <li data-bbox="1413 537 1955 634">• Establish standardized procedures, appeals and training</li> <li data-bbox="1413 667 1787 703">• Avoid financial conflicts</li> <li data-bbox="1413 735 1898 771">• Maintain provincial consistency</li> <li data-bbox="1413 803 2039 906">• Apply regulations to federal and reserve lands</li> </ul>
<p data-bbox="216 1008 596 1044"><b>7. Public Communication</b></p>		<ul data-bbox="1413 979 2039 1081" style="list-style-type: none"> <li data-bbox="1413 979 1923 1081">• Public education, plain-language resources and improved data transparency</li> </ul>
<p data-bbox="216 1182 663 1218"><b>8. Integration and Alignment</b></p>	<ul data-bbox="768 1117 1402 1287" style="list-style-type: none"> <li data-bbox="768 1117 1402 1287">• Clarifies legal definitions and responsibilities to improve consistency and understanding across jurisdictions</li> </ul>	

# District of New Hazelton

## COUNCIL REPORT

**Date:** Apr 1, 2026

**From:** Laura Roe, Chief Financial Officer

**SUBJECT:** 1st Quarter of 2026 Financial Update

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**RECOMMENDATION:**

For information.

**REASON FOR REPORT:**

The purpose of this report is to provide Council with a financial update as of March 31, 2026.

**DISCUSSION & ANALYSIS:**

The balances for the District's accounts are:

General Account	\$98,834.08
Community Works Fund	\$180,227.32
Cemetery Care Fund	\$4,386.26
DONH Jaws of Life	\$33,710.31
Fire Department Reserve	\$3.59
WTP Sand Replacement	\$116,222.48
Beautification Fund	\$150,820.70
LGCAP	\$90,985.16
NWBC Regional FA Reserve	\$20,361.22
Asset Management Reserve	\$0.00
<b>Total</b>	<b>\$695,551.12</b>

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

Land Sale Term	\$142,136.07
Fire Department Reserve Term	\$410,495.94
Growing Communities Reserve Fund Term	\$850,388.78
NWBC Regional FA Reserve Term	\$1,239,034.77
Asset Management Reserve Term	\$2,995,930.48
ILOC Term	\$1,000.00
<b>Total</b>	<b>\$5,638,986.04</b>

Total Accounts and Term Deposits
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\$6,334,537.16
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**ATTACHMENT:**

- Revenue & Expense Report
- Accounts Payable Report

**CONCLUSION:**

Overall, the District is in a strong financial position. Administration will provide the next quarterly update at the July 6th meeting.



Laura Roe,  
Chief Financial Officer

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

For Periods: 1 to 3 Budget Year 2026

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
<b>REVENUE</b>				
3511110000 TAXES-REAL PROPERTY	574,113.00-	0.00	0.00	574,113.00-
TOTAL TAXES	574,113.00-	0.00	0.00	574,113.00-
<b>GRANTS IN LIEU</b>				
3521210000 GRANTS IN LIEU-FED	30,000.00-	0.00	0.00	30,000.00-
3521240000 GRANTS IN LIEU-HYDRO	15,000.00-	0.00	0.00	15,000.00-
3521270000 GRANTS IN LIEU-TELUS	1,500.00-	0.00	0.00	1,500.00-
3521271000 GRANTS IN LIEU-CITYWEST	2,500.00-	0.00	0.00	2,500.00-
TOTAL GRANT IN LIEU	49,000.00-	0.00	0.00	49,000.00-
<b>OTHER REVENUE</b>				
3521310000 ICBC COMMISSIONS	400,000.00-	96,391.87-	96,391.87-	303,608.13-
3521335000 BVIS Commissions	6,000.00-	250.00-	250.00-	5,750.00-
3521512000 BUSINESS LICENSES	4,000.00-	3,157.50-	3,157.50-	842.50-
3521517000 BUILDING PERMITS	1,000.00-	0.00	0.00	1,000.00-
3521518000 SIGN PERMITS	0.00	75.00-	75.00-	75.00-
3521520000 LAND RENTAL	7,600.00-	0.00	0.00	7,600.00-
3521561000 PENALTIES ON TAXES	9,500.00-	0.00	0.00	9,500.00-
3521562000 INTEREST ON TAXES	1,000.00-	97.17-	97.17-	902.83-
3521563000 INTEREST EARNED	50,000.00-	53,363.45-	53,363.45-	3,363.45-
3521575000 BOWSER STREET OFFICE REVENUE	23,000.00-	5,850.00-	5,850.00-	17,150.00-
3521580000 COMMUNITY CENTER REVENUE	40,000.00-	18,187.00-	18,187.00-	21,813.00-
3521598000 MEETING CENTER REVENUE	8,000.00-	2,025.00-	2,025.00-	5,975.00-
3521599000 MISCELLANEOUS	110,000.00-	208,100.20-	208,100.20-	98,100.20-
3521599200 SOUTH HAZELTON WATER AND PARKS	60,000.00-	22,234.18-	22,234.18-	37,765.82-
3521599300 SOUTH HAZELTON FIRE	17,000.00-	0.00	0.00	17,000.00-
3521599500 CURBSIDE COLLECTION	70,000.00-	0.00	0.00	70,000.00-
3521621000 PROV OF BC GRANTS	450,000.00-	0.00	0.00	450,000.00-
3521720000 GRANT REVENUE	126,000.00-	40,252.66-	40,252.66-	85,747.34-
3521721000 COMMUNITY WORKS FUND	80,000.00-	0.00	0.00	80,000.00-
3521722000 GOVT GRANT PROJECTS	50,000.00-	0.00	0.00	50,000.00-
3521754000 ESS GRANT - RKDS	5,000.00-	0.00	0.00	5,000.00-
TOTAL OTHER REVENUE	1,518,100.00-	449,984.03-	449,984.03-	1,068,115.97-
<b>OTHER GOVT COLLECTIONS</b>				
3521981000 OTHER GOVT LEVY-SD BASIC	150,000.00-	0.00	0.00	150,000.00-
3521981010 OTHER GOVT LEVY-SD LOCAL	120,000.00-	0.00	0.00	120,000.00-
3521982100 OTHER GOVT LEVY-REG DIST	200,000.00-	0.00	0.00	200,000.00-
3521982200 OTHER GOVT LEVY-HOSPITAL	50,000.00-	0.00	0.00	50,000.00-
3521984000 OTHER GOVT LEVY-BC ASSESS	4,000.00-	0.00	0.00	4,000.00-
TOTAL OTHER GOVT	524,000.00-	0.00	0.00	524,000.00-
TOTAL REVENUE	2,665,213.00-	449,984.03-	449,984.03-	2,215,228.97-
<b>GENERAL GOVERNMENT</b>				
4111000000 MAYOR-INDEMNITIES	12,600.00	2,850.65	2,850.65	9,749.35
4113000000 COUNCIL-INDEMNITIES	50,500.00	11,537.70	11,537.70	38,962.30
4119100000 COUNCIL-ADVERTISING	1,000.00	0.00	0.00	1,000.00
4119200000 COUNCIL-MEMBERSHIPS	6,000.00	5,518.68	5,518.68	481.32
4119300000 COUNCIL - TRAVEL	25,000.00	3,782.22	3,782.22	21,217.78
4119400000 COUNCIL-GRANTS TO ORGANIZATIONS	7,000.00	5,500.00	5,500.00	1,500.00
4119500000 COUNCIL-SPONSORSHIPS/SCHOLARSHIPS	6,000.00	0.00	0.00	6,000.00
TOTAL GEN GOVT	108,100.00	29,189.25	29,189.25	78,910.75
<b>ADMINISTRATION</b>				
4221200000 ADMIN-SALARIES	559,800.00	131,400.89	131,400.89	428,399.11
4221300000 ADMIN-ECONOMIC DEVELOPMENT	50,000.00	1,468.00	1,468.00	48,532.00
4221410000 ADMIN-TELEPHONE	14,000.00	2,597.13	2,597.13	11,402.87
4221430000 ADMIN-OFFICE HEAT/POWER	25,000.00	7,514.74	7,514.74	17,485.26
4221440000 ADMIN-BLDG INSURANCE	15,000.00	15,412.00	15,412.00	412.00-
4221450000 ADMIN-JANITOR SERVICE	18,000.00	4,323.48	4,323.48	13,676.52
4221460000 ADMIN-JANITOR SUPPLIES	1,600.00	0.00	0.00	1,600.00
4221500000 ADMIN-LEGAL	10,000.00	3,638.00	3,638.00	6,362.00
4222500000 ADMIN-AUDIT	26,000.00	22,627.50	22,627.50	3,372.50
4224200000 ADMIN-TAX BILLING	1,000.00	0.00	0.00	1,000.00

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

For Periods: 1 to 3 Budget Year 2026

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
4291000000 ADMIN-ELECTIONS	4,500.00	400.00	400.00	4,100.00
4291500000 ADMIN-PROFESSIONAL DEVELOPMENT	25,000.00	6,444.00	6,444.00	18,556.00
4292000000 ADMIN-TRAVEL	15,000.00	12,798.60	12,798.60	2,201.40
4293000000 ADMIN-LIAB INSURANCE	14,000.00	2,681.00	2,681.00	11,319.00
4295000000 ADMIN-SPONSORSHIPS	2,500.00	0.00	0.00	2,500.00
4299100000 ADMIN-EMPLOYEE BENEFITS	145,000.00	47,319.36	47,319.36	97,680.64
4299200000 ADMIN-PHOTOCOPYING	9,000.00	4,559.93	4,559.93	4,440.07
4299300000 ADMIN-POSTAGE	3,000.00	253.22	253.22	2,746.78
4299400000 ADMIN-PRINT/STAT	2,000.00	253.59	253.59	1,746.41
4299410000 ADMIN-OFFICE SUPPLIES	9,000.00	2,165.94	2,165.94	6,834.06
4299450000 ADMIN-COMPUTER MTCE	15,000.00	7,925.24	7,925.24	7,074.76
4299455000 ADMIN - WEB SITE	2,500.00	0.00	0.00	2,500.00
4299500000 ADMIN-GEN ADVERT	6,500.00	406.00	406.00	6,094.00
4299910000 ADMIN-CONSULTANTS	165,000.00	0.00	0.00	165,000.00
4299920000 ADMIN-OTHER	10,000.00	741.34	741.34	9,258.66
<b>TOTAL ADMIN</b>	<b>1,148,400.00</b>	<b>274,929.96</b>	<b>274,929.96</b>	<b>873,470.04</b>
<b>PROT SERVICES</b>				
4341100000 PROT SERV-FIRE CHIEF	26,000.00	5,940.63	5,940.63	20,059.37
4341300000 PROT SERV-WCB	1,500.00	174.05	174.05	1,325.95
4342000000 PROT SERV-REMUNERATION	15,000.00	320.00	320.00	14,680.00
4344000000 PROT SERV-TELEPHONE	3,500.00	1,307.66	1,307.66	2,192.34
4346000000 PROT SERV-TRAINING	20,000.00	3,000.00	3,000.00	17,000.00
4348000000 PROT SERV-INSURANCE	4,200.00	2,635.18	2,635.18	1,564.82
4348200000 PROT SERV-R/M	7,000.00	2,983.61	2,983.61	4,016.39
4348300000 PROT SERV-GAS/OIL	1,200.00	836.89	836.89	363.11
4348350000 TRAVEL -TRAINING	4,500.00	0.00	0.00	4,500.00
4348400000 PROT SERV-SUPPLIES	95,000.00	428.73	428.73	94,571.27
4349000000 PROT SERV-OTHER	2,000.00	226.90	226.90	1,773.10
4393000000 PROT-SERV - RCMP Policing	0.00	350.00	350.00	350.00
<b>TOTAL PROT SERV</b>	<b>179,900.00</b>	<b>18,203.65</b>	<b>18,203.65</b>	<b>161,696.35</b>
<b>TRANSPORTATION SERV</b>				
4411000000 TRANS-SALARIES	440,000.00	72,055.46	72,055.46	367,944.54
4412000000 TRANS-CONSULTANTS	130,000.00	0.00	0.00	130,000.00
4413000000 TRANS-GEN INSURANCE	25,000.00	0.00	0.00	25,000.00
4413100000 TRANS-R/M	45,000.00	9,623.30	9,623.30	35,376.70
4413200000 TRANS-GAS/OIL	0.00	10,408.63	10,408.63	10,408.63
4413300000 TRANS-LEASES	42,000.00	0.00	0.00	42,000.00
4414000000 TRANS-SMALL TOOLS/EQUIP	4,000.00	965.98	965.98	3,034.02
4414100000 TRANS-GENERAL SUPPLIES	12,000.00	2,200.23	2,200.23	9,799.77
4415100000 TRANS-TELEPHONE	7,000.00	579.00	579.00	6,421.00
4415200000 TRANS-HEAT/POWER	23,000.00	6,153.36	6,153.36	16,846.64
4415300000 TRANS-YARD REPAIRS	2,500.00	373.92	373.92	2,126.08
4415400000 TRANS-BLDG REPAIRS	20,000.00	11,726.15	11,726.15	8,273.85
4417000000 TRANS-WCB	25,000.00	5,947.39	5,947.39	19,052.61
4419100000 TRANS-SUBSCRIPTIONS	5,000.00	3,231.89	3,231.89	1,768.11
4419200000 TRANS-TRAVEL	5,000.00	1,311.10	1,311.10	3,688.90
4419250000 TRANS-PROFESSIONAL DEVELOPMENT	15,000.00	2,388.09	2,388.09	12,611.91
4419300000 TRANS-BENEFITS	110,000.00	31,959.27	31,959.27	78,040.73
4419900000 TRANS-OTHER	7,000.00	412.00	412.00	6,588.00
4423110000 TRANS-PAVED ROADS	5,000.00	0.00	0.00	5,000.00
4423120000 TRANS-GRAVEL ROADS	15,000.00	0.00	0.00	15,000.00
4423400000 TRANS-DITCHES & CULVERTS	7,500.00	0.00	0.00	7,500.00
4423500000 TRANS-GRAVEL PIT	2,000.00	0.00	0.00	2,000.00
4423720000 TRANS-SANDING	6,000.00	0.00	0.00	6,000.00
4425000000 TRANS-STREET LIGHTING	40,000.00	5,252.19	5,252.19	34,747.81
4426100000 TRANS-SIGNS	1,000.00	0.00	0.00	1,000.00
4426400000 LIGHTING AND BANNERS	2,000.00	0.00	0.00	2,000.00
4426500000 LANDSCAPING	8,000.00	0.00	0.00	8,000.00
4426600000 SOUTH HAZELTON WATER EXPENSES	30,000.00	2,141.76	2,141.76	27,858.24
<b>TOTAL TRANSPORTATION</b>	<b>1,034,000.00</b>	<b>166,729.72</b>	<b>166,729.72</b>	<b>867,270.28</b>
4521410000 MEETING-ALARM	700.00	0.00	0.00	700.00
4521430000 MEETING-HEAT/POWER	4,000.00	949.02	949.02	3,050.98
4521440000 MEETING-INSURANCE	700.00	1,313.00	1,313.00	613.00
<b>TOTAL MEETING C.</b>	<b>5,400.00</b>	<b>2,262.02</b>	<b>2,262.02</b>	<b>3,137.98</b>
4612800000 CURBSIDE COLLECTION	100,000.00	24,198.00	24,198.00	75,802.00
4612900000 CEMETERY	2,000.00	0.00	0.00	2,000.00
4612910000 DOG CONTROL	6,000.00	0.00	0.00	6,000.00

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

For Periods: 1 to 3 Budget Year 2026

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
4614000000 ECONOMIC DEVELOPMENT	20,000.00	0.00	0.00	20,000.00
4615520000 EMERGENCY SUPPORT SERVICES	38,000.00	2,361.82	2,361.82	35,638.18
4615600000 COMMUNITY CELEBRATIONS	22,000.00	0.00	0.00	22,000.00
<b>TOTAL OTHER</b>	<b>188,000.00</b>	<b>26,559.82</b>	<b>26,559.82</b>	<b>161,440.18</b>
<b>COMMUNITY CENTRE</b>				
4708000000 COMMUNITY CENTER-ALARM	1,000.00	480.00	480.00	520.00
4709000000 COMMUNITY CENTER-HEAT/POWER	24,000.00	8,258.75	8,258.75	15,741.25
4710000000 COMMUNITY CENTER-INSURANCE	5,000.00	4,709.00	4,709.00	291.00
4711000000 COMMUNITY CENTER-SUPPLIES	3,000.00	69.06	69.06	2,930.94
4712000000 COMMUNITY CENTER-CUSTODIAL	9,000.00	1,539.98	1,539.98	7,460.02
4713000000 COMMUNITY CENTRE - BUILDING REPAIRS	10,000.00	204.91	204.91	9,795.09
<b>TOTAL - FITNESS CENTRE</b>	<b>52,000.00</b>	<b>15,261.70</b>	<b>15,261.70</b>	<b>36,738.30</b>
<b>FISCAL SERVICES</b>				
4819000000 DEBIT/CREDIT CARD CHARGES	9,500.00	550.23	550.23	8,949.77
4822120000 COMPUTER SYSTEM	10,000.00	0.00	0.00	10,000.00
4822130000 ROADS	410,000.00	0.00	0.00	410,000.00
4822150000 RECREATIONAL	105,000.00	0.00	0.00	105,000.00
4822160000 GENERAL GOVERNMENT	115,000.00	11,805.66	11,805.66	103,194.34
4822170000 PUBLIC WORKS & EQUIPMENT	370,000.00	338,116.79	338,116.79	31,883.21
4822180000 DOWNTOWN REVITILIZATION	65,000.00	0.00	0.00	65,000.00
4822190000 TOURISM	12,500.00	0.00	0.00	12,500.00
4822250000 TRSFR TO PROTECTIVE	74,000.00	0.00	0.00	74,000.00
<b>TOTAL FISCAL</b>	<b>1,171,000.00</b>	<b>350,472.68</b>	<b>350,472.68</b>	<b>820,527.32</b>
4941000000 SCHOOL-BASIC	150,000.00	11,203.92	11,203.92	138,796.08
4941100000 SCHOOL-LOCAL	120,000.00	0.00	0.00	120,000.00
4942100000 REG. DIST	200,000.00	0.00	0.00	200,000.00
4942200000 HOSPITAL	50,000.00	0.00	0.00	50,000.00
4942200000 BC ASSESS	4,000.00	0.00	0.00	4,000.00
<b>TOTAL OTHER GOVT</b>	<b>524,000.00</b>	<b>11,203.92</b>	<b>11,203.92</b>	<b>512,796.08</b>
<b>TOTAL EXPENSES</b>	<b>4,410,800.00</b>	<b>894,812.72</b>	<b>894,812.72</b>	<b>3,515,987.28</b>
<b>WATER REVENUE</b>				
6196110000 WATER USER	128,000.00-	0.00	0.00	128,000.00-
6196120000 WATER CONNECTION	20,000.00-	0.00	0.00	20,000.00-
6196130000 WATER FRONTAGE TAX	34,000.00-	0.00	0.00	34,000.00-
6196150000 WATER-HAGWILGET	15,000.00-	26,088.03-	26,088.03-	11,088.03
6196155000 WATER-GRANTS	3,000,000.00-	0.00	0.00	3,000,000.00-
<b>TOTAL WATER REVENUE</b>	<b>3,197,000.00-</b>	<b>26,088.03-</b>	<b>26,088.03-</b>	<b>3,170,911.97-</b>
<b>WATER EXPENSES</b>				
6296150000 WATER-R/M	25,000.00	2,477.15	2,477.15	22,522.85
6296160000 WATER-HOUSE CONNECTIONS	20,000.00	0.00	0.00	20,000.00
6296410000 WATER CAPITAL	3,000,000.00	0.00	0.00	3,000,000.00
6297100000 WTP-SALARIES	89,982.00	18,528.53	18,528.53	71,453.47
6297200000 WTP-TELEPHONE	7,500.00	1,858.25	1,858.25	5,641.75
6297300000 WTP-HEAT/POWER	18,000.00	3,106.01	3,106.01	14,893.99
6297400000 WTP-CHEMICALS	5,000.00	1,522.13	1,522.13	3,477.87
6297450000 WTP-REPAIR/MAINTENANCE	10,000.00	492.20	492.20	9,507.80
6297490000 WTP-INSURANCE	9,500.00	10,999.00	10,999.00	1,499.00-
6297500000 WTP-MISCELLANEOUS	5,000.00	496.20	496.20	4,503.80
6298200000 WTP-SAND ADDITIONS	4,000.00	0.00	0.00	4,000.00
<b>TOTAL WATER EXPENSES</b>	<b>3,193,982.00</b>	<b>39,479.47</b>	<b>39,479.47</b>	<b>3,154,502.53</b>
<b>TOTAL REVENUE SEWER OPER.</b>				
8198150000 SEWER-USER RATES	42,000.00-	0.00	0.00	42,000.00-
8198160000 SEWER-CONNECTION CHARGES	2,000.00-	0.00	0.00	2,000.00-
8198170000 SEWER-FRONTAGE TAX	28,500.00-	0.00	0.00	28,500.00-
8198210000 TRANSFER FROM RESERVE	650,000.00-	0.00	0.00	650,000.00-
<b>TOTAL REV SEWER OPER</b>	<b>722,500.00-</b>	<b>0.00</b>	<b>0.00</b>	<b>722,500.00-</b>
<b>SEWER OPERATING EXPENSES</b>				

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

For Periods: 1 to 3 Budget Year 2026

Budget Cycle: PROVISIONAL

Account Number and Description	Period Budget	Period Actual	YTD Actual	Period Variance
8298270000 SEWER CAPITAL	650,000.00	3,643.25	3,643.25	646,356.75
8298310000 SEWER-PUMPING MAIN	13,000.00	0.00	0.00	13,000.00
8298320000 SEWER-LAB. TESTING	5,000.00	78.50	78.50	4,921.50
8298330000 SEWER-TREATMENT CHEMICALS	8,000.00	0.00	0.00	8,000.00
8298350000 SEWER-HYDRO	17,500.00	3,193.46	3,193.46	14,306.54
8298360000 SEWER-TELEPHONE	4,000.00	1,048.06	1,048.06	2,951.94
8298370000 SEWER-REPAIR/MAIN	8,000.00	136.92	136.92	7,863.08
8298375000 SEWER-INSURANCE	3,000.00	1,484.00	1,484.00	1,516.00
8298410000 SEWER-LICENSES & PERMITS	2,500.00	0.00	0.00	2,500.00
TOTAL EXPENSES SEWER OPER	711,000.00	9,584.19	9,584.19	701,415.81
TOTAL TRIAL BALANCE	1,731,069.00	467,804.32	467,804.32	1,263,264.68
--- Report Totals ---	1,731,069.00	467,804.32	467,804.32	1,263,264.68

\*\*\* End of Report \*\*\*

Vendor #	Name	Amount
BCHYD	BC HYDRO	34,869.48
COLLA	COLLABRIA MASTERCARD	29,993.95
DAYTO	WSP Canada Inc	11,254.78
FOURD	FOUR DIMENSION COMPUTER CENTRE LTD	5,738.56
JROVE	JR OVERHEAD DOORS	7,420.69
MCALP	MNP	23,758.88
MORRR	MORRISON-ELLIS ROBYN	15,255.32
MUNIA	MUNICIPAL INSURANCE ASSOCIATION	52,002.00
NORFU	NORTHWEST FUELS	6,620.80
perry	PERRY & COMPANY	11,013.02
REGIO	REGIONAL DISTRICT OF KITIMAT STIKINE	27,252.38
rockp	Rocky Mountain Phoenix	354,637.29
RUNZC	RUNZER'S COLLISION	5,306.03
STEEL	STEEL RIDGE CONTRACTING LTD	24,689.63
SUPPR	SUPERIOR PROPANE	10,903.32
WORKE	Worksafe BC	12,261.41
	Payments made (Vendors over \$5000):	632,977.54
	Miscellaneous payments (\$5000 and under):	81,224.66

**The District Of New Hazelton  
Financial Statements**

*December 31, 2025*

Draft - For Management Only

**DISTRICT OF NEW HAZELTON  
COUNCIL - 2025**

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**MAYOR**  
Gail Lowry

**COUNCILLORS**

Jutta Hobenshield  
Mike Weeber  
George Burns

Ray Sturney  
Braunwyn Henwood  
Allan Berg

**APPOINTED OFFICIALS**

Chief Administrative Officer  
Chief Financial Officer  
Public Works Superintendent

Wendy Hunt  
Laura Roe  
Roger Smith

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The District Of New Hazelton  
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For the year ended December 31, 2025

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Draft - For Management Only

## Management's Responsibility

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

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

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

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

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

April 13, 2026

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Gail Lowry, Mayor

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Wendy Hunt, Chief Administrative Officer

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

### Opinion

We have audited the financial statements of the District Of New Hazelton (the "District"), which comprise the statement of financial position as at December 31, 2025, and the statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the District as at December 31, 2025, and the results of its operations and accumulated surplus, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the District in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Other Information

Management is responsible for the other information. The other information comprises the annual report and is expected to be made available to us after the date of this auditor's report.

Our opinion on the financial statements does not cover the other information and we will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above when it becomes available and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated.

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

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the District's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the District or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the District's financial reporting process.

#### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the District's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the District to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Terrace, British Columbia

April 13, 2026

Chartered Professional Accountants

**The District Of New Hazelton**  
**Statement of Financial Position**  
*As at December 31, 2025*

	2025	2024
<b>Financial assets</b>		
Cash and cash equivalents (Note 3)	7,025,541	4,840,433
Accounts receivable (Note 4)	247,719	117,928
Taxes receivable (Note 5)	50,490	72,177
<b>Total financial assets</b>	<b>7,323,750</b>	<b>5,030,538</b>
<b>Liabilities</b>		
Accounts payable and accruals	204,101	136,033
Deferred revenue (Note 6)	279,018	358,620
Asset retirement obligation (Note 7)	39,721	38,112
<b>Total financial liabilities</b>	<b>522,840</b>	<b>532,765</b>
<b>Net financial assets</b>	<b>6,800,910</b>	<b>4,497,773</b>
<b>Commitments and contingencies (Note 8)</b>		
<b>Non-financial assets</b>		
Tangible capital assets (Schedule 1)	12,671,582	11,929,489
Inventory - parts and supplies	127,778	114,712
Prepaid expenses	12,774	67,504
<b>Total non-financial assets</b>	<b>12,812,134</b>	<b>12,111,705</b>
<b>Accumulated surplus (Note 9)</b>	<b>19,613,044</b>	<b>16,609,478</b>

Approved on behalf of the Council

\_\_\_\_\_  
 Mayor

\_\_\_\_\_  
 Chief  
 Administrative  
 Officer

**The District Of New Hazelton**  
**Statement of Operations and Accumulated Surplus**  
*For the year ended December 31, 2025*

	<b>2025 Budget (Note 13)</b>	<b>2025</b>	<b>2024</b>
<b>Revenue</b>			
Government grants and transfers (Note 11)	1,944,000	<b>4,328,554</b>	2,077,614
Net taxes available for municipal purposes (Note 12)	669,056	<b>680,473</b>	706,579
ICBC commissions	375,000	<b>509,394</b>	466,485
Other fees and sale of goods and services	175,100	<b>272,666</b>	272,081
Utility usage fees	277,000	<b>262,000</b>	246,893
Investment income	50,000	<b>196,042</b>	178,693
Gain on sale of tangible capital assets	-	-	11,000
	<b>3,490,156</b>	<b>6,249,129</b>	3,959,345
<b>Program expenses</b>			
General government services	1,549,600	<b>1,361,837</b>	1,193,231
Protective services	286,473	<b>142,326</b>	161,091
Transportation and transit services	942,800	<b>954,147</b>	833,376
Recreation and youth services	67,000	<b>51,871</b>	49,682
Water operations	182,034	<b>310,081</b>	261,019
Sewer operations	58,500	<b>124,356</b>	98,950
Garbage operations	100,000	<b>96,792</b>	94,806
Tourism and community development	12,500	<b>204,153</b>	29,620
	<b>3,198,907</b>	<b>3,245,563</b>	2,721,775
<b>Annual surplus</b>	291,249	<b>3,003,566</b>	1,237,570
<b>Accumulated surplus, beginning of year</b>	16,609,478	<b>16,609,478</b>	15,371,908
<b>Accumulated surplus, end of year</b>	16,900,727	<b>19,613,044</b>	16,609,478

The accompanying notes are an integral part of these financial statements

**The District Of New Hazelton**  
**Statement of Change in Net Financial Assets**  
*For the year ended December 31, 2025*

	<b>2025 Budget (Note 13)</b>	<b>2025</b>	<b>2024</b>
<b>Annual surplus</b>	<b>291,250</b>	<b>3,003,566</b>	<b>1,237,570</b>
Acquisition of tangible capital assets	(2,072,400)	(1,231,945)	(596,104)
Amortization on tangible capital assets of tangible capital assets	350,000	489,852	497,539
Changes in other non-financial assets	-	41,664	(45,957)
<b>Change in net financial assets</b>	<b>(1,431,150)</b>	<b>2,303,137</b>	<b>1,093,048</b>
<b>Net financial assets, beginning of year</b>	<b>4,497,773</b>	<b>4,497,773</b>	<b>3,404,725</b>
<b>Net financial assets, end of year</b>	<b>3,066,623</b>	<b>6,800,910</b>	<b>4,497,773</b>

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

**The District Of New Hazelton**  
**Statement of Cash Flows**  
*For the year ended December 31, 2025*

	<b>2025</b>	<b>2024</b>
<b>Operating activities</b>		
Annual surplus	3,003,566	1,237,570
Non-cash items		
Amortization on tangible capital assets	489,852	497,539
Gain on sale of tangible capital assets	-	(11,000)
Accretion expense	1,609	1,610
	<b>3,495,027</b>	<b>1,725,719</b>
Changes in working capital accounts		
Accounts receivable	(129,791)	1,387
Taxes receivable	21,687	(16,936)
Accounts payable and accruals	68,068	39,340
Deferred revenue	(79,602)	75,237
Inventory - parts and supplies	(13,066)	2,768
Prepaid expenses	54,730	(48,727)
	<b>3,417,053</b>	<b>1,778,788</b>
<b>Capital activities</b>		
Purchases of tangible capital assets	(1,231,945)	(596,104)
Proceeds from the disposal of tangible capital assets	-	11,000
	<b>(1,231,945)</b>	<b>(585,104)</b>
<b>Increase in cash resources</b>	<b>2,185,108</b>	<b>1,193,684</b>
<b>Cash resources, beginning of year</b>	<b>4,840,433</b>	<b>3,646,749</b>
<b>Cash resources, end of year</b>	<b>7,025,541</b>	<b>4,840,433</b>

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

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

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**1. General**

The District of New Hazelton (the "District") was incorporated as a municipality on December 15, 1980 under the provisions of the British Columbia Municipal Act. Its principal activities are the provision of local government services in the District, as governed by the Community Charter and the Local Government Act.

**2. Significant accounting policies**

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

***Basis of accounting***

The basis of accounting followed in these financial statements is an accrual method and includes revenues in the period in which the transactions or events occurred that gave rise to the revenues and expenses in the period the goods and services were acquired and a liability was incurred.

***Fund accounting***

Funds within the financial statements consists of the operating, capital and reserves funds. Transactions between funds are recorded as inter fund transfers.

**Operating Fund** - This fund, consisting of the general, water and sewer operating funds, comprises the operating costs of the services provided by the District.

**Capital Fund** - This fund, consisting of the general, water and sewer capital funds, comprises property, plant and equipment expenditures and related financing.

**Reserves Fund** - The reserves fund has been established to hold assets for specific future purposes as approved by Council. Allowable transfers to and from these funds are defined in reserve fund establishment bylaws.

***Cash and cash equivalents***

Cash and short-term investments are comprised of amounts held in the District's bank accounts including cash deposits, short-term investments with maturity of one year or less and Municipal Finance Authority of B.C. money market funds.

***Inventory***

Inventory of supplies is recorded as a non-financial asset and is valued at the lower of cost and net realizable value. Cost is determined by the first-in, first-out method. Net realizable value is the estimated selling price in the ordinary course of business, less estimated costs of completion and selling costs.

***Tangible capital assets***

Tangible capital assets, comprised of capital assets and capital work-in-progress, are recorded at cost less accumulated amortization and are classified according to their functional use. Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put in to service. Donated tangible capital assets are reported at fair value at the time of donation. Estimated useful lives are as follows:

	<b>Years</b>
Buildings	20 to 50 years
Equipment, furniture and motor vehicles	5 to 20 years
Transportation and transit services	15 to 40 years
Water infrastructure	10 to 100 years
Sewer infrastructure	25 to 85 years

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

***Liability for contaminated site***

A liability for remediation of a contaminated site is recognized at the best estimate of the amount required to remediate the contaminated site when contamination exceeding an environmental standard exists, the District is either directly responsible or accepts responsibility, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount is determinable. The best estimate of the liability includes all costs directly attributable to remediation activities and is reduced by expected net recoveries based on information available at December 31, 2025.

At each financial reporting date, the District reviews the carrying amount of the liability. Any revisions required to the amount previously recognized is accounted for in the period revisions are made. The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

There are no liabilities recorded for contaminated sites at December 31, 2025 as the District has not identified any contaminated sites.

***Non-financial assets***

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenses, provides the change in net financial assets for the year.

***Revenue recognition***

***Government transfers***

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

***Tax revenue***

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

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

Other revenues are recognized when the performance obligations to the customer have been satisfied and when amounts are measurable and collection can be reasonably assured.

Deferred revenue represents user charges and other fees which have been collected, but for which the performance obligation to the customer has not yet been satisfied. These amounts will be recognized as revenue when the performance obligations are satisfied.

***Segments***

Municipal services have been segmented by grouping services that have similar service objectives (by function). Revenues that are directly related to the costs of the function have been attributed to each segment.

***Use of estimates***

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period.

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

**Use of estimates** *(Continued from previous page)*

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

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

**Financial instruments**

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

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

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

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

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

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

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

**Asset retirement obligation**

A liability for an asset retirement obligation is recognized at the best estimate of the amount required to retire a tangible capital asset (or a component thereof) at the financial statement date when there is a legal obligation for the District to incur retirement costs in relation to a tangible capital asset (or component thereof), the past transaction or event giving rise to the liability has occurred, it is expected that future economic benefits will be given up, and a reasonable estimate of the amount can be made. The best estimate of the liability includes all costs directly attributable to asset retirement activities, based on information available at December 31, 2025. The best estimate of an asset retirement obligation incorporates a present value technique, when the cash flows required to settle or otherwise extinguish an asset retirement obligation are expected to occur over extended future periods.

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

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

The District continues to recognize the liability until it is settled or otherwise extinguished. Disbursements made to settle the liability are deducted from the reported liability when they are made.

**3. Cash and cash equivalents**

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

	2025	2024
Cash	1,103,727	1,696,823
Municipal Finance Authority of B.C. investments - money market fund	259,417	252,169
Term deposits	5,662,397	2,891,441
	7,025,541	4,840,433

Term deposits are non-redeemable with rates ranging from 1.50% to 3.40%, maturing between February 2026 and August 2026.

**4. Accounts receivable**

	2025	2024
Northern Development Initiative Trust	50,000	54,300
GST rebate	63,598	25,168
Other receivables	115,950	38,460
Accrued interest	18,171	-
	247,719	117,928

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

**5. Taxes receivable**

	2025	2024
Current	32,174	53,400
Arrears	17,528	18,777
Delinquent	788	-
	50,490	72,177

**6. Deferred revenue**

	2025	2024
<b>UBCM Federal Gas Tax Community Works Fund reserve</b>		
Balance - beginning of year	358,620	260,883
Amount received during the year	90,823	90,823
Interest revenue	5,975	6,914
Regional District USRC contribution	(176,400)	-
	279,018	358,620

UBCM Federal Gas Tax Agreement Community Works Fund

Gas tax funding is provided by the Government of Canada. The use of the funding is established by a funding agreement between the District and the Union of B.C. Municipalities. Gas tax funding may be used towards designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements.

**7. Asset retirement obligation**

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

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

- the estimated total future expenditures for settlement of the liability is assumed to be \$93,181 (2024 - \$95,231)
- the discount rate applied in the calculation was 4.70% (2024 - 4.41%)

	2025	2024
Balance, beginning of year	38,112	36,502
Accretion expense	1,609	1,610
	39,721	38,112

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

**8. Commitments and contingencies**

a) Pension plan

The District and its employees contribute to the Municipal Pension Plan (a jointly-trusted pension plan). The board of trustees, representing plan members and employers, is responsible for administering the plan, including investment of the assets and administration of benefits. The plan is a multi-employer defined benefit pension plan. Basic pension benefits provided are based on a formula. As at December 31, 2024, the plan has approximately 273,000 active members and approximately 133,000 retired members. Active members include approximately 47,000 contributors from local governments.

Every three years, an actuarial valuation is performed to assess the financial position of the plan and adequacy of plan funding. The actuary determines an appropriate combined employer and member contribution rate to fund the plan. The actuary's calculated contribution rate is based on the entry-age normal cost method, which produces the long-term rate of member and employer contributions sufficient to provide benefits for average future entrants to the plan. This rate may be adjusted for amortization of any actuarial funding surplus and will be adjusted for the amortization of any unfunded actuarial liability.

The most recent valuation for the Municipal Pension Plan as of December 31, 2024, indicated a \$2,675 million funding surplus for basic pension benefits on a going concern basis.

The next valuation will be as at December 31, 2027.

The District of New Hazelton paid \$65,331 for employer contributions to the plan in fiscal 2025 (\$53,444 in 2024).

Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the plan records accrued liabilities and accrued assets for the plan in aggregate, resulting in no consistent and reliable basis for allocating the obligation, assets and cost to individual employers participating in the plan.

b) B.C. Assessment Authority appeals

Due to the uncertainty of the outcome of appeals to the B.C. Assessment Authority, it is not possible to accurately estimate any liability to repay taxes or any asset for taxes receivable. It is the policy of the District to record the effect of any tax adjustments relating to outstanding appeals in the year the taxes are repaid or received.

c) Reciprocal Insurance Exchange Agreement

The District is a subscribed member of the Municipal Insurance Association of British Columbia (The "Exchange") as provided by Section 3.02 of the Insurance Act of the Province of British Columbia. The main purpose of the Exchange is to pool the risks of liability so as to lessen the impact upon any subscriber. Under the Reciprocal Insurance Exchange Agreement the District is assessed a premium and specific deductible for its claims based on population. The obligation of the District with respect to the Exchange and/or contracts and obligations entered into by the exchange on behalf of its subscribers in connection with the Exchange are in every case several, and not joint and several. The District irrevocably and unconditionally undertakes and agrees to indemnify and save the other harmless subscribers against liability losses and costs which the other subscriber may suffer.

d) Contingent liabilities

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

**9. Accumulated surplus**

	2025	2024
Operating fund	1,048,186	2,054,925
Reserves ( <i>Schedule 3</i> )	5,932,997	2,663,176
Equity in tangible capital assets ( <i>Note 10</i> )	12,631,861	11,891,377
	19,613,044	16,609,478

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

**10. Equity in tangible capital assets**

Equity in tangible capital assets represents the net book value of total capital assets less long term obligations assumed to acquire those assets. The change in equity in tangible capital assets is as follows:

	2025	2024
<b>Increases:</b>		
Capital acquisitions	1,231,945	596,104
<b>Decreases:</b>		
Amortization	(489,852)	(497,539)
Asset retirement obligation liability	(1,609)	(1,610)
	740,484	96,955
Equity in tangible capital assets - beginning of year	11,891,377	11,794,422
	12,631,861	11,891,377

**11. Government grants and transfers**

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

	2025	2024
<b>Unconditional grants and transfers</b>		
Provincial	4,323,554	1,943,451
Regional District / Other	5,000	5,000
	4,328,554	1,948,451
<b>Conditional grants and transfers</b>		
Provincial	-	129,163
	4,328,554	2,077,614

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

	2025	2024
<b>Taxes:</b>		
Municipal taxes levied	1,135,495	1,131,658
Frontage	63,105	62,234
Revenue in lieu of taxes	40,497	46,132
Penalties and interest on taxes	21,531	18,830
	1,260,628	1,258,854
<b>Less taxes on behalf of:</b>		
School District	(291,318)	(290,281)
North West Regional Hospital District	(53,454)	(47,707)
Regional District of Kitimat-Stikine	(230,108)	(209,520)
B.C. Assessment Authority	(5,275)	(4,767)
	(580,155)	(552,275)
Net taxes available for municipal purposes	680,473	706,579

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

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**13. Annual budget**

Fiscal plan amounts represent the Financial Plan Bylaw adopted by Council on February 3, 2025.

The Financial Plan anticipated the use of surpluses accumulated in previous years to balance against current year expenses in excess of current year revenues. In addition, the Financial Plan anticipated capital expenses rather than amortization expense.

The following shows how these amounts were combined:

**Financial Plan approved by Council**

Financial Plan approved by Council	-
Add back:	-
Capital expenditures per budget	2,072,400
Transfers to reserves	445,000
Less:	-
Amortization	(350,000)
Transfers from own funds	(1,876,151)
	<hr/>
Annual Surplus per Statement of Operations and Accumulated Surplus	291,249

**14. Financial Instruments**

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

**15. Segmented information**

The District is a diversified municipal government institution that provides a wide range of services to its citizens such as roads, water, sewer and drainage infrastructure, fire protection, police protection (RCMP), cemetery, garbage collection, the Erwin Stege Community Centre and parkland. Distinguishable functional segments have been separately disclosed in the segmented information. The nature of the segments and the activities they encompass are as follows:

*General government services*

The Chief Administrative Officer is the liaison between Council and the District departments and staff. The Corporate Officer supports the legislated activities of Council, and provides information to citizens with respect to Council/Committee processes, reporting procedures and decisions, and District activities.

*Protective services*

Protection is comprised of fire protection. Bylaw enforcement administers, monitors, and seeks compliance with the bylaws enacted by the Mayor and Council to regulate the conduct of affairs in the District. Fire protection is provided by the fire department, whose volunteer members receive compensation for each callout in which they take part. The District's Management and Public Works Department work together to regulate all construction within the District. This is achieved through the use of the District's Building Bylaw, the British Columbia Building Code, the British Columbia Fire Code and other related bylaws and enactments with the District.

*Transportation and transit services*

The Transportation (Public Works) Department is responsible for the infrastructure of the District including ensuring clean and safe water to the District, supplied through underground pipes and reservoirs, maintaining a separate system of underground pipes to collect sewer or waste water for proper treatment prior to discharging it, and providing and maintaining the District's roads, sidewalks, street lights, signage and line markings, storm drainage and hydrants.

Cemetery (Public Works) Department provides cemetery services including the maintenance of the cemetery grounds.

*Recreation and youth services*

The Recreation and Youth Services Department contributes to the quality of life and personal wellness of the community through the provision of a variety of special events, programs, services and facilities.

*Water operations*

Water includes all of the operating activities related to the treatment and distribution of water throughout the District.

*Sewer operations*

Sewer includes all of the operating activities related to the collection and treatment of waste water (sewage) throughout the District.

*Garbage operations*

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

*Tourism and community development*

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

**The District Of New Hazelton**  
**Notes to the Financial Statements**  
*For the year ended December 31, 2025*

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

The District received a COVID-19 Safe Restart grant from the Province of BC. The purpose of the grant was to support the District with increased operating costs and decreased revenues due to the COVID-19 pandemic. The funds are included in the operating fund and in 2025, the grant monies received and spent were as follows:

	<b>2025</b>	<b>2024</b>
Opening balance	419,649	375,223
Interest earned	16,744	44,426
Use of grant - Eligible expenses	(100,472)	-
	<b>335,921</b>	<b>419,649</b>

**17. Comparative figures**

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

**The District Of New Hazelton**  
**Schedule 1 - Schedule of Tangible Capital Assets**  
*For the year ended December 31, 2025*

	<i>Land</i>	<i>Buildings</i>	<i>Equipment, furniture and motor vehicles</i>	<i>Water infrastructure</i>	<i>Sewer infrastructure</i>	<i>Subtotal</i>
<b>Cost</b>						
Balance, beginning of year	643,281	7,906,234	3,115,210	3,873,871	1,274,879	16,813,475
Acquisition of tangible capital assets	-	82,114	649,349	-	312,522	1,043,985
Balance, end of year	643,281	7,988,348	3,764,559	3,873,871	1,587,401	17,857,460
<b>Accumulated amortization</b>						
Balance, beginning of year	-	2,094,563	2,281,697	1,655,930	940,921	6,973,111
Annual amortization	-	156,040	139,520	53,081	36,736	385,377
Balance, end of year	-	2,250,603	2,421,217	1,709,011	977,657	7,358,488
<b>Net book value of tangible capital assets</b>	<b>643,281</b>	<b>5,737,745</b>	<b>1,343,342</b>	<b>2,164,860</b>	<b>609,744</b>	<b>10,498,972</b>
Net book value of tangible capital assets 2024	643,281	5,811,671	833,513	2,217,941	333,958	9,840,364

**The District Of New Hazelton**  
**Schedule 1 - Schedule of Tangible Capital Assets**  
*For the year ended December 31, 2025*

	<i>Subtotal</i>	<i>Transportation and transit services</i>	<i>Tax sale land</i>	<i>2025</i>	<i>2024</i>
<b>Cost</b>					
Balance, beginning of year	16,813,475	4,285,862	86,235	21,185,572	20,589,468
Acquisition of tangible capital assets	1,043,985	185,110	2,850	1,231,945	596,104
Balance, end of year	17,857,460	4,470,972	89,085	22,417,517	21,185,572
<b>Accumulated amortization</b>					
Balance, beginning of year	6,973,111	2,282,972	-	9,256,083	8,758,544
Annual amortization	385,377	104,475	-	489,852	497,539
Balance, end of year	7,358,488	2,387,447	-	9,745,935	9,256,083
<b>Net book value of tangible capital assets</b>	<b>10,498,972</b>	<b>2,083,525</b>	<b>89,085</b>	<b>12,671,582</b>	<b>11,929,489</b>
Net book value of tangible capital assets 2024	9,840,364	2,002,890	86,235	11,929,489	

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

*For the year ended December 31, 2025*

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2025	2025 Budget (Note 13)
<b>Revenues</b>											
Government grants and transfers	4,328,554	-	-	-	-	-	-	-	-	4,328,554	1,944,000
Net taxes available for municipal purposes	-	-	-	-	-	-	-	-	680,473	680,473	669,056
ICBC commissions	-	-	-	-	-	-	-	-	509,394	509,394	375,000
Utility usage fees	-	-	-	-	150,877	41,163	69,960	-	-	262,000	277,000
Other fees and sale of goods and services	145,540	17,000	1,050	8,600	-	-	-	-	-	172,190	175,100
Investment income	-	-	-	-	-	-	-	-	196,042	196,042	50,000
Rental	-	-	-	-	-	-	-	-	100,476	100,476	-
	<b>4,474,094</b>	<b>17,000</b>	<b>1,050</b>	<b>8,600</b>	<b>150,877</b>	<b>41,163</b>	<b>69,960</b>	<b>-</b>	<b>1,486,385</b>	<b>6,249,129</b>	<b>3,490,156</b>
<b>Expenses</b>											
Salaries, wages and benefits	715,396	54,358	464,614	-	86,342	-	-	-	-	1,320,710	1,316,407
Goods and services	414,646	75,153	404,394	32,534	112,549	85,753	96,792	-	-	1,221,821	1,512,000
Interest and bank charges	9,026	-	-	-	-	-	-	-	-	9,026	8,000
Other	-	-	-	-	-	-	-	204,153	-	204,153	12,500
Amortization	222,769	12,815	85,139	19,337	111,190	38,603	-	-	-	489,853	350,000
	<b>1,361,837</b>	<b>142,326</b>	<b>954,147</b>	<b>51,871</b>	<b>310,081</b>	<b>124,356</b>	<b>96,792</b>	<b>204,153</b>	<b>-</b>	<b>3,245,563</b>	<b>3,198,907</b>
	<b>3,112,257</b>	<b>(125,326)</b>	<b>(953,097)</b>	<b>(43,271)</b>	<b>(159,204)</b>	<b>(83,193)</b>	<b>(26,832)</b>	<b>(204,153)</b>	<b>1,486,385</b>	<b>3,003,566</b>	<b>291,249</b>

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

*For the year ended December 31, 2024*

	General government services	Protective services	Transportation and transit services	Recreation and youth services	Water operations	Sewer operations	Garbage operations	Tourism and community development	Other	2024
<b>Revenues</b>										
Government grants and transfers	2,077,614	-	-	-	-	-	-	-	-	2,077,614
Net taxes available for municipal purposes	-	-	-	-	-	-	-	-	706,579	706,579
Utility usage fees	-	-	-	-	139,214	40,623	67,056	-	-	246,893
Other fees and sale of goods and services	256,169	17,000	2,712	7,200	-	-	-	-	-	283,081
ICBC commissions	-	-	-	-	-	-	-	-	466,485	466,485
Investment income	-	-	-	-	-	-	-	-	178,693	178,693
	2,333,783	17,000	2,712	7,200	139,214	40,623	67,056	-	1,351,757	3,959,345
<b>Expenses</b>										
Salaries, wages and benefits	647,101	64,974	405,550	-	75,049	-	-	-	-	1,192,674
Goods and services	321,548	83,302	344,365	28,930	74,765	45,851	94,806	-	-	993,567
Interest and bank charges	8,375	-	-	-	-	-	-	-	-	8,375
Other	-	-	-	-	-	-	-	29,620	-	29,620
Amortization	216,207	12,815	83,461	20,752	111,205	53,099	-	-	-	497,539
	1,193,231	161,091	833,376	49,682	261,019	98,950	94,806	29,620	-	2,721,775
	1,140,552	(144,091)	(830,664)	(42,482)	(121,805)	(58,327)	(27,750)	(29,620)	1,351,757	1,237,570

**The District of New Ha:**  
**Schedule 3 - Schedule of Reserve Fund Ac**

*For the year ended December*

	General Capital	Sewer Capital	Cemetery Fund	Growing Communities Fund	Local Government Climate Action Program	Northwest BC Regional Funding Agreement	Asset Management Reserve Fund	2025	
<b>Balance - Beginning of year</b>	174,844	278,355	4,297	813,674	200,531	1,191,475	-	2,663,176	1,
Transfers in	-	-	-	-	-	3,529,728	2,916,000	6,445,728	1,
Transfers out	-	-	-	-	-	(2,916,000)	-	(2,916,000)	
Investment income	6,557	10,438	74	30,093	2,853	49,962	58,243	158,221	
Expenditures	-	-	-	-	(111,935)	(306,193)	-	(418,128)	
<b>Balance - End of year</b>	181,401	288,793	4,371	843,767	91,449	1,548,972	2,974,243	5,932,997	2,



# Policy Manual

## (Confined Space Entry)

**PREPARED BY:**

Peter Gilmour  
Administration

**AUTHORIZED BY:**

Council

**DATE OF ISSUE OR**

**REVISION:**

October 28, 2020  
April 6, 2026

RESOLUTION NO.

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**PURPOSE:**

The purpose of this policy is to establish the requirements and performance standards needed to protect employees and contractors from hazards associated with confined space and to safely enter to perform work in confined spaces.

**POLICY:**

This Policy comprises the Confined Space Entry Program which was approved in October 2020.

**RESPONSIBILITIES:**

District of New Hazelton management will ensure that all work associated with entry into a confined space is conducted safely, in accordance with the procedures detailed in this confined space entry program, and in compliance with all applicable regulatory requirements.

Overall responsibility for administration of this confined space entry program is assigned to Superintendent of Public Works for the District of New Hazelton. Management will ensure that the program administrator is adequately trained to administer the program. The program administrator is authorized to act as necessary to ensure the program is implemented effectively.

Each entry team member has specific responsibilities as listed in the following sections. Entry team members will be trained, instructed and supervised as necessary to ensure that they are able to competently perform their duties. Entry team members may be assigned more than one role provided that the person is competent, and the assignment does not interfere with the team's ability to fulfil all its assigned duties.

Every worker who is required to enter a confined space has specific duties and responsibilities to ensure their own safety and well-being and the safety and well-being of others. Workers will perform their duties in accordance with their training, instruction and supervision.

The District of New Hazelton relies upon the New Hazelton Volunteer Fire Department to provide rescue assistance and contracts provision of rescue services to Raven Rescue Services.



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# Confined Space Entry Program

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## Inventory Hazard Assessment and Written Safe Work Procedures

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Approved – October 28, 2020

### District of New Hazelton

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Prepared by: Peter Gilmour, CIH (1992-2018)  
Advanced OHS Solutions Inc  
Kimberley, BC




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# Confined Space Entry Program: Inventory Hazard Assessment and Written Safe Work Procedures

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## Introduction

The District of New Hazelton owns and is responsible for one water supply, treatment and distribution system for District customers in New Hazelton, as well as supplying water to the Hagwilget First Nation. The District also owns and is responsible for the sanitary and storm sewer system with its boundaries, including the sewage treatment lagoon and outfall.

There is an agreement with the Regional District of Kitimat-Stikine for system operation and general maintenance of the South Hazelton community water system. This system consists of a water intake and infiltration gallery, chlorination and ultra-violet disinfection treatment facilities (including a primary and back-up power supply), an equalization reservoir near the water intake, and a fire reservoir and pump located at the Fire Hall.

These systems are operated by the Public Works Department. There are several enclosed areas within these areas of responsibility that are considered to be confined spaces, some of which may require entry by District employees or contractors. This Confined Space Entry Program has been prepared by a qualified person. It is intended to ensure the wellbeing of all District workers, contractors and others who may be involved with confined space work, and to meet or exceed all applicable regulatory requirements including those of the *WorkSafeBC Occupational Health and Safety Regulation (OHSR)*.

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## Occupational Health and Safety Policy

As an employer under the BC Workers Compensation Act, the District of New Hazelton recognizes its responsibility and is committed to providing a safe and healthy work environment for its employees, contract workers and others.

To maintain a safe and healthy work environment all District employees are reminded of their individual responsibilities to work in accordance with Health and Safety standards and applicable regulations. No activity may be undertaken without due consideration for the health and safety of all who share the workplace.



District supervisors are aware of their responsibility to provide instruction to employees under their direct supervision, and to ensure work is performed without undue risk. This includes identifying all reasonably foreseeable hazards associated with the work they supervise and communicating information about the hazards to employees.

District employees must follow established **written safe work procedures** and take all reasonable precautions to ensure their own health and safety and the health and safety of others. Employees have been informed of their rights and responsibilities, including the duty to refuse work that is unsafe and the procedures to be followed in this event.

The District will maintain and implement a coordinated safety plan as Employer and Prime Contractor to ensure the safety of District staff, workers, contractors and others at all our worksites.

The safety plan will include the following principles:

- the District will ensure the health and safety of its own workers, and any other workers on its worksites;
- ,directors, managers, supervisors, contractors and workers will know and understand their responsibilities for safety;
- managers and supervisors will identify, assess, and manage the hazards of the work for which they are responsible and ensure the health and safety of all workers under their direct supervision;
- contractors will ensure their workers are trained in their job tasks and ensure ongoing hazard identification and hazard management until completion of the project; and
- workers will be informed of the hazards of their work and will understand how all hazards are to be managed.

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## Regulatory Requirements

The **WorkSafeBC Occupational Health and Safety Regulation (OHSR)** defines the term “confined space” as follows:

*“... except as otherwise determined [by **WorkSafeBC**], means an area, other than an underground working, that*

- (a) is enclosed or partially enclosed;*
- (b) is not designed or intended for continuous human occupancy;*
- (c) has limited or restricted means for entry or exit that may complicate the provision of first aid, evacuation, rescue or other emergency response service; and*
- (d) is large enough and so configured that a worker could enter to perform assigned work.”*



Before a worker enters a confined space, *WorkSafeBC* requires that the employer must prepare and implement a written **confined space entry program** which includes:

- an assignment of responsibilities;
- a list of each confined space or group of similar spaces and a **hazard assessment** of those spaces;
- **written safe work procedures** for entry into and work in the confined space, that address, where applicable:
  - ✓ identification and entry permits;
  - ✓ lockout and isolation;
  - ✓ verification and testing;
  - ✓ cleaning, purging, venting or inerting;
  - ✓ ventilation;
  - ✓ standby persons;
  - ✓ rescue;
  - ✓ lifelines, harnesses and lifting equipment;
  - ✓ personal protective equipment and other precautions; and
  - ✓ coordination of work activities.

*WorkSafeBC* further requires that a **hazard assessment** must be conducted for each confined space that requires worker entry. This **hazard assessment** must consider the conditions that may exist prior to entry due to the design, location or use of the confined space, as well as conditions that may develop during work activities inside the confined space. Based on the **hazard assessment**, **written safe work procedures** must be developed which specify the means to eliminate or minimize all hazards likely to prevail.

The **hazard assessment** and **written safe work procedures** must be prepared by a qualified person who has adequate training and experience in the recognition, evaluation and control of confined space hazards, and in consultation with the person assigned overall responsibility for administration of the confined space entry program and with the joint committee or the worker health and safety representative, as applicable.

Provided that the holders of these qualifications have experience in the recognition, evaluation and control of confined space hazards, qualifications which are considered to be acceptable as evidence of adequate training and experience include:

- Certified Industrial Hygienist (CIH)
- Registered Occupational Hygienist (ROH)
- Certified Safety Professional (CSP)
- Canadian Registered Safety Professional (CRSP)
- Professional Engineer (P Eng)
- other combination of education, training and experience acceptable to *WorkSafeBC*.



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## Confined Space Entry Policy

Every confined space within the District of New Hazelton is identified in the confined space inventory in this Confined Space Entry Program (see *District of New Hazelton Confined Space Inventory*).

The District has determined that some of these identified confined spaces do not require entry by any worker. For those spaces, each point of access to the confined space is secured against entry or identified by a sign or other effective means which indicates the nature of the hazard and the prohibition of entry. Workers are instructed not to enter those confined spaces. Although entry into those confined spaces is not anticipated at the time of program development, if it becomes necessary to enter any of them at some future date, a site-specific **hazard assessment** and **written safe work procedure** will be prepared by a qualified person before entry is permitted.

Some of the identified confined spaces may require entry by a worker, either for routine work activities or as a result of foreseeable system failures or other urgent work. For those confined spaces, this Confined Space Entry Program identifies and assesses hazards that may exist prior to entry due to the design, location or use of the confined space, as well as hazards that may develop during work activities inside the confined space.

Based on this **hazard assessment**, each anticipated entry into a confined space considered in this program is classified as low hazard, moderate hazard or high hazard. *WorkSafeBC* defines these risk categories as follows:

*"low hazard atmosphere" means an atmosphere which is shown by pre-entry testing or otherwise known to contain clean respirable air immediately prior to entry to a confined space and which is not likely to change during the work activity, as determined by a qualified person after consideration of the design, construction and use of the confined space, the work activities to be performed, and all engineering controls required by [the Occupational Health and Safety] Regulation.*

*"moderate hazard atmosphere" means an atmosphere that is not clean respirable air but is not likely to impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.*

*"high hazard atmosphere" means an atmosphere that may expose a worker to risk of death, incapacitation, injury, acute illness or otherwise impair the ability of the worker to escape unaided from a confined space, in the event of a failure of the ventilation system or respirator.*

Confined spaces or groups of similar confined spaces that may require entry have been assessed by a qualified person (see *Appendix I: Confined Space Hazard Assessments*). Each **hazard assessment** identifies potential hazards associated with work in the confined space or group of similar confined spaces. Potential hazards include hazards that may exist prior to entry due to the design, location or use of the confined space, as well as conditions that may develop during work activities inside the confined space. These **hazard assessments** form the basis for **written safe work procedures** (see *Appendix II: Confined Space Safe Work Procedures*) for each confined space or group of similar confined spaces.



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All work that involves entry into a confined space will conform to the provisions described in this program and applicable **WorkSafeBC** requirements, without exception. Contractor's **written safe work procedures** will be reviewed by the Program Administrator to ensure they conform to the requirements of the District Confined Space Entry Program and applicable **WorkSafeBC** requirements.

This Confined Space Entry Program is intended to meet or exceed all applicable regulatory requirements including those of the **WorkSafeBC Occupational Health and Safety Regulation (OHSR)**. It does not take the place of the Regulation, which is the minimum standard. Everyone on the job site is expected to comply with this program, and with applicable **WorkSafeBC** requirements. A copy of the Regulation is available to workers.

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## Roles and Responsibilities

### *Management*

District of New Hazelton management will ensure that all work associated with entry into a confined space is conducted safely, in accordance with the procedures detailed in this confined space entry program, and in compliance with all applicable **WorkSafeBC** requirements.

Management will:

- assign overall responsibility for the confined space entry program to a program administrator;
- provide appropriate financial, human, and organizational resources to implement the program;
- provide suitable equipment for confined space work, including testing, ventilation, personal protective equipment and rescue equipment and supplies;
- identify and inventory each confined space or group of similar confined spaces;
- provide a **hazard assessment** of those spaces conducted by a qualified person;
- provide **written safe work procedures** for entering and working in those spaces, prepared by a qualified person;
- ensure that workers are properly trained, instructed and supervised;
- ensure contractors follow appropriate confined space entry procedures; and
- eliminate, minimize or appropriately control all confined space hazards.

### *Program Administration*

Overall responsibility for administration of this confined space entry program is assigned to **Roger Smith, Public Works Superintendent** for the District of New Hazelton. Management will ensure that the program administrator is adequately trained to administer the program. The program administrator is authorized to act as necessary to ensure the program is implemented effectively.

The program administrator will:

- assume overall responsibility for administering the program;
- liaise with worker health and safety representatives;



- 
- ensure all workers involved in confined space work receive suitable training, instruction and supervision;
  - maintain program documentation and records;
  - authorize trained persons to act as confined space entry supervisors;
  - maintain and update the inventory of confined spaces; and
  - evaluate the effectiveness of the program at least annually, or more often when required.

## ***Entry Team***

The entry team consists of the following workers:

- the entry supervisor;
- one or more entry workers;
- one or more standby persons; and
- the rescue team.

Each entry team member has specific responsibilities as listed in the following sections. Entry team members will be trained, instructed and supervised as necessary to ensure that they are able to competently perform their duties. Entry team members may be assigned more than one role provided that the person is competent, and the assignment does not interfere with the team's ability to fulfil all of its assigned duties.

## ***Entry Supervisor***

A qualified supervisor will be assigned for every confined space entry. The supervisor will:

- be alert and fit for work at all times;
- ensure that entry does not occur unless absolutely necessary;
- be familiar with the hazards associated with the work, including the signs, symptoms and consequences of exposure;
- ensure that confined space workers are competent and suitably trained to safely perform their duties;
- ensure that all precautions and control measures identified in the **written safe work procedures** are in place and are being followed;
- ensure that confined space equipment is properly used, calibrated and maintained in accordance with manufacturer's instructions and accepted practice;
- ensure that other precautions not directly related to the confined space entry but required by the *Occupational Health and Safety Regulation*, such as traffic control, are in place and are being followed;
- where required, complete, sign and post the entry permit at the entry to the confined space;
- ensure that acceptable conditions are maintained for the duration of the entry;
- ensure that rescue services are available and that means for summoning rescue are operable;
- assist the rescue team if required;
- ensure that only trained, authorized persons are permitted to enter a confined space;
- ensure removal of workers from the space if changes occur during entry that affect their safety;



- maintain continuity of confined space entry procedures whenever there is a change in responsibility for a confined space entry permit;
- terminate the entry, cancel the permit and ensure removal of personnel and equipment at the appropriate time; and
- review the adequacy of the safe work procedures at least annually or more often when required.

### ***Entry worker***

Every worker who is required to enter a confined space has specific duties and responsibilities to ensure their own safety and well-being and the safety and well-being of others. Workers will perform their duties in accordance with their training, instruction and supervision. Each entry worker will:

- be alert and fit for work at all times;
- be familiar with the hazards associated with the work, including the signs, symptoms and consequences of exposure;
- be vigilant and recognize hazards during activities associated with the confined space entry;
- properly use any equipment required to control hazards;
- immediately notify the stand-by person of any emergency or unacceptable condition inside the confined space;
- refuse to perform unsafe work; and
- immediately exit the confined space if unacceptable conditions occur or when directed to do so by a standby person or by the entry supervisor.

### ***Standby persons***

One or more workers will be assigned stand-by duties to monitor the well-being of workers inside the confined space. Visual checks or other means of monitoring entry workers are specified in the **written safe work procedure** for the confined space. Stand-by persons will:

- be alert and fit for work at all times ;
- be familiar with the hazards associated with the work, including the signs, symptoms and consequences of exposure;
- be familiar with the safe work procedures to be followed;
- be vigilant and recognize hazards during activities associated with the confined space entry;
- properly use any equipment required to control hazards;
- be stationed immediately outside the point of entry or as otherwise specified in the **written safe work procedure** for the confined space;
- prevent the entanglement of lifelines and other equipment where necessary;
- maintain two-way communication with the entry worker(s) as specified in the **written safe work procedure** for the confined space;
- have a means for two-way communication with the entry supervisor and the rescue team;
- monitor conditions or changes (e.g., with respect to the atmosphere, equipment, or environment) that could adversely affect the health or safety of the entry worker(s);
- record the name of every worker entering or leaving the confined space;
- provide assistance as needed for entry workers and rescue workers, and
- direct entry workers to exit the confined space when any irregularities are observed.



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## Rescue team

The District of New Hazelton relies upon the New Hazelton Volunteer Fire Department to provide rescue services that do NOT require entry into a confined space (see **Rescue**). Rescue team workers will:

- be alert and fit for work at all times;
- be familiar with the hazards associated with the work, including the signs, symptoms and consequences of exposure;
- be familiar with the safe work procedures to be followed;
- be vigilant and recognize hazards during activities associated with the confined space entry;
- ensure that retrieval, rescue, and personal protective equipment are in proper working order;
- properly use any rescue equipment;
- ensure all required controls for safe rescue are in place;
- maintain two-way communication with the entry worker(s) and standby person(s);
- monitor conditions or changes (e.g., with respect to the atmosphere, equipment, or environment) that could adversely affect the health or safety of the entry and rescue worker(s); and
- provide first aid and/or extraction services.

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## Potential Contaminants

**WorkSafeBC** specifies Exposure Limits for many air contaminants. These exposure limits specify maximum acceptable concentrations for worker exposure and are specified as 8-hour time-weighted average (TWA) exposure limits, 15-minute short term exposure limits (STEL), or ceiling concentrations (C) above which exposure is not permitted for any period. Exposure limits for hundreds of potential air contaminants are available from **WorkSafeBC.com** (reference **OHS Guideline Part 5 - Table of Exposure Limits for Chemical and Biological Substances**).

### Oxygen<sup>1</sup>

Oxygen (O<sub>2</sub>) is essential for life. Normal breathing air at sea level contains about 20.9% oxygen. Even a slight decrease below 19.5% can cause immediately noticeable effects. For healthy workers, coordination and work capacity can be affected at oxygen levels of 15-19%. Workers with coronary, pulmonary, or circulatory disease may be affected more seriously.

At concentrations of 10% to 12%, respiration increases, lips turn blue and judgment is impaired. Fainting and unconsciousness occur at 8% to 10% oxygen. Death occurs within 8 minutes at 6% to 8%

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<sup>1</sup> Oxygen deficiency can result from the practice of “inerting” the atmosphere inside a confined space. This practice involves flooding the confined space with an inert gas (such as nitrogen) in order to reduce the flammability of the atmosphere inside the space. This practice is extremely hazardous and highly specialized, requiring extensive precautions including **WorkSafeBC** notification requirements (Ref OHSR 9.29). Inerting is not practiced by the District of New Hazelton.



oxygen; recovery is possible after 4 to 5 minutes if oxygen is restored. These values are approximate and may vary greatly depending on an individual's health, physical activity and the specific working environment that they encounter.

Oxygen enrichment occurs when the atmosphere contains more than 20.9% oxygen. Oxygen enrichment increases the risk of fire and explosion. *WorkSafeBC* has not established an exposure limit for oxygen but restricts simple asphyxiants to concentrations that will not reduce oxygen below 19.5%. The National Institute for Occupational Safety and Health (NIOSH) has determined that a concentration below 19.5% is Immediately Dangerous to Life and Health (IDLH).

For work inside a confined space, *WorkSafeBC* recommends that oxygen be maintained between 20.5% and 20.9%. However, entry into a low hazard atmosphere requires that the space must contain only clean respirable air (about 20.9% oxygen). The District of New Hazelton allows entry into a confined space only after pre-entry testing indicates 20.9% oxygen (see **Table 1: Acceptable concentrations (District standard) for entry into a confined space**). Any measurement that does not indicate 20.9% oxygen prior to entry will be investigated and corrected before entry is allowed.

Workers are instructed to immediately exit a confined space if oxygen levels (measured during work inside the confined space) are determined to be less than 20.5% or greater than 21.0% (low and high alarm set points – see **Continuous Monitoring Table 2: Monitor alarm levels**). Any alarm indicating an oxygen concentration outside of this range will be investigated and corrected before entry is permitted to resume.

## ***Flammable Gases and Vapours***

Flammable gases are pure gases, vapours, or mixtures of gases and vapours that will burn in the presence of oxygen provided there is a source of ignition. Decaying organic matter, commonly encountered in some municipal utilities confined spaces, can produce methane gas. Gasoline or other flammable liquids can be found in sewer drains or underground chambers often as a result of inadvertent or intentional (and illegal) disposal.

The ignition hazard of flammable gases and vapours depends on their concentration. In normal air, low concentrations, below the lower explosive limit (LEL), are too lean to ignite. At higher concentrations, above the upper explosive limit (UEL), the fuel mixture is too rich to ignite. The range of flammability lies between the LEL and the UEL. *WorkSafeBC* restricts exposure to flammable gases or vapours to 20% of the LEL only where it is not practicable to maintain the airborne concentration of a flammable gas or vapour below the applicable exposure limit, for example, in a temporary situation or an emergency (other restrictions also apply<sup>2</sup>). NIOSH has adopted a threshold of 10% of the LEL as a default basis for the IDLH values based on explosivity concerns.

For work inside a confined space, *WorkSafeBC* recommends that flammable gases be maintained at a concentration less than 5% LEL (low alarm set point). However, entry into a low hazard atmosphere requires that the confined space must contain only clean respirable air (no measurable flammable gas or vapour, i.e., less than 0% LEL). The District of New Hazelton allows entry into a confined space only after

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<sup>2</sup> Reference: *WorkSafeBC Occupational Health and Safety Regulation 5.31*.



pre-entry testing indicates 0% LEL (see **Table 1: Acceptable concentrations (District standard) for entry into a confined space**). Any measurement that exceeds 0% LEL prior to entry will be investigated and corrected before entry is allowed.

Workers are instructed to immediately exit a confined space if flammable gases or vapours (measured during work inside the confined space) are determined to exceed 5% LEL (low and high alarm set point – see **Continuous Monitoring Table 2: Monitor alarm levels**). Any alarm indicating greater than 5% LEL will be investigated and corrected before entry is permitted to resume.

## **Hydrogen Sulfide**

Hydrogen sulfide (H<sub>2</sub>S) can be produced by microbial decay of organic matter such as garbage, sewage or plant debris. It can be found in municipal sewage systems and in stagnant areas in sewer drains or underground chambers.

Hydrogen sulfide is a colourless, poisonous gas with the characteristic foul odour of rotten eggs. It is heavier than air, highly toxic, corrosive, flammable and explosive. It can be detected by smell at very low concentrations ranging from 0.01 – 0.3 parts per million. However, detection by odour is not reliable because at high concentrations (100 ppm or more) hydrogen sulfide deadens the sense of smell, making its odour undetectable.

Hydrogen sulfide is very quickly absorbed into the lungs. Short term exposure may cause irritation of eyes, nose, throat and lungs. Higher concentrations can be fatal. Exposure to 800 ppm can result in death within 5 minutes, and concentrations exceeding 1,000 ppm can cause immediate collapse with loss of breathing, even after a single breath.

**WorkSafeBC** has established the exposure limit in BC of 10 parts per million (ppm), a ceiling limit (C) that is not to be exceeded at any time. The National Institute for Occupational Safety and Health (NIOSH) has determined that a concentration of 100 ppm is Immediately Dangerous to Life and Health (IDLH).

For work inside a confined space, **WorkSafeBC** recommends that hydrogen sulfide be maintained at a concentration less than 5.0 ppm (low alarm set point). However, entry into a low hazard atmosphere requires that the confined space must contain only clean respirable air (less than 1.0 ppm hydrogen sulfide, i.e., less than 10% of its applicable exposure limit). The District of New Hazelton allows entry into a confined space only after pre-entry testing indicates 0.0 ppm hydrogen sulfide (see **Table 1: Acceptable concentrations (District standard) for entry into a confined space**). Any measurement that exceeds 0.0 ppm hydrogen sulfide prior to entry will be investigated and corrected before entry is allowed.

Workers are instructed to immediately exit a confined space if hydrogen sulfide levels (measured during work inside the confined space) are determined to exceed 5.0 ppm (low alarm set point – see **Continuous Monitoring Table 2: Monitor alarm levels**). Any alarm indicating a hydrogen sulfide concentration greater than 5.0 ppm will be investigated and corrected before entry is permitted to resume.



## **Carbon Monoxide**

Carbon monoxide (CO) is an odourless, colourless gas that can cause sudden illness and death. CO is found in emissions from combustion, such as those produced by cars and trucks, small gasoline engines, stoves, lanterns, burning charcoal and wood, and gas ranges and heating systems. CO from these sources can build up in enclosed or semi-enclosed spaces. Workers in these spaces can be poisoned by breathing carbon monoxide.

Red blood cells pick up CO more readily than they pick up oxygen. If there is a high concentration of CO in the air, the body may replace oxygen in blood with CO. This blocks oxygen from getting into the tissue of the body, which can result in tissue damage and death. CO can also combine with proteins in tissues, destroying them and causing injury and death.

The most common symptoms of CO poisoning are headache, dizziness, weakness, nausea, vomiting, chest pain, and confusion. High levels of CO inhalation can cause loss of consciousness and death. Unless suspected, CO poisoning can be difficult to diagnose because the symptoms mimic other illnesses.

**WorkSafeBC** has established the exposure limit in BC of 25 ppm as an 8-hour time-weighted average (TWA) exposure, or 100 ppm as a ceiling limit (C) that is not to be exceeded at any time. **WorkSafeBC** has also assigned an “R” designation for CO, meaning that it may have an adverse effect on the reproductive system. The National Institute for Occupational Safety and Health (NIOSH) has determined that a concentration of 1,200 ppm is Immediately Dangerous to Life and Health (IDLH).

For work inside a confined space, **WorkSafeBC** recommends that carbon monoxide be maintained at a concentration less than 13.0 ppm (low alarm set point). However, entry into a low hazard atmosphere requires that the confined space must contain only clean respirable air (less than 2.5 ppm carbon monoxide, i.e., less than 10% of its applicable exposure limit). The District of New Hazelton allows entry into a confined space only after pre-entry testing indicates 0.0 ppm carbon monoxide (see **Table 1: Acceptable concentrations (District standard) for entry into a confined space**). Any measurement that exceeds 0.0 ppm carbon monoxide prior to entry will be investigated and corrected before entry is allowed.

Workers are instructed to immediately exit a confined space if carbon monoxide levels (measured during work inside the confined space) are determined to exceed 13.0 ppm (low alarm set point – see **Continuous Monitoring Table 2: Monitor alarm levels**). Any alarm indicating a carbon monoxide concentration greater than 13.0 ppm will be investigated and corrected before entry is permitted to resume.



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## District Standard: Pre-Entry Test Results

The District of New Hazelton allows entry into a confined space only after pre-entry testing indicates that the atmosphere inside the confined space is within acceptable limits. The District has adopted standards for acceptable concentrations that are required to be measured and recorded prior to entry into a confined space, as identified in **Table 1: Acceptable concentrations (District standard) for entry into a confined space**. Any measurement that does not conform to these acceptable concentrations prior to entry will be investigated and corrected before entry is allowed.

**Table 1: Acceptable concentrations (District standard) for entry into a confined space**

Contaminant	Maximum allowed	Minimum required
Oxygen	20.9%	20.9%
Flammable gases	0% LEL	
Hydrogen sulfide	0 ppm	
Carbon monoxide	0 ppm	

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## Confined Space Entry Permit

A Confined Space Entry Permit is required by **WorkSafeBC** whenever any person enters a confined space for any reason if that confined space:

- requires isolation or lockout;
- contains a high hazard atmosphere; or
- presents a risk of engulfment or entrapment.

The District of New Hazelton requires that a permit be completed and signed for every confined space entry. The entry permit formalizes and records the details of each entry. It provides the employer with confirmation that all required precautions were followed and informs workers of the conditions and control measures in place before they enter the confined space. The permit is completed and signed by the confined space entry supervisor and posted conspicuously at the entry to the confined space before any worker is permitted to enter.



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The entry permit identifies:

- the confined space;
- the work activities to which it applies;
- the workers who are inside the space;
- air testing results, including the tester's initials;
- the ventilation equipment and air flow required;
- lockout procedures where required;
- other required precautions for the space; and
- the time of expiration of the permit.

The permit is only valid for the date and time shown on the permit. After the confined space entry is complete, a copy of the signed permit is sent to the Program Administrator, to be kept on file for at least one year.

The **written safe work procedure** for each confined space or group of similar confined spaces identifies where a permit is required (see **Appendix II: Confined Space Safe Work Procedures**). Note that the District requires a permit for every confined space entry. The District Confined Space Entry Work Permit is available for this purpose (See **Appendix IV: Confined Space Work Permit**).

The entry permit will be reviewed and updated as necessary to ensure the ongoing safety of the workers inside the space. The permit will be re-authorized and signed by the responsible entry supervisor if there is a change in the work crew, after a shift change, or after a change of the responsible supervisor. Every worker affected will be informed of any alteration of an entry permit regarding a change in the required precautions or work activity.

Once issued, the information on an entry permit will only be altered by:

- the responsible supervisor who signed the permit, to update it,
- the standby worker, to update the list of workers inside the confined space, or
- the tester, to record test results.

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## Verification and Atmospheric Testing

Before any worker enters a confined space, pre-entry testing and inspection is conducted to verify that the required precautions have been effective at controlling the identified hazards and that it is safe for a worker to enter. The District of New Hazelton uses 3M CSM 5000 portable multi-gas monitors (O<sub>2</sub>, LEL, H<sub>2</sub>S, CO) or equivalent for this purpose (**Photo 1**). The monitors are maintained and calibrated in accordance with the manufacturer's instructions. Calibration is performed by a trained worker using the calibration/bump test station designed for the monitor. Bump testing is performed daily before use in a confined space or more frequently where recommended by the manufacturer.

**Photo 1:** 3M CSM 5000 portable multi-gas monitor



Testing is performed before ventilation equipment is engaged. Where possible, initial testing of the confined space atmosphere is performed before opening the manhole cover or access hatch by placing a probe from the testing device into the space. If there are no abnormal readings the access cover is opened, and the sensor is lowered to within one foot of the chamber floor to confirm that conditions are safe before entry. Because some gases can stratify in layers or pockets inside the space, it is important to check all levels.

All test results are recorded in writing, including:

- the location, date and time of the test;
- the test readings as displayed on the test instrument; and
- the name and initials of the worker who performed the test.

Testing is performed prior to entry and after any period of time when the space has been vacated for more than 20 minutes. This retesting is necessary to confirm the air inside the space has not changed during work breaks such as meals.

Acceptable concentrations must be verified before a worker enters the space (see **District Standard: Pre-Entry Test Results**). If unacceptable readings are observed, the confined space entry will be discontinued, and the cause of the unacceptable readings will be investigated and remedied before entry is permitted. It may be possible to clean the space from outside. If cleaning from outside is possible to remove contaminants before entering, the space will be retested before any worker enters to verify that cleaning has been effective in restoring the air inside the space to acceptable conditions. Pre-entry testing will be conducted for all confined spaces considered in this program, regardless of their hazard classification.



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## Continuous Monitoring

Although continuous monitoring is not specifically required for low hazard confined space atmospheres, **WorkSafeBC** requirements state that continuous monitoring is required wherever practicable.

Continuous monitoring is practicable during work inside District of New Hazelton confined spaces. Accordingly, continuous monitoring will be conducted for all confined spaces considered in this program, regardless of their hazard classification.

A worker inside a confined space will carry a 4-gas monitor at all times. The District of New Hazelton uses 3M CSM 5000 portable multi-gas monitors (O<sub>2</sub>, LEL, H<sub>2</sub>S, CO) or equivalent for this purpose (**Photo 1**). The monitors are maintained and calibrated in accordance with the manufacturer's instructions. Calibration is performed by a trained worker using the calibration/bump test station designed for the monitor. Bump testing is performed daily before use in a confined space or more frequently where recommended by the manufacturer.

Continuous monitoring will alert an entry worker when a hazardous condition is detected by the monitor. Monitors will be set to alarm at appropriate concentrations (see **Table 2: Monitor alarm levels**).

**Table 2: Monitor alarm levels<sup>3</sup>**

Sensor	Low alarm	High alarm
Oxygen	20.5%	20.5%
Flammable gases	5% LEL	5% LEL
Hydrogen sulfide	5 ppm	10 ppm
Carbon monoxide	13 ppm	25 ppm

If a low alarm or high alarm sounds during work inside a confined space, the entry workers will immediately leave the space. The cause of the alarm will be investigated and remedied before the work is permitted to resume.

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<sup>3</sup> **Note:** This may require re-setting the monitor alarm set points. Refer to **WorkSafeBC Bulletin WS 2009-03 Rev 2013**



## Ventilation

**WorkSafeBC** requires that every confined space must be ventilated continuously while a worker is inside the space. A confined space containing a low hazard atmosphere is exempt from this requirement if:

- the atmosphere that is continuously monitored and shown to contain clean respirable air;
- the space has an internal volume greater than 1.8 m<sup>3</sup> (64 cu ft) per occupant;
- the space is occupied for less than 15 minutes; and
- the work inside the space generates no contaminants other than exhaled air.

Even though some confined spaces identified in this program are considered to be low hazard (subject to confirmation by atmospheric testing), work inside them may require that they be occupied for more than 15 minutes. Therefore, continuous mechanical ventilation will be used to provide clean outdoor air inside the space before and during any work requiring entry for all confined spaces considered in this program, regardless of their hazard classification, unless stated otherwise in the **written safe work procedures** for each space (see **Appendix II: Confined Space Safe Work Procedures**).

General dilution ventilation will be provided by blowing clean outdoor air into all areas of the confined space. The District of New Hazelton selects ventilation equipment to provide approximately 20 air changes per hour unless the volume of the space makes that impracticable. Ventilation requirements are specified in the **written safe work procedure** for each confined space or group of confined spaces.

A Pelsue model 1375D blower equipped with an 8-inch diameter 13-foot flexible duct is available for this purpose (**Photo 2**). The fan specification plate (**Photo 3**) is partially obscured but indicates an anticipated air flow of 636 CFM with two 90° bends. The manufacturer's website indicates 585 CFM with two 90° bends and 668 CFM with one bend. Any air flow in the range of 600 CFM will provide well over 20 air changes per hour for the District's inventoried confined spaces that may require entry (see **Confined Space Inventory - Entry Required** later in this document). Note that this blower is not suitable for hazardous locations.

**Photo 2: Pelsue model 1375D Blower**



**Photo 3: Fan specification plate**





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The blower intake is to be positioned near the entrance to the confined space and away from any potential sources of air contaminants including vehicle exhaust (the manufacturer recommends positioning the intake a minimum of 1.5 meters from the entry to a confined space). The duct is to be positioned to blow clean outside air towards workers inside the confined space. In the event of failure of the ventilation system, entry workers will immediately leave the space. The cause of the failure will be investigated and remedied before the work is permitted to resume.

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## Personal protective equipment and other precautions

Safety footwear is required for work. Because of the risk of falling objects, workers inside a confined space will wear safety headgear (hardhats). Gloves are required where necessary to prevent against abrasion or laceration. Properly fitting safety eyewear appropriate to the conditions of the workplace is required when handling or exposed to materials likely to injure or irritate the eyes, and where recommended or required by the manufacturer of any tool or device being operated. High-visibility vests are recommended inside a confined space because of potentially low levels of illumination. Respiratory protection is not required in the confined spaces considered in this program, except for the use of SCBA by rescue workers in the unlikely event that entry into a confined space is needed to rescue a worker who is unconscious.

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## Standby Persons

For every confined space entry, at least one worker will be assigned as a standby person, to check on the well-being of workers inside the space by visually observing them or using another method of checking. The standby person will have a means to summon help in the event of an emergency. Workers inside the space will have means to contact the standby person at all times, either through voice or visual contact. The standby person will be stationed outside the confined space, never inside.

Standby persons are not permitted to enter the space for rescue purposes unless they are suitably trained in rescue procedures and only if another worker is located outside to render assistance. Roles and responsibilities of the standby person are identified under “Roles and Responsibilities” elsewhere in this program.

A first aid attendant may need to enter a confined space to attend to a worker with injuries such as a laceration or a broken ankle. If the standby person is also the first aid attendant, the standby person will ensure that another fully trained standby person takes over the standby duties before entering the space to provide first aid.

If it is necessary for a first aid attendant to enter a confined space, entry without SCBA is permitted only if the entry worker is conscious and the injury or condition that initiated the rescue is known and not related to atmospheric conditions inside the confined space. Entry for first aid is permissible in these circumstances only after the atmosphere is tested immediately prior to entry by the first aid attendant



and shown to contain clean respirable air. Continuous mechanical ventilation and air monitoring of the space will be maintained.

If an entry worker is unconscious or if the injury or condition that initiated the rescue is unknown it will be assumed that the atmosphere inside the confined space is **IDLH** (Immediately Dangerous to Life or Health). Only a trained rescue worker equipped with SCBA will be permitted to enter to perform first aid and/or rescue, and a second trained and similarly equipped rescue worker will be stationed at the entrance to the confined space.

Requirements for standby persons vary depending on the hazard classification of the confined space. For **low hazard confined space entry**, *WorkSafeBC* requires the following:

- another worker must be assigned as a standby person;
- there must be a continuous means of summoning the standby person;
- the standby person must check on the well-being of workers inside the space at least every 20 minutes; and
- the standby person must have a means to immediately summon rescue personnel.

For **moderate hazard confined space entry**, *WorkSafeBC* requires the following:

- another worker or workers must be assigned as the standby person(s);
- a standby person must be stationed at or near the entrance to the space;
- the standby person must visually observe or otherwise check the well-being of the worker(s) inside the space, as often as may be required by the nature of the work to be performed, but at least every 20 minutes;
- there must be a continuous means of summoning the standby person from inside the space; and
- the standby person must have a means to immediately summon rescue personnel.

For **high hazard confined space entry**, *WorkSafeBC* requires the following:

- another worker or workers must be assigned as the standby person(s) ;
- the standby person(s) must be stationed at the entrance to the space and must continuously attend to the standby duties;
- the standby person(s) must visually observe or otherwise continuously monitor the well-being of the worker(s) inside the space;
- there must be a continuous means of summoning the standby person(s) from inside the space;
- the standby person(s) must be equipped and capable of immediately effecting rescue using lifting equipment if required, or otherwise performing the duties of rescue persons; and
- the standby person(s) must prevent the entanglement of lifelines and other equipment.

All confined spaces requiring entry are classified as low risk unless testing indicates otherwise. Low hazard standby provisions will be followed, with minor alteration to enhance protection in some cases.



The confined space program administrator will ensure that standby persons are assigned accordingly. Standby persons will be adequately trained, instructed and supervised to ensure they are competent to perform their duties.

## Rescue

By definition, confined spaces have limited or restricted access that may make rescue difficult. Studies have shown that as many as 60% of confined space deaths occur among would-be rescuers. Rescue plans and proper training for rescuers will be in place before any confined space entry. This is intended prevent well-meaning workers who are untrained in rescue from entering confined spaces to assist workers in distress and themselves becoming victims.

The District of New Hazelton will ensure that suitable rescue services are available whenever a worker enters a confined space. Wherever possible, rescue will be conducted without requiring rescue workers to enter the confined space. This will be carried out using the available Uni-hoist UH500 davit arm and lifeline apparatus (**Photo 4**). Entry workers will at all times wear an available MSA full body harness (**Photo 5**).

**Photo 4:** Uni-hoist davit arm



**Photo 5:** MSA full-body harness



The District of New Hazelton Volunteer Fire Department will provide assistance on an emergency call-out basis. Fire department personnel have attended training courses on emergency rescue procedures, but not on confined space rescue requiring entry.

In the event that rescue requires entry into a confined space using self-contained (SCBA) or air-supplied (SABA) respiratory protection, Raven Rescue Services (Smithers) will be contracted to provide rescue services. No high-hazard confined space entries are anticipated. If a high-risk confined space entry becomes necessary, Raven Rescue Services (Smithers) will be contracted to provide onsite rescue services throughout the high-hazard confined space entry. A team of two rescue personnel will be on



site, equipped and capable of effecting immediate rescue using SCBA. High hazard confined space entry without a lifeline is not permitted until the rescue team is on site.

No horizontal entries are anticipated. To facilitate removal from a confined space in the event that the entry worker is not able to exit the space without assistance, every entry worker will at all times wear a full body harness suitable for confined space entry raising and lowering (Group E) attached by a lanyard to a retrieval system consisting of a davit arm and winch. Harnesses, lifelines and lifting equipment will meet the requirements of CSA Standard CSA Z259.1. Lifelines must have an ultimate strength of 27 kN (6,000 pounds) and be kept free of knots or splices except at the ends.

Where the entry worker is equipped with a harness and lifeline for retrieval, rescue procedures are not expected to require entry into the confined space by standby or rescue workers. Lifelines will be tended by the standby person(s), with assistance from New Hazelton Volunteer Fire Department personnel if required, as identified in the **written safe work procedure**. Standby workers will attempt to retrieve the entry worker (without entering the confined space) using the tripod and winch or will summon the rescue team as required in the circumstances.

If it is necessary for a rescue worker to enter a confined space, entry without SCBA is permitted only if the entry worker is conscious and the injury or condition that initiated the rescue is known and is not related to atmospheric conditions inside the confined space. Entry for rescue is permissible in these circumstances only after the atmosphere is tested immediately prior to entry by rescue workers and shown to contain clean respirable air. Continuous air monitoring and mechanical ventilation of the space will be maintained.

If an entry worker is unconscious or if the injury or condition that initiated the rescue is unknown it will be assumed that the atmosphere inside the confined space is IDLH (immediately dangerous to life or health). Only a trained rescue worker equipped with SCBA will be permitted to enter to perform rescue, and a second trained and similarly equipped rescue worker will be stationed at the entrance to the confined space.

A standby worker will never enter a confined space to perform rescue unless they are suitably trained, equipped and capable of performing rescue services to the same standards as the contracted rescue service (Raven Rescue Services).

A rescue simulation drill will be conducted outside the confined space before the work begins unless a rescue simulation drill for that space has been conducted within the previous 12 months. All workers involved in the work will be suitably trained prior to commencing the confined space entry. Records of training and practice drills will be maintained by the program administrator.



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## Written Agreement for Rescue Services

WorkSafeBC requires a written agreement<sup>4</sup> if confined space rescue services are to be provided by another firm or an agency such as a fire department. This applies to the District of New Hazelton Volunteer Fire Department for all confined space entries, and to Raven Rescue Services (Smithers) for any high-hazard confined space entry. A draft written agreement is provided in Appendix III, which will be updated when the agreement is finalized. A written agreement with Raven Rescue Services or a similar firm will be completed if and when such services are required.

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## Respiratory Protection

Rescue workers may require respiratory protection (SCBA) for rescue. For all other confined spaces considered in this confined space entry program, respiratory protection is not required. Entry is permitted only after the atmosphere inside the space has been tested and shown to contain only clean respirable air. The atmosphere is continuously monitored and mechanically ventilated with clean respirable air while a worker is inside any confined space.

Emergency rescue procedures have been developed to allow removal of a worker using harnesses, lifelines and appropriate lifting equipment (tripods, winches and similar equipment) where practicable. In the unlikely event that it becomes necessary for a rescue worker to enter a confined space to rescue a worker, except as specified in the **written safe work procedure** entry is permitted only by a trained rescue worker equipped with SCBA, and a second trained similarly equipped rescue worker will be stationed at the entrance to the confined space.

Respiratory protection for rescue personnel is the responsibility of the rescue service provider. Respirator users will be fit tested before a respirator is issued to ensure that a suitable fit can be achieved. Respirator users will be clean shaven where the respirator seals with the face. Positive or negative pressure fit checks will be performed before each use. Fit tests and training will be repeated annually, and records will be maintained by the rescue service provider.

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## Isolation and Control of Harmful Substances

Some confined spaces considered in this program are connected to adjacent piping that normally contains potable water or raw or treated wastewater. No other substances are contained in any piping

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<sup>4</sup> Reference: **WorkSafeBC Occupational Health and Safety Regulation 9.37 - Provision of rescue services**  
(1) *The employer must provide for the services of rescue persons when a worker enters a confined space.*  
(2) *If the rescue persons are employees of another firm, or an agency such as a fire department, there must be a written agreement detailing the services that are to be provided.*



connected to any confined space unless specified otherwise in the **hazard assessment** for the specific confined space.

For public water systems, **WorkSafeBC** Regulation 9.18(3) requires that:

*Before a worker enters a confined space where adjacent piping contains a substance that is harmful only because of the temperature, pressure or quantity of the substance, the harmful substance must be controlled:*

- *by either disconnecting the adjacent piping or isolating it using blanks or blinds that meet the requirements of section 9.20 or using a double block and bleed system that meets the requirements of section 9.21,*
- *by isolating the adjacent piping in a manner that a **professional engineer has certified** will make the confined space safe for a worker to carry out the intended work, or*
- *if there is no head pressure in the adjacent piping, by de-energizing and locking out each pressure source for the adjacent piping and depressurizing the adjacent piping.*

The New Hazelton **main reservoir valve chamber** contains a mag-meter that may on rare occasions require repair or replacement. This will necessitate opening the water line. Means of isolation are described in **Appendix II: Confined Space Work Procedures**.

For sanitary sewer systems, **WorkSafeBC** Regulation requires alternate procedures if isolation is not practicable using disconnecting, blanking, blinding or double block and bleed isolation methods. A **WorkSafeBC** OHS Guideline is available at **WorkSafeBC.com** (reference **WorkSafeBC OHS Guideline G9.22-2 Alternate measures for confined spaces - Municipal sewage systems**). This guideline outlines issues to consider when developing alternate measures for municipal sanitary sewage systems where disconnecting, blanking, blinding or double block and bleed isolation methods are not practicable.

No confined spaces assessed in this confined space entry program other than the main reservoir valve chamber during mag-meter repair or replacement require isolation from adjacent piping. Although not anticipated at this time, it may become necessary to enter a confined space at some time in the future where isolation from adjacent piping is required. In this event, no such entry will begin until the confined space has been assessed and suitable **written safe work procedures** have been prepared by a qualified person.

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## Coordination of work activities

On occasion, the District of New Hazelton contracts out work that may require entry into a confined space. Contract workers are expected to follow all applicable **WorkSafeBC** requirements, including requirements for confined space work. The District will ensure that the contractor follows appropriate safe work procedures that comply with Part 9 (Confined Spaces) and other relevant parts of the OHS



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Regulation. The **written safe work procedures** identified in Appendix II can be used as an example of acceptable work procedures for contractors.

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## Fall Protection

*WorkSafeBC* requires the use of a fall protection system when work is being done at a place from which a fall of 3 meters (10 feet) or more may occur, or where a fall from a height of less than 3 meters involves a risk of injury greater than the risk of injury from the impact on a flat surface. The District of New Hazelton also requires protective structures around vertical confined space openings such as manholes or hatches to protect against falling into the confined space.

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## Fire Protection

Workers are not permitted to smoke while working in or around a confined space. Suitable fire extinguishers will be kept at the entrance points as specified in the **written safe work procedures** (see *Appendix II: Confined Space Safe Work Procedures*). Proper closed containers will be used for gasoline and similar fluids. Containers will be plainly marked to indicate their contents (WHMIS labelling and SDS requirements apply to these and all other containers of controlled products).

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## Duty to Refuse Unsafe Work

Whenever any worker observes what appears to be an unsafe or harmful condition or act the worker will report it as soon as possible to a supervisor or to the employer, and the person receiving the report will investigate the reported unsafe condition or act and will ensure that any necessary corrective action is taken without delay.

If emergency action is required to correct a condition which constitutes an immediate threat to workers only those qualified and properly instructed workers necessary to correct the unsafe condition will be exposed to the hazard, and every possible effort will be made to control the hazard while this is being done.

A worker will not carry out or cause to be carried out any work process or operate or cause to be operated any tool, appliance or equipment if that worker has reasonable cause to believe that to do so would create an undue hazard to the health and safety of any person.

A worker who refuses to carry out a work process or operate a tool, appliance or equipment will immediately report the circumstances of the unsafe condition to his or her supervisor or employer.

The supervisor or employer receiving a report of a refusal to perform unsafe work will immediately investigate the matter and ensure that any unsafe condition is remedied without delay. If in the supervisor's opinion the report is not valid, the supervisor will so inform the worker who made the



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report. If the matter is not resolved and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, the supervisor or employer will investigate the matter in the presence of the worker who made the report and in the presence of a worker member of the joint committee, a worker who is selected by a trade union representing the worker, or if there is no joint committee or the worker is not represented by a trade union, any other reasonably available worker selected by the worker.

If the investigation does not resolve the matter and the worker continues to refuse to carry out the work process or operate the tool, appliance or equipment, both the supervisor, or the employer, and the worker will immediately notify a **WorkSafeBC** officer, who will investigate the matter without undue delay and issue whatever orders are deemed necessary.

A worker will not be subject to discriminatory action because the worker has refused to carry out unsafe work or has acted in compliance with an order made by a **WorkSafeBC** officer. Temporary assignment to alternative work at no loss in pay to the worker until the matter is resolved is deemed not to constitute discriminatory action.

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## Training and Instruction

Every worker with assigned duties or responsibilities related to entry into a confined space will be adequately trained and instructed in the hazards of the space and the precautions identified in the **written safe work procedures** to properly and competently perform their duties.

Entry workers will be trained in:

- the identity of spaces on the confined space inventory;
- the location of those confined spaces;
- the hazards of those confined spaces;
- the precautions and control procedures required to safely enter those spaces; and
- rescue procedures for those confined spaces.

Workers who perform air testing will be trained in the correct use of the air testing equipment, including calibration, bump testing and any maintenance they are expected to perform. Standby persons and rescue workers will be instructed in their duties and responsibilities to ensure they are competent to carry out their work.

Prior to commencing a confined space entry, a pre-job meeting will be attended by all members of the entry team. The applicable **hazard assessment** and **written safe work procedure (Appendices I and II)** will be reviewed to ensure that all items are appropriate and understood for the work to be carried out.



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## District of New Hazelton Confined Space Inventory

Within the District of New Hazelton jurisdiction, every confined space has been identified and is listed in an inventory (see *Table 3: District of New Hazelton Confined Space Inventory - Entry Required* and *Table 4: District of New Hazelton Confined Space Inventory - Entry Prohibited*).

### *New Hazelton Water Supply*

The District supplies treated water to about 700 domestic and commercial service connections. Water is sourced from Station Creek at an intake (photo not available) located about 1,080 meters south of the water treatment building near Waterfall Creek. Surface water is stored in an impoundment (**Photo 6**) and controlled by the main shut-off valve located in an underground valve chamber (**Photos 7 & 8**) located at Waterfall Creek, from which water is directed to the old water treatment plant. **The valve chamber may require entry to operate the valve.**

**Photo 6:** Waterfall Creek impoundment



**Photo 7:** Waterfall Creek valve chamber



**Photo 8:** Waterfall Creek valve chamber

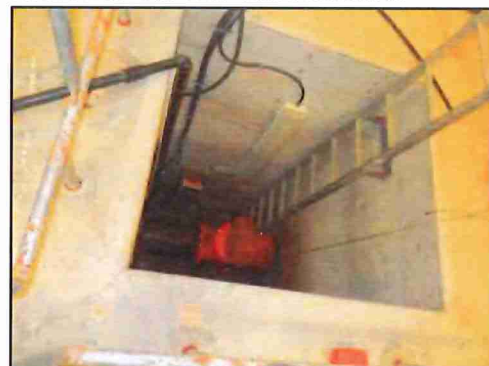


The old water treatment plant is no longer in service (**Photo 9**), and contains only a valve chamber (**Photo 10**) that passes water through to the new water treatment plant. This valve chamber, the only confined space in the old WTP building, does **NOT** require entry for any reason.

**Photo 9:** Old water treatment plant



**Photo 10:** Old WTP valve chamber



The new water treatment plant (**Photo 11**) contains a chlorination room that uses 12% sodium hypochlorite in a metered hypochlorite injection system. There are several confined spaces within the new WTP. After passing through two slow sand filters housed in the north-west wing of the WTP



building (access ports shown in **Photo 12**), water is held in a chlorine contact chamber (**Photo 13**) accessed through a floor hatch in the WTP. The treated water then passes to a clearwell (**Photo 14**), smaller than the contact chamber and similarly accessed through a WTP floor hatch. Two manholes outside the WTP entrance door (**Photo 15**) are water drains that **do not require entry**.

**Photo 11:** New WTP



**Photo 12:** Sand filter access



**Photo 13:** Contact chamber access



**Photo 14:** Clearwell access



**Photo 15:** Manholes outside WTP



The sand filters require entry on occasion when there is excessive head loss resulting from scum build-up on the surface of the sand filtration medium, and may require entry in the event of an emergency.



However, they do **NOT** appear to meet the definition of a confined space due to the large water-tight door access (**Photo 12**). Although normally filled with water, when they are emptied for service the access is not restricted in a way that would complicate the provision of first aid or rescue service. Nevertheless, special precautions are required prior to entry, including ventilating the work area for at least one hour prior to commencing work. A person-check system is also followed if a worker is working alone in the filter enclosure.

Both the contact chamber and the clearwell are **unlikely to require entry**, except for contracted cleaning services on about a ten-year frequency.

A reservoir (**Photo 16**) is located about 300 meters downstream from the WTP. This reservoir was entered for cleaning about 3 years ago, a service which was contracted to a diving firm specializing in this type of work. Entry into the reservoir by District staff is **not required**. A valve chamber (**Photo 17**) adjacent to the reservoir **may require entry** from time to time to service check valves, air release valves and sample points. Entry may also be required on rare occasions to repair or replace the mag-meter, which will require opening the water line (line pressure of about 90 PSI, range 30 to 126 PSI). Means of isolation are described in **Appendix II: Confined Space Work Procedures**.

**Photo 16:** Reservoir



**Photo 17:** Reservoir valve chamber



A pressure-reducing valve (PRV) chamber (**Photo 18**) is located on Pugsley Street at 11<sup>th</sup> Ave. There are no other PRV's on the system. The PRV chamber **may require entry** on occasion to inspect, clean and repair/replace valves, meters and associated fittings.

**Photo 18:** Pugsley PRV



Water is supplied under contract to the Hagwilget First Nation. The water supply is controlled by a valve located in a chamber (Photo 19) inside a building located at the north foot of Pugsley Avenue at 4<sup>th</sup> Street (Photo 20). Entry may be required on rare occasions to replace the valve.

**Photo 19:** Hagwilget valve chamber



**Photo 20:** Hagwilget water supply building



## ***South Hazelton Water Supply***

A separate water system owned by the Regional District of Kitimat-Stikine supplies the community of South Hazelton and is co-managed with the Regional District. The District of New Hazelton is responsible for system operations and general maintenance. This system consists of a water intake and infiltration gallery (Photos 21 & 22), chlorination and ultra-violet disinfection treatment facilities (Photos 23 & 24), an equalization reservoir and valve chamber near the water intake (Photo 25) and a fire reservoir and pump (Photo 26) located at the Fire Hall. The water intake and infiltration gallery are confined spaces that **do not require entry**. There are no confined spaces inside the South Hazelton water treatment building. Both reservoirs are confined spaces that may require entry for cleaning contracted to a diving firm specializing in this type of work. Entry into these reservoirs by District staff is **not required**. The valve chamber (Photo 22) adjacent to the reservoir **may require entry** from time to time to service check valves, air release valves and sample points. A discharge valve can be operated from outside the chamber. There are no PRV's, manholes or other confined spaces on the system.

**Photo 21:** S Hazelton water intake

**Photo 22:** S Hazelton Infiltration gallery



**Photo 23:** S Hazelton water treatment



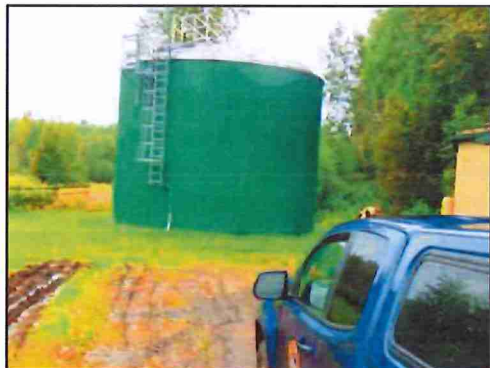
**Photo 24:** S Hazelton water treatment (lower)



**Photo 25:** S Hazelton equalization reservoir



**Photo 26:** S Hazelton fire reservoir



### ***New Hazelton Sewer system***

Approximately 8 kilometres of sewer lines (sanitary and storm sewers) collect wastewater throughout the District of New Hazelton. There are numerous sanitary and storm sewer manholes in the system (**Photos 27 & 28**). Manholes range in depth from 1.5 to 4.25 meters, typically 42 inches in diameter with standard 42-inch diameter cast iron lids and equipped with permanent ladder rungs. **None require**

entry by District staff. Storm sewers generally drain through a catch basin and discharge to surface. Sanitary sewers direct wastewater to the District’s aerated lagoon at Churchill Street and 16th Avenue. Treatment includes three surface aerators and a series of settling ponds over the course of 1.5 kilometres of wetlands, with a final outfall at Waterfall Creek.

**Photo 27:** Sewer manhole (typical)



**Photo 28:** Sewer manhole (typical)



The system includes two identical lift stations, Pugsley and Bowser (**Photos 29 through 33**). Each includes an influent manhole and a pump chamber. Entry into influent manholes is **not required**. The lift station pumps are removable for service, and entry into the pump chambers is **not required**.

**Photo 29:** Pugsley lift station



**Photo 30:** Pugsley lift station manhole



**Photo 31:** Pugsley lift station pump chamber



**Photo 32:** Bowser lift station



**Photo 33:** Bowser lift station manhole



Sewage is discharged into the District’s aerated lagoon (**Photo 34**). Treated effluent is directed through a discharge weir (**Photo 35**) to settling ponds with a final outfall at Waterfall Creek. There are no confined spaces at the lagoon complex other than manholes, which do not require entry.

**Photo 34:** Aerated lagoon



**Photo 35:** Lagoon discharge weir





## Confined Space Inventory - Entry Required

Some identified confined spaces within the District of New Hazelton's jurisdiction are expected to require entry by District employees or contractors for routine or emergency operations (see **Table 3: District of New Hazelton Confined Space Inventory - Entry Required**). Some of these spaces are included in the confined space inventory, hazard identification and **written safe work procedures** even though entry is not normally anticipated but may become necessary in unforeseen or emergency situations.

**Table 3: District of New Hazelton Confined Space Inventory - Entry Required**

Department	System	Location	Status	Entry required
Public Works	Water	Waterfall Creek valve chamber	Confined space	Yes
Public Works	Water	Main reservoir valve chamber	Confined space	Yes
Public Works	Water	Pugsley PRV chamber	Confined space	Yes
Public Works	Water	Hagwilget valve chamber	Confined space	Yes
Public Works	Water	S Hazelton equalization reservoir valve chamber	Confined space	Yes

**Appendix I** includes a description of each of these confined spaces or groups of confined spaces that share similar characteristics and similar work procedures. Hazards that may exist prior to entry are described, as well as hazards that may exist or be created by work procedures during occupancy. Entries are classified as low, moderate or high risk based on the potential for a hazardous atmosphere to exist or develop. **Appendix II** contains **written safe work procedures** based on those **hazard assessments**.



## Confined Space Inventory - Entry Prohibited

Some identified confined spaces are not expected to require entry by District employees or contractors for any anticipated purpose. These confined spaces are listed as part of the required inventory (see **Table 4: District of New Hazelton Confined Space Inventory - Entry Prohibited**). For these confined spaces, each point of access is secured against entry and identified by a sign or other effective means (including training and instruction of workers) to indicate the nature of the hazard and the prohibition of entry, and to instruct that workers are not permitted to enter.

**Table 4: District of New Hazelton Confined Space Inventory - Entry Prohibited**

Department	System	Location	Status	Entry required
Public Works	Water	Old WTP valve chamber	Confined space	No
Public Works	Water	Two manholes outside WTP main door	Confined space	No
Public Works	Water	WTP contact chamber	Confined space	No
Public Works	Water	WTP clearwell	Confined space	No
Public Works	Water	Main reservoir	Confined space	No
Public Works	Water	S Hazelton intake, infiltration gallery, equalization reservoir, fire reservoir	Confined space	No
Public Works	Sewer	Sewer manholes	Confined space	No
Public Works	Sewer	Pugsley lift station influent manhole, pump chamber	Confined space	No
Public Works	Sewer	Bowser lift station influent manhole, pump chamber	Confined space	No

These prohibited entry confined spaces have not been assessed. Although not anticipated at this time, it may become necessary to enter any one of these confined spaces at some time in the future. If this becomes necessary, no such entry will begin until the confined space has been assessed and suitable **written safe work procedures** have been prepared by a qualified person.

Some of these confined spaces may require entry by contractors only. For those spaces, the District will ensure that the contractor follows appropriate work procedures that comply with Part 9 (Confined



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Spaces) and other relevant parts of the OHS Regulation. The **written safe work procedures** identified in Appendix II can be used as an example of acceptable work procedures for contractors.

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## Confined Space Inventory - Excluded Spaces

The definition of confined spaces in section 9.1 of the OHS Regulation permits **WorkSafeBC** to determine certain spaces to not be confined spaces for the purposes of the application of Part 9 of the Regulation. Enclosed spaces that are not confined spaces for the purposes of the application of *OHS Regulation Part 9 (Confined Spaces)* must satisfy specific exclusion criteria described in **WorkSafeBC OHS Guideline G9.1-1 Excluded confined spaces, Table 6: Exclusion Criteria**. No excluded confined spaces were identified within the District of New Hazelton.

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## Contact information

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## References

- BC Workers Compensation Act
- **WorkSafeBC** Occupational Health and Safety Regulation
- CSA Standard Z1006-10: Management of Work in Confined Spaces



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## Confined Space Program & Procedures Policy Revision/Review Log

### Revision/Review Log

**Review: Review annually**

Revision Date	Comments
October 28, 2020	Confined Space Program & Procedures Policy approved.
January - March, 2026	Updated logo, added first policy page, added review/revision log and review date. Revised some punctuation and spacing. Revised Agreement Letter with correct names and titles. Renumbered Table of Contents.



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## Appendix I: Confined Space Hazard Assessments

A confined space **hazard assessment** for each confined space (or group of similar confined spaces) is required as part of a confined space entry program. These **hazard assessments** must consider the conditions that may exist prior to entry due to the design, location or use of the confined space, as well as conditions that may develop during work activities inside the confined space. Hazards to be assessed include the potential for oxygen enrichment and deficiency, flammable gas, vapour or mist, combustible dust, other hazardous atmospheres, harmful substances requiring lockout and isolation, engulfment and entrapment, and other hazardous conditions.





The following confined spaces that require entry by District of New Hazelton personnel or contractors have been assessed by a qualified person:

- **Valve chambers:**
  - ✓ **Waterfall Creek;**
  - ✓ **Main reservoir;**
  - ✓ **Hagwilget;**
  - ✓ **S Hazelton equalization reservoir;**
- **Pugsley PRV chamber.**

Prior to commencing any confined space entry, a pre-job meeting will be attended by all members of the entry team. The applicable **hazard assessment** and **written safe work procedure (Appendices I and II)** will be reviewed to ensure that all items are appropriate and understood for the work to be carried out.



## Valve chambers

District of New Hazelton water system Confined Space Hazard Assessment	
Confined space assessed:	<b>Valve chambers (4):</b> <ul style="list-style-type: none"> <li>• Waterfall Creek</li> <li>• Main reservoir</li> <li>• Hagwilget</li> <li>• S Hazelton equalization reservoir</li> </ul>
Purpose of entry:	Adjust or service valves, air release valves, sample points
Date of assessment: September 2020	Assessed by: Peter Gilmour, CIH (1992-2018) Advanced OHS Solutions Inc Kimberley, BC
Photo(s)	<div style="display: flex; flex-wrap: wrap;"> <div style="width: 50%; text-align: center;"> <p>Waterfall Creek</p>  </div> <div style="width: 50%; text-align: center;"> <p>Waterfall Creek</p>  </div> <div style="width: 50%; text-align: center;"> <p>New Hazelton reservoir</p>  </div> <div style="width: 50%; text-align: center;"> <p>New Hazelton reservoir</p>  </div> </div>

	<p>Hagwilget valve chamber</p>  <p>Hagwilget valve chamber</p>  <p>S Hazelton equalization reservoir</p> 
<p>Description</p>	<p>Four valve chambers are located at:</p> <ul style="list-style-type: none"> <li>• Waterfall Creek intake</li> <li>• New Hazelton reservoir</li> <li>• Hagwilget water supply building</li> <li>• South Hazelton equalization reservoir</li> </ul> <p>Entry is required on rare occasions to adjust or service valves, air release valves and sample points. All share similar characteristics and work procedures and are considered to be a group of similar confined spaces.</p> <p>The New Hazelton reservoir valve chamber is considered to be representative of the other three. This is a below-grade concrete chamber accessed by permanent ladder rungs. The chamber itself measures about 13-feet by 7-feet with a height of about 6.5-feet. The South Hazelton equalization valve chamber is smaller, measuring about 5-</p>



	<p>feet square with a height of 8-feet. The Hagwilget chamber is larger at 16-feet by 7-feet with a 10-foot height, and is located inside a building. All chambers are normally secured with locked metal hatches. Floor drains in the main reservoir valve chamber remove surface water runoff from the chamber to an adjacent inaccessible catch basin. The Hagwilget valve chamber is equipped with a float-activated sump pump.</p>
<p>Hazards prior to entry</p>	<p>Sealed water pipes pass through the chambers. These pipes are designed and maintained such that there are no openings or other locations where leakage may occur, and work on or around the water pipes will not cause leakage. The chambers may contain water from surface runoff.</p> <p>It is possible that oxygen deficiency could develop, likely over an extended period of time, due to oxidative rusting of metal components or due to microbial decomposition of organic matter (micro-organisms can consume oxygen and produce flammable methane gas that can displace oxygen). Although they are equipped with lids, the chambers (other than the Hagwilget chamber) are not located inside a fenced area or otherwise protected against accidental or intentional discharge of potentially harmful materials into the chamber. Pre-entry testing for flammable gases will control this hazard.</p> <p>It is possible that carbon monoxide and other contaminants from motor vehicles could enter the chambers while unattended. Pre-entry testing for carbon monoxide and traffic control during entry will control this hazard.</p>
<p>Hazards during occupancy</p>	<p>The valve chambers will be tested prior to entry. If air test results indicate anything other than clean respirable air, the cause of the adverse reading will be investigated and the chamber will be cleaned, ventilated, and retested. Once the chamber has been tested and shown to contain only clean respirable air, work inside will not require the use of power tools, solvents or other chemical products. Vehicles will not be left idling near the chambers, and traffic control will be used as required to prevent entrainment of vehicle exhaust. No other sources of air contaminants are anticipated.</p> <p>Work inside the valve chambers will generally not require opening the water lines. Entry into the main reservoir valve chamber may be required on rare occasions to repair or replace a mag-meter (no other valve chambers contain a mag-meter). This will require opening the water line which is at line pressure of about 90 PSI (range 30 to 126 PSI). Means of isolation are described in <b>Appendix II: Confined Space Work Procedures</b>.</p>



	Other hazards may include slips/trips/falls due to wet slippery floors or the presence of lifelines. Falls from elevation are possible when descending or ascending the ladder. Objects can fall through the open top, striking workers inside. Illumination may be limited.			
Hazard classification	The valve chambers are expected to contain only clean respirable air prior to entry. This will be verified by pre-entry atmosphere testing, and entry will not be permitted unless test results confirm only clean respirable air inside the confined space. If air test results indicate anything other than clean respirable air, the cause of the adverse reading will be investigated and the chamber will be cleaned, ventilated, and retested.  Accordingly, entry into the valve chambers is considered to be <b>low hazard</b> unless pre-entry testing determines otherwise.			
<b>Atmospheric hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Air Quality	X			Low hazard if verified by testing. Mechanical ventilation required.
Fire or Explosion	X			Not expected
Other Chemicals/Solids	X			Not expected
Vehicle/Equipment Exhaust	X			Not expected. Vehicles will not be left idling near the chambers, and traffic control will be used as required to prevent entrainment of vehicle exhaust.
<b>Chemical Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Process Liquids	X			Closed system. No water leakage expected from water pipes, gauges or valves.
Skin Contact	X			Not expected
Ingestion	X			Not expected
<b>Physical Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Noise	X			Not expected. Hearing protection required if noise levels exceed 85 dBA.




Heat Stress	X			Not expected. Assess if ambient temperatures are extreme.
Cold stress	X			Not expected. Assess if ambient temperatures are extreme.
Radiation	X			Not expected
<b>Biological Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Bacteria, viruses, pathogenic organisms	X			Not expected
Fungi	X			Not expected
Insects	X			Not expected. Reassess if insect infestation is found.
<b>Mechanical Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Mechanical equipment	X			Hand-powered tools only, as required.
Hydraulic equipment	X			Not expected
Pneumatic equipment	X			Not expected
<b>Safety Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Electrical	X			Not expected. Where necessary, all electrical equipment to be shut off, de-energized and locked out.
Entrapment	X			Not expected
Engulfment	X			Not expected
Immersion (water)	X			Not expected. Water lines are designed to prevent leakage. Surface water, if present inside the chamber, will be pumped out prior to entry.
Slip/trip/fall		X		Slipping hazard due to wet floor inside the chamber. Tripping hazard due to lifelines. Use suitable footwear and exercise caution.



Fall from elevation		X		Ladder access to chamber floor. Maintain 3-point contact. Use fall protection when ascending or descending.  Protective structure around the opening recommended to guard against falling into the confined space.
Falling objects		X		Objects can fall through the open top, striking workers inside. Keep objects away from top opening.
Visibility		X		Low levels of illumination. Use supplementary lighting as required.
Pressure differentials	X			Not expected
Hot or cold surfaces	X			Not expected, no hot work to be performed.
Abrasion	X			Hand contact with metal surfaces. Gloves recommended.
Vehicular traffic	X			Traffic control as required.
<b>Hazardous processes (list)</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
None	X			Not expected



## *Pugsley PRV station*

<b>District of New Hazelton water system Confined Space Hazard Assessment</b>	
<b>Confined space assessed:</b>	<b>Pugsley PRV station</b>
<b>Purpose of entry:</b>	Inspection, cleaning and repairing/replacing valves, meters and associated fittings
<b>Date of assessment:</b> September 2020	<b>Assessed by:</b> Peter Gilmour, CIH (1992-2018) Advanced OHS Solutions Inc Kimberley, BC
<b>Photo(s)</b>	
<b>Description</b>	The Pugsley Street PRV station, the only PRV station on the system, may require access for regular maintenance, including inspection, cleaning and repairing or replacing valves, meters and associated fittings. The PRV station is an underground concrete chamber accessed through a square hatch and a permanently mounted ladder from grade. The chamber is normally secured by a locked metal cover. The chamber measures about 13-feet by 7-feet with a height of about 6.5-feet and is normally secured by a locked metal hatch. A floor drain removes surface water runoff from the chamber to an adjacent inaccessible catch basin. Entry is required occasionally for inspection, cleaning and repairing/replacing valves, meters and associated fittings.
<b>Hazards prior to entry</b>	<p>Sealed water pipes pass through the chamber. These pipes are designed and maintained such that there are no openings or other locations where leakage may occur, and work on or around the water pipes will not cause leakage. The chamber may contain water from surface runoff.</p> <p>It is possible that oxygen deficiency could develop, likely over an extended period of time, due to oxidative rusting of metal components or</p>



	<p>due to microbial decomposition of organic matter (micro-organisms can consume oxygen and produce flammable methane gas that can displace oxygen). Although equipped with a locked cover, the chamber is not located inside a fenced area or otherwise protected against accidental or intentional discharge of potentially harmful materials into the chamber. Pre-entry testing for flammable gases will control this hazard.</p> <p>It is possible that carbon monoxide and other contaminants from motor vehicles could enter the chamber while unattended. Pre-entry testing for carbon monoxide and traffic control during entry will control this hazard.</p>			
Hazards during occupancy	<p>The PRV chamber will be tested prior to entry. If air test results indicate anything other than clean respirable air, the cause of the adverse reading will be investigated and the chamber will be cleaned, ventilated, and retested. Once the chamber has been tested and shown to contain clean respirable air, work inside will not require the use of power tools, solvents or other chemical products. Vehicles will not be left idling near the vaults, and traffic control will be used as required to prevent entrainment of vehicle exhaust. Work inside the vaults will not require opening the water lines. No other sources of air contaminants are anticipated.</p> <p>Other hazards may include slips/trips/falls due to wet slippery floors or the presence of lifelines. Fall from elevation possible when descending or ascending ladder. Objects can fall through the open top, striking workers inside. Illumination may be limited.</p>			
Hazard classification	<p>The PRV vaults are expected to contain only clean respirable air prior to entry. This will be verified by pre-entry atmosphere testing, and entry will not be permitted unless test results confirm only clean respirable air inside the confined space. If air test results indicate anything other than clean respirable air, the cause of the adverse reading will be investigated and the chamber will be cleaned, ventilated, and retested.</p> <p>Accordingly, entry into the chamber is considered to be <b>low hazard</b> unless pre-entry testing determines otherwise.</p>			
<b>Atmospheric hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Air Quality	X			Low hazard if verified by testing. Mechanical ventilation required.
Fire or Explosion	X			Not expected
Other Chemicals/Solids	X			Not expected



Vehicle/Equipment Exhaust	X			Not expected. Vehicles will not be left idling near the PRV station, and traffic control will be used as required to prevent entrainment of vehicle exhaust.
<b>Chemical Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Process Liquids	X			Closed system. No water leakage expected from water pipes, gauges or valves.
Skin Contact	X			Not expected
Ingestion	X			Not expected
<b>Physical Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Noise	X			Not expected. Hearing protection required if noise levels exceed 85 dBA.
Heat Stress	X			Not expected. Assess if ambient temperatures are extreme.
Cold stress	X			Not expected. Assess if ambient temperatures are extreme.
Radiation	X			Not expected
<b>Biological Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Bacteria	X			Not expected
Fungi	X			Not expected
Insects	X			Not expected. Reassess if insect infestation is found.
<b>Mechanical Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>
Mechanical equipment	X			Hand-powered tools only, as required
Hydraulic equipment	X			Not expected
Pneumatic equipment	X			Not expected
<b>Safety Hazards</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>



Electrical	X			Not expected. Where necessary, all electrical equipment to be shut off, de-energized and locked out.
Entrapment	X			Not expected
Engulfment	X			Not expected
Immersion (water)	X			Not expected. Water lines are designed to prevent leakage. Surface water, if present inside the vault, will be pumped out prior to entry.
Slip/trip/fall		X		Slipping hazard due to wet floor inside the chamber. Tripping hazard due to lifelines. Use suitable footwear and exercise caution.
Fall from elevation		X		Ladder access to chamber floor. Maintain 3-point contact. Use fall protection when ascending or descending.  Protective structure around the opening recommended to guard against falling into the confined space.
Falling objects		X		Objects can fall through the open top, striking workers inside. Keep objects away from top opening.
Visibility		X		Low levels of illumination. Use supplementary lighting as required.
Pressure differentials	X			Not expected
Hot or cold surfaces	X			Not expected, no hot work to be performed.
Abrasion	X			Hand contact with metal surfaces. Gloves recommended.
Vehicular traffic	X			Traffic control as required.
<b>Hazardous processes (list)</b>	<b>Low</b>	<b>Moderate</b>	<b>High</b>	<b>Comments</b>



None	X			Not expected
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## Appendix II: Confined Space Written Safe Work Procedures

Based on the **hazard assessments** (see Appendix I), **written safe work procedures** must be developed which specify the means to eliminate or minimize all hazards likely to prevail. These **written safe work procedures** are to address, where applicable:

- identification and entry permits;
- lockout and isolation;
- verification and testing;
- cleaning, purging, venting or inerting;
- ventilation;
- standby persons;
- rescue;
- lifelines, harnesses and lifting equipment;
- personal protective equipment and other precautions; and
- coordination of work activities.

**Written safe work procedures** for the following confined spaces that require entry by District of New Hazelton personnel or contractors have been prepared by a qualified person.

- **Valve chambers:**
  - ✓ **Waterfall Creek;**
  - ✓ **Main Reservoir;**
  - ✓ **Hagwilget; and**
  - ✓ **S Hazelton Equalization Reservoir;**
- **WTP slow sand filters; and**
- **Pugsley PRV chamber.**

Prior to commencing a confined space entry, a pre-job meeting will be attended by all members of the entry team. The applicable **hazard assessment** and **written safe work procedure (Appendices I and II)** will be reviewed to ensure that all items are appropriate and understood for the work to be carried out.



## Valve chambers

<b>District of New Hazelton water system Confined Space Written Safe Work Procedure</b>	
<b>Confined space assessed:</b>	<b>Valve chambers (4):</b> <ul style="list-style-type: none"> <li>• Waterfall Creek;</li> <li>• Main Reservoir;</li> <li>• Hagwilget; and</li> <li>• S Hazelton Equalization Reservoir</li> </ul>
<b>Purpose of entry:</b>	Adjust or service valves, air release valves, sample points
<b>Date of preparation:</b> September 2020	<b>Prepared by:</b> Peter Gilmour, CIH (1992-2018) Advanced OHS Solutions Inc Kimberley, BC
<b>Program Administration</b>	
<b>Program Administrator</b>	Roger Smith Public Works Superintendent District of New Hazelton (250) 842-6571 (office) (250) 877-2992 (Cell) 250) 842-6077 (Fax) rsmith@newhazelton.ca
<b>Entry Supervisor</b>	TBD
<b>Required procedures</b>	
<b>Identification</b>	Access point to be identified by a sign or other effective means which indicates the hazard and prohibits entry by unauthorized workers.
<b>Permit</b>	Normally not required, except when work requires opening the water line (main reservoir valve chamber only).
<b>Isolation/lockout</b>	Normally not required (no isolation necessary for adjusting or servicing equipment), except when work requires opening the water line.  Entry into the main reservoir valve chamber may be required on rare occasions to repair or replace a mag-meter (no other valve chambers contain a mag-meter). If the water line is to be opened to replace a mag-meter, both sides of the vault will be isolated by closing valves



	<p>some distance from the vault. Hydrants between each of these valves and the meter vault will be opened to reduce line pressure. Additional valves on each side of the mag-meter will be closed and a drain plug on the mag-meter will be opened to drain any remaining line pressure. This will result in zero pressure at the meter to be removed.</p> <p>P. Eng certification of these isolation methods may be required (see WorkSafeBC OHS Guideline <b><i>G9.18(3)(b) Certification of isolation by a professional engineer</i></b>).</p>
Verification	Entry supervisor to verify that all precautions have been taken and are effective prior to entry by any worker.
Testing	<p>Test instrument to be calibrated and bump-tested prior to entry. Pre-entry air tests to be conducted and readings recorded on permit:</p> <ul style="list-style-type: none"> <li>• Oxygen (no entry unless 20.9% oxygen)</li> <li>• Flammable vapours (no entry unless 0% LEL)</li> <li>• Carbon monoxide (no entry unless 0 ppm CO)</li> <li>• Hydrogen sulfide (no entry unless 0 ppm H<sub>2</sub>S)</li> </ul>
Cleaning/purging	Not expected to be necessary if pre-entry testing indicates low hazard atmosphere (see "Testing" above). Surface water, if present inside chamber, to be pumped out.
Continuous monitoring	<p>Entry workers to wear continuous monitor while inside the confined space:</p> <ul style="list-style-type: none"> <li>• Oxygen;</li> <li>• Flammable vapours;</li> <li>• Carbon monoxide; and</li> <li>• Hydrogen sulfide</li> </ul> <p>Entry workers to immediately exit if any alarm or warning sounds.</p>
Ventilation	<p>Continuous mechanical ventilation required.</p> <p>Permanently mounted Fantech 230 CFM ventilator to be supplemented with Pelsue blower with 13-foot flexible duct. Blower intake positioned away from any potential sources of air contaminants. Duct positioned to blow air towards work area.</p>
Standby persons	<p><b>Low hazard</b> standby requirements apply, augmented as follows:</p> <ul style="list-style-type: none"> <li>• another worker must be assigned as a standby person and located at or near the entrance to the confined space;</li> </ul>



	<ul style="list-style-type: none"> <li>• there must be a continuous means of summoning the standby person (radio or similar means required if standby person is not at the entrance and able to be summoned by voice);</li> <li>• the standby person must check on the well-being of workers inside the space at least every 20 minutes; and</li> <li>• the standby person must have a means to immediately summon rescue personnel.</li> </ul>
<p>Rescue plan</p>	<p>Standby workers, with assistance as necessary from rescue personnel (Volunteer Fire Department), to remove injured worker <u>without entering the confined space</u> using tripod and winch wherever feasible. A rescue simulation drill to be completed (outside of the confined space) before work begins unless a rescue drill has been held and documented within 12 months prior.</p> <p>Rescue assistance services to be provided by the District of New Hazelton Volunteer Fire Department. Due to training and equipment limitations, Fire Department personnel are generally <u>not</u> permitted to enter the confined space using SCBA. Rescue requiring SCBA will be carried out by a rescue team dispatched from Raven Rescue Services (Smithers).</p> <p>A rescue worker may enter without SCBA only if absolutely necessary to perform a rescue, and <u>only</u> if:</p> <ul style="list-style-type: none"> <li>• the entry worker is conscious;</li> <li>• the cause of the emergency is understood and is not related to any atmospheric hazard;</li> <li>• the atmosphere is tested immediately prior to entry by rescue workers and shown to contain clean respirable air; and</li> <li>• the space is continuously ventilated.</li> </ul> <p>A written agreement is to be in place between the District of New Hazelton and the Volunteer Fire Department establishing 24-hour call-out for rescue services and specifying the rescue services to be provided.</p> <p>Rescue services to be provided by Raven Rescue Services (Smithers) are to be contracted prior to the confined space entry work. Rescue team to be on site during any high-risk confined space entry. Contracted rescue personnel are to enter the confined space only if absolutely necessary to perform rescue:</p> <ul style="list-style-type: none"> <li>• rescue person to be equipped with SCBA;</li> <li>• a second, similarly equipped rescue worker stationed at the entrance to the confined space; and</li> </ul>



	<ul style="list-style-type: none"> <li>• pre-entry testing, continuous air monitoring and mechanical ventilation of the space to be maintained.</li> </ul>
Lifelines, harnesses, lifting equipment	Entry workers equipped with full body harness and lifeline attached to tripod-mounted winch to facilitate vertical rescue.
Fall protection system	Required when descending and ascending ladder.
Personal protective equipment	Hardhats, safety footwear, gloves, hi-visibility clothing or vest
Traffic control	No idling vehicles. Traffic control as required.
Fire protection	Fire extinguisher on site.
Other precautions	Auxiliary lighting as required.



## ***Pugsley PRV Station***

<b>District of New Hazelton water system Confined Space Written Safe Work Procedure</b>	
<b>Confined space assessed:</b>	<b>Pugsley PRV Station</b>
<b>Purpose of entry:</b>	Inspection, cleaning and repairing/replacing valves, meters and associated fittings.
<b>Date of preparation:</b> September 2020	<b>Prepared by:</b> Peter Gilmour, CIH (1992-2018) Advanced OHS Solutions Inc Kimberley, BC
<b>Program Administration</b>	
<b>Program Administrator</b>	Roger Smith Public Works Superintendent District of New Hazelton (250) 842-6571 (office) (250) 877-2992 (Cell) 250) 842-6077 (Fax) rsmith@newhazelton.ca
<b>Entry Supervisor</b>	TBD
<b>Required procedures</b>	
<b>Identification</b>	Access point to be identified by a sign or other effective means which indicates the hazard and prohibits entry by unauthorized workers.
<b>Permit</b>	Not required: no isolation necessary for adjusting or servicing equipment.
<b>Isolation/lockout</b>	Not required: no isolation necessary for adjusting or servicing equipment.
<b>Verification</b>	Entry supervisor to verify on permit that all precautions have been taken and are effective prior to entry by any worker.
<b>Testing</b>	Test instrument to be calibrated and bump-tested prior to entry. Pre-entry air tests to be conducted and readings recorded on permit: <ul style="list-style-type: none"> <li>• Oxygen (no entry unless 20.9% oxygen)</li> <li>• Flammable vapours (no entry unless 0% LEL)</li> </ul>



	<ul style="list-style-type: none"> <li>• Carbon monoxide (no entry unless 0 ppm CO)</li> <li>• Hydrogen sulfide (no entry unless 0 ppm H<sub>2</sub>S)</li> </ul>
Cleaning/purging	Not expected to be necessary if pre-entry testing indicates low hazard atmosphere (see "Testing" above). Surface water, if present inside chamber, to be pumped out.
Continuous monitoring	<p>Entry workers to wear continuous monitor while inside the confined space:</p> <ul style="list-style-type: none"> <li>• Oxygen;</li> <li>• Flammable vapours;</li> <li>• Carbon monoxide; and</li> <li>• Hydrogen sulfide.</li> </ul> <p>Entry workers to immediately exit if any alarm or warning sounds.</p>
Ventilation	<p>Continuous mechanical ventilation required.</p> <p>Permanently mounted Fantech 230 CFM ventilator to be supplemented with Pelsue blower with 13-foot flexible duct. Blower intake positioned away from any potential sources of air contaminants. Duct positioned to blow air towards work area.</p>
Standby persons	<p><b>Low hazard</b> standby requirements apply, augmented as follows:</p> <ul style="list-style-type: none"> <li>• another worker must be assigned as a standby person and located at or near the entrance to the confined space;</li> <li>• there must be a continuous means of summoning the standby person (radio or similar means required if standby person is not at the entrance and able to be summoned by voice);</li> <li>• the standby person must check on the well-being of workers inside the space at least every 20 minutes; and</li> <li>• the standby person must have a means to immediately summon rescue personnel.</li> </ul>
Rescue plan	<p>Standby workers, with assistance as necessary from rescue personnel (Volunteer Fire Department), to remove injured worker <u>without entering the confined space</u> using tripod and winch wherever feasible. A rescue simulation drill to be completed (outside of the confined space) before work begins unless a rescue drill has been held and documented within 12 months prior.</p> <p>Rescue assistance services to be provided by the District of New Hazelton Volunteer Fire Department. Due to training and equipment limitations, Fire Department personnel are generally <u>not</u> permitted to enter the confined space using SCBA. Rescue requiring SCBA will be</p>



	<p>carried out by a rescue team dispatched from Raven Rescue Services (Smithers).</p> <p>A rescue worker may enter without SCBA only if absolutely necessary to perform a rescue, and <u>only</u> if:</p> <ul style="list-style-type: none"> <li>• the entry worker is conscious;</li> <li>• the cause of the emergency is understood and is not related to any atmospheric hazard;</li> <li>• the atmosphere is tested immediately prior to entry by rescue workers and shown to contain clean respirable air; and</li> <li>• the space is continuously ventilated.</li> </ul> <p>A written agreement is to be in place between the District of New Hazelton and the Volunteer Fire Department establishing 24-hour call-out for rescue services and specifying the rescue services to be provided.</p> <p>Rescue services to be provided by Raven Rescue Services (Smithers) are to be contracted prior to the confined space entry work. Rescue team to be on site during any high-risk confined space entry. Contracted rescue personnel are to enter the confined space only if absolutely necessary to perform rescue:</p> <ul style="list-style-type: none"> <li>• rescue person to be equipped with SCBA;</li> <li>• a second, similarly equipped rescue worker stationed at the entrance to the confined space; and</li> <li>• pre-entry testing, continuous air monitoring and mechanical ventilation of the space to be maintained.</li> </ul>
Lifelines, harnesses, lifting equipment	Entry workers equipped with full body harness and lifeline attached to tripod-mounted winch to facilitate vertical rescue.
Fall protection system	Required when descending and ascending ladder.
Personal protective equipment	Hardhats, safety footwear, gloves, hi-visibility clothing or vest.
Traffic control	No idling vehicles. Traffic control as required.
Fire protection	Fire extinguisher on site.
Other precautions	Auxiliary lighting as required.

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## Appendix III: Written Protocol for Rescue Services



### MEMORANDUM

**TO:** Wendy Hunt, Chief Administrative Officer  
District of New Hazelton

**FROM:** Roger Smith, Fire Chief/Public Works Superintendent  
Volunteer Fire Department

**DATE:** March 6, 2026

**RE:** Confined Space Protocol for the District of New Hazelton

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The District of New Hazelton Volunteer Fire Department is currently equipped and prepared to assist with Confined Space entries conducted by the Public Works Department should the need arise. Fire department personnel have attended training courses on emergency rescue procedures, but not on confined space rescue requiring entry. We understand that the District Confined Space Entry Program specifies on-site rescue services that may include entry for high-risk confined space work only, which is not anticipated. We further understand that Public Works will contract a suitable service provider for on-site confined space rescue should such high-risk work become necessary.

Accordingly, should the need arise, the Volunteer Fire Department agrees to provide assistance for confined space rescue, provided that such rescue does not require entry using self-contained breathing apparatus (SCBA). This assistance will be provided on a 24-hour emergency emergency call-out basis as it has been done in the past.

Below will be the protocol prior and during a confined space entry by District employees.

1. District of New Hazelton Volunteer Fire Department will be notified with date and time that District employees have a planned confined space entry **by phone AND by email:**
  - (250) 877-2992 (Fire Chief – mobile phone)
  - rsmith@newhazelton.ca.
2. Once the Fire Department has been notified of date and time of a proposed confined space entry the Supervisor must review all documentation and entry permits prior to entry by employees.
3. If an incident that requires an emergency response a **911** call will be initiated immediately.
4. When the confined space entry has been completed, the Fire Department will be notified by **phone and email** that the confined space entry has concluded safely.

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Roger Smith, Fire Chief

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Wendy Hunt, Chief Administrative Officer

# Appendix IV: Confined Space Work Permit

(Permit expires at end of shift)

Date of Entry: \_\_\_\_\_ Time of Entry: \_\_\_\_\_ Time of Expiry: \_\_\_\_\_  
 Name of Entry Supervisor: \_\_\_\_\_

Location/Identity of Space:	
Purpose of Entry:	
Describe Work to Be Done	

**Confined Space Work permit must be completed, signed and posted at the entrance when any of the following occur:**

- Lockout is required prior to entry
- Blanking or blinding is required to isolate the space prior to entry
- The space has piping coming into it which cannot be blanked or blinded
- There is risk of entrapment or of being buried/drowned
- There is a risk of a high-hazard atmosphere (air quality could prevent self-rescue if ventilation or other equipment failed)
- Ventilation is not provided or is not measured
- Ventilation cannot keep contaminants below permissible concentrations

**Mechanical Ventilation:**

Capacity of Blower \_\_\_\_\_ cfm      Location of blower \_\_\_\_\_  
 Location of duct \_\_\_\_\_

**Pre-Entry Air Testing:**

Gas Test Monitor Calibrated (date and time) \_\_\_\_\_  
 Bump tested before use      Yes       No

**Gas test results: Entry is not permitted unless test results indicate 20.9% oxygen, 0% LEL, 0 ppm CO and 0 ppm H<sub>2</sub>S**

Contaminant	Time:	Time:	Time:	Time:
O <sub>2</sub> (%)				
CO (ppm)				
H <sub>2</sub> S (ppm)				
LEL (%)				

(Name of tester) \_\_\_\_\_ (Signature of tester) \_\_\_\_\_

**Identification of Workers Entering Space:**

Note: No worker to enter space until permit completed and signed.

*Enter the time the named worker has ENTERED or EXITED the confined space i.e. for coffee lunch or other break*

Name of Worker	Entry	Exit	Entry	Exit	Entry	Exit	Entry	Exit	Entry	Exit	Entry	Exit

**Confined Space Work Permit - Page 1**

(Permit expires at end of shift)

**PRECAUTIONS TO REDUCE OR ELIMINATE RISK (check all that apply):**

- |                    |                   |              |
|--------------------|-------------------|--------------|
| Ventilation        | Isolation         | GFCI's       |
| Cleaning/purging   | Lifting equipment | Other (list) |
| Low voltage lights | Lockout           |              |
| Fall protection    | Fire extinguisher |              |

**PERSONAL PROTECTIVE EQUIPMENT:**

Hardhats     Eye Protection     Face Protection     Hearing Protection     Footwear     Gloves     Respiratory Protection     Full Body Harness

**Respiratory protection (if required):**

Dust mask     Dual cartridge     Full-face cartridge     Supplied air (SABA)     SCBA

Type of filter/cartridge: \_\_\_\_\_

Fit test within the last 12 months:    Yes     No       Clean-shaven:    Yes     No

Authorized by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# Policy Manual

## (GIS Dataset Management)

**PREPARED BY:**

Administration

**AUTHORIZED BY:**

Council

**DATE OF ISSUE OR**

**REVISION:**

April 13, 2026

RESOLUTION NO.

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The Canadian Radio-Television and Telecommunications Commission (CRTC) has directed the implementation of GIS-based emergency telecommunications across Canada through Next Generation 9-1-1.

The District of New Hazelton supports the appointment of GeoBC as the agent to manage its GIS datasets.

Further, the District will support the adoption of Land Title and Survey Authority (LTSA)'s ParcelMap BC as its chosen parcel fabric.

**GIS Dataset Management POLICY**

**Revision/Review Log**

**Review: Every five years or as required.**

<b>Revision Date</b>	<b>Comments</b>
March 23, 2026	Policy created for presentation to Council. Approved by Resolution No.



# Policy Manual

## (Management & Hourly Staff Compensation Policy)

<u>PREPARED BY:</u>	<u>AUTHORIZED BY:</u>	<u>DATE OF ISSUE OR REVISION:</u>
Administration	Council	July 9, 2018 RESOLUTION NO. 7772/18
Administration	Council	November 6, 2023 RESOLUTION NO. 948/IC
Administration	Council	February 5, 2024 RESOLUTION NO. 8262/24
Administration	Council	October 6, 2025 RESOLUTION NO. 8429/25
Administration	Council	April 13, 2026 RESOLUTION NO.

*Personnel Policies apply where no other agreements are in place.*

### **Purpose**

To formalize and clarify management and hourly staff compensation policies and practices. To define an appropriate total compensation package for management and hourly staff that is sufficiently competitive to attract and retain skilled, experienced and well suited employees.

### **Policy**

The Management & Hourly Staff Compensation Policy shall include salaries, hourly wage rates, benefit plans, provisions for leave and other conditions of employment to ensure that the District of New Hazelton is able to attract and retain qualified and competent employees. The District's provisions for management & hourly staff will be equitable, competitive, performance-based, and consistent with market conditions.

### **Core Principles**

The following core principles guide the design, implementation and administration of the District's management compensation philosophy:

- **Performance:** Compensation programs support and promote a performance based organizational culture;
- **Differentiation:** Differentiation of salary and hourly wages is supported where there are differences in education and the scope of the position and/or supervisory and individual performance;
- **Accountability:** Compensation decisions are objective and based upon a clear and well documented set of guidelines; and
- **Transparency:** Compensation programs are designed, managed and

communicated in a manner that ensures the program is clearly understood by employees and the public while protecting individual personal information.

### **Market Comparator Groups**

In order for the District to ensure that they are being competitive in the local government market place they will conduct a management and hourly wage rate and benefits survey of 8-10 other comparable communities every 3-5 years. In developing the list of comparable jurisdictions, the developer of the process should take into account population, resource base, budget, assessment, staff complement, and services delivered as some examples.

### **Remuneration**

It shall be the policy of the District of New Hazelton to compensate managers with a 10% range of market. Therefore, all managers should be having salaries set between 95% and 105% of market. It shall be the decision of the Chief Administrative Officer (CAO) as to where a manager's compensation falls. Such decisions shall take into consideration the following factors:

- Managers newly promoted, or lacking the experience and/or education for a particular management position should fall into the lower end;
- Managers meeting expectations and goals in a reasonable and effective manner should be paid the market rate (100%); and
- Managers who exhibit a combination of superior qualifications and performance should be paid at the higher end.

The CAO may consider hiring at above 100% where the qualifications and experience of a particular candidate are far superior.

Salary reviews will occur annually and any change shall take effect on January 1, unless otherwise established by Council. The CAO shall carry out performance evaluations on managers, while Council shall carry out performance reviews on the CAO as deemed necessary. The annual compensation review will take into consideration CPI (maximum of 5%) and performance.

The performance evaluation, salary, and any wage reviews for the Chief Administrative Officer will be performed by the Administrative Review Committee and endorsed by the full Council. Such reviews will take place on an annual basis.

### **Salary Grid Pay System**

A salary grid pay system shall be adopted recognizing the components set-out in the remuneration section and shall be adjusted annually on January 1<sup>st</sup> based on the CPI (BC) or maximum of 5% for the prior year.

### **Probation**

All management shall have an initial probationary period of six (6) months from the date of appointment to any position. The purpose of the probationary period is to provide an opportunity for the District of New Hazelton to determine whether the manager will be suitable for regular continuing employment. The standard of suitability shall be determined by the CAO. During the probationary period, the CAO will complete a written performance evaluation.

Hourly staff shall have an initial probationary period of three (3) months from the date of

appointment to any position. The District may terminate the manager and or hourly staff at or before the end of the probationary period based on performance review and legal opinion for surety. Notice or pay in lieu will be in accordance with the *BC Employment Standards Act*.

#### **Annual Performance & Compensation Reviews**

All regular staff will meet individually with the Chief Administrative Officer, Chief Financial Officer or Public Works Superintendent in the last quarter of each year to review their performance, as well as compensation for the following calendar year.

- The Chief Administrative Officer meets with the Administrative Review Committee and any outside party required as part of a performance and compensation review in the last quarter of each year.

#### **Pay Periods, Payments, and Pay Stubs**

- ALL EMPLOYEES AND COUNCILLORS will have their pay deposited directly into their account;
- All employees will be transferred to a biweekly pay scheme:
  - Two week pay periods, running Sunday to Saturday;
  - Time sheets will be due Monday morning following the pay period; and
  - Pay will occur the Friday following the pay period

#### **Hours of Employment**

Hours of employment are set by your supervisor and are subject to change.

#### **Overtime**

Employees are entitled to receive the greater of their daily or weekly overtime entitlement. In the event of a community emergency or disaster where staff are expected to respond, overtime entitlement will be paid in accordance with the policy and provincial legislation.

Public Works staff who are the designated “on-call” person for the week are entitled to compensation for one (1) hour per day for each day they are on-call not including the actual work performed during an emergency call-out. This compensation is paid at the employee’s regular rate of pay and is not eligible as part of daily or weekly overtime hours.

***PLEASE NOTE*** that if both daily and weekly entitlements have been reached, they are ***NOT*** combined or multiplied. However, employees will receive the larger of the two entitlements.

#### *Daily Overtime Entitlement:*

- Employees work their first 8 hours in a day at straight time;
- Employees work hours 8 to 12 at time and half; and
- Employees work anytime past 12 hours at double time.

#### *Weekly Overtime Entitlement:*

- Employees work their first 40 hours at straight time;
  - Employees work hours 40-48 at time and one half; and
  - Employees work anytime past 48 hours at double time.
- \*Weeks run from Sunday to Saturday

**Time Bank**

Employees will be paid bi-weekly for any overtime incurred.

- Employees are expected to receive approval from their supervisor, EVERYTIME they are about to work overtime;
- Employees' overtime will be paid bi-weekly unless authorized by the supervisor. Employees are asked to ensure that the overtime is necessary and that future measures are in place to reduce the need to work overtime. The reasons for the use of overtime may be asked of you by your supervisor; and
- ~~Employees should all sign a letter stating they would like their overtime banked.~~

**Coffee & Lunch Breaks**

- All employees are entitled to an unpaid break of at least 30 minutes after 5 hours of work; and
- All other breaks are at the discretion of your supervisor.

**Benefits**

Health and Benefits program

The benefits offered by the District of New Hazelton form a portion of the total compensation package. Benefits will be paid in accordance with the group policy issued by the insurance carriers and are subject to the eligibility and limitations specified in the policies.

At present, while staff are actively employed, the District of New Hazelton pays 100% of the cost of the premiums.

**Pension Plan**

Enrolment in the Municipal Pension Plan is a compulsory condition of employment for all regular full-time employees and may be available to part-time employees on a case by case basis.

**Vacation**

Managers and hourly staff are entitled to vacation based on the amount of earned and accumulated vacation, which shall be granted in accordance with the following schedule:

Years of Service	Entitlement
1 <sup>st</sup> Year	10 days (2 weeks)
Year 1-8	15 days (3 weeks)
Year 9-12	20 days (4 weeks)
Years 13-15	25 days (5 weeks)
More than 15 years	30 days (6 weeks)

All vacation time will be accrued as though an employee starts on January 1<sup>st</sup> of a calendar year. Adjustments will be made to the first-year vacation entitlements to reflect the month of which employment commenced.

All employees may carry one week of unused vacation to the next year. All remaining unused vacation will be either paid out at the end of the year or the District may compel employees to take vacation time off at a designated time.

**ALL VACATIONS** must be approved by your supervisor in advance of taking the vacation time. Employees are asked to give your supervisor as much notice as possible of vacation requests, so the supervisor can explore the available options.

\*All summer students and casual employees will receive 4% vacation pay with their regular bi-weekly pay.

#### **Statutory Holidays**

- All employees receive a paid day off, as per provincial statute, for the eleven statutory holidays;
- As well as two municipal stats (Boxing Day and Easter Monday) and at the discretion of the supervisor some paid time off on Christmas Eve and New Years' Eve; and
- All staff required to work on Canada Day will be paid at time and one-half of their regular pay in addition to receiving another day of in lieu to be taken at the approval of their supervisor.

#### **Sick Leave**

- All new employees receive 1 day per month of sick time, which accumulates with no cap. Upon retirement from the District, that employee is entitled to receive .4 days of pay per sick day accumulated; and
- If sick time has been depleted, short-term disability, banked overtime or vacation time will be used to ensure the employee is paid.

#### **Unpaid Leave**

- General Leave; maximum of 5 days unpaid leave authorized by the CAO or designate;
- Maternity Leave; and
- Parental Leave.

Unpaid leave is only granted after sick time, banked overtime, short-term disability, and vacation has been depleted, as applicable.

#### **Professional Development and Memberships**

- Professional dues or memberships, if stipulated in the job description as part of a manager's or hourly staff job, will be paid by the District of New Hazelton. Other professional membership dues will be considered for payment by the District on a case-by-case basis; and
- Subject to the approval of the CAO, the District will pay for attendance to training and development activities where they contribute to the overall effectiveness of the staff members position with the District.

#### **Relocation Expenses**

Managers are eligible for a one-time reimbursement of up to 75% of their relocation expenses to a maximum of \$5,000, provided the Manager obtains a minimum of 3 estimates and submits them to the CAO for approval and acceptance. If the Manager terminates employment, the relocation expense reimbursement shall be repaid to the District in the amount of 100% in the first year, 50% in the second year, and 25% in the third year.

### **Public Works Crew Allowances**

- Two pairs of coveralls per year;
- A new pair of boots every 12 months (\$250 limit);
- Washing and drying facilities are provided in the fire hall; and
- Personal Protective Equipment such as eye & face protection, gloves, headgear and hearing protection shall be provided.

### **Mobile and Office Phone Use**

- Our expectation is that phones will be used for business use, but that the occasional personal call will occur;
- If personal calls are made with District phones, the employee making the calls may be asked to cover the costs of such calls, and cease from making/taking these calls in the future;
- A monthly stipend equivalent to a plan featuring 150 mins local calling will be paid to each employee that uses their personal mobile phone for District of New Hazelton business. This stipend is approved for distribution by the Chief Administrative officer or designate; and
- Managers will have the option of having a phone provided to them for their use at the expense of the District.

### **Confidential Information**

- All information regarding water, sewer, taxes, land dealings, in camera council proceedings, and relationships with third parties is **confidential** and should not be disseminated to the public or Mayor and Council and unless explicitly authorized to do so by your supervisor; and
- Amongst this point, is refraining from spreading “gossip” heard at this workplace as it has the potential reflect poorly upon the District of New Hazelton organization.

### **Termination**

- The provisions contained within any applicable employment agreement and the BC Employment Standards will apply.

**DISTRICT OF NEW HAZELTON  
SALARY GRID 2026**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>
ICBC Clerk 2 Administrative Clerk	Finance	\$ 27.83	\$ 30.34	\$ 32.84	\$ 34.79
ICBC Clerk 3 Administrative Clerk	Finance	\$ 27.83	\$ 30.34	\$ 32.84	\$ 34.79
ICBC Lead Finance Clerk	Finance	\$ 32.32	\$ 33.95	\$ 36.32	\$ 38.06
Executive Assistant Corporate Officer	Administration	\$ 67,189.74	\$ 71,142.07	\$ 75,094.41	\$ 79,046.75
Public Works General	Public Works	\$ 30.40	\$ 31.92	\$ 33.44	\$ 34.89
Water Certification Level I	Public Works	\$ 33.27	\$ 34.27	\$ 34.94	\$ 36.55
Water Certification Level II	Public Works	\$ 36.15	\$ 37.22	\$ 37.94	\$ 38.18
Public Works Field Supervisor	Public Works	\$ 38.82	\$ 39.98	\$ 41.53	\$ 42.51
Summer Student	Public Works	\$ 20.97	\$ 22.02	\$ 23.07	\$ 25.16

**SENIOR MANAGEMENT POSITIONS**

<b>POSITION</b>	<b>DEPARTMENT</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>
Fire Chief - Part-Time	Fire	\$ 44,523.96	\$ 47,185.20	\$ 49,544.46	\$ 52,021.68
Chief Financial Officer	Administration	\$ 86,680.26	\$ 94,481.49	\$ 102,282.70	\$ 108,350.33
Public Works Superintendent Building Official Approving Officer	Administration	\$ 89,498.79	\$ 97,553.68	\$ 105,608.58	\$ 111,873.49
Chief Administrative Officer	Administration	\$ 103,590.18	\$ 112,913.30	\$ 133,237.69	\$ 135,902.44

In addition to increases for Steps 1 - 4, BC CPI for current year will be included in yearly increases to a maximum of 5%.

2025 CPI (2%) used to calculate 2026 wages (Nov 24, 2025)

## MANAGEMENT & HOURLY STAFF COMPENSATION POLICY

### Revision/Review Log

Review: Every three years or as required.

Revision Date	Comments
June 4, 2018	Added text regarding payment of overtime for staff in the event of a disaster or community emergency.
November 6, 2023	Addition of Salary Grid. Mobile phones for Managers. Updated # of Statutory Holidays. Clarification around working on Canada Day.
	Added: purpose, Policy, Core Principles, Market Comparator Groups, Remuneration, Probationary Periods, Termination, increase in PW boot allowance.
January 30, 2024	Added clarification regarding CAO wage review, general leave, and sick time
September 29, 2025	Fixed 1 typo, added verbiage regarding on-call stipend for Public Works, added clarification on CPI in Salary Grid. Removed wording regarding sick time for employees hired prior to 2010 (none left). Added wording regarding short term disability. Added review date.
Nov 24, 2025	Changed wages in salary grid to reflect CPI
March 27, 2026	Added that we will provide PPE to employees. Added "Act" to the end of this sentence – "Notice or pay in lieu will be in accordance with the BC Employment Standards Act." Changed that employee overtime will be paid on a bi-weekly basis rather than be banked and paid out at the end of the year. Added that staff meet with the CFO.



## Agenda Meeting Schedule

DATE	TIME	WHERE	DETAILS OF EVENT
April 15 <sup>th</sup>	12:00-1:00PM	Zoom Meeting	NCLGA Webinar – Advancing Community-Led Energy Initiatives in Northern BC
April 22 <sup>nd</sup>	12:00PM	Council Chambers	RCMP Meeting w/ VOH
April 23 <sup>rd</sup>	6:00-9:00PM	Erwin Stege Community Center	First Responder Appreciation Night
April 28 <sup>th</sup>	12:00PM	Council Chambers	Special Council Meeting – <b>Virtual Meeting</b>
May 4 <sup>th</sup>	7:00PM	Council Chambers	Regular Council Meeting
May 6-8 <sup>th</sup>	All Day	Smithers Civic Centre and New Arena – 4204 3 <sup>rd</sup> Ave	Minerals North Conference & Trade Show – Mayor Lowry, Councillor Sturney & CAO, Hunt going.
May 20-22 <sup>nd</sup>	All Day	Prince George	2026 NCLGA AGM & Convention – Mayor Lowry, Councillor Hobenshield, Councillor Burns & CAO, Hunt going.
June 1 <sup>st</sup>	7:00PM	Council Chambers	Regular Council Meeting
July 1 <sup>st</sup>	7:30AM	Allan Park	Canada Day Celebration
July 6 <sup>th</sup>	7:00PM	Council Chambers	Regular Council Meeting
August 10 <sup>th</sup>	7:00PM	Council Chambers	Regular Council Meeting
September 8 <sup>th</sup>	7:00PM	Council Chambers	Regular Council Meeting
Sept 14-18 <sup>th</sup>	All Day	Vancouver Convention Centre	UBCM – 3 rooms booked.
October 5 <sup>th</sup>	7:00PM	Council Chambers	Regular Council Meeting
November 2 <sup>nd</sup>	7:00PM	Council Chambers	Regular Council Meeting
November 19 <sup>th</sup>	10:00AM	Council Chambers	Committee of the Whole Meeting (Budget)
December 2 <sup>nd</sup>	9:00AM-4:00PM	Council Chambers	Council Orientation w/ VOH – Ron Poole Consulting
December 7 <sup>th</sup>	7:00PM	Council Chambers	Regular Council Meeting